

## ADMINISTRATIVE COMMITTEE

June 18, 2019

The Administrative Committee met on Tuesday, June 18, 2019 at 9:30 a.m. in the Community Services Building, 8820 Hwy 35/61/81, Lancaster, WI, in the EOC/Training Room, pursuant to the adjournment of the April 12, 2019 meeting.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Patrick Schroeder, John Beinborn, Robert Scallon and John Patcle.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 9:30 a.m.

Roger Guthrie verified with the County Clerk that the meeting was in compliance with the open meeting law, posted in two locations, the newspaper and on the Grant County web site.

Agenda: John Patcle, seconded by Mark Stead made a motion to approve the agenda as presented. Motion carried.

Approval of Grant County Community Services Building Facilities Policy: Jack Johnson, Chief Deputy Sheriff presented the document to the committee for approval. Jack stated there were some concerns brought to his attention by Fred Naatz, Social Services and Lori Reid, ADRC. They felt their employees should be able to use the essential oils burning pots and the stipulated one picture per wall was not acceptable. In many of their offices in Social Services there are two employees who may want to hang more pictures and the oils have been proven in many studies according to Fred, many of his employees use it for a stress relief.

John Beinborn and Mark Stead also brought up concerns on the use of the EOC/Training room, who is in charge of scheduling and under alterations in the policy. Mark Stead felt if walls were going to be altered this should go through the County Board, painting and patching is one thing but to change a wall would be a much larger issue. If there needs to be changes in a doors, windows, walls, etc., the Department Head should bring that change forward to the Administrative Committee for discussion and final approval.

In discussion Jack stated he limited one picture per wall to try to keep consistency throughout the building and he was concerned about the scents spreading throughout the whole facility because of the air handler system. Not all departments want those scents in their areas, Jack went on to say, if something is needed for odors, spray air fresheners can be used.

Fred Naatz also stated some concerns on the use of the training room and conference room. He felt these were common areas and all departments should be able to use them at their own discretion. He felt the use of a calendar would be sufficient to track times these rooms can be used. He did not feel it was right that they would have to go through Law Enforcement every time they wanted to use these spaces. Nate Dreckman, Sheriff and Jack Johnson stated these are for the use of all departments in the facility, but because of the technology in the training room they felt there should be some control in who and when this room will be used. It was designed for Emergency Management for trainings; they would take precedents in an emergency situation. However, if another department wanted to hold a training; they can schedule that time through Law Enforcement.

Patrick Schroder stated he felt there needed to be a lead designated to track the use of these spaces, he stated that if it wasn't for Law Enforcement and the Jail needing this facility, Social Services and ADRC would not be here.

Fred Naatz stated he felt by the use of the calendar system, this would take care of the scheduling of each room. Each department would enter the time they needed the space, the calendar will only accept one event per time, and this information is viewable to all the departments in the facility so all would be aware of who needed each space at a particular time. Again Fred stated he did not feel Social Services and ADRC needed to get this approved through Law Enforcement, they are considered common spaces.

Nate stated he felt there should still be one lead entity who approves these times.

Lori Reid, ADRC stated she was not aware the calendar would be viewable to all the departments; this changes the situation for her. She agrees with both sides, she understands the EOC/Training room in emergencies would be used by Emergency Management. However, when there would not be any emergency they should be able to utilize that space, and she understands there would need to be some oversight and training given because of all the technology in that room. She went on to say, at some point all the departments would have to start working together, "At some point we all have to play together in the same sand box".

Nate stated there is \$30,000.00 worth of equipment in that room, if the equipment would be broken that cost would come out of his budget that is why he feels there needs to be a person from Law Enforcement in charge keeping track of who is using the space, it cannot be just willy-nilly.

Gary Ranum also stated something to think about is if there has been an event scheduled on the calendar previously and something comes up that would supersede like an emergency, someone would have to be aware to notify the parties of this change.

A majority of the committee members agreed Law Enforcement should be the lead of the calendar. Robert Keeney also stated because of all the security in the facility, Law Enforcement is the lead on all of that, it only stands to reason that they should be the lead person in controlling the calendar. Lori Reid stated she felt there should be some consideration that if there is no emergency in play, if ADRC and Emergency Management would want to schedule a training on the same day, Emergency Management should not supersede ADRC training just because it was designed for there use.

Robert Keeney stated this issue was very important to discuss at this time, with Social Services now moving into the facility and ADRC already in, guidelines needed to be in place for consistency. Training of the use of the facility was brought up, it was understood that all departments would have to be trained in some of the facets and technology of the facility and that will be the next issue that will take precedence.

Lori and Fred asked then if the calendar could be extended out further than 120 days, their departments have to schedule events further out throughout the year, and this would help if the calendar dates would be extended out. Shane Drinkwater, IT stated the dates can be extended out as far as they wanted.

The discussion went back to the number of pictures. The final decision was to leave the policy as one picture per wall, but acceptations could be made by management considering the size of the pictures in each situation.

The final decision on the burning of essential oils was to leave the policy that this cannot be used. Nate has reached out to other facilities they do not allow the use of these.

Robert Keeney, seconded by John Beinborn, made a motion to approve the Grant County Community Services Building facilities policy with the following changes:

- ALTERATIONS: Work orders must be submitted by the department head to the Maintenance Department for such services as painting and patching. Significant changes, such as replacing or altering walls, doors, ceilings, floors, windows, furniture, etc., must be approved by the Administrative Committee.
- APPENDIX A: Community Services Building Maintenance Work Order Request (Complete the form entirely and submit to Maintenance Supervisor) ~~Courthouse Maintenance Department.~~

Motion carried.

Adjournment: Mark Stead, seconded by Patrick Schroeder, made a motion to adjourn the meeting pursuant to the next date at the call of the chair. Motion carried.