

Administrative/Executive Committee
August 11, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson; Paul Steele joined the meeting at 9:11 a.m.

Others: Catherine Schmit, Deb Brandt, Gary Dechant, Margaret Garvin, Andrew Kaftan, Jeremiah Erickson, Ken Kittleson, Chad Ziegler, Cedric Schnitzler, Carol Las, Member of the public.

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Minutes Approval – Motion by Bruce Humphrey second by Pete Peterson to approve the 07/14/15 minutes. Carried 4-0.
- Budget Proposals –
 - a. Information Systems – Catherine Schmit announced that this budget will be proposed next month.
 - b. Register of Deeds – Deb Brandt explained her 2016 budget and answered questions.

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- c. Surveyor – Gary Dechant explained his 2016 budget and answered questions.
- d. Land Information – Jeremiah Erickson explained his 2016 budget and answered questions.
- e. Veteran's Service – Margaret Garvin explained her 2016 budget and answered questions.
- f. County Clerk/Elections – Shelley Bohl explained her 2016 budget and answered questions.
- g. Administrator – Catherine Schmit explained her 2016 budget and answered questions.
- * Corporation Counsel – Andrew Kaftan explained his 2016 budget and answered questions.

One member questioned why some department proposals didn't contain salaries/fringes. Catherine Schmit noted that each department had a different security level in the system and that 2016 salaries/fringes have not been calculated into the system. Rates are currently in the system as 2015.

- Catherine Schmit provided the monthly County Administrator Report.
- Administrator Conferences/Training Requests – Catherine Schmit requested attendance at the Annual WCA Conference. Motion by Bruce Humphrey second by Pete Peterson to approve attending the WCA Conference. Carried 5-0.
- County Administrator Rating Process and Contract Review Discussion
 - Rating Process – Sharon Folcey explained that an Administrator Rating Review Form was presented to each Supervisor at last month's County Board meeting. Only 3 have been returned to the County Clerk to be forwarded to today's meeting. The Administrator's evaluation will be in closed session later in the agenda.
 - Contract Review – Sharon Folcey explained that the Administrator Contract Feedback form was presented to each Supervisor. 8 forms were returned to the County Clerk. Andrew Kaftan provided a feedback summary to all members. Comments, concerns, and whether or not some items were viable due to county policy were discussed. Sharon Folcey explained that the contract would be discussed later in the agenda under the closed session.
- 2016 County Board Reduction – Andrew Kaftan provided a draft county structure for 11 standing committee's to all members. Members reviewed the make-up. The components of the Human Services, Health and Commission on Aging were discussed. Due to the statutes, 6 supervisors and 3 citizen members may restrict the flexibility of future committee assignments. Discussion. It was a consensus of the committee to change the makeup of the Human Services, Health & Senior Services committee to 5 supervisors and 4 citizen members. An ordinance will be drafted and forwarded to the committee for approval. It was also recommended that Andy look into County Board Rule #15 as to clarification of appointments, Chair vs Administrator appointments.

- County Office Hours – James Kuhn briefly explained that this item was placed on the agenda for discussion on current procedures/policies. This item will be revisited next month.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – September 8, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Information Systems & Child Support Budget Proposals, County Office Hours, County Board Standing Committee Ordinance
- Motion by Bruce Humphrey second by James Kuhn to go into closed session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation and Contract. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson and Steele all voting yes.
- Closed session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation and Contract.
- Motion by Bruce Humphrey second by Pete Peterson to return from closed session and adjourn meeting at 11:56 a.m. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson and Steele all voting yes.

Shelley Bohl, County Clerk
Recorder