

Administration & Personnel Committee
January 10, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent.
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, John Mehtala, Pamela Pipkin, John Hochkammer, Pat Mulvaney, Member of the Public.

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

- Next Month's Meeting Date/Time – The next meeting is February 14, 2017 at 9:00 a.m. in the Rolling Hills Activity Room. Mary Von Ruden asked to move the meeting to 4:00 p.m. by request of Carol Las. Discussion. It was a consensus of the committee to keep the meeting at 9:00 a.m.
- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 12/13/16 minutes. Carried 4-0.
- Child Support Line Item Transfer – Pamela Pipkin explained 2016 line item transfer in the amount of \$4,000.00 for genetic tests and contracted services. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- IT Inter-Government Agreement Discussion - John Mehtala explained that he and the Interim County Administrator, Jim Bialecki met with the City of Sparta Police Department since the last meeting. The City has 3 mobile computer devices and would like to connect with our network to retrieve mugshots. John laid out perimeters. Jim explained that the City of Sparta will not be able to edit anything in the system. The city would have direct access to the system instead of going through dispatch for information. Cost sharing would be a benefit. Currently John is working on drafting an agreement.
- Jim Bialecki provided the Interim County Administrator Monthly Report.
- Administrator Line Item Transfer – Jim Bialecki explained the 2016 line item transfer in the amount of \$400.00 for fax charges that in the past were a part of the Administrators budget, however they were not budgeted in 2016. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 4-0.
- County Board Budget Adjustment Discussion – Shelley Bohl explained that the county board budget will be over in 2016 due to per diems and mileage line items being reduced by the Administrator during the budget cycle. There will be a budget adjustment forthcoming.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- John Hochkammer, Outreach Coordinator provided the WCA Presentation on forms of Government - John provided a presentation on the Administrative Structure Options and the Roles and the Responsibilities of County Board Members. Questions were answered.

It was a consensus of the committee to have John Hockhammer provide the Forms of Government presentation to board members at the next meeting. Shelley Bohl, County Clerk will contact the Board Chair about placing the presentation on the agenda.

- County Administrator Replacement – Ken Kittleson explained that the board would like to be involved with the discussion. His suggestion would be to hold off until after the board presentation is given.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – County Administrator Replacement, Administrator Hiring Firm, County Board Budget Adjustment.
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn at 10:45 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder