

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

May 30, 2012

Administration & Rules Committee

8:30 a.m.

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, Jim Mode, John Molinaro, and Paul Babcock. Rick Kuhlman, Absent.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential, Phil Ristow – Corporation Counsel; Yvonne Duesterhoeft – Veterans Service Officer; Oral Rowland – MIS Programmer; Scott Fossum – MIS Programmer; John Rageth – MIS Manager.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

No changes were made

5. Public Comment

None

6. Election of Committee Chair, Vice Chair, and Secretary

Supervisor Mode nominated John Molinaro for Chairman; Second by Supervisor Babcock. (Ayes – All) Motion Carried.

Supervisor Babcock nominated Jim Mode for Vice Chairman; Second by Supervisor Braughler. (Ayes – All) Motion Carried.

Supervisor Molinaro nominated Jim Braughler for Secretary; Second by Supervisor Babcock. (Ayes – All) Motion Carried.

7. Approval of April 26, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Braughler to approve the April 26, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-3) Motion carried. (Babcock abstained)

8. Approval of May 7, 2012 County Board minutes

Motion by Supervisor Mode; Second by Supervisor Braughler to approve the May 7, 2012 County Board minutes as corrected. (Ayes-3) Motion carried. (Babcock abstained)

9. Communications

- a. Codification Information – Chapter 1 – General Provisions

10. Jefferson County website design presentation by MIS Staff

MIS Staff showed the committee the new website design. The Committee made comments and suggestions. The Committee would like to have a short presentation featuring the new website for the County Board Supervisors at their June 12th meeting so that they become familiar with how to find the information they need on the new website. Molinaro would like MIS staff to look into applications for iphones and ipads. No action taken.

- 11. Discussion and possible action on comments from Veterans Service Officer and Judge Koschnick regarding the Outagamie County Resolution to “Oppose any language that holds the county financially responsible for services that are already paid for by other Cher entities”**
Gary Petre sent an email to Judge Koschnick. The Judges didn’t have any opinion on this resolution. Yvonne Duesterhoeft discussed this resolution. Jefferson County doesn’t have a Veteran’s Court and she felt that this would not be an issue. No action taken.
- 12. Discussion and possible action on resolutions, letters or reports from other governmental agencies**
There were no resolutions, letters or reports to review.
- 13. Discussion regarding possible agenda topics for a meeting of County Board Committee Chairs**
Once all of the chairs have been elected, there will be a meeting of the chairmen. Some of the topics that the committee would like addressed with the chairs are: 1) working with Department Heads on the agenda; 2) what to do if there is an emergency that arises during a meeting; use of sign in sheets; 3) discuss the roll of other board members who are not part of the committee; 4) discuss rules regarding who can attend meetings during closed session; 5) review of the open meetings law; 6) chairman should be responsible for committee members getting a better understanding of the department they are working with. No action taken.
- 14. Status report from Corporation Counsel on Codification of Ordinances project**
Phil Ristow provided information for the committee to review. Corporation Counsel will be doing the Codification project themselves. The Committee would like regular updates on this project. No action taken.
- 15. County Administrator’s monthly report**
Gary Petre reviewed his monthly report and addressed questions from the Committee.
- 16. Discussion and possible action on future meeting schedule**
Next meeting will be held on Tuesday, June 26, 2012 at 8:30 a.m. The Committee will continue to meet the last Wednesday of the month at 8:30 a.m.
- 17. Tentative Future Agenda Items and Meeting Dates**
 - Approval of May 30, 2012 Administration & Rules Committee meeting
 - Correction and Approval of June 12, 2012 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - County Administrator’s monthly report
 - Discussion and possible action on implementing ideas related to the County’s Governing Assessment Survey Report
 - Status Report and review of policies for inclusion in the Codification project
- 18. Adjourn**
Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn at 9:46 a.m. (Ayes-All) Motion carried.

Future Meeting Date

Tuesday, June 26, 2012 at 8:30 a.m.