

AGENDA

Administration & Rules Committee

Jefferson County Courthouse
320 S. Main Street
Jefferson, WI 53549

July 25, 2012

8:30 a.m. - Room 112

Committee Members

Paul Babcock – James Braugher – Rick Kuhlman - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of June 26, 2012 Administration & Rules Committee meeting minutes
7. Approval of July 10, 2012 County Board minutes
8. Communications
9. Discussion and possible action on annual reports to the County Board by outside agencies.
10. Discussion and possible action on determining fees for processing public records request and public records requests by elected officials
11. Status Report and review of policies for inclusion in the Codification project
12. Discussion and possible action on resolutions, letters or reports from other governmental agencies
13. County Administrator's monthly report
14. Update on meeting of County Board Committee Chairs
15. Tentative Future Meeting schedule and Agenda Items

2012	2013
August 29 th (August 22 nd)	January 30 th
September 26 th	February 27 th
October 31 st	March 27 th
November 28 th	April 24 th
December 26 th	

16. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

#6

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**June 26, 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, Paul Babcock, and Rick Kuhlman.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential,
- 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. Approval of May 30, 2012 Administration & Rules Committee meeting minutes**
Motion made by Supervisor Babcock; Second by Supervisor Mode to approve the Administration & Rules Committee meeting minutes as printed. (Ayes-4) Rick Kuhlman – Abstained. Motion carried.
- 7. Approval of June 12, 2012 County Board minutes**
Motion by Supervisor Mode; Second by Supervisor Babcock to approve the June 12, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.
- 8. Communications**
 - Resolution – To support the development and expansion of the frac sand mining industry
 - Spreadsheet of 2013 Budget Department goals
- 9. Discussion and possible action on resolutions, letters or reports from other governmental agencies**
Resolution – To support the development and expansion of the frac sand mining industry The Committee reviewed the resolution. No action taken.
- 10. County Administrator's monthly report**
Gary Petre reviewed his monthly report and addressed questions from the Committee.
- 11. Discussion and possible action on meeting of County Board Committee Chairs**
This meeting will be held on July 24, 2012 at 8:30 a.m. at Workforce Development, Room 103. No action taken.
- 12. Tentative Future Agenda Items and Meeting Dates**
 - Approval of June 26, 2012 Administration & Rules Committee meeting
 - Correction and Approval of July 10, 2012 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Update on meeting of County Board Committee Chairs
 - Discussion and possible action on the Strategic Plan
 - County Administrator's monthly report
 - Status Report and review of policies for inclusion in the Codification project

13. Adjourn

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to adjourn at 9:15 a.m.
(Ayes-All) Motion carried.

Future Meeting Date

Wednesday, July 25, 2012

#9

Tammie Jaeger

From: Gary Petre
Sent: Monday, July 09, 2012 2:15 PM
To: Tammie Jaeger
Subject: FW: Jefferson Board Presentation Data

Tammie,
Please put this item on the next A&R Comm. agenda. Thanks.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Gary Petre
Sent: Monday, July 09, 2012 2:14 PM
To: Kathi Cauley
Subject: RE: Jefferson Board Presentation Data

Kathi,
I don't think we should do it. We are getting more requests from outside agencies to present their reports to the Board and we really need to set a policy on who should be reporting. The annual report presentations were originally meant for County department heads and now it has gotten away from that. I will put an item on the next A&R Comm. agenda to discuss this.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Kathi Cauley
Sent: Monday, July 09, 2012 1:52 PM
To: Gary Petre
Subject: FW: Jefferson Board Presentation Data

Hi Gary,

I think Seth from the Workforce Development Board would like to present an annual report to the County Board. Cindy gave one in years past but she is no longer with them. Is there a date they could present this year or not?

Thanks,
Kathi

Kathi Cauley
Director
Jefferson County Human Services
1541 Annex Rd.
Jefferson WI 53549
920-674-8111 direct

920-674-7603 fax

From: Seth Lentz [<mailto:slentz@wdbscw.org>]

Sent: Monday, July 09, 2012 8:42 AM

To: Kathi Cauley

Subject: Jefferson Board Presentation Data

Kathi,

We just wanted to check in as there was some discussion a while back about getting together Job Center data for a Jefferson County Board Presentation. I think the presentation may have been moved, and that Cindy used to help with getting some of the Job Center data collected. If there is anything that you need on this front please don't hesitate to give us a call and we will help to pull the information together.

Hope you are having a great summer.

Seth

--

Seth Lentz

Deputy Director

Workforce Development Board of South Central Wisconsin

3513 Anderson Street, Suite 104

Madison, WI 53704

Phone: 608-249-9001

Fax: 608-249-9356

#10

Tammie Jaeger

From: Gary Petre
Sent: Monday, July 02, 2012 9:35 AM
To: Phil Ristow
Cc: Terri Palm; Barb Frank; Roland Welsch, Jr.; Tammie Jaeger
Subject: RE: A.G. Van Hollen News/Attorney General J.B. Van Hollen Issues Statement on Wisconsin Supreme Court's Decision in Milwaukee Journal Sentinel v. City of Milwaukee

If you would like this put on the next A&R Comm. agenda, I can put it on the draft agenda for John's review.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Phil Ristow
Sent: Monday, July 02, 2012 8:58 AM
To: Gary Petre; Terri Palm; Barb Frank; Roland Welsch, Jr.
Subject: FW: A.G. Van Hollen News/Attorney General J.B. Van Hollen Issues Statement on Wisconsin Supreme Court's Decision in Milwaukee Journal Sentinel v. City of Milwaukee

In the past, responding to some record requests has required significant time for redaction in accordance with policy or on a case by case basis. The Supreme Court has opined that time spent redacting information is not chargeable when responding to a request. As well, from the recent Gannett requests, it appears that some additional policy needs to be set with regard to "custom" creation of a record that otherwise does not exist. One easy answer is to simply not do it- the second step is what to charge if it is done. There are reasons for and against creating such documents. Perhaps a future agenda item for a committee. Which one?

From: Brueck, Dana L. [<mailto:brueckdl@doj.state.wi.us>]
Sent: Wednesday, June 27, 2012 10:16 AM
To: Brueck, Dana L.
Subject: A.G. Van Hollen News/Attorney General J.B. Van Hollen Issues Statement on Wisconsin Supreme Court's Decision in Milwaukee Journal Sentinel v. City of Milwaukee

J.B. VAN HOLLEN
ATTORNEY GENERAL

NEWS RELEASE

ATTORNEY GENERAL J.B. VAN HOLLEN ISSUES STATEMENT ON WISCONSIN SUPREME COURT'S DECISION IN *MILWAUKEE JOURNAL SENTINEL V. CITY OF MILWAUKEE*

"This decision provides a straightforward and commonsense interpretation of the Public Records law. A requestor cannot be required to pay for something unless the statute clearly authorizes a fee. This is the correct decision, and a decision which promotes open government," Attorney General Van Hollen said.

For Immediate Release

For More Information Contact:

June 27, 2012

Dana Brueck 608/266-1221

MADISON — Attorney General J.B. Van Hollen issued the following statement regarding the Wisconsin Supreme Court's decision in *Milwaukee Journal Sentinel v. City of Milwaukee*, Case No. 2011 AP 1112, which holds that public records custodians may not charge requestors for the time and expense of redacting records:

“This decision provides a straightforward and commonsense interpretation of the Public Records law. A requestor cannot be required to pay for something unless the statute clearly authorizes a fee. This is the correct decision, and a decision which promotes open government.”

Regarding the practical implications of the decision, Van Hollen also stated:

“I see two main points to take away from this decision. First, this case is a win for requestors. However, I would encourage requestors to continue to consider and respect the obligations that governmental bodies face when complying with the public records law, and to be patient when trying to obtain information. Complicated requests and redactions do take time and all governmental agencies are facing the challenges of tight budgets and reduced personnel. Second, the decision makes it clear that the legislature, not the courts, must balance the competing interests under the public records law when determining who should bear the costs of redaction.”

A copy of the decision is available at the following link:

[Milwaukee Journal Sentinel v. City of Milwaukee, Case No. 2011 AP 1112](#)

Attorney General Van Hollen and Assistant Attorney General Carrie Benedon filed an *amicus curiae* brief in the *Milwaukee Journal Sentinel* case.

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Tammie Jaeger

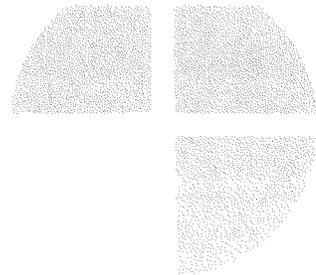
From: Gary Petre
Sent: Monday, July 02, 2012 9:39 AM
To: Phil Ristow; Roland Welsch, Jr.; Tammie Jaeger; Barb Frank
Subject: FW: Client Alert: High Court Rules Municipalities on the Hook for Costs of Public Records Requests

Here's another item that could be included in the A&R Comm. meeting packet related to the records request expenses item.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Davis & Kuelthau, s.c. [mailto:info@dkattorneys.com]
Sent: Monday, July 02, 2012 9:35 AM
To: Gary Petre
Subject: Client Alert: High Court Rules Municipalities on the Hook for Costs of Public Records Requests

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Client Alert

July 2, 2012

High Court Rules Municipalities on the Hook for Costs of Public Records Requests

By: [James M. Kalny](#) & [Geoffrey A. Lacy](#)

The Wisconsin Supreme Court ruled Wednesday, June 27, 2012 that public entities must bear the expense associated with redacting confidential information from documents in response to public records requests. The Supreme Court in *Milwaukee Journal Sentinel v. City of Milwaukee* held that the public records law provides no authority to pass on the cost of performing required redactions of records to the requestor, leaving that cost solely with the public entity. State Supreme Court Justice Roggensack and three other Justices wrote a separate opinion in which they agreed that the law as currently written does not include

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authority to charge requestors for redaction expenses which also included a strong plea to the legislature to address the effects this will have on local governments.

Background

One of the bedrock principles of Wisconsin government has been the openness of its governmental institutions as codified in Wisconsin's public records statute. The obligation to provide access to government records is however, not without its complications. Principal among them is the cost of compliance. This cost has escalated with the explosion of information and records in the technology age. As is often the case, the public records law struggles to fit the realities of tightening municipal budgets and increased records created and maintained by public entities in the course of carrying out the public's business.

The *City of Milwaukee* case involved a request for police incident reports created and maintained by the City of Milwaukee Police Department. The newspaper made several requests over a period of time. After complying with several requests, the City finally informed the paper that it was going to have to reimburse the City for the cost of reviewing and redacting confidential information contained within the records sought. The cost was estimated to be in excess of \$3,000. The newspaper sued the City, claiming that the City had no authority to charge it for redaction expenses. Both the City and the newspaper agreed that the estimated cost was a reasonable approximation of the actual, necessary and direct cost of performing the required redactions.

Previous Developments in this Area

Wisconsin statute section 19.35(3) allows public entities to recover the "actual, necessary and direct" costs of location, reproduction and mailing of records in response to a request. In 1983, the Wisconsin Attorney General recognized the public records law requires public entities, or "authorities" under the law, to separate information subject to release from that information not subject to release by redacting the latter and releasing the balance of the document. In that opinion, the Attorney General noted this would come at some expense to the authority, but the legislature had not granted to authorities the ability to recover that particular cost from records requestors.

In 2002, the Wisconsin Supreme Court issued the public records decision, *Osborn v. Board of Regents of the University of Wisconsin*. In *Osborn*, the Court reviewed a request involving a larger number of documents that would require a monumental redaction effort. The Court noted the University would not be required to incur the expense of complying with the request. A few years later, in 2008, the Court issued another public records case, *WIREDATA, inc. v. Village of Sussex*. The Court in *WIREDATA* stated that an authority may "recoup all of its actual costs" of complying with a public records request. While neither case directly held that the cost of redacting confidential information could be passed to a public records requester, based on these decisions, many public entities reasonably believed that the cost of reviewing and redacting confidential information from otherwise releasable records - a task that represents the greatest cost of complying with the public records law - could now be shifted to the requestor.

Shifting such cost to the requestor has served to protect public entities from overly burdensome requests, particularly involving electronic communications. In addition, this has provided authorities leverage to

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communicate with requestors, in light of the high costs, to refine their requests. This served not only to reduce the burden and the cost of complying with the requests, but also to provide an opportunity for the requestors to obtain the information they actually wanted, rather than thousands of pages of extraneous documents.

The Court's Reasoning

The Court's decision in *City of Milwaukee* now returns to the 1983 Attorney General's opinion as the appropriate interpretation of the law. Further, the Court clarified that its prior decisions in both *Osborn* and *WIREDATA* when read in context, allowed for recovery of all costs of reproduction and transcription of the record; photographing and photographic processing; locating a record, and mailing or shipping of any copy or photograph of a record, but did not intend to enable public entities to recover the cost of redaction from records requestors. The undercurrent of the Court's decision was that the law allows an authority to impose fees for the tasks specifically stated in the statutes, and no others. As the Court stated:

"If the legislature had wanted to allow an authority to impose fees for a broad range of tasks, or if it had wanted to include the task of redaction as a task for which fees may be imposed, it would have said so. It did not. The most reasonable way to interpret the Law is to say that the legislature intended an authority to impose fees only for the tasks specified in the Law."

Implications for Public Entities

The concurring opinion of the Court includes a strong plea to the legislature to address the issues and potential costs that may result from the *City of Milwaukee* decision. The concurrence notes the *City of Milwaukee* decision opens the door for both harassing conduct by requestors and places significant burden on the already stretched taxpayer resources at the local government level. Of additional note is the realization that, although a large municipality such as the City of Milwaukee may be able to comply with the request, a small one will be much less able to do so.

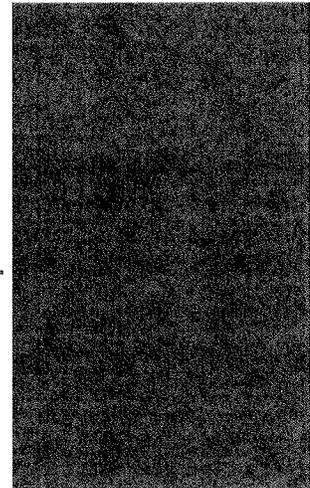
As Justice Roggensack pointed out, the *City of Milwaukee* decision removes a major resource for public entities in dealing with unduly burdensome requests. Public records requests, even if made with the best intentions, have the practical effect of diminishing the capacity of public employees to focus on the work of the government. Both Justice Roggensack and State Supreme Court Justice David Prosser Jr. mention the possibility that this decision will result in increased activity in the public records arena. The Justices noted that the request in the *Osborn* case involved some 450,000 pages of documents and the time required to review and redact confidential information from that volume of documents is staggering.

Based on the decision, public entities are now clearly prohibited from recovering costs associated with performing the law's mandatory redaction process. The only method to address this is to request that the state legislature undertake corrective legislation. Many will recall that Davis & Kuelthau made the same suggestion in the wake of the public records case involving personal email communications (*Schill v. Wisconsin Rapids Sch. Dist.*). The law has yet to be revised to adequately address the absence of clear direction on that issue. The public records statute requires a significant overhaul. Without it many

municipalities will find themselves devoting an ever increasing amount of resources to responding to requests.

Davis & Kuelthau is ready to assist in navigating this complex area. Please contact **James Kalny** at jkalny@dkattorneys.com, (920) 431-2223, **Geoffrey Lacy** at glacy@dkattorneys.com, (920) 431-2225 or your Davis & Kuelthau attorney.

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Tammie Jaeger

From: Gary Petre
Sent: Monday, July 02, 2012 12:27 PM
To: Tammie Jaeger; Roland Welsch, Jr.; Phil Ristow; Barb Frank
Subject: FW: Supreme Court Restricts Fees in Processing Public Records Requests

Here's another document on the public records fees.....

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Buelow Vetter Buikema Olson & Vliet, LLC [mailto:dneumann@buelowvetter.com]
Sent: Monday, July 02, 2012 11:00 AM
To: Gary Petre
Subject: Supreme Court Restricts Fees in Processing Public Records Requests

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Buelow Vetter
Buikema Olson & Vliet, LLC

Supreme Court Rules An Authority May Not Charge Redaction Fees Under the Public Records Law

July 2, 2012

Last week, the Wisconsin Supreme Court issued a very significant decision interpreting the Wisconsin Public Records Law. In *Milwaukee Journal-Sentinel, Inc. v. City of Milwaukee*, 2012 WI 65, the Supreme Court addressed the question of whether the Public Records Law allows a government entity to charge a person who requests public records with the full cost associated with redacting records to remove confidential or other non-public information. In a unanimous decision, the Supreme Court answered this question "no."

BACKGROUND

A reporter for the Milwaukee Journal-Sentinel (the "Newspaper") made a records request to the Milwaukee Police Department under the Public Records Law. The request was for computer-aided dispatch records and incident reports over a 2-week period in 2010. The City determined that responding to the request would include the release of 2,312 dispatcher records and 743 incident reports at a cost of \$2,081.80. Rather than make this payment, the Newspaper withdrew its request and instead agreed to receive a CD with a summary of the dispatch records at a cost of \$10.00 for the CD and \$100.30 for the

time spent locating the records. The reporter then requested another 100 incident reports. The Police Department determined that, prior to releasing the reports, it would need to redact non-public information from the records, including social security numbers, financial account numbers, and identification of crime victims and suspects. The Police Department determined that the redaction would take 15 staff hours at a cost of \$601.80.

A second reporter for the Journal-Sentinel requested dispatch records and incident reports for sexual assault cases for an entire calendar year. After narrowing her request, the Police Department determined that responding to this request would cost \$3,390 for staff time spent redacting records.

The Newspaper refused to pay the fees for either of these requests. Instead, they filed an action in circuit court seeking release of the records without having to pay over \$6,000 in redaction fees. The circuit court denied the Newspaper's request and held that the Police Department was entitled to charge the cost of redacting the records. The Court of Appeals certified the issue to the Supreme Court and the Court accepted the case.

THE COURT'S RULING

The Public Records Law permits an authority to charge a fee that does not exceed the "actual, necessary and direct" cost of producing the record. §19.35(3), Wis. Stats. The Court identified four different types of functions for which an authority may charge fees in processing a public records request. These four categories are all expressly described in the Public Records Law as follows:

- (1) Reproduction - Fees associated with copying or transcribing the records;
- (2) Photography - Fees associated with photographing or photographic processing of a record;
- (3) Location - Fees associated with locating a record, but only if the cost exceeds \$50.00; and
- (4) Mailing - Fees associated with mailing or shipping the records to the requester.

The Court determined that the cost of redacting information from records before they can be released does not fit within any of the categories of fees which may be charged under the Public Records Law. The Police Department argued that redacting records is within the meaning of "locating" or "reproducing" the records, but the Court rejected these arguments. The Court determined that "locating" the records means the actual, physical process of finding a physical copy of a record in a file cabinet or on a computer. The Court also rejected the notion that redacting information from the record(s) is part of the cost of "reproducing" the records. The Court stated that "reproducing" a record means making an exact duplicate of the record, and does not include altering the record to remove confidential or otherwise non-public information.

Both the majority opinion and the concurring opinions acknowledged that technological advances have changed how records are created and stored, and that the Public Records Law has not been updated to reflect modern technology. The majority determined that the Legislature is tasked with expanding the scope of the Public Records Law into new areas, including charging fees for redacting records. The concurring opinion issued by Justice Roggensack recognized the significant cost that an authority can incur in redacting information before releasing public records. Justice Roggensack also recognized that some requesters make voluminous requests for information that are extremely time-consuming and expensive to process, especially for authorities with very few employees. While sympathetic to this issue, Justice Roggensack determined that this is an issue that the Legislature, and not the courts, must address.

CONCLUSION

Many government employers have been monitoring this case and hoping for a decision that requires the requester to incur the financial cost of processing a request for public records. The Supreme Court has taken a plain reading of the law and placed that financial burden on government entities. While the government unit can charge for the cost of physically locating the record and reproducing it, they cannot charge for the time spent redacting these records to remove non-public information. In the case of personnel records, the time it takes to redact confidential information from the records can be significant. Elected officials may wish to contact their legislators and encourage them to address this issue through legislation and ease the burden on government employers and taxpayers.

If you have any questions regarding the implications of this decision, please contact your Buelow Vetter attorney or Attorney Nancy Pirkey at (262) 364-0257 or npirkey@buelowvetter.com.

This *Legal Update* is intended to provide information only on general compliance issues and should not be construed as legal advice. Please consult an attorney if you have any questions concerning the information discussed in this *Legal Update*.

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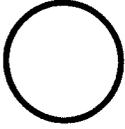
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Buelow Vetter Buikema Olson & Vliet, LLC | 20855 Watertown Road | Suite 200 | Waukesha | WI | 53186



RESOLUTION# 12-7-3

ITEM# 2-1

DATE July 17, 2012

Effective Date Upon Passage

Introduced by Health & Human Services

Page 1 of 2

Committee

KLR

Motion:	Adopted:	<input checked="" type="checkbox"/>
1 st Rozar	Lost:	<input type="checkbox"/>
2 nd Hendler	Tabled:	<input type="checkbox"/>
No: 0 Yes: 19 Absent: 0		
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: PAK	, Corp Counsel	
Reviewed by: MFM	, Finance Dir.	

INTENT & SYNOPSIS: Request that the Department of Health Services incentivize more effective regional collaboration, cost savings and efficiency in Income Maintenance (IM) administration by bringing more equity to calendar year 2013 consortia funding allocations.

FISCAL NOTE: A more equitable funding methodology would increase the allocation for the Northern IM Consortium. The actual fiscal impact is unknown at this time, and is dependent upon the final methodology selected.

Source of Money: Budgeted State General Purpose Revenue

WHEREAS, Act 32 (the State of Wisconsin's 2012-13 Biennial Budget) eliminated the system whereby individual counties administer Income Maintenance (IM) programs and instead directed that, beginning in calendar year (CY) 2012, counties organize into no more than ten multi-county consortia for the purpose of administering IM programs; and,

WHEREAS, the purpose of the consortia model is to create regional IM systems that preserve essential local presence and oversight while maximizing certain efficiencies so that IM services remain consistently strong statewide, despite the 17 percent reduction in State funding for IM administration that was part of the strategy to bring balance to 2012-13 State Budget; and,

WHEREAS, by legislative design, it was intended that IM consortia achieve cost savings by leveraging three types of efficiencies: (1) the sharing of a single call center by counties within

each consortia; (2) utilization by all consortia of a newly created State-operated Central Document Processing Unit (CDPU) to perform scanning and coding functions that were traditionally performed by county staff; and (3) other efficiencies achieved by counties sharing the workload of application processing, eligibility determinations and ongoing case maintenance within their consortium partnerships; and,

WHEREAS, Wood County is the administrative lead for the Northern IM Consortium, a collaboration of twelve northern Wisconsin counties which employs an innovative service delivery model that leverages all three intended legislative efficiencies and is collaborative in how workload and managerial structure is shared across county boundaries; and,

WHEREAS, the Department of Health Services (DHS) deferred to the Wisconsin County Human Services Association (WCHSA) on how to distribute CY 2012 State IM funding, consequently adopting a formula that continued to assign funding to individual counties instead of consortia, failed to consider legislatively mandated maintenance of effort (MOE) levels, distributed the 17 percent State funding reduction in a widely disparate fashion and continued to subsidize duplication and inefficiency; and,

WHEREAS, the Northern IM and Western Regional Economic Assistance (WREA) consortia were impacted most negatively by the current methodology, absorbing State funding reductions of 37 and 31 percent

{ }

DONNA ROZAR, Chairperson

MARION HOKAMP

MICHAEL FEIRER

PETER HENDLER

DOUG MACHON

BONNIE JAECKS

LORI SLATTERY-SMITH

JEFFREY KOSZCZUK

THOMAS BUTTKE

Adopted by the County Board of Wood County, this 17th day of July 20 12 .

County Clerk

County Board Chairman

**County Administrator's
Monthly Activity Report
July, 2012**

6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 11/3. I will be assisting Dave Diestler in his evaluation of the performance of Fair Park staff.

The Human Resources Director continues to review the County's Personnel Policies and Procedures. On 7/10, the County Board adopted an ordinance addressing employee political activities. On 7/17, the Human Resources Committee approved a recommendation to amend the Personnel Ordinance pertaining to the voluntary donation of vacation time by employees to a specific employee in need of additional paid time off. The Committee's recommendation will be forwarded to the County Board for consideration at its 8/13 meeting.

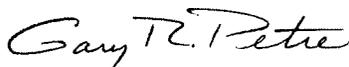
Job Description Questionnaires (JDQ's) are being completed by County employees as part of the Classification and Compensation Study. I am reviewing the JDQ's that are being completed by those Department Heads who report to me.

Dave Diestler, the County's new fair Park Director began his job on 6/18. During the month of July, I have been meeting with him to get him acquainted with County policies and procedures; the 2013 requested budget development process; and financial reports.

The recruitment process for a new Finance Director continued during July. The application review date was set for 6/18. A total of 17 applications were received and reviewed. The top 2 applicants were asked to come in for an initial interview. The top candidate came in for a second interview. Reference checks were conducted and the candidate has accepted an offer of employment contingent upon confirmation by the County Board. It is anticipated that this item will be on the 8/9 Finance Committee agenda and that confirmation of the appointment will be considered by the County Board on 8/13.

7. Board/Commission Appointments

At this time, I do not anticipate any Board/Commission appointments being submitted to the County Board for confirmation at its 8/13 meeting. As previously stated, it is anticipated that the appointment of the new Finance Director will be submitted to the County Board for confirmation at the 8/13 meeting.



Gary R. Petre
County Administrator