

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 14, 2015**

Task Force on County Operations & Organization

**1. Call to Order**

Meeting was called to order by Schroeder at 2:00 p.m.

**2. Roll Call**

**Task Force Members**

Members present: Kathi Cauley, Jennifer Hanneman, Susan Happ, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer and Timothy Smith.

Others Present: Tammie Jaeger – Administration; Jim Schroeder – County Board Chairman; Benjamin Wehmeier – County Administrator; Stacie Hoffman – Register of Deeds; J. Blair Ward – Corporation Counsel; Brian Lamers – Finance Director and Barb Frank – County Clerk.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Introductions**

The group introduced themselves and gave a brief biography.

**5. Review of Agenda**

None

**6. Public Comment**

None

**7. Authority and Duties of the Task Force – County Board Chairman and County Administrator**

Schroeder distributed a copy of the Jefferson County Resolution “Establishing Task Force on County Government Organization and Operations” for the members to review. He went over some of the goals of the Task Force. The ideas and recommendations that the Task Force makes will be compiled into a report to be considered by the County Board. The Task Force is encouraged to look to Wehmeier for leadership. Wehmeier said that this is an opportunity to give some thought to the next 5-10 years so that the county’s decisions make sense. Staff will be asked to participate in these discussions in the future. No action taken.

**8. Review of Task Force Material**

The Task Force members were given information prior to the meeting so that it could be reviewed and used as a starting point for discussions. The documents included the 2015 Adopted Budget, Administrative Services Audit, Highway Department Study, Human Services Audit, Local Govt. Institute of WI Case Studies, MIS Operational Audit and Sheriff’s Office Audit. In many cases the recommendations were implemented, but some were not. The Task Force will start by reviewing these audits at their next meeting. No action taken.

**9. Election of Chair, Vice-Chair and Secretary**

Nass nominated Hanneman for Chair; Second by George Jaeckel. (Ayes-All) Motion Carried.

Jaeckel nominated Kutz for Vice Chairman; Second by Nass. (Ayes-All) Motion Carried.

Jaeckel nominated Smith for Secretary; Second by Krueger. (Ayes-All) Motion Carried.

**10. Communications**

- a. Resolution “Establishing Task Force on County Government Organization and Operations”

**11. Set next meeting date**

January 28<sup>th</sup> at 1:15 p.m. and February 13<sup>th</sup> at 8:30 a.m. in Room 202

**12. Tentative Future Agenda Items and Meeting Dates**

- Approval of January 14, 2015 Task Force meeting minutes
- Overview of the Jefferson County 2015 Adopted Budget
- Review of Audits – Human Services, Administrative Services & MIS (January 28<sup>th</sup>)
- Review of Audits –Highway Department (February 13<sup>th</sup>)
- Review of Audits – Sheriff's Office
- Discussion on overall county operations & strategic planning
- Review future capital projects
- Review county department structure
- Review County Board Committee structure
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
  - a. Discussion with Mayors & Village Presidents regarding shared services
  - b. Department Head reports including current and potential possibilities for shared services
  - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better

**13. Adjourn**

Motion made by Jaeckel; Second by Kutz to adjourn at 2:47 p.m. (Ayes-All) Motion Carried.