

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

March 13, 2015

Task Force on County Operations & Organization

1. Call to Order

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

2. Roll Call

Task Force Members

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

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Jim Schroeder, County Board Chair; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Barb Frank, County Clerk; Supervisor Walt Christensen and Bill Kern, Highway Commissioner.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Introductions

Wehmeier shared a short presentation from WCA on what counties do.

5. Review of Agenda

No changes

6. Public Comment

None

7. Approval of February 25, 2015 Task Force meeting minutes

Motion by Kutz; Second by Jaeckel to approve the February 25, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.

8. Follow-up and discussion on Department Audits

The Committee followed up on the audit presentations that were made by Department Heads and made comments and suggestions.

Human Services Audit: Hanneman supports the CQI efforts that Human Services does on a continuous basis and would like to see other departments use it. Wehmeier explained that a LEAN presentation was done for Department Heads and positive comments were received. Nehmer asked if there was a compilation of audit recommendations that were not completed for the committee to review and consider implementing. No action taken.

Administrative Audit: Hanneman said that the current financial system issues addressed in the Administrative Audit was something that she would like to talk about. The accounting system involves all departments. Staff will reach out to municipalities and other counties to see if there is any interest in purchasing a comprehensive accounting system to share some of the cost.

Motion made by Nass; Second by Smith to endorse a comprehensive accounting system and continue to pursue potential cooperation with other counties and municipalities. (Ayes-All) Motion carried.

Schroeder brought up the idea of combining committees to reduce the number of meetings that senior staff has to attend. Wehmeier suggested doing a presentation on statutory requirements relating to committees and boards. Frank offered to gather some information from other counties related to board size. Nehmer feels that feedback should be solicited from Department Heads regarding board size and agenda format for the Task Force to consider.

No action taken.

MIS Audit: The group addressed the MIS Audit. Jaeckel questioned if we are cutting ourselves too thin in some areas as far as staffing levels. Wehmeier expressed concern about the physical location of the Department and said that one thing that might be looked at in the future would be combining the two divisions into one. The Task Force discussed the issues with the level of security the county has. Cauley would like to see a private entity review our security level. She feels that there is too much downtime related to the level of security the county currently has in place.

Motion by Jaeckel; Second Smith by to look into a private vendor to review remote access and security issues. (Ayes-All) Motion carried.

Highway Audit: Krueger asked whether the workloads for different seasons are considered. Kern explained that they continue to look at these issues as projects and priorities change. The idea of reducing overtime was discussed. The Task Force will review a breakdown of the overtime from the last three years. It was also recommended that the Highway Committee and Finance Committees look into Road Aid.

Motion by Jaeckel; Second by Cauley to have the Human Resources Committee review the overtime for the Highway Department and find ways to reduce it. (Ayes-All) Motion carried.

Sheriff's Audit: Overtime was a concern in the Sheriff's Audit. Hanneman would like to have an analysis of the cost savings of using correctional officers and to understand what other counties are doing. Smith suggested working with students from the area technical colleges to hire correctional officers and provide unpaid internships as part of their schooling. Krueger said that the first step would be to check with the colleges to see if it is in their curriculum. This will be discussed at a future meeting.

Smith questioned whether or not there is more that the county could do to collect money from unpaid tickets. Lamers explained that we use tax intercept program. No action taken.

9. **Further discussion on CQI/LEAN Process**

Motion by Cauley; Second by Jaeckel to adopt CQI as a countywide effort. (Ayes- All) Motion carried.

10. **Discussion and possible action on principle statement**

This will be discussed at a future meeting. No action taken.

11. **Review information from Department Heads regarding comparable counties**

No action taken.

12. **Discuss scheduling topics for future agendas**

See below.

13. **Communications** None

14. **Tentative Future Agenda Items and Meeting Dates (March 25, 2015 10:00 a.m. & April 9, 2015 10:30 a.m.)**

- Approval of March 13, 2015 Task Force meeting minutes (March 25th)
- Overview Strategic Plan- Steve Grabow (March 25th)
- Overview of Comprehensive Plan – Rob Klotz (March 25th)

Future Agenda Items:

- Discuss current committees, board and commissions and related responsibilities and duties
- Discussion and possible action on county board committee size
- Discussion and possible action on agenda format
- Discussion and possible action on alternate staffing model to reduce overtime costs in the Sheriff's Office
- Discussion on Jail Assessment Fund
- Discussion and possible action on the county-owned farm
- 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
- Presentation from other counties on their CQI process
- Information on the barriers and opportunities that may exist with combining services such as Fire and EMS – Krueger
- Possible topics presented by the Wisconsin Counties Association (WCA)
- Discussion and possible action on doing a time study

15. **Adjourn**

Motion made by Jaeckel; Second by Kutz to adjourn at 10:33 a.m. (Ayes-All) Motion Carried.