

AGENDA

Task Force on County Operations & Organization

Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549

April 9, 2015 – 10:30 a.m.

Members

Kathi Cauley, Jennifer Hanneman-Chair, Sue Happ, George Jaeckel, Ron Krueger,
Russell Kutz-Vice Chair, Steve Nass, Joe Nehmer, Timothy Smith-Secretary

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Communications
7. Approval of March 25, 2015 Task Force meeting minutes
8. Discussion and possible action on current committee, board and commission responsibilities, size and structure with participation from the Wisconsin Counties Association (WCA)
9. Discussion and possible action on principle statement
10. Review information from Department Heads regarding comparable counties
11. Discuss scheduling topics for future agendas
12. Tentative Future Meeting and Agenda Items (April 22, 2015 at UW Extension)
13. Adjourn

The Committee may discuss and/or take action on any items 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.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

March 25, 2015

Task Force on County Operations & Organization

1. **Call to Order**
Meeting was called to order by Hanneman at 10:03 a.m.
2. **Roll Call**
Task Force Members
Members present: Jennifer Hanneman, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer, Timothy Smith and Susan Happ.
Excused: Kathi Cauley

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Jim Schroeder, County Board Chair; Steve Grabow, Community Development Agent; Rob Klotz, Zoning Director; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Barb Frank, County Clerk; Supervisor Walt Christensen and Michelle Staff, Planning & Zoning.
3. **Certification of compliance with Open Meeting Law Requirements**
Wehmeier certified compliance with the open meeting law.
4. **Review of Agenda**
No changes
5. **Public Comment**
None
6. **Communications**
 - County Board Rules
 - Spreadsheet on Jefferson County Committees and Statutory Requirements
7. **Approval of March 13, 2015 Task Force meeting minutes**
Motion by Jaeckel; Second by Kutz to approve the March 13, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.
8. **Overview of the Strategic Plan - Steve Grabow**
Steve Grabow gave a Power Point Presentation showing an Overview of the County's Strategic Plan. He addressed questions from the group and offered suggestions for the Task Force to consider. Nehmer suggested that Grabow be involved in the Task Force process. No action taken.
9. **Overview of the Comprehensive Plan - Rob Klotz**
Information on the Comprehensive Plan was provided for the members to review. Klotz gave them a brief overview of the plan and addressed questions. No action taken.
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**
This will be discussed at a future meeting. No action taken.
12. **Discuss scheduling topics for future agendas**
See below.
13. **Tentative Future Agenda Items and Meeting Dates (April 9, 2015 10:30 a.m.)**
 - Approval of March 25, 2015 Task Force meeting minutes (April 9th)
 - Discussion and possible action on current committee, board and commission responsibilities, size and structure (April 9th)
 - Presentation from WCA on Committee Structure (April 9th)

Future Agenda Items:

- 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
- 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
- Discussion and possible action on agenda format

14. Adjourn

Motion made Jaeckel; Second by Nass to adjourn at 11:48 a.m. (Ayes-All) Motion Carried.

Comparison of County Committees
March 30, 2015

County # on Board	Committee Name	#	Departments for Oversight	Responsibilities
Adams 20	Administration and Finance Executive Highway Parks Solid Waste Public Safety and Judiciary Extension		Highway Parks Solid Waste Courts, Law Enforcement, DA, Medical Examiner, Child Support Extension	Finance and items related Policy
Brown 26	Administration Education & Recreation Executive (each chair of the standing committee) Human Services Planning, Development & Transportation Public Safety		Admin, Child Support, Clerk, Corp Counsel, HR, MIS, Treasurer Golf Course, Library, Museum, Zoo and Park Management Aging, Health, HS, Handicap School, Veterans Services Airport, Land & Water, Plan & Land, Port, PW, Deeds, UW Ext Courts, Clerk of Courts, DA, Med Exam, Communications, Sheriff	Handle all items required per ordinance and resolution
Calumet 21	Administrative Services Agricultural & Extension Education Committee Committee on Appointments Committee on the Rules of Order Highway Committee Legislative Services Committee Protection of Persons and Property Public Grounds and Property	7 5 5 5 5 5 5	Out on website	Out on website
Dunn 29	Executive Committee Committee on Administration Community Resources and Tourism Committee Facilities Committee Health and Human Services Board The Neighbors of Dunn County Committee Highway Committee Judiciary and Law Committee Planning, Resouces and Development Committee		Admin, Corp Counsel, Clerk, Treasurer UW Extension Facilities and Parks Human Services, Health, Home Care Nursing, Vets Health Care Center Highway Division of the Public Works Sheriff, DA, Emeg Govt, Courts, Child Support, Med Exam Environmental Services Dept, Deeds, Econ Dev	Budgets and all other matters not specific to other committees Fiscal, investments, insurance, invoices, personnel matters Promote tourism County properties, Infrastructure, Fair Board Social services activities Nursing Home Infrastructure and machinery Land and water, zoning, deeds, solid waste
Eau Claire 29	Administration Finance and Budget Highway Human Resources Judiciary and Law Enforcement Parks and Forest Planning and Development UW-Extension Education		Admin, Corp Counsel, MIS, Facilities, Vets Finance, Treasurer, County Clerk Human Resources Sheriff, DA, Courts, Medical Examiner, Probate Also Register of Deeds	
Jackson 19	Executive, Finance and Insurance Personnel, Bargaining and Risk Management Law Enforcement Zoning and Land Information Forestry and Parks Extension and Education Property Highway Tax Deed and Land Board of Adjustment		County Clerk, Treasurer, Clerk of Courts, Veterans Services, Judges	Review items to Board, Budget, Vouchers, Ins, Ordinances All personnel related matters with employees Approves spending, law enforcement programs, employees Anything to do with Zoning, comprehensive planning, mapping Forestry cutting and manages the county owned parks 4-H programs, Ag education, education and support to families County buildings maintenance, lawns, plowing County roads repair and replacement Take and sell tax deed property Appeal board of zoning issues

Kenosha 23	Executive (each chair of the standing committee) Finance/Administration Public Works/Facilities Human Services Judiciary & Law Planning, Development & Extension Education	7 7 5 7 7 5		Budget, Finance, Personnel issues Oversees county property, maintenance, highways and PW Health, aging and disability etc. Sheriff and Courthouse divisions All planning and development and UW Ext
Kewaunee 20	Extension Education & Zoning Finance & Public Property Health, Veteran Service & Child Support Highway/Solid Waste Human Services Human Services Aging Advisory Land & Water Conservation Law Enforcement, Emergency Management Personnel, Advisory & Legislative Promotion & Recreation	4 5 5 5 6 2 4 4 9 5	Would Share upon Request	Would Share upon Request
La Crosse 29	Executive Veterans, Aging & Long Term Care Health & Human Services Board (6 and 3 citizens) Judiciary & Law Committee Planning, Resources & Development (7 and 1 citizen) Public Works & Infrastructure	9 5 6 5 7 7	Admin, Corp Coun, Child Support, Clerk, Finance, MIS, HR, Treas Vets, Aging, Health Care Centers Human Services, Health Courts, DA, Emerg Services, Medical Exam, Sheriff Land Con. Zoning, Planning and Land Info, Deeds, Surveyor, UW Ext Highway, Facilities, Solid Waste	
Manitowoc 25	Executive Finance Highway Land Conservation/Natural Resources & Education Personnel Public Safety Public Works	3 5 5 5 5 5 5	Comptroller, MIS Deeds, Clerk and Treasurer Highway, Airport UW Extension, Soil Conservation Office Corp Counsel, Personnel Dept, Veterans Services Office Courts, Sheriff, Coroner, Emer Manage, DA, Probate Public Works/Solid Waste, Recycling and Manitowoc Industrial Comm	Budget and review claims, All financial matters Conservation and education Personnel Matters Buildings, Capital projects, Solid Waste
Marathon 38	Education and Economic Development Environmental Resources (6 and 1 citizen) Executive Finance and Property Health and Human Services Human Resources Infrastructure Public Safety Technology	7 7 9 7 7 7 7 7 7	Out on website	Out on website
Marquette 17	Highway Property & Long Term Planning Zoning and Land Information Public Safety Executive & Finance	5 5 5 5 7	Highway Department Buildings and Grounds, MIS Zoning, Surveyor/Land Records Dept Sheriff, EMS, Emergency Govt, Animal Control Admin, Clerk, Treasurer, Deeds, Courts, DA, Vets	Facility long term planning Budget and Personnel matters
Milwaukee 18	Economic and Community Development Finance, Personnel and Audit Health and Human Needs Intergovernmental Relations Judiciary, Safety and General Services Parks, Energy and Environment Transportation, Public Works and Transit Committee of the Whole			Economic Development, CDBG, Disposition of County Property Budgets, Taxation, insurance, personnel matters Human Services, Medical services Proposed fed, state and local legislation Lawsuits, WC, Courts, Probate, Clerk, Deeds, DA, Emer Man, Etc Parks, Zoo, UW Ext Activities Infrastructure, transportation, etc Significant policy impact or unique situations

Outagamie 36	Ag., Extension Education, Zoning & Land Cons. Finance Health & Human Services Highway, Recycling and Solid Waste Legislative Audit/Human Resources Property, Airport, Recreation & Econ Development Public Safety Committee Chairperson (Chair, VC and Com Chairs)	5 5 5 5 5 5 5 9		A lot of Detail, most of it was normally what you would expect these committees to do
Pepin 12	Highway Committee Land Conservation Committee Recycling/SW/Econ Dev & Tourism, Ag and Ext Ed Human Services/Veteran Services Finance/Property/Resolution Board of Health Law Enforcement/Zoning Personnel		Finance, Clerk, Treasurer, Deeds, Surveyor and Land Records, Maint Sheriff, DA, Courts, Probate, Coroner, Zoning	Supervises Hwy Dept Governs land conservation regulations Education Services for UW, oversight fair, supervises the rest Administrated HS and oversees Vet Services office Budget, fiscal, vouchers, property transactions, resolutions Supervises the Health Dept Review Ordinances, Conducts Zoning Hearings Supervises Personnel matters
Price 13	Buildings & Grounds/Dams Executive Committee Forestry & Parks/Tourism Highway & Transportation Land Use & UW-Extension Law Enforcement Personnel Health & Human Services (5 County, 4 non board)	5 5 5 5 5 5 5 9	Admin, Clerk, Treasurer, Deeds, Tax Lister, Vets, Courts, MIS Highway, Airport Land Cons, Zoning, UW Extension Sheriff, DA, Coroner, Child Supprt	Handle the budget and financial concerns
Rusk 19	Finance Personnel Property Highway Emergency Services Forestry Land Information/Zoning UW Extension Education & Recycling	5 5 5 5 5 5 5 5	Finance, Econ Development, County Clerk Human Resources Maintenance, IT (MIS) Highway Sheriff, Emerg Management, Medical Examiner Forestry Department Land Info, Zoning, Treasurer, Register of Deeds UW Ext, Recycling, Jr. Fair	Payments, Budget Wages, Benefits, Contracts, HR Issues Buildings & Grounds, Ins, Maint Roads & Bridges Public safety, policy, jail operations, ambulance, EMT Forest operations, timber bids, parks and campgrounds Addressing, mapping, septic, permits, public hearings UW programs, site attendance, recycling, Jr. fair
Sheboygan 25	Executive Finance Health and Human Services (6 County, 3 Citizen) Health Care Center Human Resources Law Planning, Resources, Ag and Ext (1 Citizen) Property Transportation	5 5 9 5 5 5 6 5 5	County Administrator Finance, IT, County Clerk, Treasurer/Real Property HHS, (Child Support with HHS), Veterans Services Health Care Center HR, Corp Counsel Sheriff, Clerk of Courts, DA, Medical Exam, Family Court Planning and Conservation, UW Ext, Register of Deeds Building Services, UW-Sheboygan Highway, Airport	No Detail
St. Croix 19	Administration Community Development Public Protection Transportation Health and Human Services (6 County, 3 Citizen)	5 5 5 5 9		No Detail

Trempealeau 17	Agriculture/University Extension (5 board, ? Citizen) Board of Health (5 board, ? Citizens) Environment & Land Use (5 board, ? Citizens) Executive & Finance Audit Human Services (5 board, ? Citizens) Highway Law Enforcement & Emergency Management Personnel & Budgeting Property	5 5 5 5 3 5 5 5 5 5 5	UW Extension Health Dept Department of Land Management Vets, Corp Counsel, Admin, MIS, Land Records, Clerk, Deeds, Treas Human Services Highway Emerg Management, Sheriff, Child Support, Courts, Coroner, DA Human Resources Maintenance Dept	A lot of Detail, most of it was normally what you would expect these committees to do Approve bills, Claims
Waushara 11	Buildings & Grounds Executive Personnel Public Safety Public Works Veterans Services	3 3 3 4 3 3	Admin, Corp Counsel, Clerk, Courts, Treasurer, Deeds, DA, Surveyor Sheriff, Coroner, Emergency Services, Emergency Government Highway, Parks, Solid Waste Vets	Oversee all county owned property All personnel related matters with employees County emergency govt
Wood 19	Executive Health and Human Services (5 County, 4 Citizen) Judicial and Legislative Highway Infrastructure & Recreation Public Safety Conservation, Education & Economic Development	5 9 5 5 5 5		Budget, functions, personnel, oversee management of depts Budget, functions, personnel, oversee management of depts

Columbia-28 Has 13 Standing Committees
Door-21 Has 13 Standing Committees
Jefferson-30 Has 12 Standing Committees
Oconto-31 Has 12 Standing Committees
Sauk-31 Has 13 Standing Committees
Vilas-21 Has 15 Standing Committees