

AGENDA

Task Force on County Operations & Organization

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

June 2, 2015 – 11:00 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 May 21, 2015 Task Force meeting minutes
8. Discussion and possible action on assigning tasks
9. Discuss scheduling topics for future agendas
10. Tentative Future Meeting and Agenda Items (June 17, 2015 at 8:30 a.m. UW Extension, Rm 8/9)
11. 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**

May 21, 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: Jennifer Hanneman, George Jaeckel, Ron Krueger, Russell Kutz, Joe Nehmer, Timothy Smith, Kathi Cauley and Steve Nass.
Excused: Susan Happ

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Stacie Jensen, Child Support Director; Jim Schroeder, County Board Chair; Brian Lamers, Finance Director; Barb Frank, County Clerk; Supervisor Jim Braughler; Staci Hoffman, Register of Deeds; Supervisor Walt Christensen; Beth Gehred, Citizen; Mark Watkins, Land & Water Conservation Director; Andy Erdman, Land Information Director; LeighAnn Scherer, District Attorney Office Manager; Chief Jeff Parker; J. Blair Ward, Corporation Counsel; Amy Smith, Reporter, Jefferson Daily Union; Bill Kern, Highway Commissioner.
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**
 - Revised Draft Minutes from May 6, 2015
7. **Approval of May 6, 2015 Task Force meeting minutes**
Motion by Jaeckel; Second by Krueger to approve the May 6, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.
8. **Discussion and possible action on previous Proceeding Reports**
Wehmeier showed a presentation that was given to the Department Heads. The presentation focused on Financial/Budget Condition, Staff/Work Environment, Structure / Governance and what is the way ahead for the county. Intergovernmental & Departmental Cooperation will be added. No action taken.
9. **Follow Up on discussion of concepts with Department Heads**
No Discussion.
10. **Discussion and possible action on audit findings & recommendations**
Wehmeier explained that the County could start looking at a more efficient accounting system, county farmland, overtime, sick time etc. to look for opportunities for savings. Other areas that the county could be looking at are Economic Development, transportation, maintaining infrastructure and GHA issues. No action taken.
11. **Discussion and possible action on areas of emphasis**
 - **Workgroups**
 - i. **How will they be structured?**
 - ii. **How many will there be?**

The Task Force went over the information given in the presentation in more detail. The following ideas were discussed as possible ways that may increase revenue. They developed the following list:

1. **Develop a Workgroup to look work on Continuous Quality Improvement (CQI)**
A Workgroup of Cauley, Lamers and other LEAN Participants will be developed to work on CQI.
2. **Increase Fund Balance.**
This will be referred to the Finance Committee.
3. **How to develop growth in the county**
This will be assigned to all committees that are associated with developing growth in the community. The purpose is to use growth as a source of revenue for the county. The participants may include the following committees: Jefferson Economic Development Consortium (JCEDC), Parks, Finance, Fair Park, Planning & Zoning and Land & Water Conservation. Genevieve Borich, Economic Development Director and Rob Klotz, Planning and Zoning Director, will give a presentation to the Task Force and other related committees. This item will be on a future Task Force agenda and on future County Board committees for further discussion.
4. **Look at Farmland that the County owns**
No Discussion
5. **Look at alternative revenue sources**
Finance and Department Heads will work on this during the budget process
6. **Council of Government for intergovernmental & internal cooperation**
This Council will include Community Leaders and State Legislators along with the Administration and Rules Committee.

Motion by Krueger; Second by Schroeder to direct the County Board Chair to convene a Council of Local Government. (Ayes-All) Motion Carried.
7. **Review Overtime & Sick time**
A workgroup will be established which will include the HR Department and use of the CQI Process.
8. **Transportation Planning**
A Workgroup will be developed to look into Transportation Planning. The Task Force will follow up on this at a future meeting.
9. **Technology**
Assigned to MIS, Finance & Human Resources Departments.
10. **Facility Conditions**
Assigned to the Infrastructure Committee, Mark Miller, Central Services, Terry Gard, Human Services, and Roger Kylmanen, Fair Park.
11. **Committee Structure**
A survey will be sent to the County Board to get their ideas on what committees could be combined.

Assigned to the Administration and Rules Committee along with Andy Erdman, Land Information Director.
12. **Department Structure & Layout**
A survey will be sent to Department Heads to gather information on how departments may be able to work together cooperatively. The facility and location should also be considered. The Task Force would like staff to gather information on department structure and layout of other counties. This is assigned to the Human Resources and Administration and Rules Committee.

13. **Succession Planning**

This will be assigned to the HR and Administration Department.

14. **Develop action plan for the strategic plan & Broad Look at the Strategic Plan**

The County Administrator will construct an action plan to address all departments. The Administration and Rules will also look over this.

The idea of Lobbying the Legislature to address the prevailing wage was discussed.

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

13. **Tentative Future Meeting Dates & Agenda Items (June 2, 2015, 11:00 a.m. Courthouse; June 17, 2015, 8:30 a.m. UW Extension, Rooms 8/9)**

- Approval of May 21, 2015 Task Force meeting minutes
- Discussion and possible action on how to develop growth in the county.
 - A presentation by Genevieve and Rob will be given to the Task Force and other related committees.
- Discussion and possible action on assigning the task of looking at county farmland.
- Discussion and possible action on assigning the task of looking at Transportation Planning

14. **Adjourn**

Motion made by Jaeckel; Second by Kutz to adjourn at 10:44 a .m. (Ayes-All) Motion Carried.

DRAFT

Areas to Place Emphasis

Broad Areas Identified

- ▶ Financial/Budget Condition of County
- ▶ Staff/Work Environment
- ▶ Structure/Governance

Financial/Budget Condition of County

- ▶ Short Term
 - Revenues
 - Expenditures
- ▶ Long Term
 - Program priorities
 - Regional Economics
- ▶ BMP
 - CQI
 - Performance Measurements/Objectives

Staff/Work Environment

- ▶ Training
- ▶ Succession Planning
- ▶ Facilities Conditions
- ▶ Technology
- ▶ Communications
- ▶ Retention/Recruitment (compensation package)
- ▶ Employee recognition

Structure/Governance

- ▶ Board Size
- ▶ Committee Structure
- ▶ Departments
 - Structure
 - Size
 - Cross Training
 - Physical Location
 - Departmental cooperation
- ▶ Intergovernmental Cooperation

Way Ahead

- ▶ Identify Priority for Key Focus Areas
 - Where should be assigned
 - Working Groups
 - Committee Work
- ▶ Reporting Mechanism
 - County Board
 - Task Force

- CQI
 - Kathi, Brian, LEAN participants
- Growth
 - JCEDC, Park, Finance, Fair Park, Planning & Zoning; Land & Water ****
 - Standing item each committee
 - Genevieve and Rob provide presentation – committee and presentation
- County Farmland
- Fund Balance Policy
 - Finance
- Alt. Rev Source
 - DH & Finance
- COG/IGA
 - Chair Assigned
- OT & Sick Time
 - Work Group – assigned by Department with HR and CQI process
- Transportation Plan
 - Work Group – follow up

- Comm & State Legis
 - COG & Admin/Rules
- Technology
 - MIS, Finance, HR
- Facility Conditions
 - Infrastructure & Mark, Terry G., Rodger
- HR (Training; R&R; Succ. Planning)
 - HR
 - Admin
- Co Board /Committee Size
 - Survey of County Board – for Committees – report back to TF
 - Admin & Rules
 - Andy Erdman
- Dept Structure & Layout
 - DH Survey –
 - HR
 - Admin and Rule
- Strategic Plan – develop action plan
 - Action Plan Development – CA
 - Strategic Plan Update – CA/Admin and Rules
 - Review Department Action Plans - CA

Committee Meeting Sign-In Sheet

Committee/Board Name:

Date of Meeting:

Name (Please Print)	City or Township	Person/Firm Representing	Item # or General Comment
Jim Braugher	Watertown	City Supervisor	
Staci Hoffman	Jefferson	ROD	
Walt Christensen	Hoskoning	City	
Beth Gehred	Frit Atkinson	Heart of the City	general interest
• Bob Franz			
Mark Watkins			
Cindy Gramer			
Lee Schuler			
Jeff Lake			
• Stacie Jensen			
Blair Ward			
• Brian James			
Amy Smith, Reporter			
Bill Kern			