

AGENDA

Task Force on County Operations & Organization

UW Extension
864 Collins Road, Room 8/9
Jefferson, WI 53549

June 17, 2015 – 8:30 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 June 2, 2015 Task Force meeting minutes
8. Presentation –Economic Impact of Agriculture
9. Discussion and possible action on outsourcing and insourcing
10. Video of Comp Plan presentation
11. Presentation of final staff LEAN presentation
12. Update on CQI Training
13. Presentation on existing County Farmland Plans
14. Discussion and follow-up on Action Plan way ahead
15. Discuss scheduling topics for future agendas
16. Tentative Future Meeting and Agenda Items (July 10, 2015 8:30 a.m. Courthouse Room 202)
17. 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**

June 2, 2015

Task Force on County Operations & Organization

1. Call to Order

Meeting was called to order by Hanneman at 11:00 a.m.

2. Roll Call

Task Force Members

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

Absent: George Jaeckel and Kathi Cauley

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Stacey 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; Mark Watkins, Land & Water Conservation Director; LeighAnn Scherer, District Attorney Office Manager; Genevieve Borich, Economic Development Director; Rob Klotz, Planning & Zoning Director; Terri Palm, HR Director and Donna Haugom, Emergency Management Director.

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

- WI Counties Rating Summary
- County Board Size Report
- Bond Rating Definitions
- Area of Emphasis #1 – Financial/Budget Condition of County
- Area of Emphasis #2 – Staff/Work Environment
- Area of Emphasis #3 – Structure & Governance

7. Approval of May 21, 2015 Task Force meeting minutes

Motion by Kutz; Second by Krueger to approve the May 21, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.

8. Discussion and possible action on assigning tasks

Wehmeier provided 3 handouts for the Task Force to review. 1) Area of Emphasis #1 – Financial/Budget Condition of County, 2) Area of Emphasis #2 – Staff/Work Environment and 3) Area of Emphasis #3 – Structure & Governance were distributed for the Task Force to review which included Actions, Outcome Goal, Who's Responsible, Reporting Entity, Target Date and Measure of Success. The Task Force reviewed the information. Updates to the spreadsheet were made and sent out to the Task Force. The Task Force discussed what they want to accomplish in the limited number of meetings that they have left. The idea of bringing back the Management Analyst and doing a LEAN project to look at a collections procedure to collect outstanding debt was discussed. No action taken.

9. Discuss scheduling topics for future agendas

No action taken.

10. **Tentative Future Meeting Dates & Agenda Items (June 17, 2015, 8:30 a.m. UW Extension, Rooms)**

- Approval of June 2, 2015 Task Force meeting minutes
- Discussion and possible action on how to develop growth in the county.
 - A presentation by Genevieve Borich and Rob Klotz will be given to the Task Force and other related committees.
- Video of LEAN presentation
- Presentation of final staff LEAN presentation
- Update on LEAN Training
- Presentation on County Farmland
- Presentation – Overview of agricultural economy
- Discussion and possible action on outsourcing and insourcing
- Update on the what the workgroups are focusing on and what is being accomplished

11. **Adjourn**

Motion made by Krueger; Second by Smith to adjourn at 12:45 p .m. (Ayes-All) Motion Carried.

DRAFT

Area of Emphasis #1 - Financial/Budget Condition of County

<u>Actions</u>	<u>Outcome Goal</u>	<u>Who's Responsible</u>	<u>Reporting Entity</u>	<u>Target Date</u>	<u>Measure of Success</u>
A - Continuous Quality Improvement (CQI)	Provide recommendations to develop a comprehensive CQI program County Wide	Ben Wehmeier; Kathi Cauley; Brian Lamers; Lean Participates	Task Force	August	
B - Smart Growth	Develop an overview of information related to growth in the county and education of plans, studies and community feedback.	Rob Klotz, Genevieve Borich, Andy Erdman, UWX Resources	Presentation - Task Force and JCEDC;	July	
C - County Farmland	Review existing studies and market impact; analyze short-term versus long-term financial impacts; policy for proceeds from any sale	Planning and Zoning; JCEDC; Land & Water; Finance; Land Use Committees; Infrastructure	Task Force; County Board.	Video & Presentation next meeting, presentation on overview of agriculture economy in Jefferson County. Next Meeting, Ongoing	
D - Fund Balance Policy	Review existing policy and provide recommendations for changes; determine if protocol is needed for when utilized (ex-issuing debt)	Finance Committee	County Board	To Finance Committee at their next meeting and auditor recommendation.	
E - Alternate Revenue Sources	Continue to explore revenue opportunities to support County provided services	Department Heads	County Administrator	Part of Budget Process. Ongoing	
F - Transportation Plan	Work to Develop a cohesive transportation plan that covers a diversify of needs (Infrastructure; Human Services; Workforce Development; Economic Issues; Transportation)	Currently have a Transportation Working Group	County Administrator; MIS, Boards and Committees	Focus on Rail and immediate transportation needs first. Combine work in updating the plans by 2017. Ongoing	

Area of Emphasis #2 - Staff/Work Environment

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date	Measure of Success
A - Analysis of OT and Sick Time utilization	Review current levels of OT and Sick Time usage and determine if policy changes and/or staffing changes may assist in reduction	Sheriff and Highway Commissioner with support from HR and Finance using the LEAN process	County Administrator and Human Resource Committee	Highway review before Budget Time if possible. Also discussion with Sheriff's Office regarding sick time. Sheriff's Office sick time discussion; OT addressed during Negotiations	
B(1) - Technology - ERP	Issue an RFP for an ERP system	Finance Director	County Administrator	Currently working with Dodge County to put together an RFP, Budget Time	
B(2) - Technology - Security	On-going evaluation of security balanced with operational needs	MIS	County Administrator; Infrastructure	Ongoing	
B(3) - Technology - long term plan	Continue to evaluate evolving change in technology working with DH on impacts and ROI	MIS	County Administrator; Infrastructure	Ongoing	
C(1) - HR - Training	Work with staff to further enhance training opportunities and focus on leadership and best management practices.	HR Director; DH	HR Committee; County Administrator	Ongoing	
C(2) - HR - Recruitment and Retainage	Continue on-going analysis with internal and external comparables to ensure the County is able to retain and recruit qualified staff. This may include reviewing the classification versus market conditions.	HR Director; DH; CA	HR Committee	Ongoing	
C(3) - HR - Succession Planning	Work with DHs on mid to long term transitions to ensure senior management staff is prepared in moving forward.	County Administrator	HR Committee; Admin & Rules	Currently working with certain departments on this. Ongoing	
D - Facilities	Respective staff works to develop a facilities assessment to develop a long range plan for maintaining the County's facilities in a economically sustainable fashion.	Central Services Director; Human Services Staff; Highway Staff; Fair Park Staff; County Administrator	Infrastructure	End of Year	

Area of Emphasis #3 - Structure & Governance

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date	Measure of Success
A - Develop a Council of Governments (COG)	Develop a formal COG to develop cohesive strategies across the County along with looking for opportunities partner and reduce duplication of services.	County Board Chair	County Board	Early Fall	
B - Communication with State Agencies and State Legislatures	Develop a process to assist in better engagement with state officials	COG & Admin and Rules		Ongoing	
C - Committee Structure	Review committee structure and number of committee; look for opportunities if consolidating of committees/boards make sense; look at scheduling of committees for process	County Board; Administration and Rules; Vice Chairs	County Board	September	
D - County Board Size	Review size of Board to determine what best fits Jefferson County	Administration and Rules; Andy Erdman; Barb Frank; Vice Chairs	County Board	September	
E (1) - Strategic Plan - Update	Review Strategic Plan and determine what updates or refinements need to take place.	Administration and Rules; Vice Chairs	County Board	Ongoing	
E (2) - Strategic Plan - Action Plan	Develop an Action Plan for the County's Strategic Plan; Review Departments' Action Plans as part of the process for inclusion as needed	County Administrator	Admin & Rules; County Board	Ongoing; Due for update	
F - Department Structure					