



**JEFFERSON COUNTY
COUNTY ADMINISTRATOR**

311 S. Center Avenue, Jefferson WI 53549
Website: jeffersoncountywi.gov

BEN WEHMEIER
County Administrator

TAMMIE JAEGER
Administrative Secretary

**“Jefferson County: Responsible government
advancing quality of life”**

***REVISED 04-07-2016**

MEMORANDUM

TO: Editors
FROM: Ben Wehmeier, County Administrator
DATE: April 7, 2016
SUBJECT: JEFFERSON COUNTY Meetings – Week of April 11, 2016

April 11, 2016 Monday	*UW Extension Education Committee	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
April 12, 2016 Tuesday	Board of Canvassers	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 109, Jefferson
	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	County Board Orientation & Refresher	5:45 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
April 13, 2016 Wednesday	No Scheduled County Meetings		
April 14, 2016 Thursday	Finance Committee	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
April 15, 2016 Friday	No Scheduled County Meetings		
April 16, 2016 Saturday	Lake Ripley Management District	9:00 a.m.	Oakland Town Hall N4450 CTH A, Cambridge
April 17, 2016 Sunday	No Scheduled County Meetings		



**University Extension Education Committee Agenda
Jefferson County
864 Collins Road, Room 12
Jefferson WI 53549**

***REVISED 04-07-16**

DATE: Monday, April 11, 2016

TIME: 8:30 a.m.

Committee Members:

Paul Babcock (Chair)	Ed Morse
Glen Borland (Vice Chair)	Dick Schultz
Peter Hartz (Secretary)	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Approval of University Extension Education Committee minutes for February 8, 2016
6. Communications
7. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
8. Update, Discussion and Input on nEXT Generation Model
9. Review of 2016 Departmental Budget
10. Annual Report and Update to Matt Hanson, UW Extension Southwest Region Director, on pending personnel and other changes at UW Extension
- *11. Discussion and Possible Action on Refilling of the 4-H Youth Development Agent Position
11. Discussion of Monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
12. Discussion to Identify Future Agenda Topics
 - State WACEC Conference – June 20-21 in Wausau, WI
13. Adjourn
 - Next Scheduled Meeting: Monday, May 8, 2016

A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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.

“Enriching people with knowledge, perspective, skills and aspirations. “University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

JEFFERSON COUNTY CLERK

BARBARA A. FRANK

311 S. CENTER AVENUE, ROOM 109

JEFFERSON WI 53549-1799

920-674-7144

Fax: 920-674-7368

E-mail: barbf@jeffersoncountywi.gov

Date: April 5, 2016

To: Jefferson County Board of Canvass
Barbara A. Frank
Marsha Bare
Marge Ashburn

From: Barbara A. Frank

Re: BOARD OF CANVASS MEETING
Tuesday, April 12, 2016 @ 8:30 A.M.

The following business will be before the Board for initiation, discussion, deliberation and possible formal action, subject to rules of the board that may be inspected at the office of the County Clerk. The agenda will be as follows:

1. Call to Order
2. Affidavit of Posting
3. Conduct County Canvass from the Returns of the Spring Election & Presidential Preference Vote held on April 5, 2016; discuss any irregularities in voting procedure
4. Adjourn

**Human Services Board Agenda
Jefferson County
Jefferson County Workforce Development Center, 874 Collins Road, Room 103
Jefferson, WI 53549**

Date: Tuesday, April 12, 2016 Time: 8:30 a.m.

Committee Members:

**Mode, Jim (Chair)
Jones, Dick (Vice Chair)
Kutz, Russell
Tietz, Augie**

**McKenzie, John (Secretary)
Crouse, Cynthia
Schultz, Jim**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the April 12, 2016 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of March 8, 2016 Board Minutes
7. Communications
8. Review of February, 2016 Financial Statement
9. Discuss and approve March, 2016 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
11. Discussion and possible action on New Professional Service Contracts – Music Therapy Services
12. Discussion and possible action on approving policy requiring Criminal Background Checks on private providers under the Alzheimer’s Family Caregiver and National Family Caregiver Support Programs
13. Update on ECHO, the Electronic Health Records System
14. Update on Family Care 2.0
15. Discussion and possible action on approving of bills from 2015 for Mia Williams, owner of Whitney Lodge
16. Discussion on changes to Children’s Waiver services for Autism in 2017
17. Director’s Report
 - a) Employee Appreciation Luncheon – April 13
 - b) Report on Leadership Class
18. Discuss updates from Wisconsin County Human Services Association.
19. Discuss potential agenda items for May board meeting.
20. Adjourn

Next Scheduled Meetings: Tuesday, May 10, 2016 at 8:30 a.m.
Tuesday, June 14, 2016 at 4:00 p.m.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.

Special Needs Request - 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
County Board Orientation and Refresher**

**Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson WI 53549**

Tuesday, April 12, 2016

AGENDA

- 5:45 – 6:30 p.m. **Welcome, Introduction, Meet and Greet (County Board and Dept. Heads)**
(Food will be provided during this time to members of the County Board and County Department Heads)
- 6:30 – 7:10 p.m. **Wisconsin County Government: *Steve Grabow***
- Framework of Your WI Government
 - Elements of Meeting Effectiveness
 - Facilitation Resources
 - Board Briefings
 - Limits of County Board Administrative Authority Fact Sheet
- 7:10 – 7:45 p.m. **Legal and Ethical Considerations: *J. Blair Ward***
- Context on County Government
 - Open Meetings/Open Records/Email
 - Ethics Orientation
 - Parliamentary Procedure/Motions
 - County Board Rules
 - Organizational Meeting Considerations
- 7:45 – 8:15 p.m. **Practical Tips: *Barb Frank***
- Supervisory District Information
 - Per Diems/Benefits/Reimbursements
 - Using the Attendance/Roll Call/Voting Machine
 - Agenda Packets (Web Site Info Resource):
 - Annotated Agenda
 - Resolution Mock-Up
 - Voting Procedure Mock-Up
 - Interest Survey (for Committee Assignments)/IT Questionnaire
 - Supervisor Assignments
 - County Board Email and Business Cards
- General Information – *Barb Frank***
- Building Security Considerations
 - Other General Information
 - Department Head Contacts and County Facilities
- 8:15 – 8:20 p.m. **Further UW-Extension Training: “County Officials Workshop”**
For dates and locations, please see brochure (May 27, 2016 in Deforest, WI)
- 8:20 - **Questions and Answers**

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Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue
Room 112
Jefferson, WI 53549

Date: Thursday, April 14, 2016

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair) Poulson, Blane
Braughler, James (Vice Chair) Schroeder, Jim
Hanneman, Jennifer (Secretary)

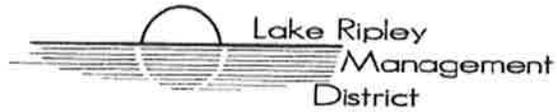
Bid Opening for Foreclosed Properties at 9:00 a.m.

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Finance Committee minutes for March 8, 2016
6. Communication
7. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action for out of state travel for Child Support staff
9. Discussion and possible action for out of state travel for Health Department staff
10. Discussion and possible action to change fees for remote access in Register of Deeds office
11. Discussion and possible action on granting the right of former owners to repurchase lands to which Jefferson County has taken title through delinquent tax enforcement collection, pursuant to Jefferson County Ordinance Number 2002-13 and State Statute section 75.35
12. Discussion and possible action on determining disposition of foreclosed properties setting minimum bids for the sale of foreclosed properties and considering offer to purchase on foreclosed properties
13. Discussion and possible action on resolution for changing the fee for cremation permits
14. Discussion and possible action on resolution for authorizing Purchase Card rebate to fund upgrade to employee breakrooms
15. Discussion and possible action on contingency transfer of funds to update meeting rooms
16. Review of the financial statements and department update for February 2016-Finance Department
17. Review of the financial statements and department update for February 2016-County Clerk
18. Review of the financial statements and department update for February 2016-Treasurer
19. Review of the financial statements and department update for February 2016-Child Support
20. Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities
21. Discussion on 2016 projections of budget expenditures vs. actual expenditures
22. Discussion and possible action on approving to contract for an ERP (Enterprise Resource Planning) System
23. Update on contingency fund balance
24. Set future meeting schedule, next meeting date, and possible agenda items
25. Payment of invoices
26. Adjourn

Next scheduled meetings: Thursday, May 12, 2016 Regular Meeting
Thursday, June 9, 2016 Regular Meeting
Thursday, July 14, 2016 Regular Meeting
Thursday, August 11, 2016 Regular Meeting

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**Lake Ripley Management District
Meeting of the Board of Directors
April 16, 2016
9:00 A.M. at Oakland Town Hall**

- I. Call to Order and Roll Call
- II. Public Comment
- III. Approve Minutes of Last Meeting (March 19, 2016)
- IV. Treasurer's Report
- V. Lake Manager's Report
- VI. Old Business
 - A. Discussion and possible action on Employee Evaluation Form
- VII. New Business
 - A. Discussion and possible action on Town of Oakland Rain Garden Maintenance
 - B. Discussion and possible action on Cost-Share Committee Project Funding
- VIII. Correspondence/Announcements
- IX. Adjournment