

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**July 28, 2008**

**Administration & Rules Committee**

**1. Call to Order**

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

**2. Roll Call**

Members present: Paul Babcock, James Braughler, Jim Mode, Steve Nass, Sharon Schmeling

Others Present: County Administrator Gary Petre, Connie Freeberg, County Clerk Barbara Frank, Dave Ehlinger Accounting Manager, Corporation Counsel Phil Ristow, John Rageth, Systems Applications Manager, Roland Welsch, IT Manager

**3. Certification of compliance with Open Meeting Law Requirements**

The County Administrator certified compliance.

**4. Review of Agenda**

No Changes were made.

**5. Public Comment**

Bob Perkins was present to speak on behalf of a Bicycle Club. This item was not on the agenda. It may be addressed at the August 29<sup>th</sup> Administration & Rules Committee meeting.

**6. Approval of June 25, 2008 and June 27, 2008 Administration & Rules Committee minutes**

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the minutes from June 25, 2008 and June 27, 2008. (Ayes-All)

**7. Approval of July 8, 2008 County Board meeting minutes**

Motion made by Supervisor Nass; Second by Supervisor Braughler to approve the minutes from July 8, 2008 with corrections. (Ayes - All)

**8. Monthly status report on realignment of the County's Finance Department function**

Petre reported that the space needs for the County Clerk and the Finance Department staff were being addressed. Floor plans are being worked on to separate the two departments. It is likely that the actual remodeling will take place after the elections are complete.

**9. Discussion and possible action on recommendations in the Administrative Operational Audit**

Petre went over the progress of the recommendations in the Administrative Operational Audit. There was some discussion on what type of financial report could be given to the County Board so that they have a better understanding of the County's financial situation. This will be addressed with the Finance Committee. Schmeling questioned the progress of the timekeeping system. Petre responded that it appears to be working for the employees currently testing it and staff will be discussing expansion.

**10. Discussion and possible action on request to issue a Request for Proposal (RFP) for an operational audit of Management Information Systems (MIS)**

Petre reported that the cost for the Sheriff's department audit came in under cost. The Infrastructure Committee is in favor of Submitting a Request for Proposal (RFP) for an operational audit of Management Information Systems (MIS).

Motion made by Supervisor Nass; Second by Supervisor Babcock to proceed in issuing the Request for Proposal (RFP) for an operational audit of Management Informations Systems (MIS) (Ayes – All)

- 11. Discussion and possible action on request to issue a Request for Proposal (RFP) for the development of a county identity package**  
Meetings were held with Gail Towers-MacAskill, Carol Ward Knox, Dennis Heling, Gary Petre, and Paula Sumpter to discuss the development of a county identity package.
- Motion made by Supervisor Nass; Second by Supervisor Braughler to proceed with the issuing of a Request for Proposal for the development of a county identity package. (Ayes – All)
- 12. Discussion and possible action on County Board Rule change, regarding the Infrastructure Committee**  
The Infrastructure Committee reviewed the changes and forwarded them to the Administration & Rules committee for their consideration. Phil Ristow explained the proposed changes to the Board Rule.
- Motion made by Supervisor Nass; Second by Supervisor Babcock to support the proposed changes and advance the amended Board Rule to the County Board for their approval. (Ayes – All)
- 13. Discussion and possible action on County Board Rule change, increasing the size of the Veteran's Service Commission from three to five members**  
Petre explained that the Veteran's Service Commission discussed the current size of their Commission and suggested that it be increased from 3 members to 5. They would like to see a County Board member serve on this commission. It is desirable that the County Board Member be a Veteran.
- Motion made by Supervisor Nass; Second by Supervisor Braughler to recommend the expansion of the Veteran's Service Commission from three to five members. (Ayes – All)
- 14. Resolutions & Letters from other counties**  
The Committee discussed Resolution 2008-39 and decided to defer any action on this resolution at this time.
- 15. Tentative Future Agenda Items and Meeting Dates**
- August 29, 2008
  - September 23, 2008
  - October 29, 2008
  - November 26, 2008
  - December 31, 2008
- Agenda Items:
- Discussion on Bicycle Transportation Plan
  - Discussion on Strategic Planning
  - Review and possible action on change in Board Rules to allow the Chair to call meeting in an emergency
  - Discussion and possible action on change in Board Rules increasing the Land & Water Conservation Committee from 3-5 members
  - Discuss the Administrator's annual performance review process and contract
  - Approval of July 28, 2008 Minutes
  - Approval of August 12, 2008 County Board Minutes
  - Monthly status report on realignment of the County's Finance Department function
  - Discussion and possible action on recommendations in the Administrative Operational Audit.
  - Resolutions & Letters from other Counties
- 16. Adjourn.**  
Motion by Supervisor Nass; Second by Supervisor Mode to adjourn at 9:27 a.m. (Motion carried.)