

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**June 25, 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: James Braughler, Jim Mode, Steve Nass, Sharon Schmeling, Paul Babcock  
  
Others Present: County Administrator Gary Petre, Connie Freeberg, County Clerk Barbara Frank, Clerk of Courts Carla Robinson, Dave Ehlinger Accounting Manager, Terri Palm Human Resources Director, Corporation Counsel Phil Ristow, Steve Grabow, UW Extension, Paula Sumpter Management Analyst.
- 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.**  
None
- 6. Approval of May 28, 2008 Administration & Rules Committee minutes.**  
Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the minutes from May 28, 2008. (Ayes-All)
- 7. Approval of June 10, 2008 County Board meeting minutes**  
Motion made by Supervisor Nass; Second by Supervisor Mode to approve the minutes from June 10, 2008 with corrections. (Ayes - All)
- 8. Discuss Strategic Planning Process with UW Extension Staff – Steve Grabow**  
Steve Grabow presented a Power Point presentation on Strategic Planning Process. After discussion and questions, it was suggested that the committee review plans from other counties. The committee was interested in knowing how other county plans were implemented and how it may have benefited. This item will be discussed again at the next meeting.
- 9. Presentation and possible action on Process and Staffing Analysis & Recommendations in the County Clerk's Office.**  
Discussion continued between the Committee and staff regarding the report recommendations and staffing needs.  
  
Motion made by Supervisor Nass; Second by Supervisor Mode to split the County Clerk's Office and Finance department and recommend option "B" to the County Board. (Ayes – All)
- 10. Monthly status report on realignment of the County's Finance Department function**  
This item was discussed as part of Item #9. No action was specifically taken on this item.
- 11. Update on Accounting position**  
Position will be considered as part of the 2009 Budget. No action taken.

- 12. Discussion and possible action on recommendations in the Administrative Operational Audit.**  
Paula Sumpter reviewed the status updates and the Committee asked that the report be updated to reflect the presentation today by Steve Grabow.
- 13. Update on passport application processing**  
This item was discussed as part of Item #9. No action was specifically taken on this item.
- 14. Discuss State emergency radio frequency plan and agreement**  
Motion made by Supervisor Babcock; Second by Supervisor Mode to oppose any State effort to develop a Statewide radio system (Ayes – All)
- 15. Resolutions & Letters from other counties**  
The Committee reviewed various resolutions from other counties. Motion by Supervisor Nass; Second by supervisor Babcock to support the resolution from Portage County on Medical Reimbursement Rates.
- 16. Discussion and possible action on proposals for an operational audit of Sheriff's Department**  
No action taken. This will be discussed on Friday June 27<sup>th</sup> at a joint meeting with the Law Enforcement Emergency Management Committee.
- 17. Tentative Future Agenda Items and Meeting Dates**
  - June 27, 2008 – Joint Meeting with Law Enforcement Emergency Management
  - July 28, 2008
  - August 29, 2008

Agenda Items:

  - Discuss Strategic Planning Process
  - Approval of June 25, 2008 Minutes
  - Approval of July 8, 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
- 18. Adjourn.**  
Motion by Supervisor Mode; Second by Supervisor Nass to adjourn at 11:23 a.m. (Motion carried.)