

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

March 31, 2008

Administration & Rules Committee

1. Call to Order.

Meeting was called to order by Sharon Schmeling at 8:00 a.m.

2. Roll Call.

Members present: Paul Babcock, Jim Mode, Greg Torres, Steve Nass, Sharon Schmeling.

Others Present: Administrator Gary Petre, Chief Deputy Kevin Stapleton; Accounting Manager David Ehlinger; Corporation Counsel Phil Ristow, Management Analyst Paula Sumpter.

3. Certification of compliance with Open Meeting Law Requirements.

The County Administrator certified compliance.

4. Review of Agenda.

No Changes made

5. Public Comment.

None

6. Approval of March 26, 2008 Administration & Rules Committee minutes.

Motion made by Supervisor Mode; Seconded by Supervisor Torres to approve the minutes from March 26, 2008. (Motion Carried)

7. Discussion and possible action on a Request for Proposal (RFP) for an operational audit of Sheriff's Department.

Gary Petre told the committee that the Law Enforcement Emergency Management Committee reviewed the RFP and recommended that it should be issued as written.

Motion made by Supervisor Schmeling; Seconded by Supervisor Torres for the Administration & Rules Committee to send out the RFP. (Motion Carried)

8. Result of the Human Services Board meeting on February 29, 2008 regarding keeping the Board of Health and Human Services Board separate

Supervisor Mode informed the committee that the Human Services Board agreed with the Board of Health that they should remain separate at this time.

9. Discuss process costs for publishing ordinances and make possible changes authorized in ACT 72

Phil Ristow recommended that we follow the statute as written.

Motion made by Supervisor Schmeling; Seconded by Supervisor Nass to authorize the County clerk to publish legal notices in accordance with ACT 72 effective immediately. (Motion Carried)

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

Paula Sumpter gave a status report on this project.

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

Gary Petre gave the committee a status report on this project.

11. **Consider recommending Board Rule amendments for the April 15, 2008 County Board organizational meeting.**

Phil Ristow discussed the following Board rule amendments. Ordinance to Amend the Board Rules to include Farmland Conservation Easement Commission, Board Rule listing Historic Sites Preservation Commission, Board Rule regarding compensation of the Historic Sites Preservation Commission, and creating a subcommittee of the Highway Committee to audit and pay bills.

Motion made by Supervisor Schmeling; Seconded by Supervisor Torres to make a recommendation to the Board to amend the Board Rules to include the Farmland Conservation Easement Commission. (Motion Carried)

Motion made by Supervisor Schmeling; Seconded by Supervisor Babcock to make a recommendation to the Board to include a Board Rule listing the Historic sites Preservation Commission. (Motion Carried)

Motion made by Supervisor Mode; Seconded by Supervisor Torres to approve the Board Rule regarding compensation of the Historic Sites Preservation Commission noting that members of this Board are not eligible to receive compensation for meeting fees, mileage or other expenses. (Motion Carried)

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to support a Board Rule, upon approval of Highway Committee, to create a subcommittee of the Highway Committee to audit and pay bills. (Motion Carried)

12. **Tentative Future Agenda Items and Meeting Dates**

April 30, 2008 at 8:30 a.m.

- Monthly status report on the realignment of the County's Finance Department function.
- Discussion and possible action on recommendations in the Administrative Operational Audit.
- Resolutions & Letters from other counties
- Approval of April 15, 2008 Administration & Rules Committee meeting minutes
- Discussion and possible action on a Request for Proposal (RFP) for an operational audit of Sheriff's Department.

12. **Adjourn.**

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to adjourn at 9:05 a.m. (Motion carried.)