

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**May 28, 2008**

**Administration & Rules Committee**

- 1. Call to Order.**  
Meeting was called to order by Supervisor Schmeling at 8:32 a.m.
- 2. Roll Call.**  
Members present: James Braughler, Jim Mode, Steve Nass, Sharon Schmeling.  
Paul Babcock (Excused)  
  
Others Present: County Administrator Gary Petre, Connie Freeberg, Chief Deputy Kevin Stapleton, Sheriff Paul Milbrath, County Clerk Barbara Frank, Clerk of Courts Carla Robinson, Dave Ehlinger Accounting 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.**  
None
- 6. Approval of April 30, 2008 Administration & Rules Committee minutes.**  
Motion made by Supervisor Mode; Seconded by Supervisor Nass to approve the minutes from April 30, 2008. (Ayes-All)
- 7. Approval of May 13, 2008 County Board meeting minutes**  
Motion made by Supervisor Schmeling; Seconded by Supervisor Nass to approve the minutes from May 13, 2008 with corrections. (Ayes - All)
- 8. Discussion and possible action on change in operating hours for passport application processing in the Clerk of Courts Office.**  
Carla Robinson explained the issues that the Clerk of Courts office has with processing passport applications. The Committee discussed moving this function to another department or cross training another office to help with processing these applications. The Committee directed Gary Petre, Carla Robinson and Barb Frank to discuss the possibilities of handling this application process to keep the service available at all times.
- 9. Review Resolutions & Letters from other counties**  
Chief Deputy Stapleton discussed the 911 Resolution and the Statewide VHR Digital Trunking System Resolutions. The Law Enforcement Emergency Management Committee delayed action on these resolutions at this time. He will keep the Administration & Rules Committee updated on these issues.
- 10. Discussion and possible action on proposals for an operational audit of Sheriff's Department**  
Gary Petre told the Committee that the Law Enforcement Emergency Management Committee met and voted to recommend Virchow Krause to conduct the audit for the Sheriff's Department. The Committee discussed the pros and cons of Virchow Krause vs. Northwestern. The Committee suggested inviting both firms to give presentations to the Administration & Rules Committee and the Law Enforcement Emergency Management Committee to discuss the process and answer any questions the committees may have before making a decision.

- 11. Monthly status report on realignment of the County's Finance Department function**  
Progress updates were provided to the the Committee. Barb Frank wanted to be sure that the Financial Functions were being addressed. Dave Ehlinger and Barb Frank are concerned with the backup for the Accounting Manager. The Committee discussed that this new position may need a Master's Degree. Gary Petre agreed that an upper management position will be needed with a Government background preferred. The Committee supports the need for an additional person and felt the County should get a new person on board as soon as possible. This position will be addressed in the audit. A job description will be developed in the next couple of months.
- 12. Discussion and possible action on recommendations in the Administrative Operational Audit.**  
Progress updates on the Administrative Operational Audit were provided to the Committee. Schmeling addressed the idea of developing a Strategic Plan for the County Board. This plan would establish priorities and goals in the next 10-15 years. It was suggested that Steve Grabow from UW Extension attend the next Administration & Rules Committee meeting to explain General Strategic Planning.
- 13. Report from the County Administrator on changes to the reporting relationships of staff in several County departments.**  
A memo was provided informing the committee that the Veteran's Service Officer would report to the Human Services Director. The Human Services Board will discuss this at their next meeting.
- 14. Tentative Future Agenda Items and Meeting Dates**

  - a. Approval of Administration & Rules Committee meeting minutes
  - b. Approval of County Board meeting minutes
  - c. Resolutions & Letters from other counties
  - d. Discussion and possible action on recommendations in the Administrative Operational Audit
  - e. Monthly status report on the realignment of the County's Finance Department function
  - f. Discussion and possible action on a proposals for an operational audit of Sheriff's Department
  - g. Discuss Strategic Planning Process with UW Extension Staff – Steve Grabow
  - h. Update on Accounting position
- 12. Adjourn.**  
Motion made by Supervisor Nass; Seconded by Supervisor Mode to adjourn at 10:16 a.m. (Motion carried.)