

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 5, 2008**

**Administration & Rules Committee**

1. **Call to Order**  
Meeting was called to order by Chair Schmeling at 8:30 a.m.
2. **Roll Call**  
Members present: Paul Babcock, James Braughler, Jim Mode, Steve Nass, Sharon Schmeling  
  
Others Present: Gary Petre-County Administrator, Barb Frank-County Clerk, Paula Sumpter-Management Analyst, Phil Ristow-Corporation Counsel, Stacie Hoffman-Register of Deeds, Terri Palm-Human Resources Director, John Dahle - Consultant
3. **Certification of compliance with Open Meeting Law Requirements**  
The County Administrator certified compliance.
4. **Review of Agenda**  
Agenda items #10 & #11 were switched.
5. **Public Comment:** None
6. **Approval of August 29, 2008 Administration & Rules Committee meeting minutes**  
Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the August 29, 2008 Administration & Rules Committee meeting minutes as submitted. (Ayes-All)
7. **Discussion on Strategic Planning**  
Gary Petre will get more information from Steve Grabow regarding a proposed timeline and the overall process and provide information to the Committee at their next meeting.
8. **Discussion and possible action on Resolution No. 2008-39, Supporting a State hospital assessment to capture more Federal dollars**  
No action taken
9. **Discussion and possible action on recommendations in the Administrative Operational Audit**  
The Committee reviewed the updated progress information and would like to review both the short term goals, as well as the medium term goals at their next meeting.
10. **Monthly status report on realignment of the County's Finance Department function**  
There were eight internal candidates that applied for the new position in the County Clerk's Office. The top five senior applicants were interviewed. The final two are currently being tested through an outside source.
11. **Review and possible action on change in Board rules to allow the chair to call a meeting in an emergency**  
The Committee agreed with the need for this Board Rule change. Chairman Schmeling requested that a fiscal note be added noting the cost to convene the County Board.  
  
Motion by Supervisor Nass: Second by Supervisor to send this ordinance change (with fiscal note) on to the County Board for its approval, allowing the chair to call a meeting in the event of an emergency.

12. **Discussion and possible action on remodeling of Room 109 (Courthouse) to accommodate Finance and County Clerk functions**  
Paula Sumpter and Mark Miller have met with Dave Ehlinger, Barb Frank and their staff regarding space needs. There is a workable floor plan that everyone approves of. Mark will get an estimated cost for this project. No action taken.
13. **2009 Budgets for Administration: Corporation Counsel: Clerk of Courts: Register of Deeds**  
Budget narratives for these departments were provided to the Committee for their review. Gary Petre reviewed the budgets and addressed questions from the Committee.
14. **Review County Board's employment contract with Administrator**  
Phil Ristow reviewed the options with the Committee regarding the Administrator's employment contract.
15. **Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data**  
Motion by Supervisor Mode; Second by Supervisor Babcock to convene in closed session to consider the County Administrator's performance evaluation data.
16. **Reconvene in open session**  
Motion by Supervisor Babcock; Second by Supervisor Mode to reconvene in open session
17. **Discussion and possible recommendation to County Board for employment contract with County Administrator**  
Motion by Supervisor Mode; Second by Supervisor Braughler to postpone making a recommendation at this time and to send a report to the County Board regarding the evaluation process. (Ayes – All)
18. **Tentative Future Agenda Items and meeting dates**
  - **September 26, 2008 – 10:00 a.m.**
  - **October 29, 2008**
  - **November 26, 2008**
  - **December 31, 2008**
19. **Adjourn**  
Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn – 11:08 a.m.