

Ad Hoc Sub Consolidation Committee Meeting Minutes  
October 20, 2011, 10:00 a.m.

The meeting was called to order by Chairperson, England at 10:00 a.m. Present: James, Sumpter, Wellumson, England and Djumadi sitting in for Allen. Excused: Allen and Stuchlak.

Motioned by James/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Wellumson/Sumpter to approve the August 15th and September 15th meeting minutes. Motion carried by unanimous voice vote.

Discussion about Planning & Zoning and Land & Water Department transfer of employee and work assignment took place. James said it's a pretty well a done deal. Murphy and McLaughlin are on the same page. Stormwater runoff is up for discussion yet. Each department had an opportunity for input. No additional staff will be needed in Land & Water. This subject will be placed on transition committee agenda discussion. The goal is to make this happen by the 1<sup>st</sup> of January, and to be a done deal.

Item number 2, Emergency Management and Sheriff's Department: the committee will wait until their next meeting. Wollin and Gervais will be invited to come to the meeting, England will contact them.

England reported she was disappointment in the consortium conference, there wasn't anything new. PMF Account Program, tracks trends. It is a future pilot program. England gave a brief synopsis of the Lean Government training seminar she attended. Lean Government came from Japan's system of management. It is a leadership system moving away from directing people to mentoring and coaching them.

Some examples of statements from the Lean Government seminar:

- Victim mentality into taking control
- None of us is as smart as all of us
- Problem solving, and critical thinking
- Stop pointing fingers, address the problems and move beyond the blaming
- Remove waste from the system
- Never pass a problem on
- Many small solutions, combined can be greater than one solution
- Action verses in action
- Have people work smarter, than harder
- Leaders are at all levels
- Data driven decisions facts and numbers
- Long term behavior change
  - For example one who may lose weight, have met their goal, but do they keep it off
- Life style pattern changes
- Visualize ideal situation
- Hold accountable - have a plan to be accountable to
- Visibility is important
- Green like thinking
- Fresh eyes
- We have always done it this way – get away from
- No closed doors – open
- Celebrate your accomplishments
- Acknowledge something positive

England elaborated on each concept as they were identified.

Phillippi informed the committee that Lean Government wasn't new. She went to some training sessions several years back and has done some reading on it. The concept is great, however as we get involved in the daily trenches of our jobs it is difficult at best to be providing this form of training to staff on a regular basis. This is something that would need to be practiced daily to be effective. The concepts referenced, problem solving, critical thinking and strategic planning are great, but not everyone has this skill set and not everyone is qualified to train someone in those areas. Phillippi indicated that she may be able to solve problems and be a critical thinker but may not be able to teach someone else on how to develop those types of skills. Wellumson questioned why not as he teaches this practice currently.

Diane referenced the importance of technology: 1950's there was no electricity in rural communities, there is more quality of life now. Internet/broadband applies to our Economic Development, high quality internet.

The committee began to look at department head surveys.

Sumpter indicated that the Personnel director wrote herself out of a job. Highway/Solid Waste could have been consolidated prior to building the new highway building, we cannot move the building.

Wellumson, these departments could be managed by the same person even though they are not collocated.

James questioned the rationale of placing the highway shop where it was and why it wasn't built where the Solid Waste Department is. Phillippi explained as county board supervisors, managers and individuals come and go different components, philosophies and political views determine decisions that are made. Just as we talk of the many great ideas today moving ahead and set something in motion, administrations change, as everyone knows there will be an election in April that could change the course again. Those members sitting on a committee may not be sitting on the same committee moving forward into 2012 or an individual may not be reelected. There are many components and obstacles that affect our daily operations. Those of us still employed, who are left behind, have to readjust each time supervisors or administration changes or someone wants to implement something new and change the direction we were heading in. The education process starts over again.

James questions what was discussed at a department head session. Do any of the department heads talk to each other? Myrna's suggestions to combining work forces and share drivers to have cooperative agreement and work something out should be looked at. James agrees with Sumpter on physical location of the building.

There are options to look at 2- 4 years down the road.

Djumadi, thinks they should talk, they should be assigned the task on how they would merge the two departments. We should not throw the idea out. Sumpter, said they would be the ones to know their slow time, busy time, what would work or wouldn't. Explore the use of staff interchangeable is an option.

Kaye talked about a meeting with Kotlowski related to a vacant position. She also spoke of problems with the sharing positions with current existence of the union.

Sumpter, said we still have job postings she doesn't agree with hiring someone who may leave a job and then be laid off. Or that someone would apply and work for a short period then be laid off. Wellumson disagreed, a job is better than no job at all regardless.

James would like to see cross training. On the next agenda he'd like Kotlowski and Diemert present to discuss options, and also Wollin and Gervais to discuss Emergency Management and Sherriff's Department.

Wellumson, referenced the county structure from the past to current, having more or less departments, what it would look like and if you would build it the same as before or more vertical? Looking toward the day of retirement and when it happens.

Cross training to be added to the next agenda.

Kaye reported posting positions, that there were 30 applications for the clerk typist position, 10 weren't qualified, there were 5 applications, for the administrative assistant, only 2 are qualified, one is a retired financial adviser with some GASB experience.

Djumadi had concerns about filling the administrative assistant position. She needs a better understanding.

Larson present at 11:09 a.m.

Kaye talked about the Child Support Office call center. Currently they are sharing two different workers, cross training them in Larson's office and Child Support.

Larson informed the committee of the vacant Assistant to Administrator position and they had been using an on call to process vouchers. They also had lacked staff as one was on medical leave.

Kaye said they have a set schedule, for the LTE in Child Support, and on-call.

Djumadi spoke about Personnel position and referenced the survey completed by Kaye. According to the survey this position could be absorbed.

Wellumson, that's to assume we start pulling out and co shared, HR is a specialty, to engineer, the mule driver.

Djumadi would like to see HR under Larson's office as in the survey. Kaye wasn't sure if they had the resources or experience. Larson informed the committee she did have HR experience she was in Human Resources at Black River for 3 years so she does have the experience.

Wellumson, we wouldn't consider this and if we would it would only be if there was a vacancy, half a person won't do. I have other ideas, like Veteran Service Department with Human Services, but that makes too much sense to consider merging.

Sumpter asked about EO Johnson information. Wellumson, said there is no full report on EO Johnson as we have been overtaken by events, called the budget. As for departments surveys we can review and go over them anytime and keep reviewing them at our convenience, next meetings.

Larson, would like to review what other committees, other organizations are seeing change, what has evolved since August and compared to today. There will be a changed prospective after first of the year. If we look at August and see where we are now, then revisit.

England reported on the Extension office, needs assessment survey. The top 10 topics and responses consist of:

1. 88% surface ground water quality
2. 85% water/air quality

3. 84% violence free homes

**Recess:** Motioned by Sumpter/James to recess at 11:25 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order by Chairperson 11:30 a.m. All present. Excused, Allen and Stuchlak.

4. 79% preventive care access
5. 78% unemployment
6. 77% nutritious food access
7. 76% making healthy food choices
8. 76% prepare healthy safe food
9. 75% manage food dollars

Wellumson wanted to know if any one looked at Adams County workforce profile (DWD.Gov-Profiles) half of homes are not occupied, when he moved from Milwaukee homicide rate was going out of style also commented on other conditions.

10. 75% aging friendly community
11. 75% alcohol and other drug preventions

Relocation of offices was discussed. Planning & Zoning should be upstairs, McLaughlin's office could be in Liz's old office was discussed. That Larson's office could be located in Planning and Zoning area as they don't deal with the public and the window could be used. Real Property Lister/Treasures and Geographic Information Systems in Treasures office currently.

Larson has an alternative perspective, as for efficiency, they routinely work with the County Clerk and Treasurer. They catch county board supervisors in passing, by being in their location. They have daily interaction with Personnel office.

Wellumson does not want to be entrapped in relocating offices, or to get away from what we are looking at. It should not be about office set up unless co location is a material issue.

Set next meeting November 8<sup>th</sup> at 10:00 a.m.

Motioned by James/Sumpter to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary