

**EXECUTIVE COMMITTEE**  
Monday, April 7, 2008, 9:00 a.m.  
Conference Room A260

Meeting called to order by Chair Loken at 9:05 a.m. Meeting was properly announced. Members present: Dave Renner, Cindy Loken and Joyce Kirsenlohr. Dave Grabarski and Larry Babcock excused. Others present were: Barb Petkovsek, Administrative Coordinator/Director of Finance. Jack Albert, Corporation Counsel/Personnel Director and Jane Gervais arrived at 9:15 a.m.

**Motion by Renner/Kirsenlohr to approve the amended agenda. Motion carried.**

**Motion by Kirsenlohr/Renner to approve the minutes of March 10, 2008. Motion carried.**

No public participation. No correspondence.

Discuss and/or act on Community Service Office Relocation Requests for former Administrative Coordinator's Office. Present were Daric Smith from Rural and Industrial Development Commission and Dee Helmrick, Clerk of Court, to request the use of the former Administrative Coordinator's office. Discussion was held to re-locate the current Community Service office to the former Administrative Coordinator's office. Mr. Smith also expressed his need for the office. Discussion was held. **Motion by Renner/Kirsenlohr to recess so they could view the former Administrative Coordinator's office they were discussing. Motion carried.** The committee reconvened at 9:50 a.m. **Motion by Renner/Kirsenlohr to move the Community Service staff to the vacated office of the former Administrative Coordinator's office and Daric from Rural and Industrial Development Commission will move into A030 conference room. Kirsenlohr requested that Jane Grabarski, Emergency Management Coordinator, be notified since A030 was to be used as the command post in emergency situations. Computers and telephone system will need to be coordinated with the MIS department. Motion carried.**

Discuss and/or act on Resolution to approve Local 355 Tentative Agreement. **Motion by Kirsenlohr/Renner to approve the tentative contract with Sheriff's Union, Local 355, to be forwarded to the April 11, 2008, County Board meeting. Discussion was held regarding increases and comparable counties. Motion carried.**

Discuss and/or act on Resolution to approve Adams County as a sponsor of the NaCo Prescription Discount Card Program for the Citizens of Adams County. **Motion by Renner/Kirsenlohr to approve and send the NaCo Resolution to the April 15<sup>th</sup> County Board meeting. Discussion was held. Motion carried.**

Discuss and/or act on Resolution to approve the advertising, solicitation of bids and sale of former Highway Building and Old Library Building. Discussion was held regarding the sale and buying process for these buildings. **Motion by Renner/Kirsenlohr to approve and send the resolution for the sale of the old Library and Highway buildings to the April 11, 2008, County Board meeting. Motion carried.**

Discuss and/or act on Identification Badge Policy. The committee discussed the policy. **Motion by Kirsenlohr/Renner to approve the Identification Badge Policy and bring it to the full**

County Board after the Corporation Counsel officially reviews it. **Motion carried.**

Review vacation requests and vacation schedule of Corporation Counsel/Personnel office staff. Chair Loken wanted to know the progress and goal of use of vacation for Jane Gervais. Mr. Albert provided the committee with the vacation figures used since the last meeting and discussed future use.

Discuss and/or act on Parks Manager revised job description. **Motion by Renner/Kirsenlohr** to approve the revised job description for the Adams County Parks Manager. The committee discussed the job description and the salary range with Parks Director Fred Nickel. **Motion carried.**

Administrative Coordinator/Director of Finance monthly report. Barb Petkovsek presented her monthly report.

Corporation Counsel/Personnel Director report. Jack Albert gave his monthly report.

**Motion by Kirsenlohr/Renner** to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on negotiations. **Motion carried** unanimously by roll call voice vote.

**Motion by Kirsenlohr/Renner** to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** unanimously by roll call voice vote.

Approve purchase orders/voucher reports. **Motion by Renner/Kirsenlohr** to approve the March invoices per the March Check Summary dated 3/1-3/31/2008 for the Administrative Coordinator/Maintenance Departments. **Motion carried.**

The next meeting date will be May 5, 2008, at 9:00 a.m.

**Motion by Renner/Kirsenlohr** to adjourn at 12:30 p.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Paralegal/Personnel Assistant

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**