

Executive Committee Minutes
Monday, May 5, 2008
9:00 a.m. - Conference Room A260

Barbara Petkovsek, Administrative Coordinator/Director of Finance, called the meeting to order at 9:00 a.m. Meeting was properly announced. Members present: Al Sebastiani, Cindy Loken, Dave Renner and Diane England. Bev Ward excused. Others present: Mary Ann Bays, Treasurer; Jodi Helgeson, Register of Deeds; Dianna Helmrick, Clerk of Court; Cindy Phillippi, County Clerk; Barbara Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; and Jane Gervais.

Petkovsek called for nominations for Chair. Supervisor Renner nominated Supervisor Sebastiani. Petkovsek called three (3) times for additional nominations. There being none, **motion by** Loken/Renner to close the nominations and cast a unanimous ballot for Sebastiani for Chair. **Motion carried** unanimously by roll call voice vote.

Sebastiani assumed the Chair of the meeting.

Sebastiani called for nominations for Vice Chair. Loken nominated Renner for Vice Chair. Sebastiani called three (3) times for nominations for Vice Chair. There being none, **motion by** Loken/England to cast a unanimous ballot for Renner for Vice Chair. **Motion carried** unanimously by roll call voice vote.

Motion by Loken/Renner that Corporation Counsel staff serve as recording secretary for the Committee. **Motion carried** unanimously by roll call voice vote.

Motion by Renner/England to approve the agenda. **Motion carried.**

Motion by Loken/Renner to approve the April 7, 2008, minutes. **Motion carried.**

No public participation or no correspondence.

Discuss and/or approve Clerk-Typist revised job description for County Clerk's office. Discussion was held on the status of the job description changing from Deputy County Clerk to Clerk-Typist. Petkovsek explained that Carlson Dettmann, outside consulting service, was completing a study on the Local 1168 Union Contracted employees and this job description was reviewed and included in that study. Discussion was also held by committee on budget cuts and possible elimination of positions when one becomes vacant. **Motion by** Loken/Renner to approve the revised job description for the part-time Clerk-Typist in the County Clerk's office. **Motion carried.**

Set salaries for elected officials. Discuss and/or act on resolution for elected officials salaries. Corporation Counsel/Personnel Director Jack Albert distributed and explained resolution and salary comparisons/averages for elected officials for 2009-2012. Register of Deeds explained the reason for the wage differences being lower. Renner abstained from any discussion on the Sheriff's salary. Clerk of Court Dianna Helmrick suggested adding the differences that weren't included prior to this before figuring in the percentages to make the salaries comparable and correct.

Motion by Renner/Loken to recess at 9:45 a.m. **Motion carried.**

Sebastiani called the meeting back to order at 9:55 a.m.

Motion by Loken/England to approve the resolution with the corrected attachment for the elected officials salary increases and bring it to the full County Board. **Motion carried.**

Discuss and/or act on direct deposit form. Petkovsek explained the changes on the form that was previously distributed to employees and County Board Supervisors. Albert explained that some employees and Supervisors do not want to sign the form as initially distributed so some changes were made. Discussion was held by committee on how many people were having problems with the initial form. Additional discussion on the form took place by the committee. **Motion by Renner/England** to have Administrative Coordinator/Director of Finance add a paragraph on a separate page to the direct deposit form. **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 Renner/England to recess 10:40 a.m. **Motion carried.**

Chair Sebastiani called the meeting back to order.

Chair Sebastiani advised since there is nothing to be presented in closed session, that item on the agenda will be scratched and the committee will proceed to the next item.

Approve purchase orders/vouchers reports. **Motion by Loken/Renner** to approve all purchase orders/reports for Maintenance, GIS, Administrative Coordinator/Director of Finance and Corporation Counsel/Personnel Director. **Motion carried.**

The next meeting will be June 9, 2008, at 9:00 a.m.

Action items for the next meeting: Resolution to discuss and/or act on Veteran's Day (Health Risk Assessment). Identification badges.

Motion by Loken/England to adjourn at 11:05 a.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais
Recording Secretary
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE