

Ad Hoc General Administrative and Policies Committee Meeting Minutes
July 28, 2009 3:00 p.m.

Called to order by Chairman Stuchlak at 3:06 p.m. Roll call was taken. Present: England, Sumpter, Ward James. Excused: West. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance; Phillippi.

The meeting was properly noticed.

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

Motioned by Ward/England to approve the July 14th, 2009 minutes. Motion carried by unanimous voice vote.

The committee reviewed department heads' comments and referred back to sections previously worked on.

Murphy present at 3:10 p.m.

Committee reviewed previous month's recommendation on the following section:

CHAPTER 8, SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT

19.03 Reimbursement for Expenses. The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the weekly check processing. ~~In order to receive reimbursement, County Board, Committee members and employees must submit a Training & Conference Reimbursement Form along with copies of the original receipts to the Administrative Coordinator/ Director of Finance's office for payment.~~ Employees shall receive approval, from their department head, prior to attending any convention, seminar, training or tour. The department head shall only approve an employee to go to a convention, seminar, training or tour if the money is available in the budget.

The committee recommends adding the following language to section 19.03: In order to receive reimbursement county board, committee members and employees must submit the original receipts.

Committee reviewed previous month's recommendation on the following section:

The underlined, italic, bold language was inserted.

SECTION 2 - DISCIPLINE AND DISCHARGE

2.02 Disciplinary Procedure. Discipline shall be applied to all County employees for violation of the Personnel and General Administrative Policies, or other reasonable work standards not specifically defined herein, but only after ***department head*** consultation~~s~~ with the ***Personnel Director and*** Administrative Coordinator/Director of Finance. As part of the disciplinary process, the County shall conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and his union representative if applicable, to discuss the allegations and the response. While the following sequence of discipline is normally administered, the ***Personnel Director and*** Administrative Coordinator/Director of Finance ~~and Personnel Director~~ ***reserves the right to determine will exercise*** the appropriate measure of discipline. ~~All discipline shall be discussed with the Personnel Director.~~

The committee made the following recommendation.

SECTION 21 - COUNTY CELL PHONE ISSUANCE

~~21.04~~ Under no circumstances shall the County cell phone be used for personal telephone calls. If an employee violates this Policy or if there is excessive unnecessary usage of the cell phone, disciplinary action, up to and including discharge may be taken.

Section 2 Discipline and Discharge

2.06 Enhancements/Alternatives to Formal Disciplinary Action. Depending upon the facts of an investigation and analysis of an employee's inadequate performance or behavior, alternative corrective action might be taken with the agreement of the Department Head, Personnel Director, and Administrative Coordinator/Director of Finance exercising the appropriate enhancement alternatives to formal disciplinary action. ~~This could include:~~

- ~~A. **Support.** For short term problems of a situational nature, like serious family illness, support from a supervisor and/or referral to the Employee Assistance Program may be appropriate.~~
- ~~B. **Training.** Additional training may be appropriate where employees demonstrate an inability to perform the required duties, as opposed to a demonstrated unwillingness to perform up to the established performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on the job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, viewing films or videotapes, etc.~~
- ~~A. **Coaching/Counseling.** An informal discussion or counseling/coaching session is held with the employee to identify the problems causing or contributing to inadequate performance or improper conduct on the job and assist the employee to search for potential solution for the identified problems.~~
- ~~B. **Performance Improvement Plan.** A performance improvement plan is developed, preferably in coordination with the employee, to determine specific working expectations and standards in order to improve job performance or behavior. If a personal problem is identified or suspected, this plan might include referral to the Employee Assistance Program. All performance improvement plans shall be in writing and approved by the Administrative Coordinator/Director of Finance.~~
- ~~C. **Reassignment.** Reassignment of employees with performance or behavior problems is discouraged, but may be appropriate in limited circumstances if approved by the Administrative Coordinator/Director of Finance.~~
- ~~D. **Performance Improvement Plan.** A performance improvement plan is developed, preferably in coordination with the employee, to determine specific working expectations and standards in order to improve job performance or behavior. If a personal problem is identified or suspected, this plan might include referral to the Employee Assistance Program. All performance improvement plans shall be in writing and approved by the Administrative Coordinator/Director of Finance.~~
- ~~E. **Reassignment.** Reassignment of employees with performance or behavior problems is discouraged, but may be appropriate in limited circumstances if approved by the Administrative Coordinator/Director of Finance.~~

2.07 Department Head Discipline. Unless Wisconsin Statutes direct otherwise, in situations involving Department Heads, in conjunction with the Personnel Director, the Administrative Coordinator/Director of Finance shall administer the disciplinary procedures as outlined in this Section, or §59.26, Wisconsin Statutes. The Administrative Coordinator/Director of Finance shall notify the

Home Committee Chair, the Executive Committee Chair, and County Board Chair of any disciplinary action taken in regard to a Department Head.

SECTION 3 - DISPUTE PROCEDURES

3.01 Should a question or dispute arise in reference to the application of the current Personnel and General Administrative Policies with an ~~non-represented~~ employee, the affected employee shall process the complaint in the manner described below.

Motioned by Sumpter/James to recess at 4:35 for 5 minutes. Motion carried by unanimous voice vote. Reconvened at 4:40 p.m. all present.

Throughout the entire policy place the Personnel Director first and the Administrative Coordinator second in all language.

In Chapter 8

This section needed to be reviewed from last meeting. Barb informed the committee all items are appropriate, but section should be reviewed annually.

CHAPTER 8, 3.06 Capital Costs. Capital costs are expenses for fixed assets such as land, land improvements, buildings and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

SECTION 15 - PETTY CASH REIMBURSEMENT

15.02 The petty cash fund will be operated as an ~~imprest fund~~ (looking for a new word will insert at next meeting) under the control of the responsible department.

Remove imprest fund and insert petty cash.

22.03 Purchasing Rules & Regulations.

- A. Competitive bidding is not required for contracts unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems ~~prudent~~ necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
 1. ~~All public works contracts for construction, repair, remodeling or improvement of any public work, building or furnishing supplies or materials of any kind where the estimated cost will exceed \$25,000, the amount stated in §59.52(29), Wisconsin~~

~~Stats. as may be amended from time to time, shall be by contract to the lowest responsible bidder.~~

- ~~2. If the estimate is between \$5,000 and \$25,000, pursuant §59.52(29), Wisconsin Stats., applies and a contract may be given directly after the giving of a Class I notice or by a Request for Proposal (RFP). A Proof of Responsibility, pursuant §66.0901, Wisconsin Stats. as may be amended, supplied not less than five (5) days prior to the opening of any RFP must accompany a RFP from any contractor.~~
 - ~~3. The previous provisions of county policy, B1 and B2, are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage creates an emergency, as determined by resolution of the County Board or the welfare of the County is threatened.~~
 - ~~4. Nothing herein applies to public construction if the materials or labor are donated or provided by volunteers or by county personnel on county time.~~
 - ~~5. Nothing herein applies to highway contracts which the County Public Works Committee or the County Highway Commissioner is authorized by law to let or make.~~
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.

~~Bidding and contract procedures pertaining to bids will be determined by the County Board unless delegated to a governing committee by State Statute, County Board Ordinance or County Board Resolution. These procedures include the following:~~

- ~~1. **Eligibility to Bid.** Including but not limited to:
 - ~~_____ County residency~~
 - ~~_____ Sufficient insurance~~
 - ~~_____ Bid Bond~~
 - ~~_____ Licensed or certified~~
 - ~~_____ Performance bond~~~~
- ~~2. **Solicitation of Bids.** Including but not limited to:
 - ~~_____ County paper~~
 - ~~_____ Other periodicals~~
 - ~~_____ Direct Letter of Invitation~~~~
- ~~3. **Submission of Bids.** Including but not limited to:
 - ~~_____ Sealed and labeled as a bid~~
 - ~~_____ Delivered to named official's office by set time and date~~
 - ~~_____ On prescribed form~~
 - ~~_____ Including bid bond~~~~
- ~~4. **Handling of Bids and Quotations.** Including but not limited to:
 - ~~_____ Not opened until due date and time passes~~
 - ~~_____ Opened in public at open meeting~~
 - ~~_____ Copies of bids available to public after opening~~~~
- ~~5. **Awarding of Invitations to Bid.** Including but not limited to:
 - ~~_____ To lowest eligible bidder~~
 - ~~_____ Award in writing~~
 - ~~_____ Subject to receipt and approval of performance bond by~~
 - ~~_____ Corporation Counsel, if required~~~~
- ~~6. **Performance by Successful Bidder.** Including but not limited to:
 - ~~_____ As per contract~~
 - ~~_____ Performance monitored and determined by Committee delegated~~~~

~~Responsibility for bid and contract~~

- ~~E. All bids are final as opened. Any re-negotiation is authorized to the Department Head.~~
- ~~F. RFPs may be negotiated or reviewed in appropriate circumstances if all other relevant factors are met. The County is authorized to use state contract in lieu of issuing bids to vendors when it is to the economic advantage of the County.~~
- ~~G. All purchases shall be made in accordance with the County Board adopted budget. It is the responsibility of each department to insure purchases do not exceed the approved budget.~~
- ~~H. No County employee or elected official shall solicit or accept for himself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other business activities from or which are regulated by the County. See the Code of Ethics policy, Chapter 1, Section 4. This does not include acceptance of unsolicited advertising or promotional matter, such as pens and calendar, and acceptance of any award for meritorious or personal contributions or achievement unless otherwise prohibited by law.~~
- ~~I. The Administrative Coordinator/Director of Finance may solicit bids for discounted office supplies with an office supply vendor. All County office supply purchases shall be made from the approved vendor using the discounted price listing. The Executive Committee shall review the office supply vendor annually upon bid by the Administrative Coordinator/Director of Finance or approving use of the State of Wisconsin bid.~~
- ~~J. Departments that purchase parts, building materials, janitorial supplies, and equipment which are outside of regular supplies in this Policy will obtain, through price quotes, the best price for the purchase of these items, to ensure the largest savings for the County.~~
- ~~K. All office equipment and furniture purchases in the annual budget will be coordinated through the Administrative Coordinator/ Director of Finance, or the assigned designee, in an attempt to gain savings and consistency through quantity purchasing.~~
- ~~L. At times it may become necessary to make an emergency purchase. An emergency purchase shall be deemed to exist when an essential product or service is required or when unforeseen circumstances arise, including delay by contractor, delays in transportation, unanticipated volume of work and disaster. If an emergency purchase is required, the department head shall notify the Oversight Committee Chairperson. A written explanation of the circumstances will then be given to the Oversight Committee within five (5) business days.~~
- ~~M. It is the responsibility of department heads to:~~
- ~~1. Ensure that there are funds budgeted to pay for purchases.~~
 - ~~2. To report to the oversight committee any purchasing deviations from line items budgeted.~~
 - ~~3. To document the receipt of all merchandise or services purchased, with such documentation evidenced by the Department Head or the assigned designee's signature on the invoice submitted for payment~~
 - ~~4. To properly record purchases made under the proper line item account code.~~
- ~~N. It is the responsibility of the Administrative & Finance Committee to:~~
- ~~1. Advise and consult on all matters relating to purchases.~~
 - ~~2. Enforce compliance with the purchasing policies and procedures.~~
 - ~~3. To promote standardization of items or equipment and supplies within departments where practical.~~
 - ~~4. Decide all policy questions arising under these policies and procedures for purchasing.~~

5. ~~To audit all matters relating to purchasing methods used by Departments, to recommend to departments improvements or changes in purchasing methods, and in case of noncompliance, to refer the matter to the County Administrative Coordinator/Director of Finance for decision and action.~~

~~O. Properly signed vouchers, with invoices attached, shall be submitted to the Administrative Coordinator/Director of Finance Office for payment.~~

~~P. Disposal of unsuitable or unusable property, within the Courthouse, will be coordinated by the Maintenance Supervisor.~~

~~Q. The proceeds from the sale of any equipment or supplies shall be paid to the County Treasurer and shall be credited to the appropriate fund.~~

Insert raffle section 25 to follow section 24 contract, titles, & leases.

This section to be submitted by Barb.

CHAPTER 3, SECTION 7.02 on page 27 dress code policy

Dress code for Adams County employees is as follows:

All clothing must be respectable, clean, neat and not in need of repair. There are ~~three~~ two dress code categories.

Field Wear - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty employees will be expected to wear business casual.

Office Wear - General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as "**business casual**" including dress jeans.

The following are **never appropriate** for **Office Wear**:

- Shorts of any kind (walking, bermuda, cut-offs)
- Tank tops
- Halter tops
- Midriff tops
- Strapless tops
- Flip flops (beachwear type)
- Rubber garden shoes (Croc type)
- Skirts/dresses that are considered micro or mini (nothing more than 3 inches above the knee)
- Athletic wear
- Hats – caps/hats may not be worn inside of buildings
- Clothing exhibiting any type of promotional depictions and/or potentially offensive words, terms, logos, pictures, cartoons or slogans

Modesty Clause – Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor.

The enforcement of this guideline is the responsibility of management and supervisory personnel.

The key point to sustaining an appropriate "business casual" attire program is the use of common sense and good judgment and applying a dress code that is conducive to our business environment.

[Remember if you question the appropriateness of the attire, it probably isn't appropriate.]

Department heads and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps.

1. If questionable attire is worn the Department Head/Supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs the Department Head/Supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action.

Need a no soliciting policy; will work on it at next meeting.

CHAPTER 10, SECTION 1 - PARKING POLICY

1.01 Parking.

- A. **Supervision.** The municipal parking lots acquired or established by the County shall be under the supervision of the Sheriff's Department.
- B. **Use.** It shall be unlawful to park any vehicle in any County parking lot in violation of any Ordinance or rule established by the County Board. No commercial or freight-carrying vehicle or trailer shall be parked in a County parking lot.
- C. ~~**Hours.** It shall be unlawful to park any vehicle in County parking lots for a period longer than posted.~~
- D. **Space for Handicapped People.** Handicap spaces shall be created pursuant to §346.503, Wisconsin Statutes.
- E. **Employee Parking.** Disabled employees, or employees with special parking needs must request accommodations from the Administrative Coordinator/Director of Finance. County Policy will abide by State and Federal law, including the Americans with Disabilities Act. ~~The parking lot to the South of the Courthouse shall only be for visitors of the County. All employees shall use the parking lot to the East of the Courthouse.~~
- F. **Loading Zone.** It shall be unlawful for the driver of a vehicle to park a passenger vehicle for a period of time longer than is necessary for the loading or unloading of passengers, not to exceed ten (10) minutes, and for the driver to park any freight carrying vehicles for a period of time longer than is necessary to load, unload and deliver materials, not to exceed thirty (30) minutes, in any place designated as a loading zone and marked as such.
- G. ~~**Signs.** The Maintenance Department shall post signs in all areas where parking is limited or prohibited.~~
- H. **Towing Away Illegally Parked Vehicles.** The Sheriff's Department is authorized to remove and tow away by commercial towing service, any car or other vehicle illegally parked in any place where such parked vehicle creates or constitutes a traffic hazard, blocks the use of a fire hydrant, obstructs or may obstruct the movement of any emergency vehicle, or violates this Policy. Vehicles towed away for illegal parking shall be stored ~~in a safe place~~ and shall be restored to the owner or operator upon payment of a fee as set by the Sheriff's Department, and the towing and storage service.

~~SECTION 3 - TELEPHONE USE~~

~~**3.01 County Telephone Use.** The telephone shall be used by County employees for County~~

~~business. The policy is as follows:~~

- ~~A. Employees shall avoid making or receiving numerous personal telephone calls during working hours. In the event a personal call is required, the conversation should be limited. Under no circumstances should personal long distance calls be placed on the County's telephone system. If an employee must make a long distance call, the call shall be made collect, using a personal credit card or charged to the employee's home number.~~
- ~~B. No County employee shall accept any collect telephone calls.~~
- ~~C. Abusing the use of the telephone with personal phone calls shall be cause for discipline.~~

~~**3.02 Personal Cell Phone Use.** An employee may use their personal cell phone to conduct their personal business only while on break, lunch, before work hours, or after work hours. Cell phones should be turned off, or the ring tone turned off, as not to disrupt work during business hours. Due to potential liability risks, employees who are driving County vehicles and conducting County business shall not use their personal cell phone while driving.~~

The following section will be submitted by Jack at the next meeting:

SECTION 4 - SMOKING AND BURNING

4.01 Smoking. There shall be no smoking allowed in any enclosed County buildings or County owned vehicles.

4.02 Burning. No burning of any material in County buildings is allowed, unless required in performance of job duties.

SECTION 5 - CLAIMS AGAINST THE COUNTY

5.01 Claims filed against the County or a Department shall be filed with the County Clerk, who shall provide copies **to the insurance carrier**, to the Administrative Coordinator/Director of Finance, Corporation Counsel, and Administrative & Finance Committee. All claims shall be processed in accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

The committee ended today's review on page 88.

Set next meeting date for August 11, 2009 at 3:00 p.m. Committee will start on page 42.

Motioned by James/Ward to adjourn at 6:09 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary