

**Minutes of Executive Committee Meeting**  
**August 7, 2013 – 8:00 a.m.**  
**Adams County Courthouse, Conference Room A-260**

John West, Chair, called the meeting to order at 8:07 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, and Jack Allen.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Djumadi; Sheriff Sam Wollin; Highway Commissioner Pat Kotlowski; Hether Bitsky; and HHS Fiscal & Support Services Manager, Wendy Pierce.

There was no new Correspondence.

**Motion by Sebastiani, seconded by Babcock** to approve the Agenda. **Motion carried by unanimous vote.**

**Motion by Babcock, seconded by Allen,** to approve Minutes of the Executive Committee Meeting held July 9, 2013. **Motion carried by unanimous vote.**

**Motion by Allen, seconded by Babcock,** to move agenda item 9 to agenda item 8. **Motion carried by unanimous vote.** Discussion was held on waiver to grant catastrophic leave to Hether Bitsky. **Motion by Allen, seconded by Sebastiani,** to approve grant of catastrophic leave to Hether Bitsky. **Motion carried by unanimous vote.**

Discussion was held regarding Department Head concerns over County Employee Benefit package. Larson inquired on behalf of Department Heads as to what changes the Committee might be proposing? Allen suggested forming a committee which includes 3 department heads to discuss and analyze further.

The **Administrative Coordinator/Director of Finance** budget was presented by Trena Larson. Larson explained that the amount of levy request was decreased this year. Larson will make changes to her budget. No motion was made.

The **Corporation Counsel Department** budget was presented by Ken Wagner who discussed reductions due to one employee not taking health insurance benefits, and a change in salary. Wagner spoke of the need for additional security for staff safety and proposed installation of three doors. Allen acknowledged employee concerns, and suggested that the expense is more properly brought before the Property Committee. The \$3,000 cost was eliminated from the Corporation Counsel budget. The Maintenance Budget should be amended to accommodate the cost of the inside door, and estimates should be obtained for the hallway doors. **Motion by Allen, seconded by Babcock,** to approve the 2014 Corporation Counsel Budget as amended and forward to the Finance Committee for review. **Motion carried by unanimous vote.**

THESE MINUTES HAVE BEEN APPROVED BY THE EXECUTIVE COMMITTEE

The **Personnel Department** budget was presented by Marcia Kaye. Legal expenses were reduced to \$4,000. Safety training was discussed. RFPs for safety training will be returned in August for referral to the Safety Committee. **Motion by Babcock, seconded by Allen**, to approve the Personnel Department budget as amended, and forward to the Finance Committee for review. **Motion carried by unanimous vote.**

**Motion at 10:03 a.m. by Sebastiani, seconded by Allen**, to recess for five minutes. **Motion carried by unanimous vote.**

The meeting reconvened at 10:12 a.m.

**Motion at 10:12 a.m. by Allen, seconded by Babcock** to convene in closed session per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending WPPA Local 355 negotiations. **Motion carried by unanimous vote.**

The Committee reconvened at 11:00 a.m. in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. No motions were made post-closed session.

**Trena Larson**, Administrative Coordinator/Director of Finance, gave her monthly report. Allen requested a comparison of Corporation Counsel outside attorney fees versus salary saved during the vacancy in that office.

The **Corporation Counsel** Department report of office management and case load was given by Kenneth M. Wagner.

**Marcia Kaye, Personnel Director**, presented a handout and discussed Personnel Department operations. Kaye will compare Building Inspector wages per the request of Sebastiani.

**No vouchers** were available for approval at this meeting.

A meeting will be held on **August 20, 2013 at 5:30 p.m.**, to discuss and/or act on Resolution to Approve the 2012-2014 WPPA Local 355 contract.

The next monthly meeting is set for: **September 6, 2013 at 1:00 p.m.** Sebastiani is excused. No action items were carried forward.

**Motion by Allen, seconded by Sebastiani**, at 11:25 a.m. to adjourn the meeting. **Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider  
Recording Secretary

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