

**Executive Committee Minutes**  
Friday, September 19, 2008  
9:00 a.m. - Conference Room A260

Chairman Al Sebastiani called the meeting to order at 9:00 a.m. Meeting was properly noticed. Members present: Cindy Loken, Diane England, Bev Ward, Dave Renner and Al Sebastiani. Others present: Corporation Counsel/Personnel Director Jack Albert, Janis Cada and Jane Gervais.

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

No public participation or correspondence.

Discuss and/or act on revised job description for Legal Secretary position in the District Attorney's office. Janis Cada discussed that District Attorney Mark Thibodeau is requesting the typing speed of 60 words per minute on the previous job description be changed to 50 words per minute. Discussion was held. **Motion by Ward/England to approve the job description as presented with the 50 words per minute. Motion carried.**

**Motion by Renner/Ward 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: Discuss and/or act on Corporation Counsel handling of property issue. Motion carried** unanimously by roll call voice vote.

**Motion by Ward/England 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.

Next meeting should include an evaluation, in closed session, for the performance review of Corporation Counsel/Personnel Director.

Chair Sebastiani informed Corporation Counsel/Personnel Director Jack Albert that the Study Committee is intending to meet on October 20, 2008.

Discussion was held to schedule meeting with Al Sebastiani, Dave Renner, Dan Wood and Jack Albert on September 25, 2008, at 11:00 a.m.

**Motion by Ward/Renner to adjourn. Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Paralegal/Personnel Assistant  
Recording Secretary