

Executive Committee Minutes
Monday, August 3, 2009, 9:00 a.m.
Conference Room A260, Courthouse, Friendship, WI

Meeting called to order by Chairman Al Sebastiani at 9:04 a.m. Members present: Diane England, Dave Renner, Cindy Loken and Al Sebastiani. Supervisor Bev Ward excused. Others present: Barbara Petkovsek, Administrative Coordinator/Director of Finance and Jack Albert, Corporation Counsel/Personnel Director.

The meeting was properly announced. **Motion by** England/Loken to approve the agenda as printed. **Motion carried** by voice vote.

No public participation or correspondence.

Discuss and/or act on recommendations from Carlson Dettmann for Corporation Counsel and Legal Assistant/Confidential Administrative Assistant positions. Discuss Corporation Counsel/Personnel Director Office. Jack Albert, Corporation Counsel/Personnel Director presented the memorandums from Enetrix (Carlson Dettmann) regarding placement in the pay schedule for the Corporation Counsel and Legal Assistant/Confidential Administrative Assistant positions. He also presented the job descriptions and JDQ's that were submitted to Enetrix (Carlson Dettmann) that were utilized for the recommendations in the memorandums. Lengthy discussion held regarding potential reorganization of the Corporation Counsel's office and having a stand alone Personnel Director.

Chairman called for a break at 10:30 a.m. The Committee reconvened at 10:40 a.m.

Committee continued discussion on Enetrix (Carlson Dettmann) recommendations and reorganization resolution. Enetrix (Carlson Dettmann) recommended the Corporation Counsel position remain at a grade 18, the Legal Assistant/Confidential Administrative Assistant be a grade 8. They earlier recommended that a stand alone Personnel Director would be a grade 14.

Motion by Loken/Renner to approve the recommendations from Enetrix (Carlson Dettmann) for the Corporation Counsel (grade 18) and Legal Assistant/Confidential Administrative Assistant (grade 8) based on submitted job descriptions and JDQ's. **Motion carried** by unanimous voice vote.

The next regular meeting will be August 10, 2009, at 9:00 a.m. Action items for the August 10, 2009, meeting: Budgets, resolution and packet for Personnel Director position.

A special meeting will be held on August 11, 2009, at 7:30 a.m. to interview candidates for the County Veteran Service Officer position. The August 11, 2009, agenda should also include, discuss and/or act on extension of interim County Veteran Service Officer contract.

Motion by Renner/England to adjourn at 11:10 a.m. **Motion carried.**

Respectfully submitted,

Barbara A. Petkovsek
Administrative Coordinator/Director of Finance

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