

**EXECUTIVE COMMITTEE MINUTES
SEPTEMBER 6, 2013 – 1:00 P.M.
ADAMS COUNTY COURTHOUSE – CONFERENCE ROOM A-260**

John West, Chair, called the meeting to order at 1:04 p.m. The meeting was properly announced.

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

Other present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Kenneth M. Wagner, Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant (recording secretary); Supervisor Pisillini; Supervisor Djumadi; HHS Director Diane Cable; Highway Commissioner Patrick Kotlowski; Public Health Officer Sarah Grosshuesch; Sheriff Sam Wollin; Chief Deputy Terry Fahrenkrug; Brenda Quinnell; Karen Bays; Wendy Pierce.

There was no new correspondence.

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

Motion by Johnson, seconded by Allen to approve the Minutes of August 7, 2013 and August 20, 2013. Motion carried by unanimous vote.

Discussion was held regarding imposing a monthly fee upon any employee enrolled in the WEA Trust Health Insurance who chooses not to participate in the annual Health Risk Assessment.

Discussion was held regarding an H&HS Board Resolution to Accept the Wisconsin Family Foundations Home Visiting Program Grant, which also includes the development of the positions of Public Health Nurse Supervisor, Public Health Nurse, and Accounts Receivable/Billing Specialist, not currently budgeted for 2013. Motion by Allen, seconded by Babcock, to approve the Resolution with the following changes:

- (1) Change Line 14 to read “FTE billing support staff will be funded through this grant at 50%,”;
- (2) Change Line 20 to read, “\$13,563.13 will be required in 2012. However”
- (3) Line 48 will change at County Board.

Motion carried by unanimous vote.

Discussion was held regarding approving the new position of Sheriff’s Department Community Policing Deputy for fiscal year 2014. Motion by Babcock, seconded by Allen, to approve the new position of Patrol Deputy with the special assignment of Community Policing. Motion carried by unanimous vote.

Discussion was held regarding the Reclassification of the Lead Maintenance Technician to a Building and Grounds Director position for fiscal year 2014. Motion by Babcock, seconded by Allen, to approve the Building and Grounds Director job description and position reclassification. Per Adams County policy, it will be taken to full County Board as a Resolution

because it is a Department Head position. The wage will be established and approved as part of the WIPFLI wage study.

Discussion was held regarding clarification on the duties, responsibilities, expectation and authority of the Safety Committee and to whom they report. Supervisor West will have Administrative & Finance Committee consider the funding in the budget process.

Discussion was held regarding the County philosophy on Compensation and Benefits and how to proceed in completing the WIPFLI study. Handouts were discussed. Recommendation was given by Executive to calculate the wages at the step closest to the current wage without a decrease in pay and a second alternative as the step closest to the current wage plus one additional step. Administrative & Finance Committee will notice a joint meeting with the Executive Committee to discuss the wages once they are placed within the scale as recommended above

Administrative Coordinator/Director of Finance monthly report.

- The department priority is the budget. Budget books are ready for distribution for Administrative & Finance Committee meetings.
- Working toward transition for child support manager vacancy on September 13.
- A recommendation to PS&J will be that Corp Counsel will be temporary oversight for Child Support and report to the PS&J Committee.

Corporation Counsel reported the types and number of cases, legal opinions and documents reviewed.

Personnel Department monthly report. The Committee reviewed a handout of department activities and accomplishments.

August voucher reports were not available for this meeting. Motion by Allen, seconded by Babcock, to approve July 2013 vouchers. Motion carried by unanimous vote.

Set next meeting dates:

- Regular monthly meeting: October 7, 2013 – 9:00 a.m.
- Joint Administrative & Finance Committee and Executive Committee: October 8, 2013.

Action items for next meeting: none

Motion at 3:55 p.m. by Allen, seconded by Babcock, to adjourn. Motion carried by unanimous vote.

Respectfully submitted,

Diane M. Heider
Recording Secretary