

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
January 27, 2009  
4:00 p.m.

Meeting was called to order by Chairman Stuchlak at 4:08 p.m. Present, Stuchlak, Ward, West. Excused England, Sumpter. Also present Phillippi, Petkovsek, Albert.

The meeting was properly noticed.

Motioned by Ward/West to approve the agenda. Motion carried by unanimous voice vote.

The committee discussed and reviewed Chapter One. The following changes were recommended:

Chapter One:

Section 1

~~1.02 In order to provide effective and efficient administration of County government, the Administrative Coordinator/Director of Finance may make exceptions to the Policies outlined herein provided, however, that the exception s placed in writing and is reported to the Personnel Director/Corporation Counsel and County Board Chairperson prior to said action. After said action, the Administrative Coordinator/Director of Finance shall notify all County Board Supervisors in writing of said exception in a timely manner.~~

Section 2

~~2.01 The Administrative Coordinator/Director of Finance and Personnel Director/Corporation Counsel shall update the Personnel & General Administrative Policies and present these updates at least by the January County Board meeting, to the County Board for approval. Upon adoption, a paper copy will be provided to each County employee.~~

**An Ad Hoc Committee shall be formed in October in even years to update the Personnel & General Administrative Policies, with suggestions from the Administrative Coordinator/Director of Finance and Corporation Counsel/ Personnel Director. The updated document shall be presented to the County Board no later than the April County Board Meeting in odd number years for approval.**

Section 3

3.02 The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments can be found ~~in~~ **on** the County Website, and County Board Proceedings. Each Committee, Board or Commission shall ~~be advisory and~~ set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions and Ordinances affecting any Department or Agency that reports to it.

3.03

A. Administrative & Finance: County Clerk, County Treasurer, ~~Library~~ **Administrative Coordinator/Director of Finance** and MIS.

~~1. Library Board~~

B. Executive Committee: Corporation Counsel/Personnel Director, Administrative Coordinator/Director of Finance. (Maintenance, and ~~Purchasing/Print Shop~~ **GIS.**)

C. Health & Human Services Board: Health & Human Services and Veterans Services.  
~~Finance Subcommittee, Service Evaluation Subcommittee Human Resource~~ Aging Advisory  
Committee, Nutrition Advisory Committee Long Term Support Advisory Committee ~~W2 Steering~~  
~~Committee~~ Mental Health, AODA & Crisis Advisory Committee ~~Youth Services Advisory Committee~~  
Veterans Service Commission

### E. Property Committee: Airport and Fairboard.

F. G. Public Works Committee: ~~Airport~~, Highway and Solid Waste.  
1. ~~Airport Commission~~  
2. 1. Traffic Safety Commission.

3.05 Elected Officials. There are seven Officials elected by the citizens of the County including the Clerk of Circuit Court, Coroner, County Clerk, County Treasurer, District Attorney, Register of Deeds, and Sheriff **elected for four (4) terms**. ~~The Clerk of Court, Coroner and Sheriff shall be elected for four (4) year terms beginning with the 2006 election. The County Clerk, District Attorney, Register of Deeds, and Treasurer and shall be elected for two (2) year terms with the 2006 election, in 2008 the term will be four (4) years, and shall be held concurrently with the presidential elections.~~

3.06 Administrative Coordinator/Director of Finance. The Administrative Coordinator/  
Director of Finance is appointed by the County Board pursuant §59.19, Wisconsin Stats. The  
Administrative Coordinator/Director of Finance is accountable to the County Board. The  
Administrative Coordinator **shall be responsible for coordinating all administrative and  
management** functions of the County, not otherwise vested by law in boards or commissions or  
other elected officials, and reports to the Executive Committee. ~~The County Board~~ **Executive  
Committee** is responsible for annual performance appraisals with input from all County Board  
Supervisors.

3.07 (2<sup>nd</sup> Paragraph) Unless the authority to approve the contract is granted directly to a  
Committee by State Statutes, any contract to which the County or Committee or other sub-unit is a  
party, may only be entered into with approval of the County Board if the contract would impose  
obligations, financial or otherwise, on the County which would last beyond the term of the currently  
sitting Board. All cost-share contract allocating **grant** funding to Adams County residents for the  
purpose of installing conservation practices and then required to maintain the conservation practices  
beyond the term of the current sitting Board shall be exempt and shall only require review by  
Corporation Counsel and approval by the appropriate Committee.

### Section 5:

5.02 All County Board Supervisors, Elected Officials, and employees are responsible for reading this  
Policy, requesting further explanation of any provisions not understood, and ensuring that their own  
conduct is consistent with this Policy. All employee questions regarding the application or  
interpretation of the Personnel and General Administrative Policies shall first be discussed with the  
employee's Department Head. If unresolved, the question may be submitted, by the ~~employee~~  
**Department Head**, to the Administrative Coordinator/Director of Finance **and the Personnel  
Director/Corporation Counsel**.

All forms will be attached to the back of the policy when approved.

Section 4.10 will be discussed and reviewed at the next meeting.

Albert will verify state status and provide verbiage that needs to be added. i.e.(as may be amended from time to time)

Albert will review Section 4 Code of Ethic and report back at the next meeting on simplified language.

Next agenda to include approve minutes of previous meeting.

Motioned by Ward/West to adjourn at 6:35 p.m. until 4:00 p.m. on February 10<sup>th</sup>. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary