

Executive Committee Minutes  
Tuesday, March 12, 2007  
9:00 a.m.  
Conference Room A260

Chair Loken called the meeting to order. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirslenlohr, Supervisor Renner and Chair Loken.

**Motion** by Supervisor Babcock, second by Supervisor Kirslenlohr to approve the agenda. **Motion carried unanimously.**

**Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve the February 12, 2007 minutes. **Motion carried unanimously.**

There was no public participation requested, and no correspondences.

Health Insurance Study Committee recommendation for wellness program. Jay Scott was present from Associated Financial Group to explain that the Health Insurance Study Committee was seeking approval to allocate time to develop a wellness program. Jay explained the results of the health risk assessments that showed the dollars savings potential by implementing a wellness program and handed out information regarding other Employers' wellness programs, the benefits of implementing a wellness program, and a draft of the wellness program the Health Insurance Study Committee is looking to implement. **Motion** by Supervisor Renner, second by Supervisor Babcock to support and approve for the Health Insurance Study Committee to create a wellness program, and have the same information presented to the Executive Committee today presented at the March County Board meeting for the full County Board to see the benefits of the Wellness Program. **Motion carried unanimously.**

Chair Loken introduced the County's new GIS Technician, Jeff Kratcha to the Committee.

Feasibility of GIS Office Door. Maintenance Supervisor Tracy Hamman explained that a door for the Office is not feasible due to the size of the existing opening. This would require an architect/engineer to check the feasibility of adding a door, as this is a structural support wall and would likely be very costly to add. The Committee did not take action but was open to other suggestions that could be considered.

Direct Deposit Survey. Included in the packet was a summary of the responses to the direct deposit survey that was sent to other Counties by the Corporation Counsel/Personnel Office. The County Clerk was not present at this time, the Committee will return to the discussion for the results of the County's employee survey.

Update on Community Center Room Reservation Policy Trial. Liz Hendricksen explained that at this time the email and voicemail was setup, and a webpage was created and posted to

the County's website. Tracy Hamman commented regarding a concern of where the money would be taken to purchase a lock box for the Community Center for after hour return of forms and deposits. The Committee will review this at the end of the trial to see if this would need to be purchased. The Committee will add this item to the May agenda after the three-month trial period is completed to review how the policy worked.

Real Property Lister Job Description. County Treasurer Mary Ann Bays explained that due to the merging of two job descriptions in the Real Property Lister Office previously, the duties for the street naming and fire numbering were not reassigned and need to be included in a job description. Mary Ann explained that there was a typo in the letter, this was not the 911 addressing project, but rather just the street naming and fire number issuance that needed to be addressed at this time. There was discussion regarding putting the duties in the Planning & Zoning Department, GIS under the Administrative Coordinator Office oversight, or the Real Property Lister under County Treasurer's oversight. The Executive Committee assigned Corporation Counsel/Personnel Director Kevin Kniess, Zoning Administrator Phil McLaughlin, and Treasurer Mary Ann Bays to review the job duties for the street naming and fire numbering, and to come back with a proposal for the Executive Committee to review, with the intention that depending on the final recommendation there may need to be a joint Committee meeting to determine the final placement of the job duties.

The Committee reviewed the Administrative Coordinator's 2006 Financial Year End Budget Report.

County Short/Long Range Planning Report. Chair Loken explained that the report was included in the packet and provided to all County Board Supervisors last week. This was the report that was completed by Marty Havlovic of the Marquette County UW Extension Office. Though the outcome was not what was originally anticipated it was determined that this was good information. At this time there will be no action, but if someone would like to see action taken after further review and consideration, it will be added to the Executive Committee agenda at that time.

Revised Community Service Project Coordinator Job Description. The Committee received the old and revised Community Service Project Coordinator Job Description. The formatting was updated to match the approved layout, the typewriter skills were removed from the job description and the software applications, i.e. Microsoft products that are now used to replace the typewriter were added, and also include the required use of voicemail. Testing may be required was added, and there was more detailed explanation as to the requirements of what needs to be maintained in each file for item #2. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the updated job description for Community Service Project Coordinator. **Motion carried unanimously.**

The Committee returned to item 11, Direct Deposit Survey. County Clerk Cindy Phillippi reported that there were 59 no responses to the Direct Deposit Survey, 96 yes responses. There were a total of 284 surveys sent out. Based on the results the Committee felt there was interest in having direct deposit implemented. Corporation Counsel/Personnel Director Kevin Kniess stated that in recent union negotiations, the union requested direct deposit be

implemented for all of the union members. Kevin stated that the County needs to look into negotiating lower fees regarding the bank account. The Committee assigned Cindy Phillippi and Kevin Kniess to meet to discuss concerns and implementation of the Direct Deposit and report back to the Executive Committee next month.

**Motion** by Supervisor Babcock, second by Supervisor Renner to approve vouchers. **Motion carried unanimously.**

The next meeting will be held Tuesday, April 10, 2007 at 9:00 a.m. and will include the following agenda items: street naming/fire numbering job duties assignment, direct deposit implementation, and a closed session to screen applicants for Administrative Coordinator/Director of Finance.

**At 10:55 a.m. motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1) (c) & (1)(g), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to 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: Corporation Counsel/Personnel Director Evaluation, WPPA Union Negotiations update, LWCD Mediation update, Gruber matter update, Administrative Coordinator/Director of Finance update, Community Service matter, and Solid Waste grievance update. **Motion carried by unanimous roll call vote.**

**At 11: 26 a.m. motion** by Supervisor Grabarski, second by Supervisor Renner to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried by unanimous roll call vote**

**At 11:26 a.m. motion** by Supervisor Grabarski, second by Supervisor Babcock to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Liz Hendricksen  
Administrative Assistant

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.**