

Executive Committee Minutes
Tuesday, March 27, 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 Renner to approve the agenda.
Motion carried unanimously.

There was no public participation requested, and no correspondences.

The resignation letter of Kevin R. Kniess, dated March 20, 2007 was read to the Committee, the resignation letter will be forwarded to the County Board for action. Per the resignation notice, Kevin's last date of employment will be Friday, April 13, 2007.

The Committee discussed the position vacancy of Corporation Counsel/Personnel Director. Discussion included many topics regarding the vacancy and the future of the position. There was discussion regarding splitting the duties into two positions, and the possibility of additional support staff being hired. There was discussion regarding conflicts of interest with the current position. There was discussion regarding hiring of an Assistant Corporation Counsel and bringing in the Child Support and Health & Human Services cases. The County's budget restraints related to splitting the position or hiring additional staff was discussed. The implication and problems associated with not filling the position right away was discussed. Contracting work out for the Office in the meantime while there was a vacancy was discussed, as well as getting an interim Corporation Counsel. There was discussion regarding the last time a resolution was voted on by the County Board to split the positions, this happened after Kevin was hired in September of 2005, and it was voted not to split the positions. There was discussion regarding the use of outside counsel when the position is vacant. There was discussion regarding the positions being split and the office space to house the positions that would replace the existing office structure. There was discussion regarding the position vacancy being discussed at the County Board, and the implementation process that would need to take place if the positions were split and the ramifications on the hiring process if the Committee would advertise now vs. waiting and leaving the position vacant until there was a determination made. The current Corporation Counsel/ Personnel Director job description was handed out for review.

Motion by Renner, second by Grabarski to advertise the current Corporation Counsel/ Personnel Director position with the caveat that in the advertisement it will state that there is a possibility that the position may be split and this will be determined at a later date by the County Board. **Motion carried unanimously.**

If it were the full County Board's recommendation to split the duties, due to the complexity

of splitting the positions into two separate Corporation Counsel and Personnel Director positions, there would need to be an implementation plan for the space needs, the monies involved to pay for the positions, support staff, the job descriptions for the positions, etc. Therefore the Committee discussed how to get the topic to the County Board to discuss with the full County Board regarding the future of the position. **Motion** by Supervisor Grabarski, second by Babcock to forward to the County Board under New Business, “Discussion only: Long-range plan for the Corporation Counsel/Personnel Office”. **Motion carried unanimously.**

The Committee then discussed the last concern regarding outside counsel being contacted. **Motion** Supervisor Babcock, second by Supervisor Grabarski that no outside counsel shall be contacted without prior consultation with the Corporation Counsel/Personnel Office and/or the Administrative Coordinator/Director of Finance Office, who shall seek approval of the County Board Chair. **Motion carried unanimously.**

At 11:05 a.m. motion by Supervisor Grabarski, second by Supervisor Renner to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Liz Hendricksen
Administrative Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.