

**Executive Committee Minutes**  
Monday, September 8, 2008  
9:00 a.m. - Conference Room A260

Vice-Chair David Renner called the meeting to order at 9:05 a.m. Members present: Cindy Loken, Diane England, Bev Ward and Dave Renner. Al Sebastiani excused. Others present: Administrative Coordinator Barb Petkovsek, Corporation Counsel/Personnel Director Jack Albert, Supervisor Joanne Sumpter, County Clerk Cindy Phillippi, Highway Commissioner Ron Chamberlain and Jane Gervais.

**Motion by** Loken/Ward to approve the agenda. **Motion carried.**

**Motion by** Ward/England to approve the August 6 & 11, 2008, Executive Committee minutes and the minutes of the joint meeting with Health & Human Services on August 6, 2008. **Motion carried.**

No public participation or correspondence.

Discuss and/or act on Legal Secretary/DA's office reclassification request. Corporation Counsel/Personnel Director Jack Albert explained this position was classified as a Legal Clerical position, the DA is requesting to change the title to Legal Secretary. District Attorney Mark Thibodeau presented information about the position to the Committee. Discussion was held. **Motion by** Ward/Loken to reclassify the position of Legal Clerical Assistant to Legal Secretary. **Motion carried.**

Discuss and/or act on codification of County ordinances in 2009. Corporation Counsel/Personnel Director Jack Albert explained that one of the greatest resources in his position are the Statute books. We need a subject index codification of ongoing laws. Discussion was held about getting bids. Ward explained that this was reviewed by a company in the past. Renner asked if we wanted to do some more research on this and Loken asked if we wanted action taken today? Corporation Counsel/Personnel Director stated he would like to look into this and notice this up again at a reasonable time.

Discuss and/or act on resolution amending Chapter 10, Section 2 of the Personnel & General Administrative Policies - Employee Recognition Policy (attachment). Discuss and/or act on budget for recognition. Administration Coordinator asked if we would go back if anyone has already achieved 25 years of service. Discussion was held. **Motion by** Ward/Loken to adopt the resolution. Discussion was held regarding monies received at 25 years and certificate recognition. **Motion by** Ward/Loken to postpone until the next Executive Committee meeting and propose it at the October meeting. **Motion carried.** Discussion was held that the funding for the recognition could be placed in a miscellaneous account and that any previous recognition for 2007-2008 should come out of the contingency account.

Consider and/or act on Carlson Dettmann recommendations for non-represented employee reclassification requests. Ward requested to have a month to study the reclass requests. Discussion was held. **Motion by** England/Loken to accept and follow the recommendations from Carlson Dettmann for the non-represented reclassification requests. **Motion carried.** **Motion by** England/Loken to take the reclasses as recommended and have the employee be at whatever step affords them the next increase of current wages, effective January 1, 2009. **Motion carried.**

**Motion by** Loken/Ward to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. 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: Discuss and/or act on grievance nos. 08-04 and 08-05 filed by Highway Union Local 323. Update on negotiations. Update on any employee disciplines, arbitrations, grievances and resignations. **Motion carried** unanimously by roll call voice vote.

Recess at 1:10 p.m. Back from recess at 1:40 p.m.

**Motion by** Loken/Ward to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** unanimously by roll call voice vote.

Discuss and/or act on 2009 budgets for: Administrative Coordinator/Director of Finance, GIS, Maintenance and Corporation Counsel/Personnel Director. Barb Petkovsek, Administrative Coordinator/Director of Finance discussed her budget with the Committee. She also presented the GIS and Maintenance budgets. Bud Berendes, GIS Technician and Tracy Hamman, Maintenance Supervisor, also discussed their budgets. Jack Albert, Corporation Counsel/Personnel Director presented his budget. **Motion by** Loken/England to approve the budgets for Administrative Coordinator/Director of Finance, Maintenance, GIS and Corporation Counsel/Personnel Director. **Motion carried.**

Administrative Coordinator/Director of Finance monthly report. Barb Petkovsek, Administrative Coordinator/Director of Finance presented her monthly report.

Corporation Counsel/Personnel Director monthly report. Jack Albert, Corporation Counsel/Personnel Director gave his monthly report.

**Motion by** Ward/Loken to approve monthly vouchers for Administrative Coordinator/Director of Finance, GIS, Maintenance and Corporation Counsel/Personnel. **Motion carried.**

The next regular meeting is scheduled for Monday, October 6, 2008, at 9:00 a.m.

Action items for the next meeting: Resolution for Employee Recognition Policy. Codification of ordinances. Non-exempt and exempt employees.

**Motion by** Ward/Loken to adjourn at 3:45 p.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Paralegal/Personnel Assistant  
Recording Secretary