

**Executive Committee Meeting**  
**June 11, 2013 – 8:00 a.m. - Conference Room A-260**

**Minutes**

John West, Chair, called the meeting to order at 8:00a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, and Bill Miller who substituted for Jack Allen, who was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney Mindy Dale, acting for Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Reesa Evans; Supervisor Djumadi; Cindy Phillippi; Diane Cable.

Correspondence was received from the lawfirm of Weld, Riley, Prens & Ricci.

**Motion by Sebastiani, seconded by Johnson, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Babcock, seconded by Sebastiani, to approve Minutes of the Executive Committee Meetings held May 14, 2013. Motion carried by unanimous vote.**

Discussion was held regarding a Resolution to Amend Adams County Employee Handbook Chapter 1, Section 1.04 and Section 1.07. Attorney Mindy Dale will update Adams County PGAP to clarify the hiring process for Casual Employees and On-Call Employees. The proposed Resolution was modified by adding the following language to page 2, at the end of paragraph 2: The hiring of a casual employee to fill in for a budgeted position may be approved by the Home Committee and does not require County Board action. **Motion by Babcock, seconded by Sebastiani, to approve the Resolution as modified and forward to County Board. Motion carried by unanimous vote.**

Discussion was held regarding Resolution to Revise the Ethics Section of the Adams County Board Rules. We need to synchronize the Ordinance with County Board Rules, similar to what Supervisor Djumadi drafted, just simplified. Clarify who can and cannot be members. **Motion by Babcock, seconded by Miller. Motion carried by unanimous vote.**

Discussion was held regarding Resolution to Create 2 Intern Positions in Land and Water Conservation Department. Reesa Evans presented a handout and discussed the project. **Motion by Sebastiani, seconded by Babcock, to approve and forward to County Board. Motion carried by unanimous vote.**

Supervisor Miller was excused and left the meeting at 8:58.

Discussion was held regarding reclassification of the Elderly Benefits Specialist position at Health & Human Services Department to increase educational requirements to obtain grant funds. **Motion by Sebastiani, seconded by Johnson, to approve. Motion carried by unanimous vote.**

Motion at 9:07 a.m. by Sebastiani, seconded by Babcock, to convene in closed session per:

- Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending WPPA Local 355 negotiations; and
- Wis. Stats. §19.85(1)(c), for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on reviewing references and choosing candidates to be interviewed for the position of Corporation Counsel.

Motion carried by unanimous vote.

The Committee reconvened at 9:35 a.m. in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. No motions were made post-closed session.

Trena Larson, Administrative Coordinator/Director of Finance gave her monthly report.

Two training sessions were given at the last Department Head meeting. Department Heads discussed electronic submittal of Resolutions and Ordinances for approval by Corporation Counsel department and the AC/DOF. Larson is managing the Land & Water Department and reviewing objectives to move forward. Larson and Kaye met with most department heads regarding the Wipfli wage study. Together they reviewed 175 positions using 10 factors used on a 1-5 point scale for scoring. Department Heads offered good input on this scoring. The next step is to place the 175 positions into grades. The 2014 budget process is started.

Supervisor Miller returned to the meeting at 9:45 a.m.

The Corporation Counsel Department report was given by Diane Heider, Legal Assistant.

Marcia Kaye presented a handout and discussed CEEP training presented by Gulf States RCPI regarding catastrophic disasters and helping responders prepare their families for emergencies. Kaye has scheduled 2 department head webinars; one on Interviewing and one on Civility in the Workplace. The Wellness

Committee is challenging employees to walk 254,000 steps between June 1 and July 31 in the Walk to Lambeau.

Motion by Babcock, seconded by Sebastiani to approve vouchers. Motion carried by unanimous vote.

The next meeting is set for: July 9, 2013 at 8:00 a.m.

Action items for next meeting:

- Closed session regarding WPPA Sheriff's Local 355 Negotiations.

**Motion by Sebastiani, seconded by Johnson, to adjourn the meeting at 9:55 a.m. Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider  
Recording Secretary