

**Executive Committee Meeting**  
**June 12, 2012 – 8:00 a.m. - Conference Room A-260**

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

Members present: John West, Al Sebastiani, Jack Allen, Florence Johnson, and Larry Babcock.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; and Diane Heider, Legal Assistant, Recording Secretary; and County Board Supervisors Heidi Roekle and Diane England. Marcia Kaye, Personnel Director, was excused.

**Motion by Allen, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Johnson, seconded by Babcock, to approve the Minutes of the May 8, 2012 Executive Committee meeting. Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Kaye was excused from the meeting and submitted her Personnel Department report in writing. There were no questions or comments.

Larson presented an update on the compensation study for county positions. Attorney Albert approved the Carlson Dettmann wage study contract. Adams County was approached by Waushara County to participate in a Consortium Group for a wage study conducted by the Wipfli group. Carlson Dettmann compares positions in private and public sectors. Wipfli condense the job classification down to about 30 classes, also comparing private and public sectors. Quotes were obtained as follows:

Wipfli:	\$15,000 which can be shared among participating counties.
Carlson Dettmann:	\$5,000

Larson asked the Committee for direction on contacting Wipfli. Comparable counties are similar to Adams and we will benefit through county contacts and forming relationships. All job descriptions could be placed into 30 classifications. Sebastiani and Babcock agree it is a good idea to look into Wipfli. Larson said that the \$15,000 Wipfli study can be shared among participating counties, and could be \$5,000 or less depending on how many counties join the consortium. Larson will receive more information in about a week, and we may set another meeting to consider. West indicated that a special Executive Committee meeting can be scheduled on June 19, 2012 at 5:30 p.m., prior to the County Board meeting.

**Motion by Sebastiani, seconded by Allen, to deviate to Item 12 on the Agenda (AC/DOF report). Motion carried by unanimous vote.**

Larson presented the monthly Administrative Coordinator/Director of Finance report. Larson attended a CDBG Housing Consortium meeting. Wisconsin mandates participation for counties to receive funding. The consensus is to move forward with the Central Consortium. Larson received

a resolution to become part of the Central Consortium. The County Clerk has the resolution and it will need to be adopted at the next CDBG committee meeting. The County must approve participation in the consortium before we can go forward.

Managed Print Services: Three vendors surveyed the County's needs to become more cost effective and efficient using the best technology. Our copiers are aging and better technology will improve cost effectiveness. Larson would like to issue an RFP to the vendors, to be due back by July 7<sup>th</sup>.

The Employee Handbook was distributed to all employees with a signature sheet. The employees who were entitled to retroactive pay have been paid. Payroll is working on vacation and sick time adjustments.

Larson is working with Staples Office Supply to obtain a bid. Staples took a 3-month analysis of expenditures for cost comparison. Staples proposes a 17% savings with no contract required. Staples reviews prices every six months and explains reasons for increases.

During July, AC/DOF will begin enforcing taxation of all reimbursable meals per IRS rules. All reimbursements will be processed through payroll.

AC/DOF received an open records request from Gannett Wisconsin Media for salaries of all employees paid \$25,000 and over for a 40-hour week, benefits, and overtime paid. Payroll is preparing reports and a reply is requested by June 15.

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

Larson presented a sheet to the Committee for interpretation of the Skyward accounting codes.

**Motion by Sebastiani, seconded by Babcock, to convene in closed session at 8:25 a.m. per:**

- 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 candidate qualifications for the position of Adams County Director of Health and Human Services; and
- 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 strategy for conducting negotiations with Adams County Deputy Sheriff's Association Local 355.

**Motion carried by unanimous vote.**

**Motion by Sebastiani, seconded by Allen at 9:12 a.m. to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion carried by unanimous vote.**

**Motion by Allen, seconded by Babcock** to forward to the County Board the Resolution to Approve the Appointment of Janet A. Wimmer as the Director of the Health and Human Services Department. **Motion carried by unanimous vote.**

**Jack Albert** gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, increased guardianship and mental commitment caseloads. Jack updated the Committee regarding potentially criminal actions of members of the Sovereign Citizens group, including recording false documents, slander of title, and threat of Commercial Affidavit purporting to be a lien against certain Adams County personnel. Our District Attorney will be following up to correspond with these citizens describing possible violations under the Wisconsin Criminal Code. The District Attorney also referred to the Department of Justice.

The Executive Committee will meet on June 19, 2012 at 5:30 p.m., in Conference Room A-260 to address the following items:

- Discuss and/or act on compensation study; and
- Closed session per Wis. Stats. §19.85(1)(c): Discuss and/or act on candidate qualifications for the position of Adams County Director of Health and Human Services Human Services Department.

The next regular meeting date is set for **July 10, 2012 at 8:00 a.m.** Action items for next meeting:

- Discuss and/or act on negotiations with WPPA Sheriff Local 355.

**Motion by Babcock, seconded by Sebastiani,** to adjourn the meeting. **Motion carried by unanimous vote.**

Respectfully submitted,

*/s/ Diane M. Heider*

Diane Heider  
Recording Secretary