

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, January 7, 2016, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Jim Paine, Mary Lou Bergman, Marvin Finendale, Susan Hendrickson, Kay Johnson, Rosemary Lear, Mark Liebaert, Alan Jaques. Absent – Larry Quam.

Others present – Butch Liebaert, Bill Britton, David Krinble, Eual Moore, Denny Bee, Pat Ryan, Candy Anderson, Shelley Nelson (Telegram), Tom Dalbec, Carolyn Pierce, Michele Wick, Keith Kesler, Carol Jones, Christine Ostern, Linda Corbin, Mindy Dale, James Anderson, John Robinson, Larry Yeazle, Keith Kesler, Kevin Mullen, Andy Lisak, Douglas Finn, Susan Sandvick, Pamela Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Hendrickson, second Finendale, to approve the following minutes: December 3, 2015, open session; and December 3, 2015, closed session to remain closed. Motion carried.

DEPARTMENTAL REPORTS AND GOALS/OBJECTIVES FOR 2016: Administration/Human Resources: Recap of 2015 goals; 2016 goals presented next meeting. **Buildings & Grounds:** Update on boiler and elevator projects. **Corporation Counsel:** Reviewing ordinances for updating. **County Clerk:** New digital building directories completed; try them out and provide feedback to office. **Finance/Information Services:** Year-end work in process; 2015 goals met; 2016 goals include continued JDEdwards training for departmental staff; IS to work on security related to HIPAA. **Sheriff/Jail:** Jailer recruiting/backgrounds checks in progress; average inmate count 180 to 190. **Treasurer:** Collections ahead of last year this time; tax deadline in relation to mailed payments and fees added to debit, credit, or e-check payments explained.

SUSPEND AGENDA: Motion by Hendrickson, second Finendale, to suspend agenda and move to items 4.e. and 4.f. Motion carried.

ACTION ITEMS/REFERRALS:

From December 3, 2015, Administration Committee - Douglas County Grievance Procedure: Mindy Dale, Attorney, distributed and reviewed grievance guide she prepared. Dale submitted that Douglas County's current procedure meets all legal requirements, is fair and equitable. Discussion regarding current method for selecting Independent Hearing Officer (IHO). Some counties use Wisconsin Employee Relations Commission (WERC) for IHO, which is an option for Douglas County.

ACTION: Motion by Paine, second Liebaert, to direct County Administrator to review the county's Grievance Procedure and report back to committee with options for selection of Independent Hearing Officer, Section III, General Provisions. Motion carried.

From December 17, 2015, County Board - Citizen Petition regarding Termination of VSO: Eual Moore, representing petitioners, briefly summarized area veterans' three primary concerns: 1) Fairness/equity; 2) Loss of veterans services previously available; and 3) Review of Administrator's decision relative to proper procedures. Statute clearly outlines County Administrator's authority, and County Board assesses the Administrator's decision-making through performance evaluation process. Personnel matters are closed, not open to public.

ACTION: Motion by Paine, second Bergman, to schedule closed session for the March committee meeting for final review of County Administrator's VSO decision to determine if the action was

appropriate or not, and if any further action should be taken. Roll call vote taken and passed with 6 Yes, 2 No, 1 Absent. Voting no - Finendale, Jaques. Absent – Quam. (March 3 meeting moved to Monday, March 7.)

Refund 2005 Bond Issuance: Kevin Mullen, HutchinsonSchockeyErley&Co, distributed supportive information on Douglas County’s opportunity for refinancing of 2005 general obligation refunding bonds, and summarized debt status and refinancing objectives

ACTION (RESOLUTION): Motion by Hendrickson, second Paine, to approve refinancing of 2005 general obligation refunding bonds and forward to County Board. Motion carried unanimously.

ACTION: Motion by Paine, second Hendrickson, to continue meeting beyond 2 hour limit. Motion carried.

Declaration of Unassigned General Fund Prior Year Surplus: Attached/reviewed.

ACTION (RESOLUTION): Motion by Lear, second Hendrickson, to approve declaration of unassigned general fund prior year surplus as recommended, adding “the following for example” at the end of sentence of B.2.d. Motion carried unanimously.

First Lease Amendment to Lease between Douglas County and State of Wisconsin, Department of Administration: DOA lease and request to terminate attached/reviewed

ACTION: Motion by Hendrickson, second Lear, to rescind previous motion. Motion carried.

ACTION (RESOLUTION): Motion by Liebaert, second Lear, to authorize Corporation Counsel Pierce to negotiate terms of lease cancellation with Wisconsin Department of Administration and forward to March 21st County Board meeting. Motion carried unanimously.

Budgetary Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Hendrickson, second Bergman, to approve budgetary transfers as presented and forward to County Board. Motion carried unanimously.

INFORMATIONAL:

Elected Officials Salaries for Next Term of Office: History of salaries structure for elected officials reviewed. WCA meeting on January 20 will include elected officials salary comparisons; Corbin will provide information to committee at March 7 meeting.

Budget Report Format (To Reflect Up-To-Date Information): Accrued revenues not reflected on some reports; Lear to contact Finance Director prior to next meeting.

Quarterly Staffing Report: Attached/reviewed.

FUTURE AGENDA ITEMS: Elected officials salaries; budget report format.

Submitted by,

Pamela Tafelski
Committee Clerk