

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

Meeting called to order by Chair Alan Jaques. Item 4.d. has been removed from the agenda.

ROLL CALL: Present – Jim Paine, Mary Lou Bergman, Marvin Finendale, Susan Hendrickson (left 11 a.m.), Kay Johnson, Rosemary Lear, Larry Quam. Absent – Mark Liebaert. Others present – Jerry Moe, Carol Jones, Andy Lisak, Mindy Dale (Weld - Riley), Pat Ryan, Shelley Nelson (Telegram), Keith Kesler, Candy Holm-Anderson, Linda Corbin, Carolyn Pierce, Tom Dalbec, Michele Wick, James Anderson, John Robinson, Susan Sandvick, Douglas Finn, Pamela Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Hendrickson, second Bergman, to approve January 7, 2016, meeting minutes. Motion carried.

DEPARTMENTAL REPORTS AND GOALS/OBJECTIVES FOR 2016:

Administration/Human Resources: Administration 2016 goals focus on growing the tax base through on-going economic development and housing initiatives. Human Resource 2016 goals include compliance and staff development, enhanced new employee orientation, health fair/health screening, and review of personnel policies. Lisak to recommend Brian Erickson as Veterans Service Officer; Recycling Coordinator Mary Klun retiring April 29. **Buildings & Grounds:** Boiler project update; 2016 goals include parking study for Belknap Street construction project; courthouse lobby ceiling repair cost estimate; cross-training staff. **Corporation Counsel:** Part-time clerical hired; working to enhance relations with physicians and attorneys regarding health-related cases. **County Clerk:** 2016 goals reviewed: 1) Website / social media development, live videostreaming County Board meetings, periodic PSA's; 2) Customer service; and 3) Increase efficiencies. **Finance/Information Services:** 2016 goals include timely financial reporting, succession planning, integration of Finance and Information Services Departments, financial management training for department managers, and evaluate IS staffing needs versus contractual services. **Sheriff/Jail:** Reviewed types of crimes FBI uses for statistical purposes; need to resolve protocol issues with hospitals; working with SPD Chief and PAARI on initiative addressing heroine addiction; full-staffing for jail remains problem; reviewing jail officer positions. Sheriff will provide last 3 years statistical report on robberies/thefts at April meeting. **Treasurer:** Improving efficiencies with electronic reports; delinquent tax collections ahead of last year.

ACTION ITEMS/REFERRALS:

Douglas County Grievance Procedure – Independent Hearing Officer Options: Dale reviewed procedures from several Wisconsin counties.

ACTION (RESOLUTION): Motion by Hendrickson, second Paine, to amend Grievance Procedure – Independent Hearing Officer as follows: “Selection of Impartial Hearing Officer: Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Corporation Counsel shall provide a list of three names of persons available to serve as an Impartial Hearing Officer. The County Administrator and Grievant shall select a name from the list. If the parties cannot mutually agree on an Impartial Hearing Officer from the list, then the parties shall strike names from the list with the parties flipping a coin as to who strikes the first

name. The remaining name shall be selected and assigned as the Impartial Hearing Officer.” Motion carried unanimously.

Establish Elected Officials Salaries for Next Term of Office: Information attached; scenarios reviewed.

ACTION (RESOLUTION): Motion by Bergman, second Lear, to approve salary increases for County Treasurer, Register of Deeds, and County Clerk, beginning with next term of office as follows: (2017) 1.0%, (2018) 2.0%, (2019) 2.0% and (2020) 2.0%, effective January 1 of respective years, and forward to County Board. Motion carried unanimously.

Budgetary:

SUSPEND AGENDA: Motion by Johnson, second Bergman, to suspend agenda and move to item 4.c.2). Motion carried.

Year-End 2015 Carry-Overs and Reserves: Information attached; reviewed. Holm-Anderson explained late revisions to final balances.

ACTION (RESOLUTION): Motion by Quam, second Johnson, to approve and forward to County Board. Motion carried unanimously

Transfers: Attached; reviewed.

ACTION (RESOLUTION): Motion by Paine, second Bergman, to approve and forward to County Board. Motion carried unanimously.

Budget Report Format: Lear distributed budgetary information to demonstrate her concerns. Holm-Anderson explained the government accounting process as compared to business practices in relation to accrual accounting. Holm-Anderson agreed to add a column to the financial reports as is done with Health & Human Services Department monthly budget reports. In addition, agenda item will read “Departmental financial reports.....”, with department managers to give budget status.

ADJOURN OPEN SESSION/CLOSED SESSION: Motion by Johnson, second Finendale, to adjourn open session, continue meeting beyond two-hour limit, and to convene into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for final review of County Administrator’s Veterans Service Officer decision Roll call vote taken and passed with 7 Yes, 0 No, 1 Absent. Absent – Liebaert. Open session adjourned at 11:28 a.m. Committee recessed for ten minutes.

Submitted by,

Pamela Tafelski
Committee Clerk