

**ADMINISTRATIVE SERVICES COMMITTEE
TUESDAY, AUGUST 14, 2018
8:30 A.M.**

COMMITTEE MEMBERS PRESENT: Chair Merlin Gentz, Supervisors, Ronald Dietrich, Patrick Laughrin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

COMMITTEE MEMBER EXCUSED: Supervisor Bill Barribeau.

OTHERS PRESENT: County Board Chair Alice Connors, County Administrator Todd Romenesko, Corporation Counsel Kimberly Tenerelli, Human Resources Director Michelle Wright, Finance Director Dan De Bonis, Information Technology Director Howard Mezera, Adam Hernke, Maintenance Director, Paul Denis from Schenck SC, Carol Wirth from Wisconsin Public Finance Professionals LLC, and County Clerk Beth A. Hauser.

Roll call was taken and all members reported present except for Supervisor Bill Barribeau, who was excused.

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Moved by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

Moved by Supervisor Stier and seconded by Supervisor Connors to approve the Minutes of the June 12, 2018 meeting as presented. Motion carried unanimously.

SPECIAL BUSINESS:

- A. Paul Denis of Schenck SC presented the 2017 Audited Financial Statements. Copies of the Management Communications dated December 31, 2017 and Annual Financial Report dated December 31, 2017 are in the file and made a part of the record.

Paul left the meeting at 9:11 A.M.

- B. Carol Wirth of Wisconsin Public Finance Professionals LLC reviewed the 2018 Bonding Program and possible refinancing of the 2010 General Obligation Promissory Notes with the Committee. A copy of Carol's presentation is in the file and made a part of the record.

Moved by Supervisor Dietrich and seconded by Supervisor Stier to use the Negotiated Sale Method for the 2018 Bonding Program. Motion carried unanimously.

Carol left the meeting at 10:17 A.M.

REPORT OF DEPARTMENTS:

Department of Administration:

- A. The Committee reviewed the salary grade change of the Programmer Analyst position in the Information Technology Department. The position is currently vacant. The salary level would be changed from a Grade 9 to a Grade 12. **Moved** by Supervisor Connors

and seconded by Supervisor Stier to approve the salary grade change as presented. Motion carried unanimously.

B. Michelle Wright provided a hiring update to the Committee.

Sourcing/Accepting Applications (Applications accepted until position filled, unless deadline noted):

- Accounting Technician – 8/14/18
- Dispatcher (Certified) (Casual)
- Highway Maintenance Worker
- Human Services Professional (Child Welfare Unit)
- Patrol Officer – 7/31/2018

Conditional Offer Extended:

- Emergency Management Coordinator

References/Background Check/Pre-employment Testing Being Conducted:

- Deputy Medical Examiner (2 positions)
- HHC/Hospice RN (Casual)
- Human Services Professional (Child Welfare Unit)
- Human Services Professional (Family Services Unit)

Pre-employment Requirements Met (Start date as listed):

- Concessions Worker (2 positions) – 7/5/18 & 7/20/18
- HHC/Hospice Aide (Casual) – TBD
- HHC/Hospice Aide (PT) – 8/6/18

Finance:

1. Dan De Bonis reviewed the 2nd Quarter General Fund Account Status Report with the Committee. General discussion followed.
3. Dan provided the June and July Investment Reports to the Committee. Total County Investments as of June 30, 2018 were \$19,632,106.72 and as of July 31, 2018 were \$31,045,438.16. County Sales Tax Collections year to date were \$640,479.39.

At 10:34 A.M., Adam Hernke, Howard Mezera and Dan De Bonis left the meeting.

CLOSED SESSION:

At 10:34 A.M., **moved** by Supervisor Connors and seconded by Supervisor Stier to go into Closed Session pursuant to Section §19.85(1)(f) of the Wisconsin Statutes to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and §19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote was taken and motion carried unanimously.

RETURN TO OPEN SESSION:

At 10:54 A.M., **moved** by Supervisor Dietrich and seconded by Supervisor Connors to return to Open Session. Motion carried unanimously.

Moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the County Administrator's 2019-2023 Contract and to forward it to the full County Board at its August meeting for approval. Motion carried unanimously.

NEXT MEETING DATE:

September 11, 2018 at 8:30 A.M.

ADJOURNMENT:

Moved by Supervisor Dietrich and seconded by Supervisor Connors to adjourn the meeting at 10:55 A.M. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary