

EXECUTIVE COMMITTEE MINUTES
MONDAY, MARCH 14, 2016

Minutes of the Monday, March 14, 2016 Executive Committee meeting.

At 3:00 p.m. Chair Kalata called the meeting to order.

MEMBERS PRESENT: Chair Kalata, Supvs. Kerschner and Wedde

OTHERS PRESENT: Elaine Wedell, Sarah Luchini, Heather Schwersenska, Kim Stebbins, Ruth Zouski, Deb Behringer, Melissa Zamzow, Melanie Stake.

APPROVAL OF AGENDA: A motion was made by Supv. Kerschner, seconded by Supv. Wedde, to approve the agenda. Motion carried.

APPROVAL OF MINUTES: A motion was made by Supv. Wedde, seconded by Supv. Kerschner, to approve minutes of the prior meeting. Motion carried.

PUBLIC COMMENTS: none.

REPORTS:

Administrative Coordinator Deb Behringer updated the committee on arrangements for training with municipal clerks on property lister duties, in conjunction with Melanie on election requirements. The performance evaluations are in the beginning process. When the new board is seated training will need to begin on what form of government Waushara County wants to proceed with. One of the discussions will include who evaluates directors. Deb is still working on getting the accruals automated on ADP. Health Risk Assessments will be conducted in April and May. The annual safety training will occur at the end of March, beginning of April. The process to hire an IT Coordinator, Mike's replacement, will begin soon. Chair Kalata suggested that the new board members also attend Board training through WCA.

Corporation Counsel Ruth Zouski reported that HIPAA continues to be worked on. The grace period on fines is over. Nothing has happened in Wisconsin, but Ruth did share one case. Ruth is getting a proposal from 3 Pillars Technology in regards to a risk assessment on what else the County may need to do to ensure compliance. Both Scott Blader and Ruth had court of appeals decisions upheld. Ruth provided an update on the Mayville block grant. HUD is requiring more specific low to moderate income information and Mayville is objecting that it wasn't in the original contract. Mayville will need to pay back some money to the State, but not sure what the total amount is. The Corporation Counsel is using the receipting program. Ruth is working with Jerry Smart on a plat issue. DeCoster funds are still being held in an account.

County Clerk Melanie Stake reported that Sarah is working on addenda for 2015. She expressed some concerns that not all departments have a clear understanding of grant administration. December cash is balanced. A draft of the carryover policy has been presented and Schenk is happy that the County is pursuing this. Election obligations continue to grow. Melanie informed the committee that absentee tracking is now required and she has alerted the municipalities that her staff is unable to do that on their behalf.

Clerk of Courts Melissa Zamzow is reviewing options for collections. The department is using DOR for collections but is now looking at SDC because they got to TRIP earlier. The legislature is considering Act 234 which reduces license suspension to 1 year. Melissa felt that was an ill-conceived move. The department continues to work on e-filing. Melissa attended training on team building and treatment regimen for TAD participants. The department did not spend the full \$125,000 allocated for TAD. CCAP will be updating the

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wide area network, the new system will be web based. Ruth and Melissa discussed the money that is being held on behalf of the DeCoster case. The Plainfield municipal court is dissolving. Melissa is encouraging the district court administrator to get involved.

Treasurer Elaine Wedell provided the December bank reconciliation, the January sales tax and investment report. A motion was made by Supv. Wedde, seconded by Supv. Kerschner to accept the report. Motion carried.

Register of Deeds Heather Schwersenska attended the WCCO conference and recent legislation was discussed.

Child Support Director Kim Stebbins discussed the performance evaluation system, federal grant compliance policies, and issues with e-filing. Counties that have converted are sharing tips on what needs to be done. Notarized documents will need to be processed differently as the raised stamp does not show up when scanned. Ruth has a pin number due to other court filing and Child Support can be a delegate under that pin. Every document would need to be sent to Ruth and then Ruth will file.

Surveyor Jerry Smart was unable to attend the meeting.

Chair Donna Kalata informed the attendees that employees will no longer be allowed to park on Park Street. All spots will be reserved for visitors. Chair Kalata also discussed the Museum and some issues at play with that building.

OLD BUSINESS:

Possible Bid Opening on Tax Foreclosed Properties. No activity. Elaine did report that the request from the previous landowner and a tax foreclosure property did not come to any conclusion and Elaine is proceeding to offer the property for sale.

Discussion/Possible Action on County Library Resolution. Chair Kalata requested the issue be postponed as Mark Ahrens would like to be involved in the discussion. A motion was made by Supv. Kerschner, seconded by Supv. Wedde, to table the discussion. Motion carried.

Discussion/Possible Action on Carryover Policy. The policy was provided to department heads at a meeting and also distributed via email. Debbie Paavola made some suggestions about defining unanticipated revenues and restricted donations. Deb Behringer suggested that non grant money should have a minimum limit for consideration. The figure of \$10,000 was offered. A motion was made by Supv. Kerschner, seconded by Supv. Wedde, to bring the issue to the full board in May. Motion carried.

NEW BUSINESS:

Discussion/Possible Action on "Official Newspaper". Ruth provided information on changes in publication requirements at the State level. Conversation ensued on the pros and cons of having an official paper. The discussion will be brought to the full board in May. Melanie will let Mary know at the Argus. Circulation information will be brought to the next meeting.

Discussion/Possible Action on DUI Project Designated Fund. Sarah requested some guidance on combining DUI funds with DARE funds. Ruth tried to find some information on what requirements were tied to the DUI project. Pat Fox indicated that he had given money to the project years ago. A motion was made by Supv. Wedde, seconded by Supv. Kerschner, to combine the DUI designated fund with DARE. Motion carried.

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Discussion/Possible Recommendation on Informacast. Two quotes were provided to the Committee regarding the purchase of Informacast. This is a system that will provide a mechanism for internal announcements. This can be used for emergency situations or in circumstances when a public broadcast would be beneficial. A motion was made by Supv. Kerschner, seconded by Supv. Wedde, to approve the RMM quote. Motion carried.

General Discussion on Departments going over budget. Sarah requested some guidance on what should be done when departments are going over budget. In the past the department heads have been told that they need to make their home committees aware as soon as they suspect they will be over budget. EMS did end up being \$170,000 over. Sarah is providing monthly reports to the department that give information on budget status. EMS has been set up as their own fund due to the business activity.

Approval of Addendums, Line Item Transfers, Check Registers. A motion was made by Supv. Kerschner, seconded by Supv. Wedde, to approve the items as presented. Motion carried.

There being no further business the meeting was adjourned.

Respectfully submitted,

Debra S. Behringer
Administrative Coordinator

/dsb