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**WASHINGTON COUNTY  
EXECUTIVE COMMITTEE**

West Bend, WI  
Government Center - Room 2024

August 24, 2010  
9:00 a.m.

Present: Herbert Tennes, Mark McCune (arrived at 9:03 a.m.), William Meyers, John Stern, and Daniel Stoffel.

Also present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Human Resources Director Peter German, Supervisors Merten, Heidtke, Schulz, Ustruck, Bertram, Gonnering, Bausch, Bassill, Krueger, Borman, Miller, Puerling, Core, Myers, Russell, Hensel, Sorce, Justman, and County Clerk Administrative Assistant Linda Doro.

Chairperson Tennes called the meeting to order at 9:00 a.m. and read the affidavit of posting.

**MINUTES**

Moved by Mr. Stoffel, seconded by Mr. Meyers to approve the minutes of July 23, 2010, as presented. Motion carried.

**ECONOMIC DEVELOPMENT 2011 BUDGET REVIEW**

*Appearance: Economic Development Executive Director Christian Tscheschlok*

Mr. McCune arrived at 9:03 a.m.

Mr. Tscheschlok presented the 2011 Economic Development Corporation county contribution request. The base and requested level is \$100,000.

Moved by Mr. Stoffel, seconded by Mr. McCune to approve the 2011 county support for Economic Development Corporation with a net levy in the amount of \$100,000, and forward to Administration. Motion carried.

**COUNTY LIBRARY 2011 BUDGET REVIEW**

*Appearance: County Library Services Board Chair Paul Ustruck, Hartford Library Director Michael Gelhausen, and West Bend Library Director Michael Tyree,*

Mr. Ustruck presented the 2011 County Library budget. The 2011 base level budget is \$1,631,917, and the requested level budget is \$1,633,917, but due to using anticipated non-lapsed funds, the net levy of the requested level budget is \$1,631,917.

Moved by Mr. Stoffel, seconded by Mr. Stern to approve the 2011 County Library Services Board budget with a net levy in the amount of \$1,631,917, and forward to Administration. Motion carried with Mr. McCune and Mr. Meyers voting no.

**CONTINUE DISCUSSION OF OPTIONS FOR ADMINISTRATIVE FORMS OF COUNTY  
GOVERNMENT AND FUTURE SIZE AND STRUCTURE OF COUNTY BOARD**

The Executive Committee members and County Board Supervisors in attendance discussed their views, concerns, and positions on the structure of our county government . It was suggested to set aside the discussion on the future size of the County Board until the Board decides on the type of administrative format it wants for county government. It was requested that if an administration form of government was approved, that there would be a biannual review of this office in odd number years by the full county board.

Moved by Mr. Stoffel, seconded by Mr. Tennes to direct the County Attorney to prepare a resolution to create an Administrator form of government, which would come under the biannual review by the full County Board, and forward to the County Board without a recommendation. Motion defeated with Mr. McCune, Mr. Meyers and Mr. Stern voting no.

1 It was clarified that the resolution presented would go forward without a recommendation by the Executive  
2 Committee. Moved by Mr. McCune, seconded by Mr. Meyers to reconsider approving a resolution to create an  
3 Administrator form of government, which would come under the biannual review by the full County Board, and  
4 forward to the County Board without a recommendation. Motion carried.  
5

6 It was suggested to review the number of meetings each County Board Supervisor has attended, as well as the  
7 time spent at those meeting to justify the number of Supervisors, as well as a review of Chapters 2.04 and 2.05  
8 of the code.  
9

#### 10 **REVIEW SUPERVISOR EXPECTATIONS CONCERNING COMMITTEE MINUTES AND ISSUE** 11 **RELATED SUPPORT MATERIALS**

12 Ms. Jaszewski cited several documents and professionals regarding the content of governmental body minutes  
13 and stated the content of committee minutes prepared by the County Clerk's office is appropriate. The  
14 Committee discussed a timeline for publishing the minutes to the County website. Moved by Mr. McCune,  
15 seconded by Mr. Stern to direct full-time county staff to publish committee minutes to the County website  
16 within three days and part-time staff within four days. Moved by Mr. McCune, seconded by Mr. Meyers to  
17 amend the motion to direct all county staff to publish committee minutes to the County website within five  
18 business days. Motion to amend carried. Motion to publish committee minutes to the County website as  
19 amended carried.  
20

#### 21 **CONSIDER ADDITIONAL INFORMATION AND RECONSIDER TIMING OF THE PAC** 22 **REMODELING PROJECT IN THE 2011-2016 CAPITAL IMPROVEMENT PROGRAM**

23 The Committee considered additional information regarding the revised timing of the PAC remodeling project  
24 in the 2011-2016 Capital Improvement program. The concurrence of the Committee is to review individual  
25 remodel projects at the PAC as brought forward by other liaison Committees.  
26

#### 27 **REVIEW SALE TAX ORDINANCE AMENDMENT TO AUTHORIZE PURPOSE OF ECONOMIC** 28 **DEVELOPMENT PROJECTS**

29 Moved by Mr. Stoffel, seconded by Mr. Stern to approve an ordinance amendment to 4.28 of the code relating  
30 to County Sales and Use Tax, and forward to the County Board. Moved by Mr. Stoffel, seconded by McCune to  
31 amend the ordinance on Page 1, Line 16: including County Board approved private economic development  
32 projects. Motion to amend carried. Motion to approve an ordinance amendment to 4.28 of the code relating to  
33 County Sales and Use Tax, and forward to the County Board as amended carried.  
34

#### 35 **COUNTY BOARD 2011 BUDGET REVIEW**

36 Chairperson Herbert Tennes presented the 2011 County Board budget. The 2011 County Board base level is  
37 \$374,124, and the requested level budget is \$366,331. There are no new position requests, outlay requests, or  
38 user fee changes for 2011.  
39

#### 40 **2011 Out-of-State Travel**

41 One (1) person to attend the NACo Legislative Conference in Washington D.C., on March 5-9, 2011, at a cost of  
42 \$1,800.  
43

44 Moved by Mr. McCune, seconded by Mr. Stern to approve the 2011 County Board budget with a net levy in the  
45 amount of \$366,331, including out-of-state travel for 2011, and forward to Administration. Motion carried.  
46

#### 47 **COUNTY ATTORNEY 2011 BUDGET REVIEW**

48 County Attorney Kim Nass presented the 2011 County Attorney budget. The 2011 County Attorney base level  
49 budget is \$622,827, and the requested level budget is \$594,041. There are no new position requests, outlay  
50 requests, or out-of-state travel for 2011.  
51

**2011 User Fee Schedule**

The 2011 County Attorney User Fee Schedule was presented.

Moved by Mr. Meyers, seconded by Mr. McCune to table the 2011 County Attorney budget review. Motion defeated with Mr. Stern, Mr. Stoffel and Mr. Tennies voting no.

Moved by Mr. Stern, seconded by Mr. Stoffel to approve the 2011 County Attorney budget with a net levy in the amount of \$594,041, including user fees for 2011, and forward to Administration. Motion carried with Mr. McCune and Mr. Meyers voting no.

**ADMINISTRATION 2011 BUDGET REVIEW**

Administrative Coordinator Doug Johnson presented the 2011 Administration budget. The 2011 Administration base level budget is \$200,733, and the requested level budget is \$200,733. There are no new position requests, outlay requests, out-of-state travel, or user fee changes for 2011.

Moved by Mr. McCune, seconded by Mr. Meyers to table the 2011 Administration budget review. Motion defeated with Mr. Stern, Mr. Stoffel and Mr. Tennies voting no.

Moved by Mr. Stern, seconded by Mr. Stoffel to approve the 2011 Administration budget with a net levy in the amount of \$200,733 and forward to the Finance Committee. Motion carried with Mr. McCune and Mr. Meyers voting no.

Supervisor Stoffel was excused at 12:20 p.m.

**HITECH'S IMPACT ON HIPAA AND WASHINGTON COUNTY'S RESPONSE**

Ms. Nass reported when the Stimulus Bill was signed into law, it affected HIPAA regulations by the enactment of Health Information Technology for Economic and Clinical Health Act (HITECH). HITECH expands the reach of the HIPAA rules, requires notification to affected individuals and governmental agencies upon unauthorized disclosure of PHI and significantly increases the penalties for violations of HIPAA/HITECH rules including, but not limited to, civil and criminal penalties, private rights of action, and state Attorney General enforcement in federal court. In 2010, Washington County evaluated all of its HIPAA policies and procedures; developed new policies for evaluating breaches and notification to interested parties; developed a process for breach mitigation; and revised and implemented a new business associate agreement. The affected county departments have been trained with regard to the new policies and procedures.

**CHAIRPERSON AND COUNTY ATTORNEY REPORTS****Report on use of ARRA funds by Child Support Agency**

Ms. Nass reported the Child Support Agency will have unspent ARRA funds available from each 2010 approved project. On August 5, 2010, the Bureau of Child Support released a bulletin authorizing the continuation of funding for positions created or maintained by ARRA funds through the end of the year. The two employees hired in the Child Support Agency on a limited term basis will continue employment, until December 31, 2010, or until funds are exhausted, whichever occurs first.

Chairperson Tennies reported on his August 20, 2010, visit with the Irish Delegation.

**NEXT MEETING DATE**

The next Executive Committee meeting is tentatively scheduled for Tuesday, September 21, 2010, at 9:00 a.m.

**ADJOURNMENT**

Moved by Mr. McCune, seconded by Mr. Stern to adjourn the meeting at 12:30 p.m. Motion carried.