

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**WASHINGTON COUNTY  
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center  
West Bend, WI

March 19, 2013  
9:00 a.m.

Present: Herbert Tennes, Mark McCune, Paul Ustruck, Rick Gundrum, and Daniel Stoffel.

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Sheriff Dale Schmidt, Supervisors Melvin Ewert, Dennis Myers, and Peter Sorce, and Chief Deputy County Clerk Linda Doro.

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

**MINUTES**

A correction was noted on Page 1, Line 43 of the January 22, 2013, minutes: Proposal for a consultant for study and make recommendations... Moved by Mr. Gundrum, seconded by Mr. McCune to approve the minutes of January 22, 2013, as corrected. Motion carried.

Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve the January 28, 2013, minutes as presented. Motion carried.

**APPOINTMENT**

Moved by Mr. McCune, seconded by Mr. Ustruck to approve the appointment of Kieth Kriewaldt and Margaret McFadden to the County Library Services Board for a three-year term effective May 1, 2013, to April 30, 2016. Motion carried.

Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve the appointment of John Spartz to the Local Emergency Planning Committee for an indefinite term. Motion carried.

**ACTION ON SETTING PRIORITY ISSUES FOR 2013-2015**

Mr. Johnson presented a list of the highest ranking Washington County 2013-2015 Strategic issues and initiatives that the Situational Assessment Participants voted on at the January 28, 2013, Executive Committee meeting.

Mr. Tennes reported he received a request from Supervisor Bassill that had been signed by 17 other county board supervisors requesting a study of department staffing levels and staffing needs, and is asking that this request be considered as a high priority issue.

The Executive Committee identified two issues for the Organization category of the 2013-2015 Strategic Issues/Initiatives list. These two issues are: Automate/Outsource Payroll and conduct a formal efficiency study of staffing levels and staffing needs in County departments.

1 Moved by Mr. Stoffel, seconded by Mr. McCune to remove: "*Dealing with Issue of unfunded*  
2 *mandates and less state/federal funding*" and replace it with: **Continue sound financial**  
3 **management by holding tax levy and rate, having Committees and Supervisors more involved**  
4 **with the budget process, and more clearly defining the philosophy and methods to be used to**  
5 **continue eliminating county debt.** Motion carried.  
6

7 Moved by Mr. McCune, seconded by Mr. Gundrum to change "*Promote the County as a good*  
8 *business environment and a good place to live*" by adding ...**by supporting a countywide**  
9 **approach to economic development with EDWC, local municipalities, and area businesses.**  
10 **Address issues of workforce shortages in cooperation with EDWC, MPTC, UWWC, and**  
11 **high schools to promote job creation/attraction.** Motion carried.  
12

13 Moved by Mr. McCune, seconded by Mr. Gundrum to establish "*Conduct a formal efficiency*  
14 *study of staffing levels and staffing needs in County Departments*" as one of the top five priority  
15 issues to be completed this year. Motion carried.  
16

17 Moved by Mr. McCune, seconded by Mr. Gundrum to establish "*Create incentives for*  
18 *employees' cost saving ideas*" as one of the top five priority issues. Motion carried.  
19

20 Moved by Mr. McCune, seconded by Mr. Ustruck to establish "*Continue sound financial*  
21 *management by holding tax levy and rate, having Committees and Supervisors more involved*  
22 *with the budget process, and more clearly defining the philosophy and methods to be used to*  
23 *continue eliminating county debt*" as one of the top five priority issues. Motion carried.  
24

25 Moved by Mr. Stoffel, seconded by Mr. McCune to establish "*Promote the County as a good*  
26 *business environment and a good place to live, by supporting a countywide approach to*  
27 *economic development with EDWC, local municipalities, and area businesses. Address issues of*  
28 *workforce shortages in cooperation with EDWC, MPTC, UWWC, and high schools to promote*  
29 *job creation/attraction*" as one of the top five priority issues. Motion carried.  
30

31 Moved by Mr. Gundrum, seconded by Mr. Ustruck to establish "*Expand county website to be a*  
32 *clearing house for county services and questions, i.e. concierge service*" as one of the top five  
33 priority issues. Motion carried.  
34

35 The Executive Committee will continue their review of the Strategic Issues/Initiatives for 2013-  
36 2015, which includes the identified top five priority issues, at their next meeting.  
37

### 38 **CONTINUE DISCUSSION ON ITEMS IN/NOT IN THE PROPOSED STATE BUDGET**

#### 39 **Follow-up to appearance by Legislators at County Board**

40 Chairperson Tennes asked if the Executive Committee would like a follow-up appearance by the  
41 Legislators. The Executive Committee members concurred that a follow up appearance was not  
42 necessary.  
43

#### 44 **Information from WCA Legislative Meeting**

45 Mr. Johnson and Chairperson Tennes reported on the WCA Southeast Regional legislative  
46 meeting they attended yesterday.

1 **REVIEW AND ACTION ON COUNTY CDBG MANUAL REVISIONS REQUIRED BY**  
2 **HUD**

3 *Appearance: Becky Capelle, EDWC Business Development Specialist*

4 Ms. Capelle presented revisions to the Washington County Revolving Loan Fund (RLF)  
5 Program and Procedures manual that the Department of Housing and Urban Development  
6 (HUD) is requiring for the administration of the Community Development Block Grant (CDBG)  
7 RLF program. Moved by Mr. Gundrum, seconded by Mr. Ustruck to approve the revisions to  
8 the Washington County RLF Program and Procedures manual as presented. Motion carried.

9  
10 **RESOLUTION REQUEST FOR THRESHOLD, INC.'S UPCOMING 50<sup>TH</sup>**  
11 **ANNIVERSARY**

12 Moved by Mr. Stoffel, seconded by Mr. Ustruck to instruct Chairperson Tennes to prepare and  
13 present a commendation resolution to the Threshold, Inc. on April 16, 2013, congratulating the  
14 Threshold, Inc. for their 50<sup>th</sup> anniversary. Motion carried.

15  
16 **REPORTS BY COUNTY BOARD CHAIRPERSON AND ADMINISTRATIVE**  
17 **COORDINATOR**

18 Committee Reassignment (Finance and Administrative Services)

19 Chairperson Tennes reported he is reassigning Supervisor Marilyn Merten to the Administrative  
20 Services Committee and Supervisor Raymond Heidtke to the Finance Committee effective April  
21 16, 2013.

22  
23 Radio Project Update

24 Chairperson Tennes reported the Radio Communications Systems Committee received seven  
25 responses to the Request for Proposals for a Consultant for the Radio System enhancements.  
26 The Radio Search Committee will be reviewing and evaluating these bids on March 25, 2013,  
27 and will forward their recommendations to the Radio Communications Systems Committee.

28  
29 Upcoming Topics at March and April Administrative Services Committee

30 Mr. Johnson reported that on at the March 21, 2013, the Administrative Services Committee will  
31 discuss Paid Time Off, with Human Resources Director Peter German overseeing this project.  
32 At the April 25, 2013, meeting, the Administrative Services Committee will discuss Pay for  
33 Performance, with Mr. Johnson overseeing this project.

34  
35 **NEXT MEETING DATE**

36 The next Executive Committee meeting is tentatively scheduled for Tuesday, April 23, 2013, at  
37 9:00 a.m.

38  
39 **ADJOURNMENT**

40 Moved by Mr. Ustruck, seconded by Mr. Stoffel to adjourn the meeting at 10:31 a.m. Motion  
41 carried.

42  
43  
44  
45

Brenda J. Jaszewski, County Clerk