

## WAUPACA COUNTY EXECUTIVE COMMITTEE

Minutes – August 30, 2016

Waupaca County Courthouse – Room 1068

County Board Chair Dick Koeppen called the meeting to order at 10:00 a.m. and gave the open meeting statement and a quorum was established.. Roll Call: County Board Chair Dick Koeppen, Suprs. Federwitz, Fleese, Johnson, Jonely, Kietzmann, McClone, G. Murphy, T. Murphy, Penney, Sorensen, Much and Rohan. Others Present: Mary Robbins, Casey Beyersdorf, Diane Meulemans, Al Kraeger, Heidi Dombrowski, Penny Tank, Chuck Price, Clyde Tellock, Mike Mazemke, Terrie Tews, Brent Wyland, Ryan Brown, Supr. Patricia Craig and Mandy Welch.

### OPEN SESSION

**Review and Approve Agenda. Motion:** Supr. G. Murphy moved and Supr. Penney seconded the motion to approve the agenda. Motion was carried without a negative vote.

**Review and file minutes from previous meeting-July 13, 2016. Motion:** Supr. Jonely moved and Supr. McClone seconded the motion to approve filing the minutes. The motion carried without a negative vote.

**Introduction of new Lakeview Manor Administrator Todd Greenway.** Interim Lakeview Manor Administrator Bonnie Ackley introduced Mr. Todd Greenway. Bonnie gave an update on Lakeview current admissions and that the Survey was completed with some minor deficiencies that have been corrected. Bonnie thanked the committee for trusting her to help the county keep Lakeview Manor going and she strongly feels it is worth saving Lakeview Manor Nursing Home for the county, it is a great facility. Todd Greenway introduced himself he is from Appleton. He stated that he is in the job for the residents of Waupaca County and the staff. He gave a brief history of his work experience in the nursing home field. He realizes the need to have occupancy development.

**IT Tablet Update – County Clerk/Administrative Coordinator.** Clerk Robbins and Interim IT Director Brent Wyland explained that the tablets are a necessity for the county board to receive information in a timely manner to meet all open records and open meetings rules. Brent commented that Nick Carlin, Linda Drews and Mary will be doing training on the tablet for small groups of supervisors. There are open places to receive Wi-Fi if you do not have intranet at your home; libraries, courthouse and several other locations, many businesses now have free Wi-Fi access. Mary shared her tablet with the committee to have a look at how it is set up. Everyone will have county email access. We will be developing policies for the use of the email and use of the tablet for county government use.

**Drug Court Update – County Clerk/Administrative Coordinator.** Ad-Hoc Special Drug Court Committee was formed to join the already formed citizen committee. Mary explained that on this committee they have Theda Care representation, Judge Huber, Judge Clussman, ADA Veronica Isherwood, Probation and Parole representatives, DHHS Director Chuck Price and two County Supervisors. They will be presenting a resolution to the Finance/HR Committee on September 14<sup>th</sup> and a full County Board presentation at the September 20<sup>th</sup> Session. They are looking at a Drug Coordinator position that could possibly be housed in the District Attorney's office suites and approximately \$60,000 worth of funding towards this position. More details will be presented at the County Board meeting.

**Highway Special Building Committee Update. Highway Commissioner Casey Beyersdorf.** Casey said that they are working on getting some RFP quotes together for getting the plan started. Corporation Counsel Diane Meulemans said that she will reach out to Marathon County, they have two individuals that are Facility Planners that will be able to help us get this process going, and she will be scheduling a phone conference with them and Casey and then report to the Special Building Committee. Supr. Federwitz said they need to keep in mind the depreciation of the existing buildings versus the new proposed building.

**Courthouse Security Update – County Clerk/Admin. Coordinator.** The Ad-Hoc Security Committee met on August 23<sup>rd</sup>. Maintenance Director Ron Hansen reported on proposals that he received for new lock sets for doors in the building that need to have locks on the inside as well as outside of the doors. That will be completed this year; they are also checking the paging system throughout the building and are working on a ShorTel phone system emergency alert. Discussion was held on glass along the front counters on first floor, not all quotes were in as of today. Also, they are looking at proposing two Reserve Deputies at the front doors and one full time officer to be the supervisor. They were speaking about making structural changes to the front doors as well. Someone should have a facilities study done before they start making structural changes to everything, they can still do security but a study really needs to be done, we have office space issues and ADRC may leave our building if it becomes user unfriendly.

Supr. Federwitz asked who exactly are we trying to protect, day to day court cases he understands, we cannot protect everyone, if they want to hurt someone they will go after them outside the building, at their homes, we need to look at where are money is best spent. Paying for programs to help people with their issues would be better spent. Supr. Jonely agreed with Supr. Federwitz and this will be an ongoing cost; Supr. McClone agreed. Chr. Koeppen doesn't agree with the glass windows but does feel we need security at the front door. Supr. Sorensen feels we need to reconsider this whole security issue; Supr. Much feels that accidents do happen and there may be a greater chance of a terrible accident if you allow a gun in the building; Supr. T. Murphy feels we need to protect our employees. It was mentioned that Lakeview Manor and other outside facilities do not have the same protection.

Chair Koeppen called a brief 7 minute recess. Supr. Lee Much and Supr. Dick Rohan left the meeting.

The meeting was called back to order.

**Motion:** Supr. Flease moved and Supr. Sorensen seconded the motion to go into CLOSED SESSION pursuant to WI State Statues 19.85 (1)(c) for the purpose of considering employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction, to wit: Appointment of an Administrative Coordinator. Roll call vote: County Board Chair Dick Koeppen-yes, Suprs. Federwitz-yes, Flease-yes, Johnson-yes, Jonely-yes, Kietzmann-yes, McClone-yes, G. Murphy-yes, T. Murphy-yes, Penney-yes, and Sorensen yes.

**CLOSED SESSION minutes are not recorded.**

**Motion:** Supr. Johnson moved and Supr. Jonely seconded the motion to return to Open Session. Roll call vote: County Board Chair Dick Koeppen-yes, Suprs. Federwitz-yes, Flease-yes, Johnson-yes, Jonely-yes, Kietzmann-yes, McClone-yes, G. Murphy-yes, T. Murphy-yes, Penney-yes, and Sorensen yes.

**OPEN SESSION**

**Amend Ch. 1 of the Waupaca County Code of Ordinances Sec. 1.02 A 2. Motion:** Supr. Johnson moved and Supr. Penney seconded the motion to Amend Ch. 1, Sec. 1.02 A 2 to delete the words County Clerk, Mary A. Robbins, is hereby designated as the Administrative Coordinator, and add “The part-time Administrative Coordinator shall be appointed by the County Board Chair and approved by the County Board of Supervisors”.

**Executive Committee monthly meetings.** Discussion on holding monthly or bi-monthly Executive Committee meetings to keep all Committee Chairs informed of projects going on with all committees for better communication between departments. Chr. Koeppen announced that we will hold Executive Committee meetings every 4<sup>th</sup> Friday (other than holidays) at 10 a.m. The consensus of the committee was that this would work.

**Adjourn. Motion:** Supr. Penney moved and Supr. Jonely seconded the motion to adjourn the meeting at 11:30 a.m. The motion carried without a negative vote.

Mary A. Robbins - Waupaca County Clerk/Administrative Coordinator

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