

Trempealeau County Executive/Finance Meeting

Committee Members: Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Rian Radtke, Elsa Kulig, Paul Syverson, Deb Suchla, Pat Malone.

- 1 Meeting called to order by Chair Tim Zeglin at 10:15 a.m. in the Wisconsin Room of the Trempealeau County Government Center, Whitehall, Wisconsin on Tuesday, July 5th, 2016.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Agenda – **M/2nd by Aasen/D. Miller to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by D. Miller/S. Miller to adopt the minutes from the 6/6/2016 meeting. Motion Carried.**
- 5 Public Comment Period (15 Minutes) *Members of the public will have a 15 minute block of time to comment on today's agenda items. Members of the public must be present at the beginning of the meeting or comment period will be waived. Public comment period may be extended or curtailed at discretion of the chair and after advisement by the Exec/Finance Committee.:* No comments from the public were made.
- 6 County Sales Tax Update: Handout reviewed. No action taken. The county is now ahead of where it was last year.
- 7 General Fund Update: Handout reviewed.
- 8 Department Reports/Requests
 - A. Quarterly Department Update-IT Department-Cindy Currier: Currier was unable to attend the meeting.
 - B. Quarterly Department Update-County Clerk/Admin. Coord.-Paul Syverson: Syverson noted his new deputy is doing a great job, and he updated the committee on costs of new voting machines. The committee agreed that it may be a good idea to set aside some money to pay for new voting machines and to include a project initiation form during the budget cycle.
 - C. Senior Services-Designate Nutrition Funds: Suchla handed out a draft resolution detailing the plan to establish a senior nutrition reserve account from unspent levy fund 202. The fund would be created using up to \$100,000 unspent funds annually from fund 202 to be used for the senior nutrition program. A work group came up with this idea, so it wouldn't be necessary to ask for money from the levy. **M/2nd by Aasen/S. Miller to approve the Resolution and forward it to the County Board. Motion failed 2 to 2.** D. Miller mentioned that if the unspent money is designated for this purpose then it can't be taken from the general fund for other uses. This item will be on next month's agenda for consideration.
 - D. Human Services Appearance Regarding Placements-Deb Suchla: Suchla handed out data on the number of out of home child placements, received CPS calls, guardianships, and of elder abuse investigations. These numbers have increased and may affect Human Services budget.
- 9 County Board Rules
 - A. Discuss Proper Online Notification of Meeting Agendas-Possible Ordinance: Radtke handed out a resolution indicating the requirement to post all meeting agendas on the County's website. **M/2nd by Aasen/D. Miller to approve the Resolution and forward it to the County Board. Motion Carried.**
 - B. Create and/or Revise a Uniform Resolution Format: Radtke handed out a draft resolution format. The committee liked the format and also liked the idea of a fiscal impact statement. **M/2nd by D. Miller/S. Miller to approve the Resolution and forward it to the County Board. Motion Carried.**
- 10 Discuss Self-Organized County/Supervisor Staggered Terms: D. Miller noted that many counties are self-organized. Being self-organized allows for the county to have the option to establish staggered supervisor terms, the county board being part of the appointment of supervisor vacancies, and the board could set salaries instead of pre diems for board supervisors. No other county in the state has staggered terms. Syverson will send an email to his counterparts who are self-organized to find out their motivation for becoming self-organized and report back at the next meeting.

- 11 Discussion on County Administrator Feasibility Study – Pat Malone: Malone noted that the committee members all have the study that was done in 2004 and not much in that study has changed. The committee discussed in general what the role of a County Administrator would be. The committees' roles would focus on setting policy while the County Administrator would manage the day to day functions at the Courthouse. The committee can see value in having a county administrator but emphasized the importance of hiring the right individual to be a team leader. The committee directed Malone to report back at the September Executive/Finance Committee with a cost benefit analysis, list of points to consider and a summary of what would change.
- 12 HIPAA Policy & Procedure
 - A. Revise Verification of Identity of Requestor P&P: Radtke noted this policy needed to be revised after training was done. **M/2nd by D. Miller/Aasen to approve revised Verification of Identity of Requestor P&P. Motion Carried.**
- 13 Trempealeau Pump House Update: Radtke noted that the pump house is very close to completion and the final piece of the project is for a contractor to come in and “hookup” the building. He will report back at the next meeting.
- 14 Items for next agenda: Public Comment Period, County Sales Tax Update, General Fund Update, Senior Services-Designate Nutrition Funds, Discuss Self-Organized County/Supervisor Staggered Terms, Pump House Update, DA's appearance, joint meeting with Parks, Tourism, and Economic Development Committee.
- 15 Date for next regular meeting: Monday, August 1st, 10:00 am in the Wisconsin Room. Joint meeting with the Parks Committee at 9 am on Monday, August 1st.
- 16 Chair Tim Zeglin adjourned the meeting at 12:06 pm.