



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**  
TIME: 9:00 a.m.  
PLACE: Rolling Hills Activity Room  
14345 County Hwy B  
Sparta, WI 54656  
DATE: **Tuesday, August 11, 2015**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – July 14, 2015 (enclosure)
3. Budget Proposals
  - a. Information Systems
  - b. Register of Deeds
  - c. Surveyor
  - d. Land Information
  - e. Veteran's Service
  - f. County Clerk/Elections
  - g. Administrator
4. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
5. County Administrator Rating Process and Contract Review Discussion/Action
6. 2016 County Board Reduction - Ordinance Discussion/Action
7. County Office Hours -- Discussion
8. Monthly Expenditure Review
9. Next Month's Meeting Date/Time
10. Next Month's Agenda Items
11. Closed Session Per WI Statutes 19.85(1)(c) to Conduct County Administrator Annual Evaluation and Contract
12. Adjournment

Sharon Folcey, Committee Chair  
Date notices mailed: 08/06/15

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administrative/Executive Committee

July 14, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele

Others: Catherine Schmit, Pamela Pipkin, Andrew Kaftan, Bob Janovick

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Minutes Approval – Motion by Bruce Humphrey second by James Kuhn to approve the 06/16/2015 minutes. Carried 5-0.
- Assistant Corporation Counsel Credit Card – Andrew Kaftan explained the need for a \$1,000.00 credit card for Assistant Corporation Counsel, Lisa Aldinger Hamblin. Motion by Bruce Humphrey second by Pete Peterson to approve credit card. Discussion. Carried 5-0.
- Child Support Line Item Transfer – Pamela Pipkin explained the 2015 Line Item Transfer in the amount of \$1,000.00 to serve more people out of county, three notary renewals and child support hearing transcript. Motion to approve line item transfer by Bruce Humphrey second by Pete Peterson. Discussion. Carried 5-0.
- Pamela Pipkin provided a Child Support Director report.
- Catherine Schmit provided the monthly County Administrator Report.
- Administrator Conferences/Training Requests – None.
- County Administrator Rating Process and Contract Review Discussion
  - Contract Review – The County Clerk provided to members, eight contract feedback responses. It was suggested for Corporation Counsel, Andrew Kaftan to review the responses and provide the committee with options on how to proceed. Andy will evaluate what is viable. Discussion. This item will be revisited next month.
  - Rating Process - Pete Peterson explained that the Personnel Committee has approved a new evaluation form for the Administrator. The new form was provided to all members. Discussion. One title was missing from the form. The form will be corrected and provided next month.
- 2016 County Board Reduction – Process and Procedure
  - James Kuhn provided a suggestion to members for eleven standing committees. Committee structures were discussed. Motion by James Kuhn second by Bruce Humphrey for Corporation Counsel to proceed with drafting committee structure ordinance changes. Carried 5-0.
- County Board Evaluation Process and Results – The County Clerk provided to members an overview of six evaluations. Sharon Folcey opened the floor for comments. Responses were discussed. Strategic/team building sessions were suggested. It was an overall consensus that members were satisfied with current processes.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – August 11, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Administrator Rating Process and Contract Review, County Board Reduction Ordinances, Administrator Review
- Adjournment - Motion by Paul Steele second by Pete Peterson to adjourn at 10:56 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder