

Administrative/Executive Committee
February 9, 2016

Present: Sharon Folcey, James Kuhn, Pete Peterson, Bruce Humphrey; Paul Steele joined the meeting at 9:24 a.m.

Others: Catherine Schmit, Andrew Kaftan, Pamela Pipkin, Jeremiah Erickson

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

- Minutes Approval – Motion by Pete Peterson second by Bruce Humphrey to approve the 01/12/16 minutes. Carried 4-0.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2016 budget adjustment in the amount of \$910.74 for training grant funds. Motion by James Kuhn second by Bruce Humphrey to approve budget adjustment. Carried 4-0.
- Pamela Pipkin provided the Child Directors Report.
- Ordinance Provisions Following Committee Structure Change/Committee Duties/County Board Rules – Andrew Kaftan provided a proposed draft of County Board Rules, ordinance changes as of 04/19/16 and current committee duties for review. Discussion. Paul Steele joined the meeting at 9:24 a.m. Andy opened the floor as to where the county should go. The committee discussed placing the rules and committee duties in the ordinances. Motion by James Kuhn second by Paul Steele to have Chair Kuhn and Andy Kaftan get together before the next meeting for ordinance change preparation regarding committee duties and county board rules. A draft resolution will be provided at the next meeting. Carried 5-0.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – None
- Sharon Folcey explained that she attended the WCA Organizational meeting at Steven's point in January and the two 2 day Legislative Exchange meeting in February. Discussion. Motion by Bruce Humphrey second by Pete Peterson to approve both seminar attendances. Carried 5-0.
- County Clerk Line Item Transfer – Shelley Bohl explained the 2015 line item transfer in the amount of \$6.00 for telephone line charge. Motion by Paul Steele second by James Kuhn to approve line item transfer. Carried 5-0.
- Part Time Purchasing and Licensing Office Clerk Vacancy – Shelley Bohl explained that the Part Time Purchasing and Licensing Clerk has put in her resignation effective February 26, 2016. The Administrator and Personnel Department have been contacted and the position is currently under evaluation. The Administrator will be filling the part time vacancy. Discussion.
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – March 8, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Full Time Purchasing Position.
- Motion by James Kuhn second by Paul Steele to adjourn at 10:46 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder