

Administration & Personnel Committee  
May 10, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden  
Others: Catherine Schmit, Andrew Kaftan, John Mehtala, Deb Brandt, Charles Weaver, Andrew Kaftan, Pamela Pipkin, Ed Smudde, Ken Kittleson

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

- Election of Vice Chair – Motion by Mary Von Ruden second by Pete Peterson to nominate Sharon Folcey as Vice-Chair. Wallace Habegger called three times for anymore nominations. Carried 5-0.
- Set Future Month's Meeting Date/Time – The committee will meet the 2<sup>nd</sup> Tuesday of the month at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 04/08/16 Administrative/Executive minutes and the 03/09/16 Personnel & Bargaining minutes. Carried 5-0.
- Administrative & Personnel Staff Introductions.
- Resolution on Non-Violent Policy – Catherine Schmit, County Administrator explained the resolution would establish a policy to meet criteria for participation by local governments in the community development block grant housing program. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Human/Health/Senior Services Committee Ordinance Updates – Andrew Kaftan, Corporation Counsel explained the configuration of the new Health & Human Services Committee and the relevant state statutes. Discussion. It was a consensus of the committee to have Andy update the ordinance and a draft resolution be brought forward to the committee.
- Ordinance updates due to board size and committee structure change – Andrew Kaftan explained the configuration of the standing committees.
- Resolution Format & Process Discussion – Andrew Kaftan, Corporation Counsel explained some examples of resolution formats used by other counties in regards to increasing efficiencies for board proceedings. Discussion. Andy will provide sample resolutions to the committee.
- Catherine Schmit provided the monthly County Administrator Report.
- Sharon Folcey attended the WCA Regional meeting on May 9, 2016.
- County Administrator Conference/Training Requests – None.

Sharon Folcey was excused from the meeting at 10:44 a.m.

- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – June 14, 2016 at 9:00 a.m.
- Items for next month's agenda – Veteran's Service Office Regionalization Resolution, Health & Human Services Committee Ordinance Update, Resolution Format and Process, Personnel Director Report, County Board Committee Report Discussion, County Administrator Report.
- Motion by Mary Von Ruden second by Carol Las to adjourn at 11:00 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder