

ADMINISTRATIVE COMMITTEE MEETING
November 1, 2010

The meeting of the Administrative Committee was called to order by Chairman, Dan Priske at 4:30 PM on Monday, November 1, 2010 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
Tom Traxler
Joanne Guden
Gene Henke
Gene Thom

Also Present: Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
Linda Van Ness, HHS Director

AGENDA

Motion/second(Guden/Traxler) to approve agenda. Motion carried.

MINUTES

Motion/second(Thom/Joanne) to approve the minutes of October 4, 2010. Motion carried.

PUBLIC COMMENTS

Linda Van Ness explained that she supports a full time administrative coordinator and stated that someone is need to have the authority to over see county policies are applied consistently throughout all departments.

APPEARANCES – None

CORRESPONDENCE – None

FULL-TIME ADMINISTRATIVE COORDINATOR POSITION

RESTRUCTURE COUNTY CLERK'S OFFICE

The Committee submitted three options to the County Board on October 19th regarding a full time administrative coordinator, hiring a HR consultant or restructuring the county clerk's office. Discussion was held on the options, the committee preferred the 3rd option of restructuring the clerk's office. Bostelmann explained how she would restructure her office to absorb the HR work in her office. She presented an upgraded job description for the Account Clerk Specialist who would assume additional responsibilities and a job description for a part time secretary that would also help with backup in other county offices as a secretarial floater.

Motion/second(Thom/Traxler) to approve the 3rd option and send a resolution to the County Board with approval by the Personnel Committee. Motion carried.

FULL TIME CORPORATION COUNSEL POSITION

Guden received information from Brenda Keller analyzing the corporation counsel position in other counties. She stated that she has talked with John Selsing and Winn Collins about the advantages and disadvantages of a full time corporation. Selsing presented the corporation counsel budget for

Green Lake County and Waushara County. Discussion was held. This will be discussed again in April.

PURCHASE REQUESTS – None

RESOLUTION/ORDINANCES – None

CLOSED SESSION – None

COMMITTEE DISCUSSION

Future Meeting Date: February 14, 2011 at 4:30 PM.

Future Agenda Items:

ADJOURNMENT

Motion/second(Thom/Henke) to adjourn at 5:10 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk