

ADMINISTRATIVE COMMITTEE MEETING
March 3, 2016

The meeting of the Administrative Committee was called to order by Chairman, Jack Meyers at 6:00 PM on Thursday, March 3, 2016 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Jack Meyers
 David Richter
 Paul Schwandt
 Harley Reabe
 Mike Starshak

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
 Jay Dampier, UWEX Sheriff Podoll
 Joy Waterbury, Supervisor Al Shute, LUPZ
 Tony Daley, Berlin Journal

AGENDA

Motion/second(Richter/Reabe) to approve the agenda as presented. Motion carried.

COMPARISON OF DUTIES AND AUTHORITY OF ADMINISTRATIVE COORDINATOR AND COUNTY ADMINISTRATOR

Dampier developed a comparison of the duties and statutory authority between the Administrative Coordinator and the County Administrator. The comparison was reviewed line by line.

Dampier was asked to provide a comparison of the questions asked of the six counties by the Clerk.

DISCUSSION OF JOB DESCRIPTIONS, CONTRACTS AND ORDINANCES

Dampier presented a comparison of the job descriptions of the 6 county administrators that were given out at the last meeting. The comparison was reviewed by the committee. Discussion was held.

At the last meeting, Klockow presented a list and copies of county ordinances of some counties with county administrators.

DISCUSSION AND ACTION ON COUNTY ADMINISTRATOR POSITION

Discussion was held on the difference between the administrative coordinator and the administrator position. Starshak stated that a comparison of job duties of the four administrative coordinators position descriptions received from WCA should be completed in the same way it was completed for the six county administrator position descriptions. Dampier will put that together. A comparison of the authority that can be given to a county administrator and the authority that can be given to an administrative coordinator would be helpful in making a decision. Dampier will develop the comparison.

COMMITTEE DISCUSSION

Future Meeting Date: Special meeting – Thursday, March 24th at 6 pm; Regular meeting – May 2, 2016 at 5:00 pm

Future Agenda Items: Special meeting – 1. Comparison of the answers to the questions the Clerk asked the Clerk and Chair of the 6 counties; 2. Comparison of authority given to an administrative coordinator and given to a county administrator; 3. Comparison of four administrative coordinator job descriptions which were provided by the WCA; 4. Discussion and action on county administration.

ADJOURNMENT

Motion/second(Reabe/Starshak) to adjourn at 7:23 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk