

## **JOINT EXECUTIVE COMMITTEE AND SECURITY & FACILITIES COMMITTEE MEETING**

Friday, December 21, 2012  
Ground Floor Conference Room

**Call Meeting To Order:** Jim Metz at 10:09 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Judge Ann Knox-Bauer, Scott Mildbrand, Bruce Daniels, Larry Woebeking, Marie Koerner, Maggie Gebauer, Bill Grunewald, Kristi Tlusty, Ken Schmiede, Courtney Graff, Jeff Ludwig and Lisa Kauffman

**Members Absent:** Sharon Ludwig, Karl Kelz and Justin Wolff

**Other Attendees:** United States Marshal, Dallas S. Neville and Bruce Strama

**Approve Agenda:** Zenner/Mildbrand to approve the agenda. The motion carried.

**The Joint Committee will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(d), to consider and perhaps vote on strategy for crime detection or prevention relating to Taylor County Facilities:** Mildbrand/Zenner to go into closed session at 10:09 a.m. The motion carried.

**The meeting will reconvene in open session pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session:** Zenner/Mildbrand to reconvene in open session at 11:52 a.m. There was no action taken in open session related to securities issues discussed in the closed session.

**Adjournment:** With no further business, Zenner/Gebauer to adjourn the meeting at 11:54 a.m. The motion carried.

Bruce P. Strama

## **Joint Personnel and Executive Committee Meeting**

November 15, 2012

Third Floor County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 8:32 a.m.

**Members Present:** Jim Metz, Charles Zenner, Scott Mildbrand, Lester Lewis, Tim Hansen

**Members Absent:** David Bizer

**Other Attendees:** Linda Daniels, Marie Koerner, Ken Schmiede

**Approve Agenda.** A motion was made by Lewis, seconded by Zenner, to approve the agenda with four items. A unanimous vote cast, the motion carried.

**Renewal of Corporation Counsel Agreement with Schmiede Law Office and resolution to approve such.** Ken Schmiede was present to discuss with the committee the changes that will be occurring in his office due to the results of Ms. Tlusty's election. He stated that he was in the process of hiring another attorney and that if no attorney is hired, he will assume the Human Services work for the contract. A motion was made by Lewis, seconded by Zenner, to approve the renewal of the agreement with Schmiede Law office for Corporation Counsel services for 2013 and to approve the resolution that will be sent forward to County Board. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Hansen, seconded by Zenner, to adjourn at 8:37 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels

## **EXECUTIVE COMMITTEE**

Thursday, August 30, 2012  
Third Floor Meeting Room

**Call Meeting To Order:** Chairman Jim Metz at 9:00 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Scott Mildbrand

**Members Absent:** All Present

**Other Attendees:** Corporation Counsel Ken Schmiede, Michelle Kurth and Bruce Strama

**Approve Minutes of the June 7, 2012 meeting:** Zenner/Mildbrand to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Mildbrand/Zenner to approve the agenda. The motion carried.

**Year-to-date Child Support Program update:** Michelle Kurth distributed copies of the update and reviewed it with committee members. She noted that their performance based funding standards do exceed the minimum standard required to receive full allocation in three of the four areas rated. The Health Insurance Enforcement percentage has yet to be determined. The department had concerns that it may exceed the 2012 budget, but it is now determined that the department will come in under budget. Some of the savings has been due to understaffing that has taken place with the retirement of former director Patricia Smith.

**Review and approve the proposed 2013 Child Support Budget:** Kurth reviewed the Child Support Budget prior to a Zenner/Mildbrand motion to approve the budget as submitted. The motion carried.

**Discuss and act on a resolution to approve a resolution to approve corporation counsel legal services for 2013:** Due to the uncertainty of attorney Kristi Tlusty's availability in the future, as she is a candidate for District Attorney, Schmiede requested there be no action on a resolution at this time. Committee members agreed and there was no action taken. This item will be addressed later in 2012.

**Discuss and act on Corporation Counsel Budget for 2013:** Strama informed those present that he had spoken with Human Resources Manager Marie Koerner and that she felt budgeting \$100,000.00, the same amount budgeted for 2012, would be sufficient. Zenner/Mildbrand to approve budgeting \$100,000.00 for the 2013 Corporation Counsel Budget. The motion carried.

**At 9:19 a.m., Zenner/Mildbrand to go into Closed Session pursuant to Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:**

The motion carried.

**At 9:39 a.m. on a Mildbrand/Zenner motion, the committee reconvened in Open Session pursuant to Wis. Stats. 19.83.** There was no action taken on the matter discussed in Closed Session.

**Adjournment:** Mildbrand/Zenner to adjourn the meeting at 9:51a.m. The motion carried.

Bruce P. Strama

## **JOINT EXECUTIVE COMMITTEE AND SECURITY & FACILITIES COMMITTEE MEETING**

Friday, July 13, 2012

Ground Floor Conference Room

**Call Meeting To Order:** Jim Metz at 8:30 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Karl Kelz, Larry Woebeking, Marie Koerner, Maggie Gebauer, Bill Grunewald, Justin Wolff, Kristi Tlusty, Jeff Ludwig, Lisa Kauffman and Sharon Ludwig

**Members Absent:** Judge Ann Knox-Bauer and Scott Mildbrand

**Other Attendees:** Bruce Strama

**Approve Agenda:** Zenner/Kelz to approve the agenda. The motion carried.

**Discuss/action on SCR 68: Mission of Joint Committee:** Strama distributed copies of SCR Chapter 68 which had been prepared by Circuit Court Judge, Ann Knox-Bauer. Judge Knox Bauer had informed Strama that she would be unable to attend the meeting as a trial she is presiding over in Price County necessitates continuation into Friday morning. District Attorney Karl Kelz offered to review the SCR Chapter 68 material with committee members. Kelz touched on areas of the Chapter that had been highlighted by Judge Knox-Bauer. Discussion ensued in relation to what areas of security may be lacking and remedial actions to correct those areas. Maintenance Director Jeff Ludwig reported on security updates that have been implemented in 2012. He noted that all doors are now locked between the hours of 4:45 p.m. and 7:45 a.m. excepting the door leading to dispatch which is monitored at all times. All entrances have been rekeyed and cameras are now located at both the north door and main lobby entrances. The cameras have a feed to the pod where they can be viewed by jailer/dispatchers. Ludwig noted that those measures were implemented at a minimal cost. Justin Wolff, State Public Defender informed committee members that Taylor County is quite a bit ahead of most northern counties when it comes to courtroom security as he visits other counties frequently. Committee members agreed that Taylor County Courts are protected fairly well. Courthouse security was also discussed. It was the consensus of committee members that courthouse security is lacking to a larger extent than court security. The treasurer's office was an example of lacking security especially at tax time when larger amounts of money are likely to be handled. Several committee members noted that tighter courthouse security would also improve court security. Some suggestions mentioned included tighter security when entering the courts area on the second floor, additional training for office staff in the lobby area and locking the north door of the courthouse. According to Marie Koerner, Human Resources Manager, the US Marshall's office is willing to perform a security study which would be at no cost to the county as our insurance carrier is willing to pay for the study. There was some concern about what may be required in relation to the findings of a study and related expenses. Koerner stated that she had been informed that the county could pick and choose which suggestions they may implement and that there are no requirements associated with the findings of a study. Committee consensus was that the Sheriff's Department should contact the US Marshall's office and request a study be done. Chief Deputy Woebeking offered to request the study and report back to the committee at the next meeting. Ludwig offered to accompany US Marshall's office staff on a walkthrough of the facilities to aid in their performing the study.

**Adjournment:** With no further business, Zenner/Ludwig to adjourn the meeting at 9:06 a.m. The motion carried.

Bruce P. Strama

## **EXECUTIVE COMMITTEE**

Thursday, June 7, 2012

Third Floor Meeting Room

**Call Meeting To Order:** Chairman Jim Metz at 10:15 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Scott Mildbrand

**Members Absent:** All Present

**Other Attendees:** Judge Ann Knox-Bauer, District Attorney Karl Kelz, Corporation Counsel Ken Schmiede, Bruce Strama and Brian Wilson (The Star News)

**Approve Minutes of the May 31, 2012 meeting:** Zenner/Mildbrand to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Mildbrand/Zenner to approve the agenda. The motion carried.

**Discuss courthouse security issues:** Corporation Counsel Ken Schmiede had distributed correspondence which outlined his opinion to the proper handling of security within the courthouse. Schmiede noted that the county code does not establish which department should be responsible for security issues, which have in the past been handled by the Building, Grounds & Parks Committee. Without designation of which department is to handle security it is Schmiede's opinion that the full County Board should act on security issues. The correspondence, which had been distributed to all County Board Members, referred to a Supreme Court of Wisconsin rule that requires the presiding judge for each county to appoint a Security and Facilities Committee which in conjunction with county officials would help make sound decisions about court facilities security issues. Chairman Metz felt that the Executive Committee, Judge and District Attorney could comprise the Security and Facilities Committee. Judge Ann Knox-Bauer informed committee members that the Supreme Court Rule dictates who should be included on the Committee, and include the Judge, County Board Chair or Designee, Administrative Coordinator, Clerk of Circuit Court, Sheriff, District Attorney, representative from the Public Defender's Office, a Court Commissioner, a member of the County Bar Assn., Stepping Stones representative, Maintenance Supervisor and the Court Security person. Chairman Metz felt it appropriate that Taylor County be represented by the entire Executive Committee. The Security and Facilities Committee would probably meet quarterly or semiannually to address security issues and make recommendations, with those recommendations to be acted on by the full County Board. Judge Ann Knox-Bauer felt that the county is responsible for the safety of the public and that the lack of security in the courthouse creates an additional liability. Schmiede noted that with the entire Executive Committee representing the county at each meeting it would require posting of each meeting, but due to the content of meetings, they could be held in closed session. It was recommended that the meetings be held either in the Third Floor County Board Room or the Sheriff's training room. Judge Ann Knox-Bauer will give a security related presentation to last for approximately one hour to the County Board as part of the June 20, 2012 County Board Meeting. The consensus of the committee was to proceed with forming the committee as discussed.

**Adjournment:** With no further business, Mildbrand/Zenner to adjourn the meeting at 10:56 a.m. The motion carried.

Bruce P. Strama

**EXECUTIVE COMMITTEE**

Thursday, May 31, 2012  
County Board Room

**Call Meeting To Order:** Chairman Jim Metz at 9:52 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Scott Mildbrand

**Members Absent:** All Present

**Other Attendees:** Michelle Kurth, Dave Krug, Dennis Fuchs, Tim Hansen, Lester Lewis, Marie Koerner and Bruce Strama

**Approve Minutes of the May 18, 2012 meeting:** Zenner/Mildbrand to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Mildbrand/Zenner to approve the agenda. The motion carried.

**Discuss and act on request to fill the Child Support Specialist position:** Child Support Administrator Michelle Kurth gave a short summary of departmental responsibilities and past performance. She stated that in order to continue to at the high level of service and the 66% wage reimbursement, which is based on services performed, she felt it necessary to fill her former Child Support Specialist position. Following the summary, Mildbrand/Zenner motioned to fill the Child Support Specialist position with a 40 hour work week as requested. The motion carried.

**Adjournment:** With no further business, Mildbrand/Zenner to adjourn the meeting at 9:56 a.m. The motion carried.

Bruce P. Strama

**EXECUTIVE COMMITTEE**

Friday, May 18, 2012

Third Floor Jury Room

**Call Meeting To Order:** Chairman Jim Metz at 10:05 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Scott Mildbrand

**Members Absent:** All Present

**Other Attendees:** Marie Koerner

**Approve Minutes of the April 5, 2012 meeting:** Zenner/Metz to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Zenner/Mildbrand to approve the agenda. The motion carried.

**The Committee will go into closes session for approximately four hours pursuant to Wis. Statute 19.85(1)(c) for the purpose of conducting oral interviews of applicants for the Child Support Administrator Position:** Zenner/Mildbrand motion to go into closed session at 10:06 a.m. The motion carried.

**The committee may reconvene into open session pursuant to Wis. Statute 19.83 to act on matters discussed in closed session:** Zenner/Mildbrand to reconvene into open session at 12:40 p.m. The motion carried. Mildbrand/Zenner to offer the position of Child Support Administrator to Michelle Kurth to be paid at Step 3 of Grade 3 of the Non-Represented Salary Matrix. A unanimous vote cast, the motion carried.

**Adjournment:** With no further business, Zenner/Mildbrand to adjourn the meeting at 12:41 p.m. The motion carried.

Marie Koerner

**EXECUTIVE COMMITTEE**

Thursday, April 5, 2012  
Third Floor Jury Room

**Call Meeting To Order:** Chairman Jim Metz at 8:55 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** None

**Approve Minutes of the March 15, 2012 meeting:** Lewis/Zenner to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Zenner/Lewis to approve the agenda. The motion carried.

**Discuss and act on a resolution acknowledging the retirement of Child Support Administrator Patricia Smith:** Lewis/Zenner to approve the resolution acknowledging the retirement of Child Support Administrator Patricia Smith. The motion carried.

**Adjournment:** With no further business, Zenner/Lewis to adjourn the meeting at 8:59 a.m. The motion carried.

Bruce P. Strama

## **EXECUTIVE COMMITTEE**

Thursday, March 15, 2012  
County Board Room

**Call Meeting To Order:** Chairman Jim Metz at 10:00 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Marie Koerner, Patricia Smith, Bruce Strama and Brian Wilson (The Star News). Bruce Daniels arrived at 10:04 a.m., Dave Bizer at 10:15 a.m.

**Approve Minutes of the January 26, 2012 meeting:** Zenner/Lewis to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Lewis/Zenner to approve the agenda. The motion carried.

**Child Support Program update:** Patricia Smith reviewed the 2011 Year Ending Child Support Report, which she distributed to committee members. She noted that there was some good news in that the projected \$7,214.00 county levy applied was not required and that the program actually had a surplus in 2011 of \$12,994.21. The surplus was generated by an increase in performance based revenues and reduced staff during the year. She also noted that the program through incentive based revenues has been self-supportive since inception in 1975. Smith projected that due to a higher divorce and children out of wedlock rate along with revised performance based revenue rates, the program will require county funding in the future. Patricia Smith was commended by committee members on the outstanding performance of the Child Support Office.

**Act on acceptance of resignation of Child Support Administrator:** Committee members had received a letter of resignation from Patricia Smith. Lewis/Zenner to reluctantly accept the resignation of Child Support Administrator Patricia Smith. The motion carried. Smith informed committee members that her last day in the office will be March 30<sup>th</sup>, but her final day for payroll benefits will be approximately May 10, 2012.

**Discuss and act on a request to fill the Child Support Administrator position:** Following some discussion as to the need in filling the position, Zenner/Lewis to fill the Child Support Administrator position. The motion carried.

**Discuss and act on the revised Child Support Administrator job description:** Following review of the revised job description, Lewis/Zenner to approve the updated Child Support job description. The motion carried.

**Consider and act on appointment of an interim administrator:** Patricia Smith suggested an interim administrator be appointed in her absence until a new administrator is hired. She suggested that Michelle Kurth be appointed as she has worked in the child support office for approximately 24 years. Following discussion, Lewis/Zenner to appoint Michelle Kurth as Interim Child Support Administrator beginning April 2, 2012. The motion carried.

**Discuss and act on a proposal for additional hours for worker/administrative assistant in the Child Support Office:** Patricia Smith informed committee members that in her absence additional hours will be required for the administrative assistant in order to complete office tasks. She felt that increasing the hours for the administrative assistant from 25 hours to 35 hours per week would be sufficient. Smith and committee members felt that the duration of the increase should be addressed following a six month period. Lewis/Zenner to increase the hours from 25 to 35 hours per week for the administrative

assistant in the Child Support office, and to review the need for those additional hours after a period of six months, approximately October 2, 2012. The motion carried.

**Adjournment:** With no further business, Zenner/Lewis to adjourn the meeting at 10:28 a.m. The motion carried.

Bruce P. Strama

**EXECUTIVE COMMITTEE**

Thursday, January 26, 2012  
County Board Room

**Call Meeting To Order:** Chairman Jim Metz at 9:45 a.m.

**Members Present:** Jim Metz, Chuck Zenner and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jess Sackmann and Bruce Strama

**Approve Minutes of the January 16, 2012 meeting:** Lewis/Zenner to approve the minutes of the previous meeting. The motion carried.

**Approve Agenda:** Zenner/Lewis to approve the agenda. The motion carried.

**Discuss and act on an ordinance amending Section 2.095, Chairman Member of All Committees, Taylor County Code:** Lewis read the ordinance as amended, followed by a Zenner/Lewis motion to approve the ordinance for submission to the County Board. The motion carried.

**Adjournment:** With no further business, Lewis/Zenner to adjourn the meeting at 9:48 a.m. The motion carried.

Bruce P. Strama

**Executive Committee**

January 16, 2012

Third Floor Jury Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 10:15 a.m.

**Members Present:** Jim Metz, Lester Lewis, Charles Zenner

**Members Absent:** None

**Other Attendees:** Marie Koerner, Ken Schmiede

**Approve Minutes.** A motion was made by Lewis, seconded by Zenner, to approve the minutes of the December 14, 2011, Executive Committee meeting. A unanimous vote cast, the motion carried.

**Approve Agenda.** A motion was made by Zenner, seconded by Lewis, to approve the agenda with six items. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Lewis, seconded by Zenner, to go into closed session at 10:15 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. A roll call vote cast, three (3) voting aye, the motion carried.

**Open Session.** A motion was made by Zenner, seconded by Lewis, to go into open session at 11:16 a.m. to take any necessary action on the matter in closed session. Three (3) voting aye, the motion carried.

**Adjournment.** A motion was made by Lewis, seconded by Zenner, to adjourn at 11:16 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Marie Koerner