

**Ad Hoc Committee, Government Service Project  
Monday, February 7, 2011, 8:00 a.m.  
Lincoln County Service Center, Rm. 107  
Merrill, Wisconsin 54452**

**MINUTES**

1. Call meeting to order

The meeting was called to order by Vice Chair Zeitz at 8:00 a.m. Besides Mr. Zeitz, in attendance were committee members Bob Lee, Dan Leydet, Randy Scholz, and Arlene Meyer. Committee Chair John Bailey arrived about 8:10 a.m. and at that point began presiding over the meeting. Also in attendance was County Board Chair Robert Lussow. The meeting was facilitated by Art Lersch, UW-Extension.

2. Approval of minutes from the January 6, 2011 meeting

A motion was made by Supervisor Lee and seconded by Mr. Scholz to accept the January 6 minutes as presented. All ayes.

3. Public Comment

None

4. Review, modify and take action if necessary on employee cost savings, revenue generation questionnaire

Supervisor Meyer requested that the sixth question (more comments) state that employees have extra space to write their views. Committee members agreed that stronger language should be inserted in the opening paragraphs to help encourage employees to complete the survey. Specific language related to how their feedback is important for the future of the county will be inserted. The committee agreed that the rest of the questions should remain the same. Those questions are:

- In what ways do you believe cost efficiencies can be achieved and maintained within the department in which you work?
- In what ways do you believe cost efficiencies can be achieved and maintained elsewhere by county government besides the department in which you work?
- What if any programs/services in the department where you work or in the county as a whole have in your view outlived their effectiveness or usefulness and why?

- What revenue generation ideas if any do you have for the department in which you work?
  - What revenue generation ideas if any do you have that may help support county government as a whole?
  - Other comments or suggestions? (Please use as much of the blank space as you like).
5. Discuss method(s) of employee questionnaire distribution

Committee members agreed that the facilitator should send an email to employees on near February 23, 2011 informing them that hard copies of the survey will be sent with their pay stubs/automatic deposit receipts on March 11. They agreed that employees should have one week to complete the survey. Completed surveys will be returned to boxes located in each county building. (In the Service Center, completed surveys are to be returned to a box located on the UW-Extension counter.) Department heads from the other buildings will have to decide in what neutral locations boxes should be placed.) The facilitator will pick-up the completed surveys, tabulate the results, and summarize them in a report for committee review. Employees will not be asked to write their names on their completed surveys.

6. Review, modify and take action if necessary on department head cost savings, mandated services questionnaire

After discussion, committee members agreed that the following questions should be asked.

- What cost savings ideas do you have for your department?
- What cost savings ideas are there by working with other departments?
- What cost savings ideas do you see looking at the county as a whole?
- What mandated or required services does your department provide that are not needed or not utilized by taxpayers in Lincoln County?
- What service does your department provide that could be delivered at a lower level of service?

Also, the committee approved an additional question asking department heads what ideas they have to change service delivery in their departments and the county as a whole while maintaining current county functions. (The exact wording will be determined by the time the survey is released.)

7. Discuss method(s) of department head questionnaire distribution

The committee agreed that the department head questionnaire should be distributed on February 11, 2011. The facilitator will send a preliminary email about the questionnaire to department heads on February 8. The committee requested that the report listing and summarizing department

heads' ideas be given by the facilitator during the next Ad Hoc Committee, Government Services Project meeting.

At this point, a motion was made by Supervisor Meyer and seconded by Supervisor Zeitz to modify both surveys as stated and to distribute and collect them in the manner discussed. All ayes.

8. Discussion and take action if necessary on methods for acquiring more detailed information from department heads on:
  - a. Required, statutory county government services
  - b. Mandated county services (local ordinances, other non-state authority)
  - c. Needed services
  - d. Wanted services
  - e. Services we provide but do not have to
  - f. Level of service

The facilitator presented the committee a preliminary draft report describing state statute mandates as they relate to Lincoln County Government. The general educational points made in the preliminary draft were:

- State statutes often do not specify the level of service that is needed in any given county.
- Nor do state statutes specify what offices/departments may have informal mandates (things expected to be in place by county stakeholders) to provide services.
- “Shall” is the indicator (rather than “may”)
- Some services provided by mandated offices may not themselves be mandated.
- Some services within non-mandated offices/departments may be mandated.
- Thus, some mandated services (and even some non-mandated services that the board chooses to provide) can drive the establishment of a department/office that is not expressly mandated in order to carry them out.
- Those departments/offices not mandated by state statutes can still be required by county ordinance, federal regulations, or desired by the county government and/or people.
- Choosing a service using DH Profiles Report, then looking it up in state statutes is probably the best way to determine whether it is mandated or not. However, this can be tricky because of limitations in the advanced search mode on the statute website. (If something is not phrased correctly, it won't come up, etc.)

After discussion, committee members agreed that the information being collected through surveys and department head interviews, along with the department profiles and mandate reports, will form enough of a foundation for committee discussions over the next few months. A suggestion was made that department heads list and describe specific departmental revenue sources. This was not yet acted upon.

9. Discussion about potential information to be delivered to the committee regarding county support of non-county entities

Mr. Leydet gave an overview of the complications in providing this information (i.e. there are many forms of support that the county provides in different ways). Committee members agreed that they wanted all of this information. After some discussion, it was determined that he will begin providing the information broken down between contracted and non-contracted services. His report on this will be reviewed at the next committee meeting.

10. Agenda items for next meeting

The following items will be on the next meeting agenda.

- Department head survey results and interview timelines
- Employee survey update (including return rate up to that point)
- Further discussion of Preliminary Mandates Report
- Discussion of contracted, non-contracted services information
- Update on preliminary state budget information

11. Schedule next meeting

The next Ad Hoc Committee, Government Services Project meeting is scheduled for **Thursday, March 17, 8:00 a.m., Lincoln County Service Center, Room 156.** (Room 107 has also been reserved as backup in case the courts move is not complete.)

12. Adjourn

A motion was made by Supervisor Meyer and seconded by Mr. Scholz to adjourn. All ayes. The meeting adjourned at 9:48 a.m.

Minutes respectfully submitted by Art Lersch, UW-Extension, Lincoln County