

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, June 6, 2016 at 9:00 am.  
Lincoln County Service Center Room 248**

**MEMBERS PRESENT:** Robert Lee, Robert Weaver, Hans Breitenmoser, Jr, Garth Swanson, Patricia Woller, Paul Gilk, and Julie Allen

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Travis Spoehr, Chris Marlowe, NL Bergstrom, and Rick Wolf

1. **Call Meeting to Order:** Chair Lee called the meeting to order at 9:00 a.m.
2. **Approval of Minutes from Previous Meeting:** Motion by Swanson, second by Allen to approve the previous minutes. All ayes.
3. **County Board YTD Budget Report:** County Clerk Marlowe indicated there were no issues with the year-to-date budget. Report was placed on file.
4. **2017 Budget – County Board:** County Clerk Marlowe presented the budget to the Committee. Motion by Weaver, second by Breitenmoser, Jr to approve and move the budget forward. All ayes.
5. **2017 Budget – Information Technology:** Information Technology Director Spoehr presented the budget to the Committee. Motion by Gilk, second by Allen to approve and move the budget forward. All ayes.
6. **Departmental Reports**
  - a. **Information Technology Activity and Financial Reports:** IT Director Spoehr went over his report. Report was placed on file.
  - b. **Corporation Counsel Activity and Financial Reports:** Corporation Counsel Bergstrom went over her report. Report was placed on file.
  - c. **Veteran Service Activity and Financial Reports:** VA officer Wolf went over his report. Report was placed on file.
  - d. **Administrative Coordinator Activity and Financial Reports:** Administrative Coordinator Scholz went over his report. Report was placed on file.
7. **Information Technology – Departmental 10-Year Long-Range Plan:**

Information Technology Director Spoehr presented the department's 10-year plan to the Committee. Motion by Allen, second by Swanson to approve the 10-year plan. All ayes.
8. **Review Administrative Coordinator's Job Description for Compensation Study:**

Administrative Coordinator Scholz went over his job description and explained that department heads reviewed all their employees' job descriptions and that he reviewed the department heads job descriptions for the compensation study. Motion by Gilk second by Woller to approve the job description. All ayes

**9. Review Contract for HIPAA Privacy, Security, and Breach Notification Rules – with Three Pillars Technology Solutions LLC:**

Administrative Coordinator Scholz explained the need for the service and that it will cover the entire County. Motion by Weaver second by Swanson to approve the contract. All ayes

**10. Request for Contingency - \$8,100 for HIPAA Privacy, Security, and Breach Notification Rules Contract:**

Administrative Coordinator Scholz explained the need for the request is because this expense was not anticipated or budgeted for in his department's 2016 budget. Motion by Weaver second by Lee to approve and forward to finance. All ayes

**11. Set Next Meeting:** July 11, 2016 at 9:00 am.

**12. Adjourn** Motion by Breitenmoser, Jr., second by Swanson to adjourn at 10:23 am. All ayes

Minutes prepared by Randy Scholz