

**Meeting Minutes of
Lincoln County Administrative & Legislative Committee
Monday, December 7, 2009 at 8:00 a.m.
Lincoln County Service Center – Room 256**

MEMBERS PRESENT: Robert Lussow, Robert Lee, Patricia Woller, Greta Rusch, Arlene Meyer, Ron Mittelsteadt, and Dan Caylor

MEMBERS ABSENT:

VISITORS: Nancy Bergstrom, Don Schlising, Tim Meehean, Debbie Moellendorf, Tom Schmitz, Mark Handlin, Jeff Jaeger and Terry Schmidt

1. **Call Meeting to Order:** Bob Lussow called the meeting to order at 8:00 a.m.
2. **Approve minutes of previous meetings:** Motion by Caylor, second by Woller to approve the minutes of November 2, 2009 meeting. All ayes, motion carried.
3. **Authorized Replacements:**
 - a. **Family Living Agent in UW Extension:** The Family Living Agent in the UW Extension has resigned due to health reasons effective November 1, 2009. Debbie Moellendorf and Tom Schmitz from UW–Extension were present to request authorization to re-fill the position. Discussion followed. Motion by Woller, seconded by Caylor to re-fill the Family Living Agent position in UW-Extension. All ayes, motion carried.
4. **Family Care in Lincoln County Progress Report:** Terry Schmidt reported that the Corp Counsel, Interim Administrative Coordinator, Finance Director, Workshop Supervisor and himself met with representatives from CCCW on Dec 2nd to discuss the transition to family care. CCCW presented very detailed information on various aspects of the transition. Lincoln County is scheduled to transition to CCCW on April 1, 2011. Discussion followed regarding a number of issues related to the transition process. There was also some preliminary discussion on how the County might deal with individuals currently receiving services under the present system who may not qualify for services under the Family Care system.
5. **Follow-up Discussion of the Sheriff’s Department IT Support Plan:** Don Schlising reported on his progress. The new telephone system has been installed in the Sheriff’s Department. All County departments are now on the new phone system.
6. **Follow-up Discussion on Costs for Backup A/C for Datacenter and Sheriff’s Dept:** Don Schlising reported that he is still waiting for approval of the Focus on Energy grant before he can move forward. Once that is approved the project can move forward. The project is most likely not going to be completed by the end of year due to the delay in receiving approval of the Focus on Energy grant.
7. **Implementation of Reorganization/Centralized Finance:** Tim Meehean gave an update. The previously discussed “bumping” scenario did not materialize because an employee from Land Information posted into a job in the Clerk of Courts office so her position was not filled. Her job duties will be distributed amongst the remaining employees.

8. **Highway Department Subordinate Cell Phone Policy:** The Highway Committee approved a subordinate cell phone policy for the Highway Department and is requesting A & L committee approval. The policy requires supervisors to own a cell phone and the County will reimburse them \$25.00 a month towards to cost of the phone. This policy will save the County approximately \$1,000 annually. Motion by Mittelsteadt, second by Woller to approve the subordinate cell phone policy for the Highway Department. All ayes, motion carried.
9. **Review County Board Rules and Procedures:** Nancy Bergstrom and Tim Meehean reviewed the County Board rules for possible changes. The only two items there seemed to be some discussion about were “calling the question” and meeting attendance. After some discussion the committee decided to take no action.
10. **Departmental Reports:**
 - a. **Corporation Counsel Activity and Financial Report:** Nancy presented her monthly report. The report was placed on file.
 - b. **Administrative Coordinator Activity and Financial Report:** Tim presented his monthly report. The report was placed on file.
 - c. **Information Technology Financial Report:** Don presented his monthly report. The report was placed on file.
11. **County Board YTD Budget Report:** The Committee reviewed the budget report and the report was placed on file.
12. **Set next meeting date; Adjourn:** The next meetings are scheduled for January 4, 2010 and February 8, 2010 at 8:00 a.m. Motion by Mittelsteadt, second by Lussow to adjourn. All ayes, motion carried. The meeting adjourned at approximately 9:15 a.m.

Minutes prepared by Tim Meehean