

**Meeting Minutes of  
Lincoln County Administrative & Legislative Committee  
Monday, January 4, 2010 at 8:00 a.m.  
Lincoln County Service Center – Room 248**

**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, Dan Leydet, Terry Schmidt, and Nate Walrath

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 Woller, second by Rusch to approve the minutes of the last meeting. All ayes, motion carried.
3. **Authorized Replacements:** None
4. **Family Care in Lincoln County Progress Report:** Terry Schmidt reported that the transition team (Terry Schmidt, Charlie George, Nancy Bergstrom, Dan Leydet and Tim Meehean) met to discuss the transition to Family Care and the impact on the Social Services Department and Lincoln Industries. Another meeting is scheduled for January 19<sup>th</sup>. The meeting focused on what services and staff will remain after the transition.
5. **Follow-up Discussion of the Sheriff's Department IT Support Plan:** Don Schlising reported that they have made significant progress. The GEO Com mapping is completed and went well. For the most part they have taken over all of the hardware purchasing and replacement. The only thing left is the specific applications for the Sheriff Dept and the amount of IT support that will be needed and expected.
6. **Follow-up Discussion on Backup A/C for Datacenter & Sheriff's Dept:** Don Schlising reported that he has received approval of the Focus on Energy grants from WPS. We will receive \$1,790.48 for the A/C unit in the Service Center and \$1,125.70 for the unit at the Sheriff's Dept. He will also have some money left over from the Telephone system update at the Sheriff's Dept and his 2009 hardware budget to apply to the remaining cost.
7. **Approval of IT Policies:** Don Schlising presented the proposed updated IT policies. Discussion followed. Motion by Lee, second by Mittelsteadt to approve the IT Policies and forward them to County Board for approval. All ayes, motion carried.
8. **Implementation of Reorganization/Centralized Finance:** Tim Meehean gave an update.
9. **Revenue Generation Ideas – Referred from County Board:** This item will be laid over until next month's meeting
10. **Weekend Voting Act – Referred from County Board:** Bob Kunkel gave a report on the proposed Weekend Voting Act. Discussion followed. Motion by Meyer, seconded by Caylor to have Bob Kunkel prepare a County Board resolution opposing the proposed Weekend Voting Act for action at the January County Board meeting. All ayes, motion carried.

11. **Possible Closure of Some County Offices on January 18, 2010:** Tim Meehean presented a proposal to close certain County offices on January 18, 2010 to comply with the 2010 budget for those departments. It is a Federal Holiday, Martin Luther King Day, and the State employees will be off that day (the Judges, DA and UWEX) and there will be no mail that day. All of the Courthouse Union employees, with the exception of the 911 Telecommunication staff and Correction Officers, would be laid off that day and be recalled on January 19<sup>th</sup>. Non-represented employees would report to work that day as usual but the offices would be closed to the public. Estimated saving is \$6,500. This proposal is also on the Personnel and Finance committee agendas, which are scheduled to meet this week. Discussion followed. Motion by Lussow, seconded by Meyer to lay off the Courthouse Union employees, with the exception of the 911 Telecommunication staff and Correctional Officers, on January 18, 2010 contingent on approval by the Personnel and Finance committees. All ayes, motion carried.
  
12. **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.
  
13. **County Board YTD Budget Report:** The Committee reviewed the budget report and the report was placed on file.
  
14. **Closed Session pursuant to State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
  - a. **Corporation Counsel annual evaluation**

Motion by Lussow, seconded by Mittelsteadt to go into closed and to allow the Interim Administrative Coordinator and Corporation Counsel to remain in the closed session. All ayes, motion carried. The Committee went into closed session at 9:05 a.m.
  
15. **Open Session pursuant to State Statute 19.85(2):** The Committee returned to open session at 9:16 a.m. on a motion by Woller, seconded by Rusch. All ayes, motion carried.
  
16. **Take Any Action Necessary on Items Discussed in Closed Session:** Motion by Woller, seconded by Mittelsteadt to give Nancy Bergstrom a very favorable evaluation. All ayes, motion carried.
  
17. **Set next meeting date; Adjourn:** The next meetings are scheduled for February 8, 2010 and March 1, 2010 at 8:00 a.m. Motion by Mittelsteadt, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 9:20 a.m.