

**Meeting Minutes of  
Lincoln County Administrative & Legislative Committee  
Monday, February 8, 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, Jim Alber, John Spiegelhoff, David Fox, Robert Kunkel, and Bob Reichelt

1. **Call Meeting to Order:** Chairman 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:**
  - a. **Desktop Support Specialist:** Tim Meehean and Don Schlising recommended lifting the hiring freeze and 90 waiting period. Discussion followed. Motion by Caylor, second by Woller to lift the hiring freeze, waive the 90 waiting period and to hire a Network Engineer instead of a Desktop Support Specialist. Six (6) ayes and one (1) nay. Motion carried.
  - b. **Personnel Specialist:** Tim Meehean recommended lifting the hiring freeze and 90 day waiting period. Discussion followed. Motion by Mittelsteadt, second by Rusch to lift the hiring freeze and 90 day waiting period for the Personnel Specialist position. All ayes, motion carried.
  - c. **Maintenance Director:** Tim Meehean reported that he had met with the Public Property Committee on Feb 5, 2010 regarding the upcoming vacancy and possible reorganization of the Maintenance Department. The Public Property Committee directed Mr. Meehean to explore possible reorganization options and to report back in six months. If there are no viable options the Committee recommends filling the Maintenance Director immediately. Their recommendation, and Mr. Meehean's, is to lift the hiring freeze and 90 day waiting period for this position in the event the Committee needs to refill the position if reorganization options are not feasible. Discussion followed. Mr. Mittelsteadt made a motion to refill the Maintenance Director position and waive the 90 day waiting period. No second was received. More discussion followed. Motion by Lussow, second by Woller to lift hiring freeze and 90 waiting period for the Maintenance Director position and authorize refilling the position if the reorganization is not feasible. Six (6) ayes and 1 nay, motion carried.
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 in January to discuss the transition to Family Care and the impact on the Social Services Department and Lincoln Industries. Another meeting is scheduled for February 23<sup>rd</sup>. Additional discussion followed.
5. **Budget Modification & Carryover Request - IT Department:** Don Schlising presented his request. The carryover will be used to offset the majority of the back-up air conditioner costs for the Service Center and Sheriff's Department. Motion by Lee, second by Lussow to approve the Budget Modification and Carryover request for IT Department. All ayes, motion carried.

6. **Budget Modification Request - Corporation Counsel:** Nancy Bergstrom presented the request. Motion by Caylor, second by Rusch to approve the budget modification request for Corporation Counsel. All ayes, motion carried.
7. **Budget Modification Request - County Clerk:** Bob Kunkel presented the request. Motion by Lee, second by Caylor to approve the budget modification request for the County Clerk. All ayes, motion carried.
8. **Possible Reorganization of the Maintenance Department** – This was covered during the Authorized Replacement of the Maintenance Director discussion.
9. **Possible Targeted Lay-offs:** Tim Meehean presented information on the possible need for targeted lay-offs to meet the 2010 budget. He will investigate further and report back.
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 March 1, 2010 and April 5, 2010 at 8:00 a.m. Motion by Mittelsteadt, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 9:11 a.m.

Minutes prepared by Tim Meehean