

BUFFALO COUNTY MINUTES

Committee/Board: Committee of the Board

Date of Meeting: Friday, June 21, 2019

Filing Date: Tuesday, June 25, 2019

The meeting of the Committee of the Board was called to order by Chair Mary Anne McMillan Urell at 10:30 a.m.

Board Members Present: Mr. Larry Grisen, Mr. Don Hillert, Mr. Dennis Bork, Ms. Mary Anne McMillan Urell, Mr. Don Black, Mr. Michael Taylor, Mr. Max Weiss, Mr. Barry Draskowski, and Mr. David Danzinger. Ms. Nettie Rosenow and Mr. Bernard Brunkow were excused.

Others Present for All or Part of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Tina Anibas, Ms. Carol Burmeister, Mr. Jason Poser, and Mr. David Brommerich.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting: Mr. Kriesel made a motion to approve the minutes of the previous meeting, seconded by Mr. Weiss. Carried.

Review/Discussion regarding Committee Restructure: A discussion was held on cutting down on the number of meetings and the number of committees. A review of several other counties structure of land departments was held. This may not save money, but has the potential to improve services and efficiencies. Combining Finance and HR was also discussed. No matter how things are restructured it is important to have Supervisors attend their meetings. It was discussed on having wording that it is mandatory to attend at least 75% of the required meetings. Changing from an Administrative Coordinator position to an Administrator position was discussed, as well as instructing the Administrative Coordinator to handle more of the day to day decisions. The Committee of the Board would like Ms. Hansen to check if a Supervisor is required to be on the Non-Standing Committees or could reports be sent to keep advised of what is going on in those organizations. A discussion will be had with Department Managers about what they need from the County Board and how many meetings they feel are needed for their committee each year.

Mr. Grisen requested a subcommittee be created to discuss restructuring and bring back to a future meeting.

Review/Discussion regarding Updates on Future Needs of Departments Reported by Committee Chairs: Law Enforcement is in need of many IT updates. Some of

these will be taken care of with action the Finance Committee took at the last meeting. A Grant Writer is needed to help find funds for things the County needs. This person could also work on Economic Development and some items from the Administration Office. Land Information is working on RFP's for remonumentation. They hope to have the RFP advertised by the end of July. Recycling is working on moving from dual stream to single stream recycling and a per cap fee.

Review/Discussion/Action regarding Department Manager Evaluation Process: Evaluations need to be consistent. The evaluation form used for the Administrative Coordinator was included and could be used for Department Managers. A process also needs to be put in place if a Department Manager is not performing properly. Deficiencies need to be identified, a plan of correction put in place, and follow up if the correction action is not working. HR Committee will work on this and bring it back.

Review/Discussion regarding Distribution of Tourism Brochures: Help is needed to distribute more brochures. Ms. Halverson has them in her office and will need to know where they are going.

Review/Discussion/Action regarding the Next Meeting Date and Time: The next meeting will be September 20th at 10:30 a.m.

Public Comments Not Regarding Posted Agenda Items: Ms. Hansen distributed a chart to be used for evidence based budgeting. She thinks this will be good for some hard decisions that will need to be made.

A procedure for disposal of surplus property will be worked on as well as a bidding process.

Ms. Hansen is working on having WCA come to the August County Board meeting to do an Ethics for Public Officials presentation. There is no cost for this.

Adjournment: Chair McMillan Urell called for the adjournment at 12:02 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk