

Minutes

Executive and Legislative Committee Special Meeting
Wednesday, February 15, 2012; 5:30 P.M.
Sauk County West Square Building, 505 Broadway, Room 213
Baraboo WI 53913

Members Present: Krueger, Fordham, Bach and Wenzel

Members Absent: Alexander

Others Present: R. DeMars, K. Schauf, T. Liebman, G. Dalhoff, J. Scherneck, P. Murray,
T. Kriegl, L. Hasenbalg and C. Bodendein

Chair Krueger called the meeting to order at 5:30 P.M. and compliance with the Open Meeting Law was verified. MOVED (Fordham/Bach) to approve the agenda. Motion carried unanimously.

Public Comment:

None.

Communications:

K. Schauf, Administrative Coordinator, provided an update on CDBG Housing and Revolving Loan Fund regionalization.

Discussion and consideration of Board day of training:

K. Schauf, Administrative Coordinator, distributed a handout proposing a recommended agenda for training including providing a brief overview of county operations, updates to department heads, roles of county board supervisors, ethics as they relate to supervisors, budget process overview and a schedule of events for the day to provide a brief tour of county office locations. Supervisor Bach offered a suggestion to possibly provide a handout to include a short course on parliamentary procedures and the relationship of Sauk County and the State of WI.

Discussion and consideration of structure and possible amendments to the Rules of the Board:

T. Liebman, Corporation Counsel, distributed a draft document of the Rules of Board containing proposed amendments he could support putting in a format that was legally sufficient, and copies of the suggestions for possible amendments he received from supervisors and department heads. M. Krueger, Chair, advised committee members they will begin with the Rules of the Board and review each amendment indicated as highlighted language to be added or stricken language to be removed.

Rule. I. (E) Eliminate the old language completely and replace with the following new language: *"The Board aspires to encourage appropriate dress by board members that reflects the professionalism of the Board. Business casual or more formal attire is encouraged."*
Unanimous consensus to approve amendment as proposed.

Rule. III. (C) Add the following language at the end of the paragraph: *"All resolutions shall contain a MIS note. All Resolutions shall be reviewed by the Corporation Counsel and approved as to form prior to inclusion in the agenda."* **Unanimous consensus to approve amendment as proposed.**

Rule. III. (E) Add this entire language: *"Resolutions or ordinances that represent a significant change in County operations, or a policy direction of substantial import, shall be preceded by a report to the Board on the subject at the meeting preceding the meeting at which the resolution or ordinance shall be considered. In emergency situations that demand an immediate action by the County Board, this rule may be suspended by a simple majority vote of the members present."* MOTION (Bach/Wenzel) to remove Rule. III. (E) due to the difficulty in providing specific guidelines defining a significant change in County operations or an emergency. **Motion to remove Rule. III. (E) carried unanimously.**

Rule. IV. (I) Add the following language at the beginning of this paragraph, *"The Board may choose to have"*, and remove the following language *"shall be held"* and remove the word *"shall"* and replace it with *"may."* **Unanimous consensus to approve amendment as proposed.**

Rule. IV. (J) Add the following language for clarification in the first sentence: Supervisors are required by law to sign or indicate their vote on any question presented to the Board, except *"in an election"* when voting for the officers of the Board or other governing body. **Unanimous consensus to approve amendment as proposed.**

Rule. IV. (N) Add the following language for clarification: A supervisor may only be removed from a committee by the *"County Board"* Chair *"person"* with the approval of the *"County Board"* by a two-thirds vote of the Board members present. **Unanimous consensus to approve amendment as proposed.**

Rule. IV. (P) 4. New rule added: *"A County Board member attending a committee meeting of a committee on which they do not serve, may request to speak once at that meeting provided the matter to be addressed is a matter that is on that committee's properly posted agenda. If enough supervisors who are not on that committee attend so as to constitute an unnoticed quorum of the County Board or any other committee, board or commission of the County, the non-committee members attending are not permitted to address the committee at that meeting because to do so would violate the Open Meetings Law. If a County Board member wishes to address a committee on a matter not on the agenda of that committee, the subject matter of that discussion shall be provided to the Chair of the committee with enough notice to allow the appearance of that supervisor and the subject matter to be addressed so that the appearance may be included on the committee agenda as an appearance. The decision to place the supervisor on the agenda is within the discretion of the Chair of the committee. The Chair's decision may be overruled by a majority vote of the committee. If the decision of the Chair is overruled, the appearance of the non-committee supervisor shall be scheduled and appear on the agenda of the next committee meeting."*

Suggestions and comments followed with the following language to be removed: the word "*once*" in the first sentence; removing the entire sentence beginning with "*If a County Board member wishes to address a committee on a matter not on the agenda of that committee, the subject matter of that discussion shall be provided to the Chair of the committee with enough notice to allow the appearance of that supervisor and the subject matter to be addressed so that the appearance may be included on the committee agenda as an appearance.*"; removing the words "*The decision to place the supervisor on the agenda*" and replacing it with the words "*The decision to allow the supervisor to speak*"; and deleting the entire last sentence. MOTION (Bach/Fordham) to approve amendment with corrections as noted. **Motion to approve amendment with corrections carried unanimously.**

Rule. IV. (P) 5. Renumbering update from (4) to (5) and add the following language at the end of the first sentence: "*or there is a reasonable belief by the Committee that the County Board member will not maintain the confidentiality of the closed session.*" Committee expressed concern using the words "reasonable belief" or changing to other language such as "substantiated evidence". **Unanimous consensus to remove the proposed language completely.**

Rule. IV. (P) 6. Renumbering update from (5) to (6).

Rule. V. (A) Adding the following language for clarification before the last sentence: "*Authorized service includes service required by ordinance or resolution.*" and at the end of the last sentence: "*and exclusive of per diems paid by non-county boards or commissions where the payment of the per diem or mileage is not made from County funds.*" **Unanimous consensus to approve the amendment as proposed.**

Rule. V. (B) Add the following language at the end of the third to the last sentence for fiscal year clarification: "*County fiscal*" year. **Unanimous consensus to approve the amendment as proposed.**

Rule. VI. (A) Adding the following language to areas in the first sentence: After the County Clerk has read a proposed resolution or ordinance, "*and the resolution or ordinance is properly on the floor,*" the Chair shall call upon the chair of the appropriate committee, or an appropriate County staff person, for any statement or explanation. "*The chair of the committee may defer to another board member.*" Discussion approving amendment and additionally changing the language following the first amendment; the Chair shall call "*upon the maker of the motion who may defer to the chair*" of the appropriate committee, or an appropriate County staff person, for any statement or explanation. **Unanimous consensus to approve the amendment with corrections.**

Rule. VI. (G) Update to rule with correct edition thereby replacing 2000 (10th) with "*2010 (11th)*". **Unanimous consensus to approve the amendment as proposed.** MOTION (Wenzel/Bach) to request Corporation Counsel to make revisions to the Rules of the Board as achieved by unanimous consensus of this committee. **Motion carried unanimously.**

7:40 P.M. Five minute break.

7:45 P.M. Returned and began reviewing the draft proposed amendments to the Committee Structure and Other Sauk County Committees:

Rule. IX. Standing And Other Committees Of The Board

A. The Standing Committees of the Board Shall be:

Aging & Disability Resource Center Committee (additional language and clean up)

Chairpersons Advisory Committee (**delete**)

Conservation, Planning & Zoning Committee (consolidate)

Continuum of Care Development Committee (**delete**)

Economic Development Committee

Executive & Legislative Committee

Finance & Personnel Committee (consolidate)

Health Care Center Board of Trustees

Highway, Public Works, Insurance & Safety Committee (consolidate)

Public Health & Human Services Board (consolidate)

Law Enforcement & Judiciary Committee

UW Extension, Arts & Culture Committee

And Option to combine Board of Trustees with ADRC (creating)

Institutions, Aging and Disability Resources Board

Discussion approving the Committee Structure as presented above with the following revisions to be made:

Executive & Legislative Committee – *amendment approved with additional correction removing duplicate language (**Members: 5**).*

Finance & Personnel Committee - *amendment approved with additional correction to delete entire language after the words (Members: 7) and revising all language referencing this committee name within the Committee Structure and Other Sauk County Appointments according.*

Highway, Public Works, Insurance & Safety Committee - **Do not consolidate**, *leave as original two separate committees; formerly Highway & Parks Committee, and Property & Insurance Committee; additionally revising all language referencing such within the Committee Structure and Other Sauk County Appointments accordingly.*

Highway & Parks Committee - *original committee language be approved*

Property and Insurance Committee – *original committee language be approved with additional correction revising current name for Emergency Management, Buildings & Safety Department.*

Public Health and Human Services Board - *approved amendment with the additional language to be added noting this board is responsible for the oversight and policy direction for the Public Health Department (with Statutes notation).*

Law Enforcement & Judiciary Committee – *remove Emergency Management as this department reports to Property and Insurance Committee.*

Unanimous committee consensus not to combine Board of Trustees with ADRC.

B. Other Sauk County Appointments (*changed from Committees*)

Aging and Disability Regional Committee (*added*)

Capital Improvements Planning Committee (Team) (*added*)

Southwest Family Care Alliance Board (*added*)

MOTION (Bach/Fordham) to request Corporation Counsel to make revisions to the Committee Structure of the Board/Other Sauk County Appointments as achieved by unanimous consensus of this committee. **Motion carried unanimously.**

MOTION (Wenzel/Fordham) to postpone item# 8 to finish the Corporation Counsel Performance evaluation review to February 20, 2012.

MOTION (Bach/Wenzel) to adjourn to a special meeting date for Monday, February 20, 2012 at 5:00 P.M. **Motion carried unanimously and the meeting adjourned at 8:55 P.M.**

Respectfully submitted:

Rebecca A. DeMars, County Clerk/Secretary

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