

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, January 3, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Nick Baker, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Alan Jaques. Absent – Larry Quam, Scott Luostari. Others present - Candy Holm Anderson, Carol Jones, Linda Corbin, Ann Doucette, Keith Kesler, Brian Erickson, Michele Wick, Mark Liebaert, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Bergman, to approve December 6, 2018, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019: Budget reports reviewed. **Administration/Human Resources** - Sales tax and interest \$600,000 over projected revenue; 2019 goals - COOP completion, review personnel policies, budget monitoring. **Buildings & Grounds** - Ongoing review of issues with elevators, Government Center heating system software, assessment of long-term capital project needs. New courthouse sign has created questions relating to design – letter font style, lighting too high, unfinished appearance compared with other project signs. Contractor has indicated sign is what was approved within county's signed agreement; Administrator will review approved agreement and signage details. **County Clerk** - No February primary; department received 100% on passport audit conducted by U.S. Department of State. **Finance/Information Services** - W-2's, 1099's, 1095's mailing end of month; planning audit year schedule. IT working on departmental caller ID; Windows 10 pilot project will begin with select departments. **Treasurer:** Busy with tax collections.

INFORMATIONAL:

Veterans Service – Disposition of Van and Reserve Fund: Suggestion made to utilize van trade-in and \$18,000 reserve fund to purchase smaller van for use by HHS social workers.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to authorize trade-in of veterans van and transfer of van reserve to Health and Human Services budget for purchase of smaller van made available for use by county's social workers. Motion carried unanimously.

Budgetary Transfers: Attached/review.

ACTION (RESOLUTION): Motion by Baker, second Ryan, to approve budgetary transfers as presented. Motion carried unanimously.

County Administrator Evaluation Process: Paper copy will be mailed to committee members in confidential envelope in early February; Linda Corbin to compile results. Review evaluation possibly at March committee meeting.

FUTURE AGENDA ITEMS: Sign status.

ADJOURNMENT: Motion by Ryan, second Baker, to adjourn. Motion carried. Adjourned 10:00 a.m.

Submitted by,
Pamela A. Tafelski
Committee Clerk