

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, April 6, 2023, 9:30 a.m., Government Center Boardroom 201**  
**1316 N. 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**1. ROLL CALL**

Present – Alan Jaques, Rosemary Lear, Mark Liebaert, Samuel Pomush, Kelly Peterson, Nick Baker, Pat Ryan. Absent – Mary Lou Bergman, Bill Fennessey. Others present – Ann Doucette, Shelley Nelson, Matt Izzard, Bill Whiteside, Tracy Ruppe, Amber Popplewell, Mary Martin, Carolyn Pierce, Joan Finckler, Michele Wick, Dan Lindberg, Carol Jones, Kaci Lundgren, Emily Cahill (Committee Clerk).

**2. APPROVAL OF MINUTES**

Motion by Pomush, second Lear, to approve minutes from the March 2, 2023, meeting. Motion carried.

**SUSPEND AGENDA RULES**

**ACTION:** Motion by Baker, second Lear, to suspend agenda rules and address item 4. b. From Land Conservation Committee: Environmental Reserve Fund Policy Amendments. Motion carried.

**4. b. From Land Conservation Committee: Environmental Reserve Fund Policy Amendments:** Proposal for only expenditures that drop the fund below \$300,000 to be approved by the Administration Committee and County Board. Prior to amendment, all expenditures needed approval. Annual expenditures should be less than the annual interest earned during the calendar year prior to the year of the grant submission. Grant applications typically include amounts around \$1,000. Proposed amendments do not comply with budgeting process.

**ACTION (REFERRAL):** Motion by Liebaert, second Baker, to refer policy back to the Land Conservation Committee to work with Administration and/or Finance Departments to rewrite and bring back to the Administration Committee at a later date. Motion carried.

**3. DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2023\***

The following departments reported on departmental activities: Administration/Human Resources, Buildings and Grounds, Corporation Counsel, County Clerk, Finance, Information Technology, Register of Deeds and Treasurer.

**4. ACTION ITEMS/REFFERALS**

**a. Recruitment of Human Resources Manager Position (Human Resources Manager vs. Human Resources Director):** Current County Administrator spends half time on Human Resources involvement due to role and responsibilities of HR Manager; HR Director would be responsible for all. HR Director position may offer additional options for Administrator recruitment including part-time status, or current department head recruitment.

**ACTION (RESOLUTION):** Motion by Lear, second Peterson, to approve recruitment of Human Resources Director position and refer to County Board. Motion carried unanimously.

**c. Budgetary**

**1) Year-end 2022 carryovers and reserves:** Included with agenda.

**2) Transfers:** Included with agenda. Attached budgetary transfers should be amended as follows: Under Human Services, second to last line item "Increase Intergovernmental Revenue \$500,000 (Cr 43355.4355)" should be replaced with account "(CR 43448.4355)."

**ACTION (RESOLUTION):** Motion by Baker, second Lear, to approve year-end 2022 carryovers and reserves and transfers as amended with corrections and refer to County Board. Motion carried unanimously.

**5. INFORMATIONAL ITEMS**

**a. ARPA Funding Status:** Included with agenda.

**6. FUTURE AGENDA ITEMS**

None.

**7. ADJOURNMENT**

Motion by Pomush, second Ryan, to adjourn. Motion carried. Meeting adjourned at 10:02 a.m.

Submitted by,

Emily Cahill  
Committee Clerk