

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 7, 2018, 9:30 a.m., Government Center Conference Room 270
1316 North 14th Street, Superior, Wisconsin

Meeting was called to order by Chair Alan Jaques.

ROLL CALL: Present - Larry Quam, Nick Baker, Marvin Finendale, Douglas Finn, Rosemary Lear, Scott Luostari, Alan Jaques, Pat Ryan (arrived 9:42 a.m.) Absent – Mary Lou Bergman. Others present – Rob Ganschow (Wipfli LLP), Keith Wiley, Aaron Fregard, Shelley Nelson (Telegram), Linda Corbin, Malayna Maes (McGrath), Lisa Johnson, Tami Long, Brian Erickson, Jon Harris, Candy Holm Anderson, Char Kastern, Ann Doucette, Mark Liebaert, Joan Finckler, Juliana Polson, Tracy Ruppe, Michele Wick, Pat Schanen, Keith Kesler, Sam Pomush, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Finendale, second Luostari, to approve April 5, 2018, Administration Committee adding Mark Liebaert as attendee, and May 1, 2018, Joint Administration and Executive Committee meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2018: Budget reports attached/reviewed. **Administration/Human Resources:** Working on some internal issues in Administration. **Buildings and Grounds:** HVAC work has uncovered unexpected need for 20 additional frequency controllers; staff working on plan to complete in-house to extent possible. **Finance/Information Services:** Indirect costs plan to begin with consultant this month.

ACTION ITEMS/REFERRALS:

Lease of Veterans Services Office Space to State of Wisconsin, Department of Administration for Department of Veterans Affairs: Erickson and Corporation Counsel approved revisions included in revised document provided.

ACTION (RESOLUTION): Motion by Finendale, second Lear, to approve and forward to County Board. Motion carried unanimously.

From the Energy Committee – Incentive Dollars received from Energy Projects be Earmarked for Future Energy Projects: No action needed; use of these funds as requested, can follow established process.

From the Forest, Parks and Recreation Committee – Increase in Department Fees: Attached information reviewed; will match fees at Lucius Woods and Mooney Dam.

ACTION (RESOLUTION): Motion by Lear, second Luostari, to approve and forward to County Board. Motion carried unanimously.

Amend Douglas County Board Rules of Procedure #1, Changing Date of Annual Budget Planning Meeting to Occur “prior to September 1st”: State information not received until August; will allow for better information at meeting.

ACTION (RESOLUTION): Motion by Quam, second Lear, to approve and forward to County Board. Motion carried unanimously.

Budgetary Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Ryan, second Finn, to approve and forward to County Board. Motion carried unanimously.

New Positions: Memos with justification for four Social Worker positions summarized by Pat Schanen.

ACTION (REFERRAL): Motion by Quam, second Baker, to approve the four positions as requested and refer to budget process, contingent upon funding. Motion carried.

McGrath Wage and Salary Market Study and Compensation Plan, Phase 3 and Phase 4, Executive Report: Malayna Maes presented a powerpoint review of the study's Phases 1 and 2 (which have been completed); and presentation of Phases 3 and 4 report. Phase 3 recommendations include 21 placement changes within the salary schedule, 4 new titles and re-alignment of titles. Majority of positions impacted: Administration/Department Support; Accounting/Fiscal Support; and Maintenance/Custodial Support. Phase 4 recommendation is for 17 positions identified from Phase 1 to be moved to their final pay grade. In addition, County Administrator position is under market by 15% and needs adjustment prior to recruitment. Implementation recommended to occur in 2019 and 2020. Also recommended is that a study of comparable organizations be made for next market upgrade; and review of external markets in 3 to 5 years. Classification and compensation spreadsheet distributed.

ACTION (REFERRAL): Motion by Lear, second Baker, to approve Phase 3 and Phase 4 as presented and refer to budget process. Motion carried.

2017 Audit Report – Rob Ganchow, Wipfli, CPA's & Consultants: Report distributed; financial status reviewed. Disclosure letter reflected no issues with accounting practices, policies; no material control deficiencies. Total net position from operations increased by \$2,537,801. Net position remains strong in all proprietary fund types.

ACTION: Motion by Baker, second Quam, to allow meeting to go beyond the 2 hours. Motion carried.

Fund balance and G. O. debt outstanding from six comparable surrounding counties shows strength of Douglas County's fiscally sound position. Committee requested Wipfli include Bayfield County information if possible.

ACTION: Motion by Baker, second Luostari to accept 2017 Audit Report as presented and place on file. Motion carried.

FUTURE AGENDA ITEMS: Resolution on levy increase authority for Health and Human Services budgets.

ADJOURNMENT: Motion by Ryan, second Luostari, to adjourn. Motion carried. Adjourned at 11:37 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk