

## ADMINISTRATIVE COMMITTEE MEETING

August 5, 2019

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, August 5, 2019 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe  
Brian Floeter  
Larry Jenkins  
Katie Mehn  
Dennis Mulder

Absent:

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Sarah Guenther, Register of Deeds; Sheriff Mark Podoll

### MINUTES

*Motion/second (Jenkins/Floeter)* to approve the minutes of May 6, 2019 as presented with no errors or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS – none

### BUDGET ADJUSTMENTS

- Corporation Counsel – additional revenue of \$1,100 added to Klockow's budget for an added training session with \$191.40 taken off for travel expense.

*Motion/second (Mulder/Mehn)* to approve the budget adjustment and forward to Finance. Motion carried with no negative vote.

### RESOLUTIONS

- **Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area**

*Motion/second (Floeter/Jenkins)* to approve the resolution and forward to County Board for final approval. Discussion held. Motion carried with no negative vote.

### CORPORATION COUNSEL COUNTY LAW POLICY AND PROCEDURES

Corporation Counsel Dawn Klockow explained that this is an internal policy regarding the software currently used in her office.

*Motion/second (Mulder/Mehn)* to approve the policy as presented. Motion carried with no negative vote.

### REVIEW AND APPROVE DATA BREACH RESPONSE PLAN

Corporation Counsel Dawn Klockow stated that she worked with the County Administrator, Sheriff's Office, IT, and Emergency Management to develop a policy to deal with any possible data breaches in the County. Discussion held.

*Motion/second (Mehn/Jenkins)* to approve the data breach response plan as presented. Motion carried with no negative vote.

**DISCUSSION AND POSSIBLE ACTION ON CHAIRMAN SALARY AND SUPERVISOR PER DIEMS FOR 2020-2022 TERM**

County Clerk Liz Otto distributed a survey provided by County Clerks statewide with current chairman salaries and per diems in other counties. This item will be put on the agenda for a special meeting on August 28, 2019 @ 5:00 PM for possible action and discussion.

**2020 BUDGET DISCUSSION**

2020 budgets for all departments were presented and discussed.

**DEPARTMENT REPORTS**

- Corporation Counsel
- County Administrator
- County Clerk
- IT
- Register of Deeds
- Treasurer

All reports were reviewed and discussed by the Committee.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting on August 28, 2019 @ 5:00 PM

**Future Agenda Items:** discussion and possible action on Chairman Salary and Supervisor Per Diems for the 2020-2022 term

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 7:09 PM.

Submitted by,



Liz Otto  
County Clerk