

## ADMINISTRATIVE COMMITTEE

November 30, 2015

The meeting of the Administrative Committee was called to order by Chair Jack Meyers at 5:30 PM on November 30, 2015 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: Jack Meyers  
Dave Richter  
Harley Reabe  
Paul Schwandt  
Michael Starshak

Also Present: Marge Bostelmann, County Clerk  
Joy Waterbury, Supervisor  
Amy Brooks, Highway  
Mark Putzke, Chief Deputy  
Jeanne Theune, Child Support  
Dawn Klockow, Corporation Counsel  
Deb Pagel via Phone  
Al Shute, LUPZ  
Sheriff Podoll  
Tony Daley

### AGENDA

*Motion/second (Richter/Reabe)* to approve the amended agenda. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

### DISCUSSION AND ACTION ON OPRGANIZATIONAL ASSESSMENT – DEB PAGEL, SCHENCK

Pagel appeared by phone to discussed the organizational assessment. The Committee asked for clarification on some points. Pagel answered questions and provided background into the report. Pagel will clarify the report based on the questions asked and then send a final report for the County Board meeting on December 15<sup>th</sup>. The structure of how a county administrator would function within the entire organization was discussed. The need for a strategic plan was discussed. Pagel explained what a strategic plan is and the process to develop a plan. Discussion held.

Richter suggested the Committee make a recommendation to the County Board as to how to implement the plan.

*Motion/second(Richter/Reabe)* to recommend to the County Board to separate the administrative coordinator position from the county clerk position; establish a county administrator position rather than an administrative coordinator position, create a job description for the county administrator position and pursue hiring a county administrator.  
Discussion held.

Motion carried, 3 ayes, 2 nays (Schwandt and Starshak).

**REQUEST FROM SCHENCK FOR ADDITIONAL FUNDING FOR ORGANIZATIONAL ASSESSMENT DUE TO ADDITIONAL ACCOMMODATING GREEN LAKE COUNTY EMPLOYEE SCHEDULES**

Pagel explained that travel expenses of additional trips caused the cost of the project to go over budget. The 25% for travel and expenses was removed from the original proposal when the project was adopted. Discussion was held.

*Motion/second(Reabe/Starshak)* to recommend approval to the County Board for Pagel's request to provide the additional funds of \$3,000 for expenses. Motion failed, 0 ayes, 5 nays.

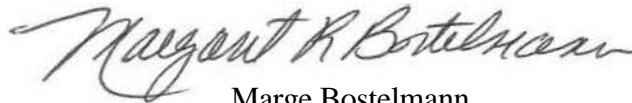
**COMMITTEE DISCUSSION**

**Future Meeting Date:** February 1, 2016  
**Future Agenda Items for action and discussion:**

**ADJOURNMENT**

*Motion/second (Starshak/Richter)* to adjourn at 6:48 PM. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk