

<b>MINUTES</b> <b>Tuesday, August 20, 2019</b>	<b>JOINT ADMINISTRATIVE COMMITTEE &amp; FINANCE COMMITTEE MEETING</b>	<i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i>
<i>Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office</i>		

**Call Meeting to Order**

The Tuesday, August 20, 2019 joint meeting of the Administrative Committee and Finance Committee was called to order by Chairman David Lienau at 9:22 a.m.

**Establish a Quorum ~ Roll Call**

Administrative Committee members present: Dan Austad, John Neinas, Joel Gunnlaugsson, Ken Fisher, Nancy Robillard, Susan Kohout, and David Lienau.

Finance Committee members present: Nancy Robillard, Laura Vlies Wotachek, Susan Kohout, David Englebert, Richard Virlee, and David Enigl.

Others present: Supervisor Jon Koch, Supervisor David Enigl, Supervisor Randy Halstead, Administrator Ken Pabich, CC Grant Thomas, Human Resources Director Kelly Hendee, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Human Services Director Joe Krebsbach, Incoming Veteran Service Officer Beth Wartella, County Clerk Jill Lau, Media Reps and Public.

**Adopt Agenda / Properly Noticed**

Motion by Enigl, seconded by Englebert to approve the agenda. Motion carried by unanimous voice vote.

**Public Comment**

No one from the public participated.

**New Business (Review / Action)**

**New Position(s), PT Pay Rates; Reclass and Increase and Decrease of Hours per Position Request for 2020 – Recommendation**

Administrator Pabich reviewed the requests as outlined and included in the meeting packet. Today's meeting is for input not action.

**Emergency Management & Communications:**

.5 FTE Tele Communicator Supervisor to 1.0 FTE.

**Health & Human Services:**

1 FTE Case Manager – Treatment Coordinator; existing LTE position in 2019 funded 50% by grants, 50% by increase revenues in jail. The position is necessary to continue with case management in the Jail (Operation Fresh Start) and juvenile treatment.

1.0 FTE Administrative Assistant 3 – changed in 2019 – eliminated the Administrative Supervisor position and replaced with the Administrative III position.

**Facilities & Parks:**

1.0 FTE Facilities Supervisor – changed in 2019 – eliminated one Custodian position working Supervisory position.

**Library:**

1.0 FTE Museum & Archives Manager and .5 FTE Museum & Archives Assistant Archivist.

**Sheriff:**

3 FTE School Resource Officers – added in 2019. Funded 80% by the individual schools and 20% by the County.

**Transportation:**

.8 FTE Transportation Manager – position is needed to manage the Door 2 Door service.

**Part time pay rates:**

**Emergency Services:**

Paramedic Replacement from \$14.50 to \$15.50 per hour

EMT Basic from \$7.25/\$11.50 to \$13.00 per hour

**Highway & Parks Seasonal:**

Seasonal Class I increase \$1.75

Seasonal Class II increase \$1.00

Seasonal Class III increase \$.25

**Museum:**

Museum Director increase \$1.75 to \$15.00

Assistant Curator – PT – increase \$1.50 to \$14.00

Total fiscal impact on 2020 budget minus revenues or department changes \$521,757.

An additional position may be requested for Human Services dependent upon the allocation anticipated from the State.

Question regarding EMT Basic and Advanced EMT and pay rates for each. ES Director LeClair will review with Administrator Pabich.

Discussion regarding reducing other areas to compensate for the additional requested positions. At this point, as the budget comes together, it is unknown if all requests will be recommended by Administrator Pabich. Pabich will work through finalizing all requests as he looks at both this year and future years budgets. Discussion regarding the need to analyze departments future staffing needs.

**Meeting Per Diem Code**

028.

**Adjourn**

Motion by Vlies Wotachek, seconded by Englebert to adjourn. Time: 9:50 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, Door County Clerk