

TUESDAY, AUGUST 10, 2010

State of
Wisconsin
County of
Iowa

**APPROVED MINUTES OF THE
COMMITTEE ON COMMITTEES MEETING HELD**

**COUNTY ADMINISTRATION OFFICE
DODGEVILLE, WISCONSIN**

2010-02

Item		
#1	Chair Bauer called the meeting to order at 7:30 p.m.	Call to Order
#2	Roll Call – Members Present: Anderson, Bauer, Benish, Hiltbrand, Meyers	Present
	Other Supervisors Also Present:	Present
#3	The Certification Notice of the meeting was read by the County Administrator	Certification of Meeting
#4	Motion by Anderson seconded by Benish to approve the agenda for the meeting. Motion adopted.	Approval of Agenda
#5	Motion by Meyers seconded by Hiltbrand to approve the minutes of the March 8, 2010 meeting. Motion adopted.	Approval of Minutes
#6	Comments from public and supervisors in attendance. The County Board Chair reminded the Committee that from time to time he continues to get concerns from the public regarding their perception those official decisions are perceived to be getting made outside of public meetings.	Public Comment from Public and Supervisors
#7	Committee minutes and agenda process. The County Administrator shared with the Committee that a unified agenda and minute's process may result in more complete and accurate meeting minutes. A request of the Department Heads was that each Committee elects a secretary to officially sign off on minutes regardless whether taken by Supervisors or staff. A discussion over the question of minutes by staff or Supervisors resulted in the following motion: Motion by Hiltbrand seconded by Anderson to recommend that all committees elect a member to the position of Committee Recording Secretary. Motion adopted.	Motion to Have Each Committee Elect a Recording Secretary
#8	Supervisor Benish requested that vacant positions on the standing committees be filled on an interim basis until there is a Supervisor in the Arena District. The Chair expressed concern that this would place committee appointments out of balance with other Supervisor's assignments. Motions by Meyers, seconded by Benish to have the County Board Chair fill the vacancies created by the lack of a Supervisor in District One for the Standing Committees on an interim basis and if no one volunteers for the position, or it creates a hardship on Supervisors then the vacancy shall not be filled. Motion adopted.	Motion to Have Vacancy on Standing Committees Filled

#9	The County Board Chair advised the Committee that Statutes require County Board District Boundaries to be re-drawn in 2011 for the 2012 election year. Since one position on the Board remains vacant and occasionally Board Seat seats are uncontested or no candidates file at the question was raised whether 21 districts are viable. A discussion followed on how a committee structure might work if there were fewer Districts than 21. The discussion concluded that 17 seats might work with four standing committees however no action will be taken at this time but a process for looking into the matter would be proposed at a later date.	Discussion of Committee Structure
#10	A discussion was held over the periodic evaluation process for the County Administrator. The Administrator reports to the Committee on Committees. Supervisors suggested that input into the process by all Board members may be appropriate. The format of a review form was also discussed and it was concluded that the form proposed by the County Administrator will suffice for this time. Motion by Anderson seconded by Meyers to have the Committee on Committees send Board Members a review form with an Administrator position description to collect performance feedback from County Board members and perform a six month review for the County Administrator. On the annual review period the process will be a 360° input from colleagues and Board members. Motion adopted	Annual Review Process for County Administrator
#11	No closed session was required.	Closed Session
#12	The next meeting of the Committee on Committees will be set when the County Board meets next. Motion by Benish seconded by Meyers to adjourn the meeting at 8:19 p.m. Motion adopted.	Adjourn Meeting