

Organizational Committee Agenda
County Board Room, Polk County Government Center
100 Polk County Plaza
Wednesday, January 26, 2011, 1:00 PM

Open Session

Call to Order

Approval of Agenda

Approval of December 13, 2010 Minutes

Public Comments

Discussion of Committee Structure

Discussion of Duties of County Board Chair - William F. Johnson IV

Discussion of Committee Responsibility

Discussion of Recent Petition for Referendum to Reduce County Board Size

Committee Observations

Set future meeting date

Adjournment

Committee Members:

Herschel Brown, Chair

Russell Arcand

William Johnson IV

Harry Johansen, Secretary

Larry Jepsen

Patricia Schmidt

Wendy Rattel, Vice Chair

This meeting is open to the public according to Wis. Stat. Sec. 19.83. Persons with disabilities wishing to attend and /or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

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Overview of Potential Governing Committee General Roles and Responsibilities

Critical roles:	Important:	Likely unnecessary:	Unnecessary/obsolete:
1. Set goals and direction for the department for the coming year, prioritizing among programs and services (#4)	1. Provide long-term direction for the department, identifying strategic issues and prioritizing among programs	1. Review and approve vouchers (#3)	1. Undertake department head evaluation (#1)
2. Recommend amendments to budgets to Finance Committee and/or Board on these priorities, including performance measures (#5, #12, #13, #14)	2. In support of long-term budgeting, identify changes in priorities over time for input into that budget	2. Approve individual expenditures where already incorporated in the approved budget (#3)	2. Conduct department head discipline (#2)
3. Review and comment on initial department budget submissions to inform administration’s budget preparation	3. Provide assistance in overcoming political obstacles in policy implementation	3. Approve out-of-county travel where already incorporated in the approved budget (#9)	3. Supervise department activities or employees (#4)
4. Oversee general program performance (including financial) for compliance with policy direction (#6 and #7)	4. Serve as a resource for the Board, public and staff on all programs administered by department	4. Determine compliance with purchasing policy (#3)	4. Provide directions on personnel or budget prior to formal administration budget introduction (#12, #13, #14)
5. Order, receive and review periodic program evaluations to inform policy making and set future budget direction	5. As time and resources permit, members specialize in specific programs or areas		5. Investigate interpersonal issues and complaints (refer to county administrator) (#2)
6. Adopt, review and amend policies concerning department programs and objectives (#11 in part)	6. Enforce Board policy in committee meetings and with departments		6. Give management direction to departments (#11)
7. Review and approve any budget adjustments prior to finance committee or board action (#8)	7. Liaise with other counties, agencies, or outside policy-setting groups		7. Approve internal policies of the department that relate to management or operations (#12)
8. Provide input on DH policy implementation for evaluation (#1 part)	8. Serve as the conduit for public input into policy-making		
9. Review and approve (or amend) resolutions for conformity with policy			
10. Provide policy direction over the course of the year as necessary and at the Committee’s discretion			

(Numbers in parentheses are from the listing of general committee responsibilities in policy 10)

DRAFT – FOR DISCUSSION ONLY

FOR ALL GOVERNING COMMITTEES

~~The committee shall have the following duties and responsibilities which pertain to all governing~~ Every governing committee must:

1. ~~Perform~~ Provide leadership in implementing the County's long-term strategic plan for the department or departments reporting to the committee consistent with those set by the County Board for the entire County government.
2. From these long-term goals and objectives, develop annual goals and objectives for the department to enable the prioritization of programs and resource allocation through the budget process and evaluation of department performance through setting appropriate performance measures.
3. Work to ensure broad-based discussion of issues by encouraging involvement of the public, other agencies, and other County committees and act as a conduit for citizens who wish to influence County Board policy regarding areas under the jurisdiction of the committee.
4. Ensure that every major program implemented by the department or departments reporting to the committee is periodically evaluated for effectiveness and efficiency, making recommendations for improvement where identified.
5. Provide input into the annual employee development review conducted by the county administrator of all department heads who report to this elected committee.
- ~~2. Hold evidentiary hearing and administer discipline to any department head who reports to this committee in accordance with Employee Discipline Policy 716.~~
- ~~3. Review and act on purchases from each department that reports to this elected committee to determine the necessity and reasonableness of the requested purchase and if it is in accordance with Purchasing Policy 912.~~
46. Provide guidance and supervision direction with regard to the policy policies, functions programs and priorities of the department (s) reporting to this elected committee.
7. Review the budget submissions from each department, associated work plan and performance measures and provide recommendations to the county administrator to guide him/her in preparation of the budget.
- 8 Review and act on the annual budget and work plan being proposed by each department the county administrator for the next fiscal year by each department that reports to this elected committee.
68. Review and act on each department's budget, work plan progress and associated performance measures for the departments that report to this elected committee at mid-year least quarterly to assess the allocation of remaining funds, and to review any unbudgeted departmental expenditures and to review progress towards meeting the goals set for the department by the committee.
79. Review and act on annual reports for every department reporting to this elected committee before they go to County Board for receipt.
810. Review requests for transfer of funds within budget lines within individual accounts which pertain to transfers between salary, operational, or capital improvement lines and make recommendations for any department that reports to this elected committee. The recommendation for transfers between individual detailed budget accounts between salary, operational, capital improvement line items must obtain prior approval of the Finance Committee, as required under Wisconsin Statutes 65.90(5)(b).
- ~~9. Review and act on the travel requests of department heads that report to this elected committee prior to out of county travel.~~

County Administration

1/19/2011

DRAFT – FOR DISCUSSION ONLY

~~1011. The committee shall direct~~ Ensure any department head who reports to this elected committee ~~to supply any~~ supplies information requested by the committee concerning that department or answers any question(s) of the committee that pertains to that department.

~~1112. Formulate, review, and recommend policies to the County Board and establish management practices necessary to ensure effectiveness and efficiency of policy implementation for the effective operation of each~~ department under the direction of the committee.

~~1213. Take action on any new position request for each a department that reports to this elected committee in accordance with the~~ outside of the regular budget process as outlined in Position Administration Policy 881.

~~1314. Review and act on job descriptions for new position or for the reclassification within departments that report to this elected committee.~~

~~1415. Review and recommend re-authorize/disapprove authorization of any or all the positions requested in the annually staffing plan as part of the budget process that must be submitted in accordance with Position Administration Policy 881 for each department that reports to this elected committee.~~

16. Through individual members, liaise with regional organizations or other policy-setting bodies to improve outcomes of benefit to county residents.

Minutes of Meeting

Polk County Organizational Committee

Wednesday, January 26, 2011, 1:00 PM
County Board Room, Polk County Government Center
100 Polk County Plaza, Balsam Lake, WI

Present: Herschel Brown, Patricia Schmidt, Wendy Rattel, Russell Arcand

Excused: Harry Johansen, Larry Jepsen, William Johnson IV

Guests: Carole Wondra, County Clerk; Dana Frey, County Administrator; Jeff Fuge, Corporation Council

Public: Ken Sample, Brian Masters

Press: Greg Westigard

Herschel Brown, Chair, called meeting to order at 1:02pm.

A motion, Schmidt/Rattel, to approve the agenda with corrections (cancelled 'Discussion of Duties of County Board Chair'); carried.

A motion, Rattel/Schmidt to approve the minutes of December 13th, 2010; carried.

Chair allowed public to offer input throughout meeting.

Discussion of Committee Structure & Responsibility: Frey gave handout - 'Overview of Potential Governing Committee General Roles and Responsibilities' – draft document. Discussion of finding commonalities, looking 3 years ahead, Wis. Stats. 59.18(2)(b), etc.

A motion, Rattel/Schmidt, to request the County Board Chair to instruct all standing committee chairs to have their committee review and update Rules & Responsibilities (Policy 10) and submit to Organizational Committee after completion of their March meeting; carried, unanimously.

A motion, Rattel/Schmidt, for County Board Chair to include Frey's document with the instructions to standing committee chairs to initiate discussion and review of Policy 10; carried, unanimously.

Comment – Brown to ask Bob Kazmierski, UWEX, to assist with committee structure. Brown asked to forward any/all input from Polk County Board of Supervisors to Kazmierski.

Discussion of Recent Petition for Referendum to Reduce County Board Size: Skoglio's petition was passed around. Discussion of misrepresentation by incorrect information of Skoglio's petition. Discussion of 'Redistricting for Local Officials', UWEX Fact Sheet, dated January 2011. Committee will move forward with redistricting.

Committee Observations: Fuge shared document from Dan Hill, UWEX, 'Statutory Size and Protocol of Mandated County Committees'.

Next Meeting: February 22nd, Tuesday, at 8:00am.

A motion to adjourn, Arcand/Schmidt, passed at 3:14pm.