

Meeting was called to order by Vice-Chairman Sig Hjemvick at 9:00 A.M., at the Vilas County Courthouse, Conference Room 2.

Present: Chris Mayer, Gene Ciszek, Sig Hjemvick, Steve Favorite, Jim Behling, Eljean Benson, Scott Jensen, Martha Milanowski and Kris Duening.

Motion by Steve Favorite, seconded by Gene Ciszek to approve the agenda to be discussed in any order by the Chair. All voting aye. Carried.

Motion by Gene Ciszek, seconded by Steve Favorite to approve the previous minutes. All voting on the amendment. Carried.

Chris Mayer joined the meeting at 9:04 a.m.

Veteran=s Service Office Matters and Veteran Service Office Request to go Paperless – Scott Jensen presented the April Expenditure Guideline prepared and the May budget prepared by him. Mr. Jensen reported that the copier that they purchased 7 years ago is currently not working. He is getting a quote to repair, but it may be less expensive to replace. Mr. Jensen will keep the Committee informed. The Committee will review the Annual report at the next meeting. The Memorial Day Program went well. Mr. Jensen will be meeting on the Personnel Committee on June 23 to discuss the volunteer position.

Child Support Matters & Child Support Job Description – The Committee reviewed the job description prepared by Ms. Benson. Motion by Steve Favorite, seconded by Sig Hjemvick to approve Child Support Director Position job description and send it to the Personnel Committee for their approval. All voting aye. Carried. The Committee then reviewed the April Expenditure Guideline. Ms. Benson reported that the scanner is currently here and the PC should be here any day. On June 18, the State will be here to conduct a self assessment in the Child Support Office; they are on a three year cycle. The Committee also discussed how long the scanning project will take and what will become of this project when Ms. Benson retires. Motion by Gene Ciszek, seconded by Steve Favorite to approve the bills for the Veterans Service Office and the Child Support Office. All voting aye. Carried.

Proposed Code of Conduct for Elected Officials – The Committee discussed where this code should be placed whether it is in the standing rules or the employee handbook. The County currently follows the State Code of Ethics in Chapter 19.59 of the statutes which relates to conflict of interest. Ms. Milanowski will have information from other counties within the next week. This item will be placed on the next agenda.

Corporation Counsel Report – Ms. Milanowski presented the April Expenditure Guideline. In May, there were 27 written requests and 14 new cases (7 Adult & 1 juvenile Chapter 51 cases, 1 adult guardianship case and 4 truancy, 1 sanction cases). Mr. Hjemvick suggested including child support cases in these totals. Motion by Sig Hjemvick, seconded by Jim Behling to approve a line item transfer of \$29.55 from 100.51315.149 Legal Fees to 100.51315.345 to Library Materials. All voting aye. Carried. Motion by Jim Behling, seconded by Steve Favorite to approve the bills. All voting aye.

Carried. Motion by Gene Ciszek, seconded by Sig Hjemvick to approve Ms Milanowski attending the WCA Collective Bargaining and Arbitration seminar on July 26 in Pewaukee. All voting aye. Carried.

Resolution – Expected Vacancy Corporation Counsel Confidential Legal Secretary – It is expected that Stephanie Nesbitt will be leaving employment, but Ms. Milanowski is not sure when that will be. The Committee discussed the currently hourly/salary amount for this position. Motion by Steve Favorite, seconded by Jim Behling to approve the resolution for the June County Board meeting and to include a salary range of \$17 - \$19 with the flexibility of the Corporation Counsel to increase the low end, if that figure is below the Administrative Secretary A or B hourly rate. All voting aye. Carried.

Ordinance – Chapter 9 Public Peace and Order – The Committee reviewed the current Chapter 9 Section 9.28 Howling or Barking Dogs. The Ordinance did not define what a Commercial kennel is. It shall now mean: Commercial animal kennel shall mean an establishment, structure or premises where doges are raised and sold, bred, boarded, trained, or groomed for other than private purposes. Motion by Sig Hjemvick, seconded by Steve Favorite to approve the changes and forward it to the Law Enforcement Committee for their approval. All voting aye. Carried.

Red Flags Rule Policy – This is federal law to prevent identity theft. A few offices have payment programs, which regard some private information to be obtained. Ms. Milanowski will be discussing the administration of this policy with the County Clerk. Motion by Sig Hjemvick, seconded by Steve Favorite to table this item until the next meeting. All voting aye. Carried.

Legislative Updates – Nothing at this time.

Letters and Communications – Chris Mayer informed the Committee that there are 44 cases that will have small claims action against them for septic pumping violations.

Out of County Travel – Nothing at this time.

Approval of bills – Done throughout the meeting.

Next meeting was scheduled for July 8, 2010.

Motion by Jim Behling, seconded by Gene Ciszek to adjourn at 10:58 a.m. All voting aye. Carried.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.

Submitted by: Kris Duening