



SECTION: LG
TOPIC: MINUTES 01
GENERAL
OCTOBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: MINUTES - COMMITTEE

Committee minutes are governed by Chapter 7.23 of the Dane County Code of Ordinances.

1. The committee secretary is responsible for the minutes of each committee meeting, which is often delegated to a committee staff person. Minutes shall be kept of all committee meetings and a copy filed with the county clerk within five days after the meeting except that minutes from meetings held on Mondays, Tuesdays or Wednesdays of a week in which the county board agenda is prepared shall be given to the clerk by 9:00 a.m. on the day which is 7 days before the next board meeting.
2. General Rules:
 - A. All Resolutions and Ordinance Amendments must be referenced by exact number and title.
 - B. Keep all motions concise.
 - C. All substitutes are to be sent to the County Board Office.
 - D. Attach all registration slips of speakers and/or registered position(s).
 - E. Minutes may be submitted in handwritten or typed form or sent by e-mail as an attachment.
3. The minutes shall include:
 - A. The name of the committee.
 - B. The date, hour, location of meeting and time of adjournment.
 - C. Separate listings of committee members present, absent or excused, and a listing of all others in attendance.
 - D. Each matter considered and the action taken.
 - E. Persons appearing, other than supervisors, the matter on which they appear, and the position taken.
 - F. Positions of supervisors or members of the committee or any information furnished, only if so requested by that member or supervisor.
 - G. Minutes shall reflect action taken but shall be kept as brief as possible.
 - H. Any resolution or ordinance amendment voted on in committee will contain immediately after its recommendation, a statement of the numerical vote in committee. When a roll call is taken or when people wish to be recorded as voting "yes" or "no," names of members and their votes shall be recorded. All references to ordinances and resolutions in minutes of committees shall include the number of the resolution or ordinance amendment.
 - I. An indication that any item receiving special consideration was an addition to the posted agenda and that the minimum posting requirements have been met.
 - J. Motions to go into Executive Session must contain statute reference of authority.

END OF NARRATIVE



SECTION: LEG
TOPIC: MINUTES 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

Minutes of the Meeting of the Dane County Personnel & Finance Committee Held on June 17, 2002 at 6:00 p.m.

Present: Mohrbacher, Graf, Cornwell, and Blaska

Excused: McDonell, Heiliger and Hulsey

Others: Krohn, Hicklin, Myren, Hammersley, Green, Feitlinger and Foster

Vice-Chair Mohrbacher called the meeting to order at 6:00 p.m.

Motion by Graf, seconded by Cornwell to approve the minutes of the June 3, 2002 Personnel and Finance Committee, with the second to last paragraph changed to read "charge" in place of "charges".

Motion carried 4-0.

General Fund was noted.

Public Comment on Items Not on this Agenda – none

****Res. 30, 02-03 - Authorizing Lakepoint Lease for Joining Forces for Families Program** was discussed with Green. Motion by Graf, seconded by Blaska to recommend Res. 30 to the County Board for adoption. Motion carried 4-0.

****Res. 31, 02-03 - Accepting Safe Child Funds - DCDHS-EA Division** was discussed with Green. Motion by Blaska, seconded by Cornwell to recommend Res. 31 to the County Board for adoption. Motion carried 4-0.

****Res. 40, 02-03 - Authorizing Transfer of Funds to Purchase Pad Foot Roller - Landfill Site #2** was before the committee. Motion by Blaska, seconded by Graf to recommend Res. 40 to the County Board for adoption. Motion carried 4-0.

****Res. 42, 02-03 - Authorizing Rental Lease Between the Alliant Energy Center of Dane County and Budget Bicycle** was before the committee. Motion by Graf, seconded by Blaska to recommend Res. 42 to the County Board for adoption. Motion carried 4-0.

O.A. 7, 02-03 - Amending Chapter 29, Budget Ordinance was before the committee. Motion by Blaska, seconded by Cornwell to recommend sub. 1 to O.A. 7 to the County Board for adoption. Feitlinger provided the committee with options to sub.1. Motion by Graf, seconded by Mohrbacher to replace Article 5 in sub. 1 with Article 5 from option #3. Motion fails 3-3. After further discussion, motion by Cornwell, seconded by Graf to postpone action until next meeting. Motion carried 4-0.

O.A. 37, 01-02 – Eliminating Designation of Airport Director Position as Contracted Department Head was before the committee. Motion by Blaska, seconded by Mohrbacher to recommend O.A. 37 to the County Board for adoption. Motion failed 2-2.

Hammersley provided information on the First Quarter Budget Report.

Discussion on the Jail Issues Subcommittee Charge was postponed until the next meeting.



CLOSED SESSION wording: Motion by Mohrbacher, seconded by Blaska to go into closed session for the purpose of discussing collective bargaining strategies for labor negotiations. The authority for a closed session for such purposes is sec. 19.85(1)(e), Wisconsin Statutes.