



311 N. Main Street  
Shawano, WI 54166  
[www.co.shawano.wi.us](http://www.co.shawano.wi.us)

## NOTICE OF MEETING

### COMMITTEE: ADMINISTRATIVE & INSURANCE

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**DATE:**           **December 7, 2015**                           **TIME: 12:30 p.m.**

**MEMBERS:** Jerry Erdmann, Gene Hoppe, Bonnie Olson, Deb Noffke, William Switalla

**PLACE:**   Shawano County Courthouse Lower Level – Meeting Room 7

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#### AGENDA

1. Call meeting to order.
2. Approve minutes of previous meetings.
3. Motion to deviate from posted agenda if necessary.
4. Public Comment.
5. Monthly Report Presentation: Brent Miller, Department of Administration.
6. Monthly Report Presentation: Steve Hansen, Technology Services.
7. Monthly Reports: Child Support and Corporation Counsel.
8. Report of Public Officials Bonds effective January 1, 2016 – Pamela Schmidt, County Clerk.
9. Discussion and possible action on the Help Desk Receptionist job description/position within the office of the County Clerk.
10. Discussion and possible action on the Resolution to urge amending the law concerning county payment for library services.
11. Discussion and possible action on the Resolution to specify the situations exempt deputies are entitled to additional pay.
12. Discussion and possible action on the Resolution to approve the use of flex time with the approval of management.
13. Discussion and possible action on Carlson Dettmann Consulting, LLC analysis and recommendation regarding reclassifications within the Planning and Development Department and the Department of Human Services.
14. Update regarding health insurance COBRA premium.
15. Discussion and possible action regarding the creation an Executive Committee.
16. Discussion on leaving County Board Meetings without permission.
17. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wis. Stats. §§ 19.85(1)(c) to discuss employee performance and possible discipline over which Shawano County exercises responsibility.
18. It is anticipated that a motion will be made and seconded to come out of closed session, and take any needed action on the closed session item and continue with the agenda.
19. Committee Comment.
20. New business that is requested for future Committee consideration.

