



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center
County Board Room
Balsam Lake, WI 54810
Thursday, April 9th, 2015 10:00 a.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of March 12th, 2015, monthly and quarterly reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for March 12 th , 2015	
Public comment	
New business	
1. Questions on issues as contained in written monthly and quarterly reports	County Administrator/ Dana Frey
2. Identify, Review and possibly act on sub-components of Resolution 7-15. "Resolution Concerning the Development of the County Board Operating Budget for 2016".	Committee Chair
3. Review functions and responsibilities of Polk County Departments and elected offices impacted or related to the "Recommendation:" included in audit performed February 19, 2015 by CliftonLarsonAllen.	
4. ADRC update	Supervisor Larry Jepsen
Future agenda items	Committee members
Adjourn	

This meeting is open to the public according to Wisconsin State Statute 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



MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, March 12th, 2015

Meeting called to order by Committee Chair Sample @ 10:00 AM.

Members present

Attendee Name	Title	Status
Ken Sample	Chair	Present
Russ Arcand	Vice Chair	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Absent
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Jeff Fuge, Corporation Counsel, Gretchen Sampson, Director of Public Health and Todd Demers, Director of Information Technology

Approval of Agenda- Chairman Sample called for a motion to approve agenda. **Motion** (Schmidt/ Arcand) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the February 19th, 2015. **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

Public Comment None

New Business

Director of Public Health, Gretchen Sampson discussed the Recommendation on Proposed Amendment to the 2015 Budget associated with the Wisconsin Well Woman Program.

Ms. Sampson went over the Resolution to Authorize the Polk County Health Department as a Multi-Jurisdiction Service Coordinating Agency for the Wisconsin Well Woman Program. **Motion** (Schmidt/ Jepsen) to recommend to County Board. Motion carried by voice vote.

Director of Information Technology, Todd Demers gave presentation on new equipment in County Board room.

County Administrator Frey went over Preliminary Audit Report and answered questions on issues as contained in audit.

Chair Sample discussed Policies 880, 10, 512 and Rules of Order.

Chair Sample also discussed "Memorandum of Understanding" described in Resolution 11-12.

Corporation Counsel, Jeff Fuge spoke on the Recommendation on Resolution to Accept Offer to Purchase County Property: 104 State Street, Osceola. **Motion** (Jepsen/ Arcand) to approve sale as presented in resolution and move to County Board. Motion carried by voice vote.

Supervisor Larry Jepsen spoke on the Community care letter in regards to ADRC. Administrator Frey gave updated information and answered questions.

Future items: April 9th, 2015 @ 10:00AM. Supervisor Larry Jepsen will give update on ADRC standing.

Adjourn - Motion (Schmidt/Arcand) to adjourn. Meeting adjourned 11:38 a.m.



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COUNTY CLERK

Carole T. Wondra, Polk County Clerk
100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810
Phone (715) 485-9226 Email carole.wondr@co.polk.wi.us

Quarterly Report, March 2015

Marriage/ Same Sex Marriage and Domestic Partnership Licensing

Current

- This is a mandated program
- Marriage applications are off to a slow start. We will have to wait and see if our numbers pick up as we move into spring.
- Training is coming between now and May as the state Vital Records transitions to an on line marriage system. It is not operational yet, but expected by mid-2015. The state is still working out the bugs.

Administration of Elections

Current

- This is a mandated program
- Only 2 elections scheduled for 2015, Feb. 17, 2015 and April 7, 2015.

Support Services for the County Board

Current:

- This is a mandated program

Dog Licensing

Current

- This is a mandated program
- Collections for 2015 are coming in from the local municipalities.

Passport Agent

Current

- This is a non-mandated program
- The numbers of new and renewed passports has been strong. Everyone is traveling.
- A recent passport inspection was done in the office and we are performing well.

Motor Vehicle Licensing

Current

- This is a non-mandated program
- Activity remains steady
- This service is proving to be an asset to the services we already provide
- Our vendor fee for the on line service has increased their fees 15%, so our take for those transactions will go down slightly in 2015.



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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology
100 Polk Plaza, Suite 205, Balsam Lake, WI 54810
Phone (715) 485-9220 Email toddd@co.polk.wi.us

Monthly Report, March 2015

Network Security

Current

- Drafted a training manual to be used by all department when performing security awareness training
- Continued editing the Polk County's security manual [180 document based off of the 51 county HIPAA policies.
- Research NIST documentation to draw down updated lists for common, privacy and security controls. We will add this information to the new Security Manual.

Upcoming

- Set up a train-the-training model to deploy privacy training for all covered entities within the county campus (April)
- Set up new security scanning software, network management monitoring and system event monitoring tools (April)

Technical Support

Current

- Completed the install, test and training on the new county board multi-media equipment
- Upgraded our Windows applications from MS Office 2003 to MS Office 2010 +
- Upgrading computers from XP/2003 to Win7 -- Servers from 2005 to 2008R2/2012R2

Upcoming

- Continue to upgrade computers to Win7 + (April – June)
- Continue working with project installations in law enforcement - (April - September)

Network Administration

Current

- Completed the fiber installation to separate videoconference traffic from main network traffic (stability)
- Completed upgrade from Exchange 2003 to Exchange 2010+. Working on mailbox cleanup and tweaks.

Upcoming

- Updating all network and application schematics for proper management and effective security. (April - September)
- Continue removing some old computers that are not compatible with Win7 (April – June)

Programming & Analysis

Current

- Completed initial install of the WISSIS 14 upgrade for human services – normal succession of client software
- Completed the upgrade of SQL servers from versions 2005 to versions 2012 +

Upcoming

- Begin research for the advancement of policies and procedures for social networking (April)

Programs implemented by this department and related goals:

1. Network Security: Ensure that protected health information of our clients and employees is managed consistent with federal guidelines.
2. Technical support: Provide professional technical support to all departments and work to reduce the cost of equipment and energy to operate.
3. Network administration: Provide a high-speed and secure network to meet new demands.
4. Programming and analysis: Improve efficiency and effectiveness of government through software solutions.



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DEPARTMENT OF ADMINISTRATION

Dana Frey, County Administrator

100 Polk Plaza, Suite 220, Balsam Lake, WI 54810

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Monthly Report, March 2015

Public financial management

Current

- Audit underway
- Budget calendar distributed
- Budget book submitted to GFOA for review
- 2015 Workers Compensation premium reduced from \$420,106 to \$371,508 (prelim)

Upcoming

- Annual audit continues
- Local Government Property Insurance Fund may dissolve in 2016
- Effect of state budget on county services
- Consideration of self-insurance for workers compensation

Recruitment, selection and supervision of department heads

Current

- Regular monthly individual and all department head meetings to coordinate activities and disseminate information
- Implementation of new performance appraisal process
- Meetings with all individual managers completed
- Training for managers underway

Upcoming

- Succession planning for management positions
- Ongoing training

Preparation of materials for Board review and action

Current

- Review of all resolutions for Board consideration

Upcoming

- General code preparation
- Modification to purchasing policy to reflect federal law changes

Policy implementation and oversight

Current

- New consistent format for annual reports developed

Upcoming

- Reviews of service delivery and citizen-centered realignment
- Training on program logic and performance measurement

Programs implemented by this department and related goals:

5. Public financial management: Maintain financial discipline and allocate funds as effectively as possible following priorities set by the County Board
6. Recruitment, selection, and supervision of department heads: To maintain the high standards of professionalism and competence of senior staff as well as to help staff improve overall efficiency and effectiveness.
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AMENDED

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5. ADRC update	Supervisor Larry Jepsen
Future agenda items	Committee members

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MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, April 9th, 2015

Meeting called to order by Committee Chair Sample @ 10:00 AM.

Members present

Attendee Name	Title	Status
Ken Sample	Chair	Present
Russ Arcand	Vice Chair	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, and Jeff Fuge, Corporation Counsel

Approval of Agenda- Chairman Sample called for a motion to approve amended agenda. **Motion** (Schmidt/ Jepsen) to approve amended agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the March 12th, 2015. **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

Public Comment None

New Business

County Administrator Frey went over monthly and quarterly reports.

Chair Sample handed out and discussed Resolution 7-15. "Resolution Concerning the Development of the County Board Operating Budget for 2016".

Chair Sample discussed the functions and responsibilities of departments and elected offices. Mr. Sample and committee have requested Administrator Frey to re-write # 908, Cash Handling Policy and bring back to committee.

Chair Ken Sample asked committee to review and furnish recommendation on the structure of County Board Standing Committees to be discussed at a future meeting.

Supervisor Larry Jepsen provided update on ADRC.

Future items: There will be two meetings in May. May 14th, 2015 @ 10:00AM and May 21st, 2015@ 10:00AM

Adjourn - Motion (Hallberg/Arcand) to adjourn. Meeting adjourned 12:00 p.m.