

BUFFALO COUNTY MINUTES

Committee/Board: Committee of the Board

Date of Meeting: Monday, November 28, 2016

Filing Date: Thursday, December 15, 2016

The meeting of the Committee of the Board was called to order by Mr. Douglas Kane at 3:00 P.M.

Board Members Present: Mr. Douglas Kane, Ms. Mary Anne McMillan Urell, Mr. Larry Grisen, Ms. Nettie Rosenow, Mr. John Kriesel, Ms. Lou Anne Roby, Mr. Scott Smith, and Mr. David Danzinger.

Others Present for All or Part of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, and Mr. David Brommerich.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Mr. Kriesel made a motion to approve, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Short Term Goals for 2017: Chair Kane explained the first step in the planning process is to look at a bottom up approach. Departments need to look at activities and programs to see if goals are being reached. Priorities need to be set in each department with resources and budgets attached to those priorities. Each Committee Chair reviewed what their departments were in the process of doing and any goals that had been set.

Review/Discussion/Action regarding Long Range Planning Goals: The need to obtain costs, equipment and personnel for the goals was discussed. Grants were discussed as well as having an employee who specializes in writing grants.

Review/Discussion/Action regarding Customer Outreach: Ms. Hansen explained the importance of customer outreach. There is a need to see if the services we offer are needed by customers or if there are services we should have. Putting surveys on office counters or on the website was discussed. No action taken at this time.

The Committee May Go Into Closed Session to Discuss the Administrative Coordinator Evaluation: Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Kriesel. Ms. Rosenow-yes, Mr. Danzinger-yes, Ms. McMillan Urell-yes, Mr. Kane-yes, Mr. Kriesel-yes, Ms. Roby-yes, Mr. Smith-yes, and Mr. Grisen-yes. Carried.

The Committee May Return to Open Session: Ms. McMillan Urell made a motion to go into open session, seconded by Mr. Kriesel. Ms. Rosenow-yes, Mr. Danzinger-yes, Ms. McMillan Urell-yes, Mr. Kane-yes, Mr. Kriesel-yes, Ms. Roby-yes, Mr. Smith-yes, and Mr. Grisen-yes. Carried.

No Action was taken.

Review/Discussion/Action regarding Department Managers Evaluations, Goals and Expectations: A discussion was held on who should be doing the evaluation. The Committee of the Board decided the Administrative Coordinator and the Chair of the Committee (or a member of that Committee) should be involved in the evaluations.

Public Comments Not Regarding Posted Agenda Items: None.

Adjournment: Mr. Kriesel made a motion to adjourn at 5:25 p.m., seconded by Mr. Grisen. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk