

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Executive Committee Meeting

Date: Friday, October 8, 2021

Time: Immediately Following the Committee of the Board Meeting

Location: 3rd Floor County Board Room – Buffalo County Courthouse
407 S 2nd Street
Alma, WI 54610

AGENDA

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Roll Call of the Members
4. Review/Discussion/Action ~ Minutes of the Previous Meeting.
5. Review/Discussion/Action ~ The Committee May Go into Closed Session to Discuss Candidates for Administrative Coordinator position.

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

5. Review/Discussion/Action ~ The Committee May Return to Open Session
6. Review/Discussion/Action ~ Any Public Comment Not Related to Agenda Items
7. Adjournment.

Date: October 4, 2021

Dennis Bork, Chair

By: Roxann Halvorson, County Clerk

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Buffalo County Minutes

Committee/Board: Executive Committee

Date of Meeting: Monday, July 26, 2021

Chair Dennis Bork called the meeting to order at 12:19 p.m.

Executive Committee Members Present: Mr. Dennis Bork and Mr. Larry Grisen were present. Mr. Max Weiss was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, and Ms. Roselle Schlosser.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes from the Previous Meeting: Mr. Grisen made a motion to approve the minutes, seconded by Mr. Bork. Carried.

Review/Discussion regarding the Deputy Clerk of Court Position Description: Ms. Schlosser explained there are no updates needed to the description. This description was used to hire the last employee. She currently has two full-time employees and one part-time employee, who is shared with the Judge's Office.

Review/Discussion regarding the Vacant Deputy Clerk of Court Position: A discussion was held on some temporary help in her office. There is one person that is used for temporary office help, and they are currently helping the Highway Department. It was suggested to work with the Judge's Office to have a few more hours of the current shared staff. Mr. Grisen made a motion to approve filling the vacancy, seconded by Mr. Bork. Carried.

Review/Discussion/Action regarding the Chairperson Report: None.

Public Comments: None.

Adjournment: Mr. Grisen made a motion to adjourn at 12:30 p.m., seconded by Mr. Bork. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk