

Dodge County External Audit Review Oversight Committee Minutes

September 17, 2019 – 5:30 p.m.

Fourth Floor – Room 4B

Administration Building, Juneau, WI

Call to Order:

The meeting was called to order at 5:30 p.m. by County Board Chairman, Russell Kottke.

Roll Call:

Members present: Chairman Kottke took roll call with the following members being present: David Frohling, County Board First Vice-Chair and Finance Committee Chair, Joe Marsik, Second Vice-Chair, and MaryAnn Miller, Judicial and Public Protection Committee Chair. Larry Schraufnagel, Judicial and Public Protection Committee Vice-Chair was absent.

Also present were: James Mielke, County Administrator, Karen J. Gibson, County Clerk, County Supervisors: Donna Maly (who wished to be paid), Kira Sheahan-Malloy, and Cathy Houchin, Sheriff Schmidt, Sarah Eske, Human Resources Director, Dave Ehlinger, Finance Director, Ed Zagorski, Watertown Daily Times, and Kevin Haugen, WBEV Reporter.

Election of Committee Chair, Vice-Chair, and Secretary

Kottke called for the Election of Chair: Miller nominated Frohling Chair. Frohling declined the nomination and he nominated Marsik for Chair, Kottke seconded the nomination. No other nominations were received. Motion by Frohling, second by Kottke to close nominations and cast a unanimous ballot electing Marsik, Chair. Motion carried.

Chair Marsik called for the election of Vice Chair. Kottke nominated Frohling Vice Chair, second by Marsik. No other nominations were received. Motion by Kottke, second by Marsik to close nominations and cast a unanimous ballot electing Frohling Vice Chair. Motion carried

Frohling nominated Kottke for committee secretary, second by Marsik. No other nominations were received. Motion by Frohling, second by Marsik to close nominations and cast a unanimous ballot electing Kottke as secretary. Motion carried.

Approval of Minutes:

A motion was made by Frohling, second by Marsik to approve the minutes of the December 18, 2018 meeting as presented. Motion carried.

Review Resolution No. 15-49 Resolution Creating External Audit Review Committee:

There was no discussion.

Discuss Sheriff's Office Operational Review:

Establish Preliminary Goals/Work Plan

Determine what information, if any, needs to be gathered from other county departments to assist in the work plan

Discussion on the role of the committee and how to proceed. The committee decided to review the Matrix analysis and make a list of important items to bring to the next meeting. It was suggested a document could be prepared by breaking down the recommendations found in the Matrix analysis by Sheriff Office divisions (jail, deputies, etc.) and then breaking down each division into sub-

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categories (staff, finance, etc). It was also decided the Finance and Human Resources Departments will be needed at future meetings.

Determine Future Meeting Schedule

Next meeting is scheduled for **Monday, September 30, 2019, at 10:00 a.m.** in Rooms 1H & 1I.

Future meetings will be held on the 2nd and 4th Mondays of the month at 10:00 a.m. in Rooms 1H & 1I.

Adjourn: Motion by Frohling, second by Miller to adjourn at 5:50 p.m. Motion carried.

Russell Kottke, Russell Kottke, Secretary