CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:30 p.m.

ROLL CALL

<table>
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<tr>
<th>Board Member</th>
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<tbody>
<tr>
<td>Judy Gilmour</td>
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<td>Matthew Prochaska</td>
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<td>Lynn Cullick</td>
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<td>Elizabeth Flowers</td>
<td>present</td>
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<td>John Purcell</td>
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<td>5:40 p.m.</td>
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With four members present a quorum was established to conduct committee business.

Staff Present: Bob Jones, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA

Motion: Member Prochaska
Second: Member Flowers
RESULT: The agenda was approved by a 4-0 Voice Vote

APPROVAL OF MINUTES – April 18 and April 24, 2018

Motion: Member Prochaska
Second: Member Flowers
RESULT: Approved with a 4-0 Voice Vote

NT HEAD AND ELECTED OFFICIAL REPORTS

Scott Koeppel, County Administration Department – Mr. Koeppel stated that there has been a question about information that is posted on the County website for the GIS Department because it involves information drawn from the Assessment Office. There was consensus by the committee have Mr. Koeppel invite Mr. Nicoletti and Mr. Clayton to a future Admin HR meeting for further discussion.

COMMITTEE BUSINESS

- Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed $2,000.
- Mr. Koeppel stated that the cost for the audit was included in this year’s budget. Member Prochaska made a motion to forward to the County Board for approval, second by Member Flowers. With four members voting aye, the motion carried.
Discussion and Approval of Changing Insurance Start and End Dates – Discussion on changing the start and end dates of all insurance plans for consistency and efficiency. Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Gilmour. With Members Prochaska, Flowers, Gilmour and Cullick voting aye, and Member Purcell voting nay, the motion carried by a vote of 4-1.

Discussion and Approval of Administrative Services Department Administrative Assistant Job Description – Discussion and review of the proposed updated job description. The committee made minor grammatical changes. Member Prochaska made a motion to forward the job description with corrections to the County Board for approval, second by Member Flowers. With five members voting aye, the motion carried by a vote of 5-0.

Discussion and Approval of Economic Development and Special Project Coordinator Job Description – Discussion and review of proposed job description. Member Prochaska made a motion to forward the item with corrections to the County Board for approval, second by Member Gilmour. With five members voting aye, the motion carried by a vote of 5-0.

ACTION ITEMS FOR MAY 15, 2018 COUNTY BOARD AGENDA

- Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed $2,000.
- Approval of Administrative Services Department Administrative Assistant Job Description
- Approval of Economic Development and Special Project Coordinator Job Description

ITEMS FOR THE MAY 10, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Flowers
Second: Member Prochaska
RESULT: Approved with a Unanimous Voice Vote of 5-0

This meeting was adjourned at 6:34p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary