



FOXCOMM EXECUTIVE COMMITTEE  
MINUTES  
MARCH 30, 2010

Present: Brian Leonhardt, Patty Francour, Tom Pynaker, Mary Kohrell, Jeff Stauber

1. The meeting was called to order at 11:07 am.
2. Approve Agenda: Pynaker/Francour moved approval of the March 30, 2010 agenda. Motion passed unanimously.
3. Approval of Minutes from March 16, 2010 Meeting: Deferred to next meeting.
4. Next Steps in Organizational Strategic Planning (Mary Kohrell): Mary questioned what had already been discussed at prior FAB meetings, and the notes from a brainstorming session in August of 2009 were shared with the group and discussed in detail. Mary stated that there had been some differences in the survey responses from FAB versus UTC members. Brian stated that a first step with this project should be to create a vision and mission statement. Patty stated that the group had discussed vision and mission statements in the past. Mary stated it would be very helpful if the group could come up some brief statements outside of the meeting time. Interoperability, public safety, and future growth were all key points. The group decided on the wording, "We are a seamless, integrated, public safety communications organization." She stated that the statement should be something that could be remembered easily. All words in the statement would have to be clearly understood and link to the core values. They would then be expanded on in the mission statement. Tom stated that the group would take their ideas for a vision statement forward to FAB for further discussion. Mary questioned if she would need to attend the FAB meeting, and the group didn't feel her attendance would be necessary. For the next meeting, Mary stated she would type up her notes and prepare a worksheet for creating the mission statement. The group also discussed the organizational change in the committee starting in April. Patty would become the chairperson for the group. Also, the makeup of the group could change. Jeff will forward the next meeting date and time to Mary.
5. Interim Coordinator Report: Jeff distributed a written report and the group discussed its contents. Jeff still did not receive the tablet PC from Karen due to scheduling conflicts. Jeff would be giving the tablet to Paul Xiong to fix some known issues. Jeff stated that Tony had already created the appropriate network access for him. Jeff informed the group that the office in Winnebago County would be available in the future, but he preferred to work out of the Calumet County office, as it was closer to his home and closer to Tony in case questions arose. Jeff reported that the Evaluation Committee would meet with three vendors via telephone conference later in the afternoon. Jeff also informed the group that the broadband network application had been submitted. He had no information to report regarding the availability of funds for the consolidated communications center study. Jeff had begun to review the 2011 budget. UTC would be discussing budget items at the April meeting. Most of the meetings had been transferred to his calendar. Brian brought up the topic of workgroups and whether they were to be considered open meetings. The group discussed this item in detail, and it was stated there was confusion regarding this item. After reading

the legal opinion that had been sent out previously, the group felt that the workgroups would not be considered open meetings. The group also agreed that any item from a workgroup or UTC to be brought forward to EC or FAB should be given to Jeff. Jeff added that the regional interoperability coordinator responsibility had been transferred to Calumet County Emergency Management, and Jeff would stay in contact with Matthew, and he would be invited to attend all FoxComm meetings. Tom suggested that a quarterly report from Matthew be added to the EC agenda. Tom stated that EC members were available to assist Jeff. Brian added that Barb could be at Jeff's disposal for any type of secretarial project. Patty brought up Karen's email account. She stated that she would add an auto-reply to her email, and forward any emails currently in the inbox to Jeff. Karen's phone did not have voice mail.

6. Discussion on Compensation for Any Ongoing Assistance from Karen Carlson After Her Employment Ends: Tom stated that he agreed with Patrick Glynn's response. After further discussion, the group agreed that staff involved with FoxComm should not engage Karen in any meaningful way that would require compensation. This item would need to be reported to FAB. Brian added that if Karen felt a request was overly burdensome, she should make Jeff aware of it. Jeff stated that he would follow up with Karen on this when he received the tablet PC.
7. Benchmark and Status Update on the Recruitment Process: The recruitment report had been distributed previously. The group discussed the appropriate team for the interview process. The group suggested a team consisting of Patrick, Jeff, one of the Sheriffs, an IT representative and possibly a comm. center representative, fire and/or law representative. This discussion sparked a discussion on the makeup of the Executive Committee, and the group decided to request a discussion on this topic at the next FAB meeting. The deadline for application would be April 16. The group expected that they would be interviewing at least five or six candidates. Patty stated that it should be made clear that the position would require residency in the Fox Valley area; all work could not be done remotely. Patrick will be invited to attend the next Executive Committee meeting.
8. Next Meeting: To be determined. Agenda items would include 2011 budget, an update on the new equipment process, strategic planning, the radio upgrade, the transfer and makeup of the Executive Committee and Jeff's report. Jeff will follow up with Barb regarding the meeting and agenda.
9. Adjourn: Tom Pynaker/Patty Francour moved to adjourn the meeting. Motion carried. The meeting adjourned at 12:31 p.m.

Respectfully submitted,

Melissa Buman  
Records Management/Administrative Service Supervisor  
MIS Department – Outagamie County