

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 11, 2013 8:00 AM

The meeting was called to order by Acting Chairman Sebastiani at 8:00 a.m. The meeting was properly noticed. Present: Allen, Babcock, Djumadi, Kotlowski and Sebastiani. West was excused. Allen sitting in for West. Also present: Newsom, Larson, Phillippi, Rogers and Eggebrecht.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Djumadi to deviate to **Item #11-Discuss and/or act on 2013 compensation structure for the Medical Examiner Office.** Motion carried by unanimous voice vote.

McLaughlin and Stuchlak present at 8:10 a.m.

Explained issue with contracting verses employee; \$1,000 month salary, \$12,000 year medical expense. Department of Workforce Development-salaried \$23,660 less than Rogers. Current salary year encompassing 4 months had already passed current expenses related to the salary. Required back pay –retro May-\$896.92, June \$896.92, July \$896.92 and August \$1,345.38.

\$1,820 for Sept/Oct/Nov/Dec FICA tax. Assistant Medical Examiner estimated \$150 Social Security/Fica/Medicare. \$46,125.12 with remaining \$1,374.88.

Motioned by Djumadi/Babcock to rescind previous incorrect salary structure resolution and to establish a new wage structure as presented to Administrative and Finance, by Administrative Coordinator/Director Finance. Motion carried by unanimous voice vote.

Kaye present at 8:28 a.m.

Eggebrecht brought forward revenue figures for Parks operations, indicating something needs to be done. He believes there is \$600,000 in excess revenue and the department can be off the levy. Parks Department will be called back and reviewed by finance.

Eggebrecht and Rogers left at 8:30 a.m.

Motioned by Djumadi/Allen to deviate to **Item #8- Discuss and/or act proposed wage increase for building inspector/code enforcement position.** Motion carried by unanimous voice vote.

Propose a \$2.00 increase in the wage for building inspector. Wage scale follows:

Certifications:	Current Ranges:	
2	19.52	20.72
3	20.26	21.47
4	20.01	22.16
5	21.70	22.90
6	22.48	23.61

\$25.00 an hour in Wisconsin Rapids, we are low. Two applications received are requesting one @ \$20.67 with 5 certificates and one @ \$22.00 with 3 certificates.

Kaye indicated we are currently under a wage freeze, new structure needs to go to full county board. Kaye explained concerns related to certification versus \$2.00 increase per the scale. There are other departments with the same concerns of who has certifications. Motioned by Allen/Djumadi to take no action today. Motion carried by unanimous voice vote.

Item #6: Discuss and/or act on 2014 Budgets.

Planning & Zoning – no changes

Land & Water – Natural resources, Dams and Land & Water, no change. 2013 budget for Lake management is overspent, Larson will report back to the committee on this.

Kaye left at 9:20 a.m.

Larson informed the committee there was an increase in grant dollars so the accounts for Lake Protection need to be adjusted.

Motioned by Djumadi/Kotlowski to correct the following:

100.E44.56201.491.601 should be \$42,020

100.R44.43509.601 should be \$42,020.

Motion carried by unanimous voice vote.

Recess: Motioned by Djumadi/Babcock to recess at 9:45 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 9:55 a.m. Present; Sebastiani, Allen, Babcock, Djumadi and Kotlowski. Excused, West.

Newsom left at 9:45 a.m.

Helgeson, Genrich and Johnson present at 9:55 a.m.

Kay present at 10:00 a.m.

Register of Deeds/Land Information - Helgeson discussed Register of Deeds and Land Information budget. 2004 resolution on-line parcel mapping, payback of \$393,000, only have one payment left for payback. There were no changes.

Stuchlak and Helgeson left at 10:10 a.m.

Extension – No changes. State 4-H foundation 8% return. Henning Estate 4-H donation money will be turned over to be specifically used for Adams County. Guaranty that it will never be less than 4% if interest rates go lower. 4-H Leaders Association have oversight of the money.

Hamman present at 10:45 a.m.

Kaye explained number of vacancies: 41 in 2010, 37 in 2011, 66 in 2012, 47 in 2013.

Mediation/arbitration require legal services. The 47 vacant positions were posted with state job, WCA, County Website, League of Municipalities, other personnel directories in the 72 counties and in the local newspaper.

Edwards present at 11:08 a.m.

Maintenance – Property budget presented with a part-time position replacing Ray McHardie with 1150 hours approved in the budget by the property committee.

Item #7: Discuss and/or act on recommendation of Reclassification of the Lead Foreperson Position to Building and Grounds Director. Motioned by Allen/Babcock to modify previous account and put in the budget \$21.98 for Lead Foreperson, as a placeholder. Motion carried by unanimous voice vote.

New report for state shared revenues was received revenue adjustment.

100.R73.43410 should be \$96,017.

Remove \$1,000 from Parks, to be discussed later. This is cost related to mowing.

Hamman, Kaye and Edwards left at 11:41 a.m.

Present at 12:55p.m.: Aaron Ellenbecker, Mark Weiler, Jeffrey Lane, Matt Palecek, Andy Lang, Terry James, McGhee, and Bill Heinz from Associated Financial and an EO Johnson representative.

Excused, West.

Item #9: EO Johnson representative to provide update on printer, copier, paper-cut progress. Representatives from EO Johnson explained where they were at in the current project, costs and savings related. A handout was provided to the Committee by Larson.

McGhee leaves at 1:30 p.m.

Item #10: Associated Financial to provide update on health care reform law changes and insurance updates. Heinz gave an overview of the new change to health care, projections provided to the Health Insurance committee and an overview of the exchange. A handout was provided as well.

- o Your contribution is 9.5% of household adjusted income go to exchange program – subsidy and purchase- employer fined \$3,000.
- o Protect employee notification
- o Risk to employee – no notification-mistakenly goes to market place pay back Subsidy's - money off the top if allowable, not in tax credit. Penalties are held, practice without penalties start now.
- o Health Insurance – 9% --6.3% comparable plan

Next meeting date set for Monday, September 16, 2013 at 8:00 a.m.

Sebastiani excused at 2:10 p.m. Babcock took over as acting chairperson.

Recess: Motioned by Djumadi/Babcock to recess at 2:24 p.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 2:30 p.m. Present; Kotlowski, Allen, Djumadi and Babcock. Excused, Sebastiani and West.

Bill Heinz and James leave at 2:35 p.m.

Cable, Grosshuesch, Pierce and Kaye present at 2:40 p.m.

Item #12: Discuss and/or act on recommendation of compensation for the newly created Public Health Nurse Supervisor position. Discussion took place regarding different grades and wage ranges.

- o Grade 12 Public Health Nurse \$23.03 \$27.74
- o Grade 14 Public Health officer \$26.73 \$34.60
- o Grade 13 Nurse Supervisor \$24.92 \$32.25

Motioned by Allen/Babcock to list Public Health Nurse Supervisor as a Grade 13. Motion carried by unanimous voice vote.

Motioned by Djumadi/Allen to list Support Supervisor Coordinator as a Grade 10 at \$20.37, based on recommendation of Personnel Director. Motion carried by unanimous voice vote.

Items on next agenda:

Discuss and/or act on 2014 budget.

Motion by Allen/Kotlowski at 2:58 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved.