

**Minutes of Executive Committee Meeting
December 13, 2011 – 9:00 a.m. - Conference Room A-260**

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, Beverly Ward, and Joe Stuchlak.

Others present: John R. “Jack” Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; and Diane Heider, Legal Assistant, Recording Secretary. Trena Larson, Administrative Coordinator/Director of Finance, was excused.

Motion by Stuchlak, seconded by Ward, to approve the Agenda. Motion carried by unanimous vote.

Motion by Ward, seconded by Babcock, to approve the Minutes of the November 8, 2011 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Motion by Ward, seconded by Stuchlak, to close the Courthouse for the employee Christmas party luncheon each year, to be held one day during the week prior to Christmas, between the hours of 12:00 Noon and 1:00 p.m. Motion carried by unanimous vote.

Motion by Stuchlak, seconded by Renner, to convene in closed session at 9:03 a.m., for purpose of discussing negotiations with Adams County Sheriff’s Association Local 355. Motion carried by unanimous vote. The Committee reconvened in open session at 10:00 a.m., and recessed for a five-minute break. The meeting continued at 10:08 a.m.

A written Administrative Coordinator/Director of Finance monthly report was reviewed by the Committee and no questions resulted. Kaye presented the Personnel Department monthly report. Albert presented the Corporation Counsel monthly report.

Discussion was held at 10:30 a.m. regarding the salary range to be advertised for an Assistant to Administrative Coordinator/Director of Finance. The new advertisement should state that salary depends on the applicant’s experience, and that county experience is preferred, but not required. The Personnel Director can advertise to fill the Assistant position without additional committee action.

Motion by Stuchlak, seconded by Babcock, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for **January 10, 2012 at 9:00 a.m.** Action items for next meeting: Closed session regarding ongoing negotiations with Adams County Sheriff’s Local 355, and other ongoing base wage negotiations as may be appropriate.

Motion by Ward, seconded by Stuchlak, to adjourn the meeting at 10:45 a.m. Motion carried by unanimous vote.

Respectfully submitted,

/s/ Diane M. Heider
Diane Heider
Recording Secretary

These minutes have not yet been approved by the Executive Committee.