

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

December 12, 2011, 9:00 a.m., Room A160

The meeting was called to order by Chairman West at 9:02 a.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, Djumadi and Larson.

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

Motioned by Ward/Renner to approve November 14, 2011 minutes. Motion carried by unanimous voice vote.

No participation or correspondence.

Larson present at 9:05 a.m.

Discussion on Oxford Library funding (no one showed);

Larson indicated they would be reposting position in Administrative Coordinator Director of Finance Assistant positions, the county will be entering into a contract with Eyes of Hope Animal Shelter. Sales tax spreadsheet was provided. Ward questioned the figures, Larson will respond at next meeting.

Contingency and General fund report was handed out. There was no cash reconciliation. Larson will work be working on carryover figures.

Discuss #10 MIS: finance report where it should be; exchange mailbox retention to be discussed at Department Head meeting as there is much being stored by individuals and is taking up space; Health and Human Services wiring and AC has cost the MIS Department of as today \$1,000.

Bays present at 10:00 a.m.

Motioned by Ward/Kotlowski to transfer contingency funds for demolition of property at 135 N. Elm Street, Adams, Wi, at time of true costs expense and treasurer's office. Motion carried by unanimous voice vote. Investment report was distributed.

Phillippi, informed the committee of the election training she provided this December. Two full day sessions were held. There was a very good turnout. She indicated the election in September has been changed to August moving everything back. Whoever will be working on elected officials salaries will need to begin the process sooner than previously as a result of the date changes. Still using an on-call.

Motioned by Kotlowski/Sebastiani to adjourn at 11:34 a.m. Motion carried by unanimous voice vote. Set next meeting date January 9, 2011 at 9:00 a.m. (Since then changed to Jan 13)

Items for next agenda: Oxford Library funding and discuss and/or act on Jeff Cohen item #14.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary