

## ADMINISTRATIVE & FINANCE MEETING MINUTES

June 11, 2009 10:00 a.m.

Meeting was called to order by Sebastiani at 10:05 a.m. Ward, Klingforth, Kirsenlohr, and Sebastiani were present. West, excused. Joann Sumpster, Barb Petkovsek, Darrell Renner, David July, Dawn McGhee and Cindy Phillippi present.

The meeting was properly announced.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kirsenlohr/Ward to approve May 12<sup>th</sup>, 2009 meeting minutes. Motion carried by unanimous voice vote.

Motioned by Kirsenlohr/Klingforth to deviate from the agenda and take item number 10, discuss and/or action on funding sources for AC equipment in Jail Pod.

\$6,540 is the approximate costs for air conditioning in the jail pod, to include the electric work and air conditioner unit.

Motioned by Ward/Klingforth to take the air conditioning equipment costs for the jail pod out of the commissary account. Motion carried by unanimous voice vote.

Post a meeting for 5:30 p.m. prior to County Board to discuss and/or act on money for huber dorm showers in the jail.

Dawn McGhee explained training for TraCS. Motioned by Kirsenlohr/Ward to approve training.

Motion carried by unanimous voice vote. The firewall will cost more than was budgeted, but money came back on the Microsoft Anti Trust settlement that will offset the cost. Motioned by Ward/Klingforth to approve the purchase with extra cost associated. Motion carried by unanimous voice vote.

Dawn McGhee informed the committee that an alarm was installed in the server room and it complies with the ordinance coming before the County Board this month.

Motioned by Kirsenlohr/Klingforth to approve the check register. Motion carried by unanimous voice vote.

Barb informed the committee that the county most likely will not meet their interest income, interest on tax, revenue in Planning and Zoning and Register of Deeds, based on the current financial reports. As of June, Health and Human Services out of home placements are up and there may be a shortfall in that line. Law enforcement revenues as a whole look pretty good, while they may be down in one account they are up in another, for example the safekeeper account is up, but the huber account, is down. We will be over in VSO department with Ron Johnson's payout and the interim director's wage payouts.

Barb authorized 16 hours of overtime to Carol Collins to complete retro for the union employees. The intent is to have the checks run next week.

Discussion took place regarding federal pass through dollar and them staying at the state level and not being passed on to us. Barb provided the committee with the power point presentation from the department head meeting regarding the 2010 budget. The department heads will meet again on July 14<sup>th</sup>. Barb would like there to be a joint Executive and Administrative and Finance meeting to discuss furloughs.

September 14<sup>th</sup> – 18<sup>th</sup> is the WCA conference.

September 21 -29<sup>th</sup> the committee will begin working on the 2010 budget. The November board meeting will tentatively be November 17<sup>th</sup> at 9:30 a.m. On September 4<sup>th</sup> department budgets will be due to the Administrative Coordinator/Director of Finance office.

Raffle resolution was discussed, Barb informed the committee that checks and balances are in place, possibly using the internet for marketing the parks and Adams County in the future. There was no action taken by the committee.

Cindy provided the committee with the monthly investment report, resolution opposing AB149 decrease in interest on delinquent taxes, and memo from Mary Ann Bays. Motioned by Ward/Klingforth to forward Res. #43 opposing AB149 to County Board. Motion carried by unanimous voice vote.

Cindy informed the committee that tentatively there will be a new employee starting around the end of the month, election billing will be going out soon, and the first census meeting went well. At the census meeting it was determined that a fair booth will be put up, some brochures will be handed out and the committee will work with the summer school program for educational purposes. Discussion regarding John Jone's claim sheet took place; the committee wants the policy and resolution complied with. Carried over vacation time was discussed. The committee recommends Barb, Jack, Cindy and Dan talk.

Agenda items for next meeting to include discuss wages for Non-Represented Employees, Union 1168 Employees, and Union 1168 Professional Employees; list will include previous wages and current wages per Carlson Dettman for each employee

The next regular meeting date will be July 9<sup>th</sup>, at 1:00 p.m.

Motioned by Ward/Kirsenlohr to adjourn at 1:00 p.m. until July 9<sup>th</sup>, 2009 at 1:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary