

Administrative and Finance Meeting Minutes
February 18, 2008
8:00 a.m.

Called to order by Chairman Sebastiani at 8:52 a.m. Present, Sebastiani, Keckeisen, Davis. Excused West, Grabarski.

Motioned by Keckeisen/Davis to have Corporation Counsel write a letter to Dean's Cabinets regarding the desk in the County Board Room and the counter in the County Clerk's Office, stating if the items are not installed and the work is not completed by March 3, 2008 we will utilize a different vendor. The County Clerk is ordered to find a different vendor to complete the project and take immediate action after March 3, 2008. Motion carried by unanimous voice vote.

The committee brought Davis up to speed on the Resolution for meal site in Rome and creation of new position, Resolution for overdraft at Health and Human Services and the Resolution for the creation of a position at the VSO department.

The next regular meeting dates will be set as March 12 and 17 at 8:00 a.m.
There will be a special meeting on March 4, 2008 at 10:00 a.m. to discuss the security audit.

Motioned by Keckeisen/Davis to adjourn at 9:50 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,
Cindy Phillippi

Recording Secretary