

ADMINISTRATIVE & FINANCE

September 15, 2010 9:00 a.m., Room A231

Meeting called to order by Chairperson West at 9:05 a.m. Present: West, Sebastiani, Ward, Kotlowksi. Excused, Renner.

Also present: Keckeisen, Babcock, Petkovsek and Phillippi.

Meeting was properly noticed.

Motioned by Sebastiani/Kotlowksi to approve the agenda as presented. Motion carried by unanimous voice vote.

Handouts from Ayres were distributed.

Motioned by Ward/Sebastiani to approve the August 19, 2010 Administrative and Finance Minutes. Motion carried by unanimous voice vote.

No public participation, no correspondence.

Discuss and/or act on Funding Transit Service program.

Motioned by Ward/Kotlowksi to forward resolution to County Board for application of program and further review the administration of the program and if it should be funded. Motion carried by unanimous voice vote.

Discussion on the Information Technology Audit will be postponed until Dawn is present.

Motioned by Ward/Sebastiani to table the Bond Resolutions until the last part of finance meeting. Motion carried by unanimous voice vote.

Deviate to Highway 2010 budget shortfall. Ron provided the committee with some financial documents and explained his current budget situation. The committee recommended that a financial explanation be provided to the full County Board in writing.

Motioned by Sebastiani/Ward to recess at 11:45 a.m. for 5 minutes. Motion carried by unanimous voice vote. Reconvene at 11:50 a.m., all present.

Item 8. G. Discuss and/or act on a policy incorporated within audit engagement letter to include interaction/involvement of committee in audit/exit interview will be addressed at the next regular Administrative/Finance meeting.

Motioned by Kotlowksi/Ward to deviate to Item 10.C. Motion carried by unanimous voice vote.

Motioned by Kotlowksi/Ward to approve ordering Census/Redistricting Training materials. Motion carried by unanimous voice vote.

Dawn present from MIS: PC1 compliancy was added to Information Technology Audit. Motioned by Ward/Kotlowksi to deviate to 8.B, Technology Audit. Motioned by Ward/Kotlowksi to proceed with technology audit. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to approve the updated job description for Computer Support Specialist. Motion carried by unanimous voice vote.

Schenck audit contract presented at the same cost as last year, however any extra work performed will be billed hourly. Motioned by Sebastiani/Kotlowski to approve Schenck audit contract as proposed. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to forward Communication Resolution to County Board. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Ward to approve Indirect Cost Plan. Motion carried by unanimous voice vote.

Barb explained the unemployment 18 month period costs; runs 397 a week, the total for the 1st 26 weeks \$10,322, 2nd 26 weeks \$20,644, and 3rd 26 weeks at \$30,966.

West was excused at 12:20 p.m.

Committee discussed the 7 year maintenance agreement money for communication project.

Barb informed the Committee we were successful in obtaining the EERP Grant.

Future Agenda items: August/September check registers.

Motioned by Ward/Kotlowski to approve utilization of money in records control account for miscellaneous items such as 3 ring binders. Motion carried by unanimous voice vote.

September 29th is the 1st budget meeting.

October 8th will be a meeting to include the final proposed 2011 budget.

11. D. Discuss Resolution to discontinue payments in full for special assessments and special charges.

Dee, Clerk of Court reported: 2 to 3 hours per pay period of Overtime/On call is being used.

Motioned by Ward/Kotlowski to adjourn at 12:55 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi
Recording Secretary