

Administrative and Finance Meeting Minutes
November 9, 2007, 9:00 a.m.

Called to order by chairman Sebastiani at 9:00 a.m. Present Grabarski, Davis, Sebastiani, Keckeisen. Excused West.

Motioned by Keckeisen/Grabarski to approve October 10, 15, and 17, 2007 minutes. Motion carried by unanimous voice vote.

Davis would like to be excused from December, January and February meetings.

Dennis McCullough from Schenck present to discuss workflow processes. Dennis explained it is about organizing people and the work they do. They do simple, straight forward stuff with employees input. The fees are \$250.00 per hour plus travel. Dennis informed the committee they have seen a range of 22% to 300% of improvement in business process improvements in projects they have done. Motioned by Keckeisen/Grabarski to hire Schenck Business Solutions to do a process improvement at Health and Human Services working closely with Eric, Director of Health and Human Services. Motion carried by unanimous voice vote. Motioned by Davis/Grabarski the costs are not to exceed \$9,000 and the fees will come from the contingency fund. Motion carried by unanimous voice vote. Work will begin December 3, 2007 once cleared with Eric. Dennis will give a written report to the Administrative Finance Committee on the 14th of December. The week of the 17th Dennis will begin working with the Health and Human Services Department. Dennis will provide a boiler plate engagement letter for the services being provided. If the Administrative Finance Committee is not happy with services provided there will be no obligation to continue with services or make payment. The only payment required would be travel.

Motioned by Grabarski/Keckeisen to have Schenck finish with cash reconciliation thru October 31, 2007 to transfer monies from the contingency fund for services provided not to exceed \$4,000. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to approve forwarding the levy resolution with modifications to intent and synopsis to County Board Meeting November 13, 07. Motion carried by unanimous voice vote.

Motioned by Grabarski/Davis to approve reclassification of Secretary Receptionist New Employee position in the County Clerk's office to Deputy Clerk position. Motion carried by unanimous voice vote. Motioned by Keckeisen/Davis to move forward paying 50% of vacation out on part-time deputy clerk position prior to December 31, 07. Motion carried by unanimous voice vote. Motioned by Grabarski/Keckeisen to wait until next year for short fall of additional dollars for remaining payout and additional costs of reclass. Motion carried by unanimous voice vote.

Motioned by Grabarski/Davis to adjourn at 11:05 a.m. until 8:00 November 15, 07. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary