

Administrative & Finance Minutes  
July 11, 2011, 9:00 a.m., A160

Meeting was called to order at 9:07 a.m. by Vice Chairman, Sebastiani.

Present were Kotlowski, Ward and Sebastiani. Excused, Renner and West. Absent, Myckael Rake (SAYL). Also present, Cindy Phillippi and Trena Larson.

The meeting was properly noticed. Motioned by Kotlowski/Ward to approve the agenda as presented. Motion carried by unanimous voice vote. Motioned by Ward/Kotlowski to approve minutes from May 9, 2011. Motion carried by unanimous voice vote. No public participation and no correspondence. John West present at 9:09 a.m.

Administrative Coordinator/Director of Finance report: Trena met with department heads to create a relationship, understand the function of their office and how they interrelate to the ACDF department. The meetings were very positive and eye opening. Department heads have concerns about the Transition/Consolidation committees.

Trena will attend WCA meeting-July 13, 2011, there will be presentations from sub-committees related to training for supervisors and department heads, consolidation of operations etc. Trena reported some Counties have moved forward with changes. Trena is trying to understand what the job duties are and what's been done and not done. It appears nothing is outstanding except updates to the employee management system module. She had one day of training on the Skyward system that focused on the budget and employee management. They got hung up on the employee management and spent a significant amount of time entering the new Airport, Parks and LCD part-time pay scale. Marcia Kaye was present and Carol Collins sat in for a period of time. Wendy Newson was working on vouchers and covering the office. Another training session needs to take place but they are trying to work on the most efficient/most effective type of training, this is unknown right now.

Motioned by Sebastiani/Kotlowski to approve the check register. Motion passed 3 yes, 1 opposed. Opposed, Ward.

**MIS:** Dawn reported that she would do another journal entry as there was another error. Financially they are where they should be, which is about 45% spent. The virtualization project is underway. If everything works out right they should be able to replace last year hardware this year. The DA was upset, there was a request to install wiring that was not scheduled or budgeted to install. The DA wants access to her laptop while in the courtroom and the DA's network does not support wireless. The wiring has been run, however; there is still an issue with the connection. There was a discussion between Dawn and the DA, Dawn reported to the committee that she would apologize to the DA, however; their office does have projects that are being worked on that are priority and as time permits, but they try to accommodate for unplanned projects.

**Treasurer report:** Mary Ann working on property in foreclosures. Mary Ann will be in court tomorrow, July 12<sup>th</sup>. There are fifty properties or so that need to be addressed. Financial; nothing in particular everything is as usual, however; a lot of money will be paid out before August. The County will be paying out approximately 13.8 million. Candy Pegler is back part-time and Chris Bily is now in the Register of Deeds office.

Bev Ward questioned some expenses from the check summary. There was a National Conference (April 18-24): Bev Ward questioned the out-of-state travel for Jennifer Swenson. Don Grinch didn't think permission was needed as it was in their budget. There was no County Board approval for the out-of-state travel as a resolution is required regardless of the budget.

An exit interview with the auditor on the 2010 budget has been set up for July 12 at 1:00 p.m. John West will meet with the auditor and Trena.

Bev Ward questioned when Liz Hendricksen and Barb Petkovsek left, if there was a to-do list left behind. Trena reported she was unable to find anything. She also stated both the Administrative Coordinator/Director of Finance and Assistance office was left in a mess. Piles of documents were unfiled and a lot of items found were duplicates not necessary or useful. She is trying to determine each of their job duties.

Trena had a supplement summary of Liz's job descriptions with some items highlighted. She still informed the committee the ladies in her office said they were performing duties not in their job description, but was uncertain as to what they were.

Trena asked the committee about contracting with Liz at \$75.00 per hour to provide training in Skyward. She has already contacted her employer and discussed this option. She feels this would benefit her.

Bev Ward questioned if cross training would occur, Trena indicated this was the goal.

County Clerk: Phillippi informed the committee on election law changes.

Recall election July 12<sup>th</sup>, radio announcements.

Conference overall was good, a lot of new items and trainings being held in future.

Not sure of status of grievance filed related to employee, i.e. Register of Deeds Office.

Motioned by Ward/Kotlowski to allow Trena to contract with Liz Hendrickson for skyward training at \$75.00 flat rate for 2 hour training sessions for a total of 8 hours to be paid out of account #100.21.51432.316. Motion carried by unanimous voice vote.

Trena is to initiate conversation with Jack and Marcia, to make sure that the membership costs posted to contracted services are JE back to the appropriate account in addition to training costs.

Preliminary Budget instructions:

- 3% utilities
- no more than 3% overall i.e. office supplies etc 0% if possible
- 2% wage \*
- 10% health insurance \*
- Salaries to be entered w/retirement reduction \*

\*\*items will be supplied by the ACDF office

Working off last year's levy the calculation is approximately \$85,000 based on the formula for unutilized funds. The calculation using prior year debt 2005 is approximately 200,000. Both calculations are preliminary drafts.

Next meeting dates:

- 8/5 – 9:00 a.m. = regular meeting
- 9/7 – 7:30 a.m. = 2012 budget
- 9/8 – 7:30 a.m. = 2012 budget
- 9/9 – 7:30 a.m. = 2012 budget
- 9/12 – 7:30 a.m. = 2012 budget
- 9/16 – 7:30 a.m. = 2012 budget
- 9/23 - 7:30 a.m. = 2012 budget
- 10/10 – 8:00 a.m. = regular meeting

Motioned by Kotlowski/Ward to adjourn at 12:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording secretary