

ADMINISTRATIVE & FINANCE MINUTES

Thursday December 4, 2014, 4:30 p.m.

Meeting was called to order at 4:33 p.m. by Chairman West. The meeting was properly noticed.

Present was West, Hamburg, Babcock and Grabarski. Excused, Kotlowski. Also Present was Phillippi, Cable and Pierce.

Motioned by Hamburg/Grabarski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve minutes from October 9th, November 13 & 18th, 2014. Motion carried by unanimous voice vote.

No Public Participation or Correspondence.

Discussion on Continuation of PMA information options will be continued next month.

Zander reported on the financials and working on taxes and clean up.

McGhee reported ASA firewall upgrade/software for Register of Deeds is installed and will be switched on Dec. 5th. No financial report available. McGhee is waiting for authorization for purchase of RSA server software for continuation of security upgrades for State Link project. Update on TCM-electronic health records.

Phillippi gave an update on office activities and preliminary audit.

Motioned by Hamburg/Grabarski to approve the two part-time clerk typist (AC/DF & County Clerk) job descriptions. Motion carried by unanimous voice vote.

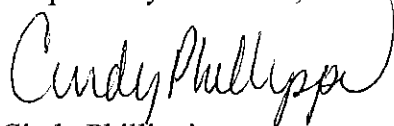
Discussion took place regarding 2015 wages with a 1.5% increase. Motioned by Grabarski/Hamburg to age the wage structure 1.5% effective January 1, 2015, employees will receive 1.5% up to mid-point as well as new hires and forward to Executive Committee. Motion carried by 3 yes, 1 no. Voting no, Grabarski.

Upcoming agenda items; continuation of PMA information options.

Next meeting date will be January 8, 2015 at 4:00 p.m.

Motioned by Hamburg/Grabarski to adjourn at 6:03 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved by the committee.