

Administrative and Finance Meeting Minutes

September 30, 2008

9:00 a.m.

Called to order by Chairman West at 9:07 a.m.

Present West, Kirsenlohr, Klingforth. Excused Ward, Sebastiani.

Discussion on the Extension budget took place. Edie and Fran present. Edie explained that they are a teaching arm for the UW system. They have 3 faculty members. They had a community development resource position that was not refilled back in 1985; the county decided to invest money with the rural industrial development to seek out business, etc.

The WNEP is a large program where \$250,000.00 of grant money comes into the county to provide education to low income families. This is federal dollars. Currently we are the 7th lowest income county and at one time we were the 1st lowest.

They started a new Parenting Education program that is a 7 part series, and approximately 4 years ago started an Aging Education program.

They are building on a program which was started in 1990, by bringing the summer food program into two new sites.

An overview of the Agriculture Agent was provided, identifying duties such as assisting individuals with food plots, economic issues and consideration for changing nutrient uses.

Edie informed the committee her budget was submitted with a 1.4% decrease from previous year. She said the 419 and 433 were up from the previous year, but overtime, computers, and the copy machine accounts were reduced.

Account 100 42 55620 141 from \$2,000.00 to \$1,000.00

Account 100 42 55620 120 from \$5,000.00 to \$3,000.00

Associated benefits will be calculated by the Administrative Coordinator/Director of Finance's office and get those figures to the committee and Edie.

Bev wanted an explanation regarding the staffing flow chart provided, such as why the state people were included in the chart. Edie explained that she has the right to hire and fire those individuals, the program can not be run with out a family living agent, they are state employees housed in a county building, overseen by the family living agent.

Account 100 42 55620 419 reduced from \$5,500.00 to \$5,000.00

Special project account was discussed. Edie explained the revenues are generated by grants, donations, and program revenues.

She explained the divorce education was done through the family court commissioner. By the court system, individuals can be charged. Charging parents something gives value to the program; charges are \$2.50.

Newsletters are printed in house, currently we have an overstock. The 6 part series are mailed out. We don't make copies until stock runs low.

Moneys from the state do not have a specific use date, the money could be used over a 50 year period if it is necessary.

Eddie told the committee she is entrusted to use the money as she feels necessary and she uses it at times to enhance programs, to support programs and to make them better. She is currently looking at bringing materials into a newer upgrade, from slide projector, to possibly a CD, etc.

Most grant monies come from Central District Funds and Resource Management Funds. Federal postage dollars are not grant money, the money is considered an entitlement. We use it once a year specifically, and specifically used for special projects, like community partnership advisory, or a survey where we send out mailings.

Currently they have been awarded the following grants: family camp \$1,000.00, healthy choices \$400.00, archery sports Adams County sports archery program \$500.00, and the horse and pony project \$500.00.

The vitamin fund/kitchen fund is specific for continuing and maintaining the extension kitchen. Currently our refrigerator went out; there will be a bill for \$1,500.00 coming through.

Bev would like to know which special project the money in account 100 42 55640 490 \$3,500.00 is coming out of. Eddie explained this was a new approach this year and didn't have that information, but would get it to her. Bev would like to see documentation on all expected expenditures from the special projects that were budgeted.

Eddie explained that teen court is a work in progress they are hoping to have running in the fall. She will be meeting with the judge in the next few weeks. They will be trying to sort out which students will be going to use the teen court; would it be first time drug issues allowing teens an opportunity to go through teen court in lieu of ticketing, etc.

Fran wanted to discuss Parks money and dollars on the tax levy. It was explained that the outlying parks and administration were on the levy, but that Castle Rock and Petenwell park were not and have not been. Petenwell and Castle Rock are self supporting.

It was explained that a portion of Fred's and Rita's wages were taken out of each park. The dollars are identified as Fred \$3,600.00 from Petenwell and \$2,400.00 from Castle Rock; Rita \$4,000.00 from both Petenwell and Castle Rock.

She would like to know what the prizes are, who is paying for them, ATV, Chula, etc in regards to the raffle program. How are we going to address collection of money from outlying parks? Is it not the responsibility of the person collecting fees at outlying parks to report broken or damaged property? Are we liable? The committee felt there should be an incident report to report damaged property, etc to Fred when noticed.

Dave July and Darrell Renner present. Questions regarding the current chief deputy job description and the new proposed office manager job description were asked. Are we planning to rewrite the chief deputy job description? What will this position be doing? There are quite a few duties being transferred to the office manager position. Why are we creating this position, etc.

It was the understanding that the chief deputy position was created to handle administration and budgeting, and keep continuity when a new sheriff is elected.

Dave and Darrell explained job descriptions in the administrative office were out dated and provided the committee with a copy of them. They indicated they were losing out on personnel issues, and the chief was continually working on stacks of paperwork. There are confidentiality issues that must be addressed and major issues in personnel procedures that take up a large portion of the chief's time. They are charged with investigating problem employees along with a list of other issues.

It was brought out that the job description was mixing computer work with negotiation duties, supervisory responsibilities, solving problems, and budgeting. This person would have to be super person to complete all the assigned tasks.

There is a constant battle each day and a key component to being an effective manager is being able to delegate, have the tools to do the job, to have things run smoothly, and to be able to correlate information. The chief's job description would absolutely need to be rewritten.

This is a 24 hour facility and we are trying to reorganize hours and recognize needs as they arise. Currently one of the obstacles in the administrative office is the fact that there is no cross training.

Bev came back to overseeing the computer system, county network, and trouble shooting in addition to all the other duties. What about MIS?

The chief and sheriff indicated the MIS department has little to do with Spillman. There is concern again about job descriptions that are out dated. Some duties need to be handled by management. We should not give the keys to the kingdom up so we are not held hostage.

Bev wants to see a different job description for the chief deputy, and fiscal support manager position. A more realistic one, with what they are expecting.

Discussion went back to the Parks raffle regarding showing true revenue and expenses for the program, to include meals, mileage, lodging, prizes and where everything is being paid out of. Barb will inform Fred.

Bev wants to know how much money is in the commissary account. How much sales tax money was taken out, where it's going. Barb thought approximately \$60,000.00. Bev wants the carryover figures provided.

The committee discussed the Rural Industrial Development budget. They wanted to know what was provided to them over the past few years. Barb got a report and informed the committee that in 2004 they were given \$80,000.00, in 2005 \$80,000.00, in 2006 \$75,000.00, in 2007 \$70,000, and in 2008 \$85,000.00. The committee decided that they would allocate \$80,000.00 to rural industrial development and \$20,000.00 for the job center.

They looked at account 100 73 51940 350 and decided to reduce \$75,000.00 by \$7,500.00 to \$67,500.00. Then remove the another \$1,000.00 total to reflect 66,500.00.

Add \$27,000.00 into Administrative Coordinator/Director of Finance budget for Alpha Terra taken from account 100 73 51940 350.

Add \$30,000.00 into County Clerk's budget for ordinance codification program taken from account 100 73 51940 350.

Add \$2,000.00 into the Administrative Coordinator/Director of Finance budget for employee recognition taken from account 100 73 51940 350.

Remove \$7,500.00 from account 100 73 51940 350 for technology audit.

A hand out was provided for projected 2009 Solid Waste Department fee schedule changes. (attached)

Committee will talk with Dee regarding account 100 03 51230 341 which has a budget of \$12,000.00 for video conferencing. The committee recommends taking this off the levy and utilizing state dollars received by the Clerk of Courts. These dollars are to be used by the courts.

The committee will revisit manure storage issues. Drainage District dollars are classified as an in and out. Future review of the shoreland protection dollars will take place.

The next regular Administrative and Finance meeting will be held on October 10, 2008 at 9:00 a.m.

They will discuss and/or act on the proposed 2009 budget. Barb will try to arrange a conference call with Mike from Schenck to discuss the raffle ticket program. She will inform Fred of this.

Barb felt we may want to create a policy for the project lifesaver since there are cash dollars and donations collected. This will be discussed at a future time.

At the October 21st County Board Meeting, Barb will present the 2009 budget for discussion.

Tentative dates for the preliminary audit are November 3rd, 4th, 5th, and the 11th through the 14th.

Motioned by Sebastiani/Klingforth to adjourn at 12:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary