

ADMINISTRATIVE & FINANCE MEETING

May 12, 2009 12:30 p.m.

Meeting was called to order by Sebastiani at 12:40 p.m. Ward, Klingforth, Kirslenlohr, and Sebastiani were present. West, excused. Daric Smith, Myrna Diemert, Jack Albert, Barb Petkovsek, and Cindy Phillippi were also present.

The meeting was properly announced.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to approve April 7, April 14, and May 1 meeting minutes. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to deviate and take items 10, 11, and 12. Motion carried by unanimous voice vote.

Daric Smith, ACRIDC, was present and gave a report on the Job Center, including financials and business hours. He informed the committee the users this year are on pace with last year. They have current expenditures of \$18,722.00 which is also on pace with last year.

Myrna Diemert was present to discuss Wisconsin River Co-op payment for fuel and the process that is used for selecting vendors. The vendor is determined by bid. The Solid Waste committee approved a continuing bid years ago. The bid process used allows for cheaper rates on the contracted amount of fuel by locking in rates. Joyce would like the process of a continued bid to be addressed by the policy committee.

The committee will discuss and/or act on a report from Dee Helmrick, Clerk of Courts, regarding new position for delinquency collections and savings associated with the position in October to be consistent with the resolution that was adopted by County Board.

Motioned by Ward/Klingforth to take item 16. Motion carried by unanimous voice vote. Dawn McGhee asked the committee what type of report they would like for special exceptions made to departments regarding the technology policy. It was agreed that she would keep track of them, but only give a verbal report to the committee to include the type of exception and the number of people affected. The MIS department is currently looking for an alarm system for the server.

Barb reported that Dawn got the telephone conference up and running for the team working on the Swine Flu.

The committee agreed to take item 17 next.

Motioned by Ward/Klingforth to approve the amended Deputy County Clerk position job description as submitted and to post and fill the vacancy. Motion carried by unanimous voice vote.

The amended job description shall be placed on the Executive Committee agenda for May 19th prior to the county board meeting for approval. Discussion was held regarding transferring out of positions, testing, interviewing, and vacation/sick time. The committee was informed that Teresa's letter stated her last day of employment in the County Clerk's office would be May 15th. The committee agreed to have the County Clerk's office pay vacation for Teresa Marti from May 18th to

the 22nd, with a start date of May 25th at Health and Human Services. The committee agreed to allow for an on call or LTE in the Clerk's office.

Ron Chamberlain informed the committee that the county was awarded 4 ½ million of joint stimulus money for HWY Z, from HWY 21 to 18th Lane. There will be a late resolution for board on Tuesday. Ward asked if this work would go to the employees; Ron said no. This is a let project; the county has local control of the design and whoever is awarded the contract must abide by local rules.

The committee agreed to return to item 8, approval of the check register. Ward had numerous questions regarding the check register. Is the project life saver running thru two departments or one? Where did the donation for the Library come from? What is the actual cost associated with the Law enforcement vehicle leases? Why are there credits in some of the expense accounts? Why are some of the line items at such a high expense percent when we are only in May? Barb will get back to Ward with the answers to these questions.

Motioned by Klingforth/Kirsenlohr to approve the check register. Motion carried by unanimous voice vote.

Ward would like to know where we are with employee buyouts/early retirements. Can we have something by the next meeting? Barb informed the committee she would try to.

Barb will have cash reconciliation in the committee mailboxes by the end of the week. The audit field work is complete and they are currently writing it. Liz is working on the Form D report. It will be reviewed by the auditors prior to it being sent in. Barb will be working on the management discussion analysis report.

Mary Ann Bays was present. She informed the committee that we have not heard back from the DNR yet on the Solid Waste Escrow dollars. People are slowly paying on delinquent taxes. They took 41 parcels to court for tax deed property; August 4th is the final court date.

The next regular meeting date will be on June 11, at 9:00 a.m.

Motioned by Klingforth/Ward to adjourn at 3:00 p.m. until June 11, 2009 at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Recording Secretary