

Administrative Finance Committee Minutes  
July 12th, 2007  
9:00 a.m.

Called to order by Chairman Sebastiani at 9:01 a.m. Present Keckeisen, Grabarski, West, Davis, Sebastiani.

Motioned by Keckeisen/Davis to approve June 14<sup>th</sup> and 15<sup>th</sup> 2007 minutes. Motion carried by unanimous voice vote.

Motioned by Grabarski/Davis to utilize Schenck to reconcile cash from November to present not to exceed \$4,000. Money will come from Administrative Director of Finance Budget. Motion carried by roll call vote.

Schenck present.

Petkovsek and Schenck discussed Resolution to transfer money from General Fund to cover part of Health and Human Services deficit. Both recommend that we not act on the resolution nor forward it to County Board. Petkovsek states there are different ways to cover the deficit, one to build it into the levy, the other transfer money from the General Fund. Petkovsek said money allocated from the state for current year cannot be used to cover deficit from prior year.

Petkovsek submitted financial printouts generated from the Skyward system. Informed the committee we're on a cash basis. Petkovsek would like cash set up for each fund so departments know what they have in their budget and the departments need to be more responsible and accountable.

Phillippi stated departments receive reports on a monthly basis from the County Clerk's office, the departments know what their expenditures and revenues are. Highway, Solid Waste, and Health and Human Service know what their fund balances are.

Diemert present to discuss Resolution to transfer money from General Fund for furnace and air conditioning repair. Diemert explained different liability issues and/or potential hazards. Grabarski testifies this is needed, but should be handled during the 2008 budget process. Motioned by Grabarski/West bid out work for Res. 37 with the work be paid for out of 2008 budget. Motion carried by unanimous voice vote.

Petkovsek would like all funds to be on a cash basis. Solid Waste and Highway would be separate along with other funds. Petkovsek thinks Solid Waste may need to designate 1.8 million for long term landfill. Petkovsek would like to

compare last year to this year financial conditions and determine where the county is falling into a deficit.

Loken present stating she'll remove Res. 37 from County Board Agenda on Tuesday.

Sebastiani informed committee of adding a closed session to the agenda for Monday at 8 a.m. per the recommendation of Deputy Coroner Segina. Motioned by Grabarski/Davis to remove closed session from the agenda. Motion carried by unanimous voice vote. Petkovsek reported that coroner revenues are currently \$5,720.00.

Petkovsek inquired about Law Enforcement Budget, has a cost analysis been completed on keeping prisoners? Have indirect and fixed costs been built in along with space and utility costs?

Petkovsek would like committee to receive statement in the future on fees, fines and forfeitures from Clerk of Courts. West stated the Public Judiciary Committee receives one on a regular basis. This same report could be forwarded to Finance.

Petkovsek gave the committee a draft work document outlining a transfer of job responsibilities and positions. Phillippi indicated the plan was too aggressive and requested the committee take some time to think this over before making any decisions. This will be placed on Finance agenda for discussion and/or action July 16<sup>th</sup>, 2007.

Motioned by Keckeisen/Davis to recess at 11:25 a.m. Motion carried by unanimous voice vote.

Chairperson Sebastiani called meeting back to order at 11:35 a.m. All members present.

Ward present to discuss Energy Assistant Position. CWCA will no longer administer the program if the county creates this position. CWCA administrative costs have an increase, the county could hire an employee cheaper and still serve the citizens of Adams County. CWCA returned monies to the state that were not allocated to citizens this last year. Ward explained this money is used to supplement heating/electric bills.

Finance committee recommends that an amendment to the Resolution take place at County Board reflecting WHEAP services to the residents of Adams County be inserted in the be it further resolved portion of the resolution. Resolution will be forwarded to County Board.

Motioned by Grabarski/West to recess at 12:05 until 1 p.m. Motion carried by unanimous voice vote.

Chairperson Sebastiani called meeting back to order at 1:15 p.m. All members present.

Bays submitted investment report. Bays explained counterfeit money had been used to pay property taxes, however they discovered the money was counterfeit before the person left the premises. Law enforcement was involved.

Bays submitted request to attend WCA training for constitutional officers. Motioned by Grabarski/Keckeisen to allow Phillippi and Bays to attend WCA meeting in Stevens Point. Motion carried by unanimous voice vote.

Bays would like to purchase a counting verification machine at \$2,000 or an uvv machine for \$99.00 by possibly putting in the 2008 budget. Bays would like lock on drawer fixed and a gate between offices for security issues. Phillippi informed committee of current security in place being vault and locked door. Bays told the committee that departments are not depositing money on a timely basis. Petkovsek will address at department head meeting.

Bays reported that tax deeded property court date is set for August 7, 2007. One person has contacted the office to make payment on 2003 taxes before August 7, however they have not come in as of yet. Tax deeded booklets will be created after August 7<sup>th</sup>.

Motioned by Keckeisen/Grabarski to recess for 5 minutes at 2:25 p.m. Motion carried by unanimous voice vote.

Chairperson Sebastiani called meeting back to order at 2:30 p.m. All present.

Keckeisen handed out the most recent health insurance information provided by Financial Associated. Petkovsek would like committee to make recommendation at Monday's meeting regarding premiums for 2008 budget. Keckeisen would like Associated to attend August County Board and Finance meeting to explain insurance information and give an update. Petkovsek informed the committee that on August 23 the Executive Committee will be meeting to discuss health insurance, negotiations, and job classifications. Keckeisen stated 12-20% is the average increase in health insurance each year based on information from Health Insurance Committee Meeting. Petkovsek requests Finance committee make recommendation at Mondays Finance meeting for percent of wage increase and percent of health insurance increase. Petkovsek informed the committee the average is 2  $\frac{3}{4}$ % to 3  $\frac{3}{4}$ %.

West excused at 2:50 p.m.

Committee approves vouchers.

Grabarski excused at 3:50 p.m.

Motioned by Keckeisen/Davis to adjourn at 4:25 p.m. until 8:00 a.m. July 16<sup>th</sup>, 2007. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee