

Administrative and Finance Meeting Minutes
September 19, 2008
9:00 a.m.

Called to order by Chairman West at 9:10 a.m.

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

Discussion as to whether to meet the 29th of September took place. The committee will be meeting on the 29th.

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

Motioned by Kirsenlohr/Klingforth to approve the previous month's minutes. Motion carried by unanimous voice vote.

Barb gave an update on the representative payee program. Currently it is taking one person at Health and Human Services approximately 4 days a week to provide this service. We are looking at eliminating this service, because the work involved is more than the pay. There are approximately 60 clients on this program. We will be coordinating efforts to find others to provide this service. The end of December is our goal for termination of these services.

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

Barb submitted a financial report and stated she is currently working on the 2009 budget. General fund and contingency fund reports are the same as last month's, we are still working with the auditors to match with general fund figures.

Barb reported that there has been some changes with staff at Schenck. Bill Rudahl was a lead auditor who will no longer be with Schenck. Mike Konecny is our engagement administrator. We will begin working with John Trautman in place of Bill Rudahl with a go forward point.

There will be a Health and Human Services and a Leola Drainage District resolution coming forward. Health and Human Services over estimated their revenue for 2009. Mary Fahrety and Barb have been meeting every other week. Each case worker will be picking up an additional 10 cases. Mental Health area is being worked on so that billable hours will be at 85% to 90%, this is done by seeing more clients each day. Certain bill coding can be submitted a second time if done within 6 months from the initial billing. Once the 6 month period has lapsed the bill can not be resubmitted. This is an area of focus.

Motioned by Kirsenlohr/Klingforth to forward the resolution submitted regarding Health and Human Services deficit to County Board. Motion carried by unanimous voice vote. The committee will sign the resolution and Barb will submit it to Jack, Corporation Counsel for review and approval before it goes to County Board.

Barb informed the committee the sale of the old library building has been extended until October 15th, the lending institution reneged on funding, the interested party is seeking new funding. Head Start has been informed of the possible sale of the building. Barb will talk to Renewal Unlimited and inform them of the 30 days notification once the funding is secure.

Discussion took place on where the proceeds for the sale of the old highway building should go. Currently the money has been deposited in sale of property under the Treasurer's budget. Discussion postponed until Bev and Al are present for further discussion.

Discussion regarding special assessment on delinquent garbage payments was postponed. We need a legal opinion from Jack, Corporation Counsel to the procedure. The auditors provided information that Barb is forwarding to Jack. Mike Konecny, Schenck auditing does not believe this needs a County Board Resolution to implement.

The committee inquired about the process if implemented. Towns and cities send out final notice to person by October 15th and if they have not paid up on their account by November 1st it would appear on their property tax bill. The Solid Waste department would need to forward the delinquency information to towns, cities, etc. for them to calculate their mil rate worksheets. In addition this information would need to be forwarded to the Real Property Lister by November 15th.

Drafting a policy was discussed and possible alternative solutions. A policy should be in place that billing would be one month prior to service.

Northern Bay is in Chapter 11 which does not allow the County to pursue their outstanding bill nor terminate services.

Barb will request that Jack respond by Wednesday or Thursday of next week as to his opinion on this matter.

Motioned by West/Klingforth to postpone discussion and/or action until the September 29th Administrative and Finance meeting and to place it on the agenda. Motion carried by unanimous voice vote.

Motioned by Klingforth/Kirsenlohr to forward Leola Drainage Resolution to the next County Board meeting once Jack has reviewed and approved it. Motion carried by unanimous voice vote.

The committee postponed discussion on the nonlapsing accounts until after the budget process has been completed.

Barb indicated that the indirect cost allocation plan was a part of her job description but legally she can not perform this task. There are only a handful of individuals who legally can provide this service. The job description also refers to closing of the Highway books. Currently Sherry Kotlowski at the Highway department is doing approximately 85 to 90% of the closing now.

Discussion regarding extending Schenck auditing services took place. Motioned by Kirsenlohr/Klingforth to extend the auditing contract with Schenck one more year. Motion carried by unanimous voice vote.

The committee discussed the park raffle tickets and suggested development of control procedures.

The question was posed as to whether philosophically the county should be in the raffle business. Secondly how are we implementing the checks and balances. Karl Klingforth suggested possibly a process such as the following:

Adams County Parks Raffle Tickets Procedure

1. All trip expenses are paid by credit card. If CC is not accepted expenses are paid by check
2. When a customer purchases tickets the money is put into a locked ticket box. (note 1)
3. The customer's ticket is then stamped as follows and put into a locked cash box (note 1):

\$2. \$2. \$2.	on the one dollar purchase
\$5. \$5. \$5.	on the five dollar purchase
\$10. \$10. \$10.	on the ten dollar purchase
\$20. \$20. \$20.	on the twenty dollar purchase

4. The ticket box and the cash box are returned to the Adams County Treasures office
5. The Adams County Treasure has the boxes opened, verifies the count and receipts the funds. The County will supply a series of ink stamps and stamp pads in duplicate as below"

\$2. \$2. \$2.
\$5. \$5. \$5.
\$10. \$10. \$10.
\$20. \$20. \$20.

Mary Ann wanted to know if this process was implemented how often the lock box/ticket box would be turned into her office and how much time would be needed by her staff. This is just a starting point or suggestion, no details have been worked out.

Mary Ann handed out the Pool Page and August investment report. She touched on the close of the insurance escrow account and that the interest rate in the local investment pool increase was minimal.

Barb handed out cash reconciliation document.

After the committee looked over the cash report, they would like to know how much money is being expended by the Library out of their checking account, what they are currently spending the money on and what the future plans for the remaining dollars are.

Mary Ann indicated there are problems with parcel number one in the Town of Colburn and parcel number four in the Town of Strongs Prairie. The current land owner in the Town of Strongs Prairie is intending on hiring an attorney.

Ward and Sebastiani present at 10:50 a.m.

Property will be going out on bids on October 7th. The Property Committee will be meeting at 9:30 a.m. to open them.

The committee returned to the discussion of where the proceeds for the sale of the old highway building and library building should go. Barb told the committee that the money for the sale of the highway building is currently recorded in the sale of tax deeded property revenue account in the Treasurer's budget. The property committee will be having discussion on short and long range goals, building needs and putting a plan together. The plan will be submitted to Mike Harrigan from Ehlers and Associates. The committee will be doing a request for proposal for someone to look at our property, buildings and needs. For example they will provide us feedback and information such as:

- a new roof is needed within the next three years

- major issues that need addressing within different buildings
- whether more office space is needed

Barb stated that Tracy Hamman and Bill Runnels will need to be very involved in this process and all discussions. Bev thought that Tracy should be able to identify most of our needs in relationship to roof repairs, etc.

Barb said the intent is for anyone to determine what we will be doing as much as to determine associated costs and how we could phase in or out items, and to prioritize our needs. She suggests the proceeds from the sale of the buildings be used for funding such projects.

She again informed the committee that the sale of the old library building has been postponed due to the East Coast financial issues. The bank where the people were going to get their funding from withdrew the loan.

The update on the Health and Human Services budget will take place on Monday the 22nd.

The committee informed Sebastiani and Ward that they discussed the raffle ticket program, the idea of having better controls and how there should be more accountability for handling cash. No action was taken.

Dawn from MIS department handed out a financial report. She informed the committee she will be taking a week of vacation in October. She will be taking pictures for ID cards on the 23rd of September at Health and Human Services building from 10:00 a.m. until 1:00 p.m. She would like to get this project completed so it can be moved up to the Corporation Counsel's department who will be managing the program. The Lynx system has been two steps forward and two and half backwards. The wireless portion is not completely working and we may want to wait because it may not work consistently. The repeater part needs to be added on.

Currently we have wireless access for computers; however, you need a security code to obtain access.

Dawn heard of talk regarding indexing ordinances and suggested looking into software that would work internally as well as with the internet.

The 29th and 30th of September will be scheduled to continue working on the 2009 budget. The next regularly scheduled meeting will be October 10th, 2008 at 9:00 a.m. in A160. Specific agenda items to include discussion on internal sales tax charges, reconsideration of employee recognition policy to determine items that are not nominal gift.

Motioned by Ward/Sebastiani to adjourn at 11:20 p.m. until September 29th at 8:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary