

Administrative & Finance Meeting  
Monday June 8<sup>th</sup>, 2015, 2:00 pm Room A160

Meeting was called to order by Chairperson John West at 2:05 pm. Meeting was properly noticed.

Members present; John West, Jerry Kotlowski and Mark Hamburg. Excused, Larry Babcock. Bob Grabarski would be arriving late.

Motioned by Hamburg/Kotlowski to approve the agenda presented. Motion carried by unanimous voice vote.  
Motioned by Kotlowski/Hamburg to approve prior meeting minutes of May 7, 2015. Motion carried by unanimous voice vote.

No public participation or correspondence

Grabarski arrived at 2:10 pm.

Monthly written MIS report of office activities and financial statement presented to committee. Motioned by Hamburg/Kotlowski to accept report presented. Motion carried by unanimous voice vote.

No report from Treasurer at this time.

County Clerk summarized changes made for designated Perpetual Care funds transferred to a CD, and designated Parks transferred to Money Market Accounts as per the Committees instructions.

Motioned by Hamburg/Kotlowski to approve job description for payroll specialist/account technician with changes as presented to committee special notation title change to accountant. Motion carried by unanimous voice vote.

Motioned by Grabarski/Kotlowski for Committee to convene in closed session per Wis. Stats. §19.85(1) except as provided in s. 304.06 (1)(eg) and by rule promulgated under s. 304.06 (1) (em), for purposes of considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention. Motion carried by roll call vote all voting yes.

Committee convened in closed session.

Motioned by Kotlowski/Hamburg for the Committee to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion to reconvene carried by unanimous voice vote.

Committee convened in open session.

Motioned by Grabarski/Kotlowski to authorize spending from 420 expense fund not to exceed \$70,000 for access control, intrusion alarm, software licensing's, agreements, etc. to implement phases one and two of the security/true time. Motion carried by unanimous voice vote.

Motioned by Hamburg/Grabarski to adjourn until July 9<sup>th</sup> at 4pm. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Philippi

Recording Secretary

These minutes have been approved by the committee.