

**Minutes of Executive Committee Meeting  
Tuesday, June 14, 2011 – 9:00 a.m. - Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced.

Members present: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. “Jack” Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; and Cindy Phillippi, County Clerk.

The Chair addressed the responsibilities of the Administrative Coordinator/Director of Finance and the Personnel Director as it relates to Item 10 of the Agenda. Renner questioned whether the Chair’s comments, which were not noticed on the Agenda, were permitted? Corporation Counsel Albert stated that the comments were proper as discussion under Agenda item 12, “Interim Administrative Coordinator/Director of Finance Report,” as the Chair was the Interim Administrative Coordinator/Director of Finance.

Motion by Ward, seconded by Stuchlak, to approve the Agenda. Motion carried by unanimous vote.

Motion by Stuchlak, seconded by Ward, to approve the Executive Committee Minutes of May 10, 2011 and May 24, 2011. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Motion by Ward, seconded by Babcock, to continue the temporary contract with Jeff Cohen and not fill the position of Assistant to Administrative Coordinator/Director of Finance. After discussion, the Committee Chair directed to bring forward as an action item for July, 2011 Executive Committee Meeting.

Discussion was held regarding possible options to encourage employee participation in the Health Risk Assessment Program. No action was taken.

Motion by Ward, seconded by Babcock, to approve onsite training for only the Skyward system at this time for three staff members in the Administrative Coordinator/Director of Finance Department, and the Personnel Director if desired. Training and expenses funding shall be taken from the budgets of the Administrative Coordinator/Director of Finance and/or Personnel Department, as they agree upon. Motion carried by unanimous vote.

Discussion was held regarding permitting an exception to the County Catastrophic Leave policy. No action was taken.

**These minutes have not yet been approved by the Executive Committee.**

No Interim Administrative Coordinator/Director of Finance monthly report was given.  
Jack Albert presented the Corporation Counsel monthly report.  
Marcia Kaye presented the Personnel Department monthly report.

Motion by Babcock, seconded by Stuchlak, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for July 12, 2011 at 9:00 a.m.

Action items for next meeting: Discuss and/or act on extending the temporary contract for accounting services with Jeff Cohen.

Motion by Ward, seconded by Stuchlak, to adjourn the meeting at 11:08 a.m. Motion carried by unanimous vote.

Respectfully submitted,

*/s/ Diane M. Heider*

Diane Heider  
Recording Secretary

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