

Administrative and Finance Meeting Minutes

December 14, 2007

8:00 a.m.

Meeting called to order by chairperson Sebastiani at 8:10 a.m. Present, Grabarski, Sebastiani, Keckeisen, West. Excused, Davis.

Motioned by Grabarski/Keckeisen to approve January 9, 2008 and November 15, 2007 Administrative & Finance minutes. Motion carried by unanimous voice vote.

Next months agenda items should include Sheriff's Department line item transfers/non-lapsing account. Discussion took place regarding resolution # 67-1997, Intent and synopsis: To establish four (4) additional Jail Officer Positions in the Adams County Sheriff's Department effective January 1, 1998 for the purpose of staffing due to the pending expansion of the jail. Law enforcement should be laying off jailers if revenue doesn't exceed expense.

Discussion regarding new jail classification requirements and number of staff needed.

Resolution #83-1993 Intent and Synopsis Need County Board approval for exceeding of department budget.

Motioned by Grabarski/West to approve quote from ACS onsite assessment of \$5,000.00 estimated travel expenses of \$1,500 for a total of \$6,500. Motion carried by unanimous voice vote.

At 8:30 a.m. Renner, July and Beckman were present. There is a jail inspection every March. The state sets a minimum staffing standard based on posts. If the County goes below minimum recommendations it is exposed to a higher liability. Classification law becomes effective January 1, 2008. Cells will be identified as maximum, medium, minimum and inmates are split and/or separated. The jail is a 120 bed facility, 1/3 of the beds will be taken up by classification study reducing and/or taking away openings for safe-keepers. The department has brought in \$15,000 with electronic monitoring since April of 2007. The safe-keeper program is not bringing in any money currently. The booking fee schedules are starting to bring in money. Electronic monitoring helps reduce cost in relationship to medical services, feeding, and laundry. The savings are approximately \$57.00 a day per person. The turnover in personnel has been approximately 29.82%.

Barb explained the process for purchasing office supplies, the core list of items of 500 with up to 80% off and the ability for PDF documents to be printed. There are no shipping or delivery costs. The prices are good till 2010, bids will then go out. Training for online purchasing will take place on Thursday, January 3, 2008 at 11:00 a.m. and 1:00 p.m. in the county board room. County Clerk's office will monitor, purchase and bill Departments for paper.

Motioned by Grabarski/Keckeisen to go with Office Depot for purchasing supplies. Motion carried by unanimous voice vote.

Bays present at 9:00 a.m. Only one bid submitted for tax deeded property. After opening the envelope it was determined that the individual was requesting to be placed on a mailing list, not submitting a bid. The bid should have been on the property in Pinorama Subdivision. Bays

reported that the property is currently vacant. The pump and electric box are gone and the trailer is rough condition. The property is located in Quincy Township it is 100 feet wide and 665 ft deep. We should reevaluate the price. Bays has no financial report, busy with tax bills, but will submit one later.

Information on insurance deductibles was provided to the committee. It is recommended that the \$500 deductible be increased to \$2,500. The county will save \$9,055. The deductibles currently are charged back to the departments. Beginning in 2008 we would take deductibles related to property claims "only" out of the insurance account. If there are no claims in 2008, the additional dollars remaining in the account will close to the general fund. The Wisconsin County Mutual dividends were \$6,496.

Motioned by Grabarski/West for County Clerk and Treasurer to attend WCA convention in Stevens Point January 14, 2008. Motion carried by unanimous voice vote.

Barb reported that a transfer of funds took place to cover health insurance expense, however this transfer may not be enough, the county may need to do another transfer. Five out of the six unions filed a grievance stating the insurance was not substantial as a whole. The operating Engineers Union did not file a grievance on the County regarding health insurance. Financial Associates is working on rewriting a new certificate of coverage. The certificate of coverage received by the union was the basic one; they did not have a copy of our plan.

Dawn present to give Lynx system update: What we are purchasing equals the \$25,000 that was appropriated to pick a system. Contracts are in Corporation Counsel's hands, once they are approved, Barbara will sign. Dawn gave a brief explanation of the process and functionality.

Dawn reported Broadwing is now called Level 3. The long distances the sheriff's department has will be dropped. We have until February before service will end. We will enroll into AT&T or Verizon account.

Cell phone update: The last check sent for US Cellular was \$493.86, but the total was \$845.37. The contract states we will pay in full with one check every month. Departments are not complying.

Advantage weighing system is the upgrade to the present software at Solid Waste. The carryover funds from 2005 are being spent for the upgrade which amounts to \$5,425. Dawn gave a brief explanation of the interfacing of the programs and that it is a multi step process. The goal is to get everything intergraded.

Motioned by Keckeisen/West to approve \$5,425 purchase for upgrade software to come out of main account.

Agenda Items:

Add to Monday agenda, \$5,000 for remodeling room A260.

Motioned by Keckeisen/West to recess at 9:40 a.m. Motion carried by unanimous voice vote.

Meeting called back to order by Chairperson Sebastiani at 9:55 a.m. Present Grabarski, West, Keckeisen. Davis excused.

Dawn explained UPS phone system and Data closets cost a little under \$11,000. VK audit that was completed recommended bringing the carryover down by purchasing UPS system.

Motioned by Grabarski/Keckeisen to approve \$11,000 for data closets, phone system, nine units and installation. Motion carried by unanimous voice vote.

Purchasing a block of tech time is at a discounted cost. We can purchase 50 hours at approximately \$5,670. The time can be used over a 3 year period. Infinity is the vendor that comes on site primarily and generally doesn't trouble shoot by phone. They also have a systems engineer available.

Motioned by West/Keckeisen to approve block of Tech time of 50 hours. Motion carried by unanimous voice vote.

Dawn summarized the financial status of the department, as a whole they are doing well.

MIS would like to add to Monday's agenda: AC log on server, submit vouchers. Purchasing a colored copier, the intention is for it to be located in the MIS office.

Discussion took place regarding permitting software and a tracking system for storm water runoff. Software account has at least \$10,000 in carryover for permitting software for planning and zoning.

Financial reports handed out by Barb. Nov payroll is included, but does not include the vouchers approved today.

Health and Human Services Business process improvement plan is underway; Dennis has been meeting with the staff and employees. Conference call with Mike from Schenck to discuss budget program cost and program revenues for the department of Health and Human Services.

Motion by Grabarski and Keckeisen to increase deductible on property insurance to \$2,500. Motion carried by unanimous voice vote.

The Fiscal Policy was handed out to committee. It was suggested to take it home, review it, and set a meeting just to review, address changes and make adjustments.

Expense Section 7 and depreciation policy needs to be looked at by the auditors. They have agreed to review this with no cost involved.

Set meeting date and Agenda to be: January 4th, 2008 at 8:00 a.m. to discuss and or act on fiscal policy.

Set regular meeting dates: January 10th and 16th at 8:00 a.m.

Barb talked with Mike Harrigan and they are scheduled to meet next Thursday to talk about bonding issues for communication towers and \$500,000 balloon payment and refinancing.

Barb informed the committee about the wage and compensation plan, reclasses, and new job description that Carlson Dettman charges \$250.00 each time an evaluation is performed. Barb explained the County Conservationist will be moving up 1 grade on the pay scale.

Motioned by Grabarski/Keckeisen to pay the cost associated with Carlson Dettman from outside counsel account in Corporation Counsel Departments budget. Motion carried by unanimous voice vote.

Settlement on a safety issue related to workman's comp is \$6,000, the settlement will be billed against workman's comp budget at the end of year it may be requested to allocate dollars for overdraft if it exists.

The new mileage rate for 2008 has been set at 50 ½ a mile.

Discussion took place regarding the wall to be installed in the old print shop area, wood doors, metal frames and the costs not to exceed \$5,000.

Agenda item for Monday: Remodeling costs

Barb informed the committee that CWCA got the van for transportation.

Motioned by Grabarski/West to recess for lunch until 1:00 p.m. Motion carried by unanimous voice vote.

West to be excused.

Meeting called back to order by Chairperson Sebastiani at 1:15 p.m. Present Grabarski, Keckeisen, Sebastiani. Excused Davis, West.

Motioned by Keckeisen/Grabarski to approve line item transfer for Planning and Zoning. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to approve Health and Human Service line item transfer for Building Buyout. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to adjourn at 2:52 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee