

ADMINISTRATIVE & FINANCE MEETING MINUTES

November 6, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:00 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson and Phillippi.

Motioned by Sebastiani/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to approve the minutes from September 10, October 8 and 11. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8 Administrative Coordinator/Director of Finance.

- Office activities: Budget revision for 2014 handout; staff attended 3 day Skyward training.
- Report contingency fund/general fund balance: A handout was given out.
- Cash reconciliation: It is not complete, but will be put in mailboxes when done.

Discuss and/or act on Resolution to reestablish carryover accounts: Motioned by Djumadi/Kotlowski to move the Resolution to reestablish carryover accounts to the County Board. Motion carried by unanimous voice vote.

Approve check register: Motioned by Kotlowski/Djumadi to approve the check register. Motion carried by unanimous voice vote.

Item #10 County Clerk.

- Office activities: Business is as usual.

Discuss and/or act on Resolution/Ordinance templates: Motioned by Djumadi/Sebastiani to approve the Resolution template as submitted. There was no ordinance template at this time. Motion carried by unanimous voice vote.

Examine all claims against the county: There were no claims.

Item #9 MIS.

- Office activities: business as usual
- Financial report: right on track

Item #11 Treasurer.

- A total of 54 properties up for sale, 23 have sold.
- Tax Deed Property update: The sold properties were explained. Update given on Rome property and associated utility costs.
- Financial report: A handout was given out.
- Office activities: business as usual.

Item #12 Discuss and/or act on Health Insurance option alternate #1 HRA 250/450 with changes to out of network. Motioned by Djumadi/Babcock to accept as recommended by Health Insurance alternate plan for WEA Trust. Motion carried by unanimous voice vote.

Items on next agenda:

Discuss IT analysis;

Discuss and/or act on writing special charges off;

Negative levy impact on service fee, Assembly Bill 308;

Bill 288 library funding

Next meeting date set for December 4th, 2013 at 8:00 a.m.

Babcock excused at 1:13 p.m.

Motioned by Kotlowski/Sebastiani to adjourn at 9:26 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved.