

Administrative and Finance Meeting Minutes
August 16th, 2007
8:00 a.m.

Called to order by Chairman Sebastiani at 8:10 a.m. Sebastiani, Grabarski, Davis present. Keckeisen, West excused.

Motioned by Grabarski/Davis to approve July 12th and 16th, 2007 minutes. Motion carried by unanimous voice vote.

United Way deduction was discussed. It was recommended to find out what contributions come back to Adams County, what programs are served, what grants are funded, if any, and what other entities in Adams County have payroll deductions i.e. Adams Columbia Electric, Adams Friendship School, District etc.

A payroll stuffer will go out in September with information as to the benefits provided to Adams County residents along with a survey asking who would be considered in participating in a payroll deduction in 2008.

Motioned by Grabarski/Davis to obtain information and provide it to employees along with a survey in a payroll stuffer. Then make a determination based on the number of employees willing to participate as to whether to continue with payroll deduction. This will be determined in October. Motion carried by unanimous voice vote.

West present at 8:30 a.m.

Barb informed the committee that \$700.00 will be written off for 2006 cash. Fixed assets are okay. Auditors will work on reconciliation of cash thru June of 2007. Auditors are behind they are working on school districts. Auditors will give their report for 2006 in September. Barb will do GASB 34 reports and preliminary reports. Executive Committee will meet this week and Associated Finance gave same information and numbers as they gave last month. They will be giving their presentation to County Board this month. Resolution presented to go from self funded to fully funded health insurance.

Revenue and Expense Account Level Activity Report and 2006 vs. 2007 monthly cash report was submitted by Barb.

Motioned by Davis/West to forward Res. #34 to County Board. Motion carried by unanimous voice vote.

Preliminary department schedule was handed out by Barb, for 2008 budget meetings.

Committee reviewed inmate safekeeper report for the month of July.

Motioned by Grabarski/Davis to recess at 12:00 until 1:00 p.m. Motion carried by unanimous voice vote.

Meeting called back to order by Chairperson Sebastiani at 1:10 p.m. Davis, Grabarski, Sebastiani present. West excused.

Motioned by Grabarski/Davis to add the following duties:

Name streets as new subdivisions

Plot are recorded

Assign site addresses as requested by property owners

Notfiy owners and other appropriated county departments as required

Mail out monthly reports to each municipality showing new site address assigned

Deal with 911 discrepancies and corrections

to Real Property Lister's Job Description. Motion carried by unanimous voice vote.

Motioned by Grabarski/Davis to approve training for Real Property Lister in the amount of \$360.99.

Motion carried by unanimous voice vote.

West present at 1:30 p.m.

2008 proposed Treasurer Budget.

Motioned by Davis/West to eliminate \$2,000 from money counter line 419. Motion carried by unanimous voice vote.

Motioned by Grabarski/West to approve Treasurer's budget and move forward to Administrative and Finance. Motion carried by unanimous voice vote.

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MIS budget submitted.

County Clerk budget submitted. County Clerk, Administrative Coordinator/Director of Finance and Corp Counsel to meet to discuss transfer of duties between offices.

Approve vouchers.

Motioned by Grabarski/Davis to adjourn at 5 p.m. until August 17, 2007 at 8:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee