

Executive Committee Meeting
February 12, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

John West, Chair, called the meeting to order at 8:06 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Marcia Kaye, Personnel Director; Myrna Diemert; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Lori Djumadi; Marilyn Rodgers; and Darcy Beckman.

Motion by Sebastiani, seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Johnson, to approve Minutes of the January 8, 2013 Executive Committee meeting. Motion carried by unanimous vote.

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

Discussion was held and **Motion** was made **by Allen, seconded by Babcock**, to approve the Resolution to Establish Medical Examiner Positions as Positions Governed by Adams County Personnel and General Administrative Policies and to forward to the County Board for consideration. **Motion carried by unanimous vote.**

Discussion was held regarding possible publication of the Adams County Personnel & General Administrative Policies to the County Website. No action was taken.

Discussion was held regarding the job description for Solid Waste Recycling Building Operator. **Motion by Allen, seconded by Johnson** to approve the Solid Waste Recycling Building Operator Job Description. Motion carried by unanimous vote. **Motion by Johnson, seconded by Babcock**, to approve the Resolution to Create a Recycling Building Operator Position in Solid Waste Department. **Motion carried by unanimous vote.**

Discussion was held regarding how the current wage freeze may affect certification fees for Highway and Planning and Zoning Departments. **Motion by Allen, seconded by Sebastiani** to take no action. **Motion carried by unanimous vote.**

Motion by Sebastiani, seconded by Allen, at 9:11 a.m., to recess for 10 minutes. **Motion carried by unanimous vote.** The Committee reconvened at 9:16 a.m.

THESE MINUTES HAVE BEEN APPROVED BY THE EXECUTIVE COMMITTEE

Albert gave his verbal report of Corporation Counsel Department activities, including department representation, court actions, case load and office management.

Larson presented the following monthly Administrative Coordinator/Director of Finance report:

- Department cross-training. See handout. The segregation of core responsibilities is crucial. AC/DOF has made gains in cross-training despite short-staffing.
- The third staff position needs to be filled to operate at full capacity, and to complete full cross-training.
- Payroll training has been completed.
- EO Johnson Print Systems – installation is complete.
- Preliminary Audit – 3 departments received auditor comments, and action steps are being drafted.
- Working through Medical Examiner transition from Columbia County.
- Wipfli wage study – Partial factor analysis: 2 factors have been completed. There are job description deficiencies and inconsistencies.
- EAP will give a presentation to Department Heads to clear up some confusion.
- Recruitment of staff position.
- Preparation for audit; year-end balances; carryover balances.
- Safety plan: Emergency Management is preparing a “safety procedures/operations” document.

Allen commented that cross-training across departments has “gone nowhere” in the past. **Kaye** stated that on-call employees have been used. **Larson** stated that there are model counties implementing cross-training.

Marcia Kaye distributed a handout and discussed Personnel Department activities.

- Employee appreciation through birthday card and candy is well received.
- Attended the WPELRA Spring Conference. A hot topic of discussion was Act 10 and the decisions that have or have not been made.
- OSHA 300 reports are completed. The County reported mostly minor injuries for 2012 Worker’s Compensation.
- AEGIS (Deb DeWitt) will address Department Heads; and will conduct pathogen classes.

Larson commented that,

- Highway Department would like a vendor to coordinate safety training.
- Solid Waste would like follow-up regarding OSHA/State reports.
- Other Department Heads don’t want their budget to go toward Safety.

West indicated that safety budgeting is on the Administrative/Finance Committee meeting agenda for Monday.

Allen stressed that in order to retain qualified GIS applicants, the County must pay a high enough wage. **Kaye** described how all applicants are within the allowed wage range. The interview process is pending.

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Larson commented on how implementing a GIS position could lead to county efficiencies, and will enable us to keep up with future advances in technology.

Motion by Babcock, seconded by Allen, to approve Vouchers for the months of January and February, 2013. Motion carried by unanimous vote.

Action items for next meeting:

- Safety training
- Staff cross-training possibilities
- Closed session item: Discuss and/or act on pending WPPA Local 355 negotiations

The next meeting is scheduled for Monday, **March 11, 2013 at 8:00 a.m.** **Motion by Sebastiani, seconded by Johnson,** to adjourn the meeting at 10:07 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider
Recording Secretary