

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, January 11, 2013 1:00 PM Room A160

The meeting was called to order at 1:04 p.m. by Chairman West. The meeting was properly noticed.

Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Phillippi, Larson and Nick Segina.

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

Motioned by Babcock/Kotlowski to approve the minutes from December 7, 2012. Motion carried by unanimous voice vote.

Public Participation: Nick Segina asked questions intermittently.

Correspondence: None

Discussion on Administrative Coordinator/Director of Finance office activities. Discussion on Treasurer and Clerk of Courts positions payout. Larson indicated after review of the positions they are not eligible for sick or vacation time. Kaye created a preliminary letter using four situations. Place on next month's agenda. Don Genrich has a leadership program coming forward. Molly Bucholz is interested in participating in the program. Pat Pare, Highway, had to use his vacation time to participate in the leadership program and paid for enrollment himself. If Buchholz should participate, she could use flex-time as an option. She is an hourly employee. West believes there should be a policy developed on how to administer the program down the road. Work with Marcia Kaye, to consistently, administer a process for candidates to go to the leadership program. Molly Buchholz, the new Fiscal Coordinator, is working out very well in the office. Collins last official full time day was Jan 11th; there will be a learning curve. Larson has an article from NACO; about the fiscal cliff moving forward-Djumadi/James/Babcock would like a copy. WEA Trust printed insurance cards. Since they were printed after January 1, 2013, WEA offered to give all employees an apology for the inconvenience, by giving them a \$10 gift card. Larson the impact was enormous, as there was, amount of administrative work for Administrative Finance and Personnel Departments. Larson processed 30 employees. WEA partnered with AFG, our third party, to administer. WEA is willing to give \$2,500 to be used for items that the county determines. It could be used for an employee lunch or for the Wellness Program. They would like to cater a lunch. The committee doesn't agree with a catered lunch. This was invoiced prior to the end of last year. Larson has Medical Examiner department budget concerns for 2013, as we are not going to continue with the contracted services thru Columbia County. Larson doesn't have figures today, but will bring them forward. Outside counsel put Larson in place as the Medical Examiners Department Head. There needs to be two employees, currently there are three employees. Currently working on a Memo of Understanding to last approximately 2-3 months. Pay has to be determined yet, which will impact FICA, Medicare and Wisconsin Retirement. There are test requirements for independent contractors which they don't meet. Need to purchase a body cot currently they do not have one. Larson has revenue concerns they are projected to come from removal fees, this needs to be looked into. The AC/DF office is also dealing with fixed assets, working on updating software and balancing with general ledger. The auditors had 3 findings, with 3 different departments, next: plan action and responses. (6 more work papers that won't be done by auditors) Payroll transition, journal entry 2013 department budgets to get them posted, Treasurer Receivables from municipalities will be being worked on. Phillippi, Kaye and Larson will work on an internal analysis report. Larson reported on a wifpli study.

Molly Bucholz has been a huge asset Larson and her are working together but she is also working independently. Djumadi questioned if Larson had been reviewing League of Municipalities, WCA training, or GFOA training for Bucholz. Larson is.

Motioned by Djumadi/Sebastiani to deviate to Item #14 Discuss and/or act on support staff positions and health insurance funding for Extension. Will have to wait until 2 p.m. to discuss. Motion carried by unanimous voice vote.

There were no changes in fund balance. We met the expected Sales Tax Revenue for 2012. Current handouts indicate Treasurer's cash balances with Skyward.

Kotlowski questioned purchase of popcorn machine as property committee banded appliances. Larson informed the committee the machine was purchased by Kaye to have a popcorn day for employees, however it is being returned. Djumadi had questions related to purchase of DVD and books etc. Questions will be answered by Larson at a future meeting.

Motioned by Djumadi/Babcock to approve the check register as presented. Motion carried by unanimous voice vote.

Reports were handed out related to dollars spent on Alpha Terra and services received. Larson researched handed out an excel spreadsheet showing 09, 10, 11 costs. 2011 must have been a wrap up of previous years.

Activities are identified on the handouts. Larson discussed needs and concerns related to safety. Alpha Terra will need to do an Audit to see where we are with our safety manuals. They have identified 3 phases they see with 1 being \$2,275 for a visit- time unknown, 2 being \$1,575 a visit, then finalize in phase 3, not able to provide full dollar amount. Kaye contacted 2 counties that were under the MEUW program, response was positive. The cost of the new program MEUW is \$25,000 they are proposing. There will be additional costs to the \$25,000.

Phillippi questioned break down 2009, 2010, what is the breakdown in 2011. Highway and Solid Waste reports who is actually identified as receiving the training. What does annual refresher mean? Was that provided county wide? The payments were made from the Solid Waste and Highway Department. Alpha Terra hasn't been coming as they haven't been paid or a contract wasn't renewed. Larson indicated they did some updating on our electronic system.

Larson said that they do go back to prior years, she does have more information; how far back do we want to go? Cost roughly \$16,000 to \$19,000 for the two departments. West, give MEUW a copy of their plan. Are they covering the departments? If Alpha Terra can provide something similar to MEUW, we may want to look at that, per West. Position was created and person was given safety responsibility as Djumadi pointed out in Executive.

Phillippi commented that we went through this same process when Keuler was employed here. We had a safety study done, safety assessment and paid money out. This program falls through the cracks and we continue to spend money on it. We need to have our ducks in a row, a plan, and accountability so as supervisors and administrative staff change, we don't continue to spend the money and see no results. As a taxpayer, I have an issue with spending money and not seeing results. Search and replace may be an option to insert new staff names in the already owned manuals. Laws may have changed but practices may not have. Djumadi has concerns that the manuals are 2 – 3 yrs old. Larson stated that there are components that are outdated. To update we need to pay.

Phillippi questioned the department head meeting held a couple of years ago where a safety program was going to be created by Kaye and Deb Dewitt via the insurance.

Djumadi questioned if the county mutual could provide training that would save us some money. Larson believes an outside consistent point of contact and administration point is needed. Agies will provide training and materials they will not administer a full safety program. We need to maintain a relationship with the vendor, Djumadi said, and keep the program current.

Job descriptions need to be updated and we need to move forward. Djumadi wants to know where the extra money will come from to implement the program. An employee 5 days a month will be provided on site as a coordinator, conduct training and to keep records. Check with department heads to see who they are using, we should have 3 different companies and get recommendations or responses from the counties that utilize those 3.

Check out our safety rules. Safety will be on the agenda for next month. Bring back some numbers as to other what departments are spending, list what other departments are doing.

Recess: Motioned by Djumadi/Babcock to recess at 2:12 p.m. Motion carried by unanimous voice vote.

Reconvened: Called back to order at 2:18 p.m. by West. All present.

Discuss and/or Act on the recruitment of a Payroll Specialist/Account Technician position and requirements. Djumadi would like to make changes to the rules to clarify. We don't want the Administrative Coordinator to be able to go to different committees for approval. Discussion relating to previous recruit procedures took place. Djumadi asked if employees are cross trained and referenced previous discussion and activity at Executive, as it related to personnel. Larson, lost accounts payable/payroll training with staff changes. Newsom performed payroll for County Board and Health and Human Services this time. Larson provided an overview of her department operations. Djumadi gives until June as a 6 month benchmark to have everyone cross trained. Djumadi wants good communication and transparency. She is very upset as transparency and communication are not good.

Phillippi had concerns that someone has the luxury of options between taking things to different committees, this makes it appear as if one department has more importance than the next.

Don Genrich present at 2:31 p.m.

Motioned by Babcock/Kotlowski to deviate to item #14 at 2:37 p.m. Motion carried by unanimous voice vote. Handout provided.

Genrich reported that there are 2 people employed in the Support Staff positions, Lynn Dolata and Larry Arneson, with essentially the same job description, the difference is that one is part-time and the other is full-time. Extension Committee approved Larry Arneson to go part-time and Lynn Dolata to go full-time. The department needs health insurance funding.

Motioned by Djumadi/Sebastiani to authorize Administrative Coordinator/Director of Finance to transfer \$17,777.97 from contingency fund into Extension budget to cover health insurance costs. Motion carried by unanimous voice vote.

Discussed cost of wifpli. Larson has gotten the following dollars \$2,800 personnel, \$2,000 solid waste, \$2,600 highway and \$2,600 from health and human services. Larson indicated that the larger

departments have the ability to provide such dollars. For example; highway didn't do a project of 100,000. Djumadi wants a clarification as to where this extra money is coming from. Where will they be sitting at the end of the year? Djumadi was questioned by the department head at health and human services did not get a request for her job descriptions if we are entering into the wifpli study. Djumadi referenced a newspaper having wage information. Larson will follow up to make sure that Janet is asked for her job descriptions.

Segina asked about the time study done on MIS. This is covered by several contracted services.

Motioned by Djumadi/Kotlowski to move *Resolution to establish Non-lapsing accounts from Community policing and Honor Guard* and *Resolution to establish Non-lapsing account for Veteran Service Donations* to county board. Motion carried by unanimous voice vote.

Discussion on MIS Department office activities. The manage print service is taking up a lot of McGhee's time. EO Johnson and RMM are helping with the project; we should have had a longer time line. Billing codes come from skyward. Users needed ids- they were created by Dawn. Phillippi felt there should have been more lead time in informing departments of implementing the project. There should have been more consideration to departments. Departments are to contact EO Johnson directly. Financial report is 2 months behind. McGhee's report states that she has had 3 days off since October, 2012. She is 3-4 weeks behind billing, and 3-4 weeks behind on updating the website. City of Adams portion is completed VPN part, user had access to Spillman. Intern agreement on cars not in the office until infrastructure is updated. Adams County will provide a router. Albert does not have the agreement yet. Rome/City of Adams/Sheriff/MIS meet monthly and/or quarterly.

RMM Solutions, 2013 no money spent. December 20th meeting was cancelled, 2012 finances related to RMM are not available. McGhee would like to be informed if something is on the agenda she be given some advance notice. Time, work and cost of RMM to be provided to the committee per Djumadi's request. TCM software installed on sequel service, 2 of the 3 data bases are there. TCM is going to check the server. Djumadi explained that TCM was on the agenda at Health and Human Service Committee, as the department head had concerns related to the software. Larson and McGhee had been meeting regarding 3 solutions related. Three of the solutions were 3 data bases, test users, production etc.

Discussion on County Clerk's office activities as status quo. Revenues end of 2012 will be met. Phillippi gave a report on the office claims and deadlines. Items being submitted to the office continue to be late. 9:00 a.m. is the deadline for meeting notices, the office has been sending out reminder notices for the county board packet. The staff are frustrated that things are a continual battle to get items turned in on time as we are all busy and people need to be courteous of each other's workload. Babcock says the deadline is the deadline unless it is an emergency. Larson states that she stands by the deadline. Zander agrees with Phillippi. West, stated there will be another meeting next month if they have to have something in the board packet. Claims not filed with insurance company in a timely manner, could cost us money. I don't want to be responsible for the claims not being filed. What process should be followed when processing claims? Committees instruction is to follow the rules. There is a February primary. Djumadi updated the committee on the Middleton Insulation subcontract or who did work on the Health and Human Service Project. Property committee released payment to Middleton, per our attorney's recommendation. There were concerns the property committee had in making this payment. The committee needs to know the decision that was made. Phillippi informed the committee about the assessor's plat that was published, and the next step that needs to take place. Someone will need to

create a resolution and bring it forward to county board. West will talk to Chris Murphy regarding the assessor plat and to Jack Albert relating to processing claims with the insurance carrier.

Discussion on Treasurer's Department. They are working on a new listing. Zander reported that 5 more properties were sold. Next listings, 12 from the title company, 300 more to go. New employee Nicole Mrzena, the new Deputy Treasurer, is working on this. Financial report was handed out, there were no questions. January settlements and are working with the towns. There is an association meeting coming up in March and another other one later in the year.

Molly Bucholz present. Bucholz explained that part of the reasons for the Sales Tax Revenue fluctuations, over payment finally caught, then refund, and May and June new returns coming in that would show increases. Forms forwarded to John to release information related to sale tax, not in favor of release of this information.

Djumadi wants information for an intelligent discussion, how much sales tax does the county get from the parks? Can we get this next month? Larson said yes.

Motioned by Sebastiani/Djumadi to correct the object code, per the budget revision for Land & Water and the Library. Motion carried by unanimous voice vote.

Djumadi referenced financial implications related to FMLA as it relates to the situation that is a full time position as working part time. This is not about eliminating the position.

Items on next agenda:

Discuss safety program -

Update on library purchase and balance of checkbook

Payout of previous employee sick and vacation time;

Parks Dept Sales Tax collections;

FMLA related implications;

Update on RMM solutions work and costs to date;

Discuss and/or act on changes to the county board rules

Next meeting date: Monday, February 18, 2013 at 8:00 a.m.

Motioned by Kotlowski/Sebastiani to adjourn the meeting at 4:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Cindy Phillippi

Recording Secretary

These minutes have been approved.