

Administrative & Finance Minutes
June 20, 2011, 9:00 a.m., A160

Meeting was called to order at 9:06 a.m. by Chairman West.

Present were Supervisors Kotlowski, Ward, Sebastiani and West. Excused David Renner. Also present, Jeff Cohen, Cindy Phillippi, Mary Ann Bays, Daric Smith and Trena Larson.

The meeting was properly noticed. Motioned by Kotlowski/Sebastiani to approve the agenda as presented. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to approve minutes from April 8 and 19 and May 9, 2011. Motion carried by unanimous voice vote.

There was no public participation and no correspondence.

Motioned by Sebastiani/Kotlowski to deviate to item #10- MIS. Motion carried by unanimous voice vote.

Dawn McGhee informed the committee of a journal entry that is needed to correct a mistake. New software reporting system is up and running there were 190 opened/closed tickets. The virtual desktop project will be beginning. Start with 30 worksites, once installed programming and changes can be completed from a remote worksite i.e. the MIS office. There will be no CPU once installed. GCS upgrade installed, however; there has been no training yet. Land Conservation Department would like their own website the cost is about \$54.32 which is double what our website runs. Currently, the top level cost is approximately \$36.95. If the county was to go above this level of service, the cost would increase and there would be additional responsibility imposed upon the county. Currently handle background issues are handled by the website vendor, this would change if we chose to go above the \$36.95 level.

Motioned Sebastiani/Ward to increase contract to allow for additional space on our website not to exceed the \$35.95 level of service. Motion carried by unanimous voice vote. It is understood that that line item may run in the red, and would deplete carryover funds in reserve. The copy machine contract in Administration office will end in a month or so, and will be taken off the state contract.

Item #8: Child Support - Deb Barnes – present to discuss loss of funds as it relates to the Budget Repair Bill. There will be no GPR - General Purpose Revenue funding in 2012. Money will be based on performance measurers. Deb informed the committee about the secretary position. The person currently working in this position is out on medical leave. The department is considering a specialized contract agreement as they had in the past, identified as a call center-by contracting per phone call charges are unknown. Bev reminded Deb she had previously requested in Public Safety Committee for an inventory of incoming /outgoing calls, however; Deb indicated this would be an undue burden as the time and accounting would be disruptive. Deb came back with figures related to GPR - General Purpose Revenue \$15,124 would lost it, total equals \$29,358 with matching's funds from the Federal Government. Not sure if dollars are calculated correctly.

Clerk of Court-Dee Helmrick – present to discuss loss of funds as it relates to the Budget Repair Bill. The amounts are difficult to determine at this time. Bev questioned the utilization of the funds and if they were used for other purposes than wages. Dee indicated purchases were made on storage cabinets/furniture as well as a copy machine. Discussion took place related to the community service position funding as funds were to

dissipate the position would cease to exist, however Dee believe it should be funded with levy dollars as it is a benefit to the county and individuals.

Daric Smith provided the committee with an update on the property located on highway 13. Daric wanted direction as to the appropriate committee to discuss the foreclosure and the sale of the property with. The committee felt the property committee should be handling the transaction.

Treasurer - Mary Ann Bays reported 100 properties have been redeemed. Just for informational purposes, there have been problems related to combine zoning, tax parcels/zoning by deed, legal descriptions being incorrect, and the grantor verses trust verses individual on the paperwork. Unclaimed funds-in the amount of \$38,555.55. Previously the committee transferred dollars from the contingency fund for drainage district overrun. It was determined that the unclaimed funds should be deposited back into the contingency fund to replenish the transferred dollars. Mary Ann and Cindy will work on the deposit.

Bays provided information on Lexis Nexus, credit card system, transaction at the counter has a flat fee of \$2.50 for amounts up to \$50.00 anything above \$50.00 would incur a 4% charge. The vendor will install the equipment and do all the set up, transactions will be processes overnight. There is a different fee structure for Practical Cents which would be \$1.50 per transaction, they would like to have the system installed.

Motioned by Ward/Kotlowski to contract with Lexis Nexus. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to fill County Treasurer and/or County Clerk positions, pending union grievance and/or vacancy. Motion carried by unanimous voice vote. Motioned by Ward/Kotlowski to approve an on call in the interim for County Clerk's office. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Ward to recess at 10:55 a.m. Motion carried by unanimous voice vote.

Meeting called back to order by Chairman West at 10:57 a.m.

Health & Human Services – Chuck Price spoke about out of home care costs that were reduced in 2011 budget. MA reimbursement will be changing. The transportation program: MA- portion will be taken over by Logisti Care (organization)-state taking over part of the program. Medicare side will still be handled by Health & Human Services. ARDC-dollars are available and there will be no levy dollars required the state will fund the entire program. Family care is on hold.

Motioned by Kotlowski/Sebastiani to approve check register. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to change/revert back to utilizing carryover object code system 999 fund balance and utilize applied funds to be able to draw down on the levy if so desired. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to appropriate 4 extra hours for Jeff Cohen to analysis financial assistance for 2012. Motion carried by unanimous voice vote.

Motioned by Ward/Kotlowski to approve the public finance (ACEC bonding) resolution and forward it on to County Board. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to approve Chapter 8 to Ad Hoc with proposed changes.

Next meeting date will be July 11, 2011 at 9:00 a.m.

Motioned by Ward/Kotlowski to adjourn at 12:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording secretary