

ADMINISTRATIVE & FINANCE MEETING MINUTES
For November 13, 2014

Meeting was called to order by Vice-Chair Bob Grabarski @ 2:04 p.m.

Meeting was properly noticed

Roll call: Present- Bob Grabarski, Jerry Kotlowski, Mark Hamburg, Larry Babcock Not present: John West
Also in attendance: Jani Zander, Treasurer, Mike Blaska from WI Counties Association and Sara Schnoor from PMA Financial Network

Motion to accept agenda by Jerry Kotlowski, Second by Mark Hamburg: motion carried unanimously

Motion to approve prior meeting notices of Oct. 2 and Oct. 13, 2014 by Mark Hamburg, Second by Jerry Kotlowski: motion carried unanimously

John West arrived @2:08 p.m.

*Presentation made by Sara Schnoor and Mike Blaska regarding financial service options offered through the PMA Companies. Discussions held regarding various services and products available and how they are implemented.

*MIS Dept:

Financial reports handed out and discussed. No questions.

Update on HHS contractor: person working through contractor gave notice, may have temporary halt in update until another hired.

Motion made by Jerry Kotlowski to approve purchase of hardware (switch) for Health and Human Services to be paid by Carry Over account - Second by Mark Hamburg. Motion carried unanimously.

Discussion regarding RSA software for security upgrades for State Link project/continuation from previous resolution. Dawn will probably bring back in December.

Job Description update handed out and discussed. Motion to approve made by Bob Grabarski, second by Jerry Kotlowski. Motion passed unanimously.

Discussion/questions regarding iPads for County Board

*Treasurer:

Financial Report given

Office activities: Testing being done for part-time staff person - Interviews hopefully to be scheduled next week. Marcia Kaye designated to do interviews with Jani. Hope to have person started beginning December for tax season. Discussed tax deed bid results.

*County Clerk: Cindy Phillippi came in for update.

Discussion regarding budget if numbers were all set for Tuesday's County Board meeting/publication. A couple amendments were brought forward with no impact on budget. Motion made to approve Levy Resolution made by Jerry Kotlowski, second by Mark Hamburg. Motion carried unanimously.

Discussion was held on Bond Refinance Resolution not seen on County Board agenda –

Information/language still not all in. Amending of agenda needed. Committee will meet at Tuesday, 9:10 a.m. before County Board meeting.

Upcoming agenda items: Continuation of PMA information options

Next meeting date set for December 3, 2014, at 4:30 p.m.

Motion to adjourn by Jerry Kotlowski, second by Mark Hamburg – carried.

Respectfully Submitted: Jani Zander