

Administrative and Finance Committee Meeting Minutes

August 13, 2009

9:00 a.m.

Meeting called order by Vice Chair Sebastiani at 9:05 a.m. Present Klingforth, Kirsenlohr, Ward, and Sebastiani. Also present Petkovsek, Bays.

West present at 9:07 a.m.

Meeting was properly noticed.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Kirsenlohr to approve the minutes as printed and presented. Motion carried by unanimous voice vote.

No public participation.

No correspondence.

Motioned by Klingforth/Ward to deviate to item #12. Motion carried by unanimous voice vote.

Mike Konecney presented the 2008 audit report.

Next meeting agenda items: Discuss changing Highway to an Enterprise fund. Discuss adding delinquent garbage billing on tax bill.

Discuss contract #13.

Motioned by Sebastiani/Klingforth to accept extension on Schenck contract for one year. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to deviate to item #15. Motion carried by unanimous voice vote.

Discussion took place on the Transportation Program. Craig informed the committee of a grant that is available for the purchase of another vehicle. He will pursue if there is mutual consent by the board.

Motioned by Klingforth/Kirsenlohr to approve forwarding a resolution to county board for the transportation program.

Motioned by Sebastiani/Klingforth to recess for 2 minutes at 11:43 a.m. Motion carried by unanimous voice vote.

Reconvened at 11:50 a.m. All present.

No reconciliation; this will be put in committee members' mailboxes.

There are concerns regarding interest income, permitting in P & Z, and ROD's revenues. The state will be taking over the Transportation Program. This will have an impact on the Health and Human Services budget. Adult family homes will eventually be doing all

their own billing rather than them running through the Health and Human Services Department. They are cutting out the middle man. This will cause a reduction in personal care revenues.

Let the record reflect that the resolution adopted at county board was to transfer \$500,000 for the Easton Dam project; however, since receiving \$150,000 only \$350,000 will be transferred. The maximum amount to be taken from the sales tax fund was \$500,000.

Much discussion took place on the voucher process and what the committee would like to see in the future. The Ad Hoc Rules committee asked for input from the Administrative and Finance committee regarding financials.

Motioned by Ward/West that the policy and procedure will reflect that the Administrative and Finance committee will review the prior month's vouchers on a monthly basis. Motion carried by unanimous voice vote.

The committee discussed the financial section of the Policy and Procedures manual. Section 19 of the Policy and Procedures manual should include the following language regarding reimbursement of expenses: Original receipts and appropriate forms.

The committee mutually agreed to move to item #16 on the agenda.

MIS: Dawn presented the 2010 department budget. Motioned by Klingforth/Ward to approve and move forward. Motion carried by unanimous voice vote.

\$272,008 fund balance will be looked at by the committee at a later date.

Motioned by Sebastiani/Kirsenlohr to create a resolution to cover the deficit with excess to go to the general fund from the Solid Waste long term care account. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to take item #14 next. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to accept the indirect cost plan submitted by Cohen. Motion carried by unanimous voice vote.

Motioned by Klingforth/Ward to forward the furlough resolution to board. Motion carried by unanimous voice vote.

Set next meeting date for September 10, 2009 at 9:00 a.m.

West excused at 2:10 p.m.

Motioned by Ward/Kirsenlohr to recess at 2:10 p.m. Motion carried by unanimous voice vote.

Called to order at 3:20 p.m. West excused.

Res. #56 on early retirement was discussed next. Motioned by Klingforth to forward to County Board. Motion carried by unanimous voice vote.

Motioned by Klingforth/Ward to forward Res. #59 to County Board. Motion carried by unanimous voice vote.

Barb reported the sales tax report is confidential and would like it to remain that way. The committee concurred.

Bays will be gone the first week of September.

Petkovsek excused at 3:20 p.m.

Motioned by Ward/Kirsenlohr to move Treasurer's budget forward. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to increase waiver on marriage and move resolution to County Board. Motion carried by unanimous voice vote.

Motioned by Ward/Kirsenlohr to move the domestic partnership resolution to County Board. Motion carried by unanimous voice vote.

Motioned by Ward/Kirsenlohr to move the resolutions and ordinance related to CDBG to County Board. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to approve County Clerk's budget. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to adjourn at 5:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary