

ADMINISTRATIVE & FINANCE MEETING MINUTES

July 9, 2009 1:00 p.m.

Meeting was called to order by Sebastiani at 1:00 p.m. Ward, Klingforth, Kirsenlohr, West, and Sebastiani were present. Barb Petkovsek, Joanne Sumpteur and Cindy Phillippi present.

The meeting was properly announced.

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

Motioned by Ward/Kirsenlohr to approve minutes. Motion carried by unanimous voice vote.

The committee will review the check register and report back at the next meeting, any questions should go through Barb.

There have been transfers from the contingency fund or general fund. Cash has not been reconciled. The VSO department expense will be over. Currently the Planning and Zoning, Register of Deeds, and Treasurer's Department revenues are not being met. The Library budget may be over from the vacation payout for Barb Waugh. Sales tax is on target. The auditor will be here in August to review the audit report with the committee.

Kirsenlohr believes there should be a reserve account for comp time and vacation time needing to be paid out.

All the back pay has been paid out. There doesn't seem to be any significant issues in departments' budgets.

There is a balloon payment due on the UPPI loan. This will be discussed again next month.

One year extension for Schenck will be discussed next month.

Motioned by Ward/Sebastiani to send a letter to Jeff Cohen requesting a written quote for the indirect cost plan. Motion carried by unanimous voice vote.

Resolution to be prepared regarding furloughs for employees being the day before Thanksgiving and December 31.

Resolution to be prepared regarding county board supervisors forgiving per diem for 2 county board meetings and 2 regular meetings in November and December.

Resolution to be prepared to offer two options on retirement; age plus years of service equaling 75, you could use 100% of your sick time towards health insurance. The county would pay 90% or 85% for 1 full year after unused sick time is used, towards health insurance. The second option, age plus years of service equaling 60, you could use 100% of sick time towards health insurance premiums.

Budget parameters were discussed with the following suggestions:

Budget to include union wages per contracts and nonrepresented to include appropriate steps, with a zero percent increase. Discussion took place regarding reducing mileage reimbursement. Departments will budget according to the IRS rates. Department budgets should be turned into Liz 2 days prior to department committee meetings for approval.

The module purchase for Skyward now calculates the wages as they need to be adjusted.

Health insurance costs in the first quarter have been \$400,000 more than premiums collected. We may be looking at a 15 percent increase in premiums next year.

Klingforth excused at 3:05 p.m.

Tentative Administrative and Finance 2010 budget dates September 21, 22, 23, 24.
Joanne Sumpter will be sitting in place of Bev Ward on September 21, 22, 23.

MIS-Dawn provided the committee with a budget report and gave a brief update on office activities.

County Clerk-Cindy gave an update on office activities to include:

Use of vacation/sick time:

Barb 7/10

Jeri 7/13, 7/16, 7/21, 8/4

Tracy 7/21, 7/23, 8/18, 8/25, 8/27

Cindy out a week in August.

Cindy identified and explained some of the following realignment/cross training of some work assignments:

7/10, 7/17 Jeri will continue working on meeting notices w/Barb shadowing

7/24 Barb to begin working on meeting notices

July county board claims to be completed by Jeri w/Barb shadowing, calculating, checking and entering a few for training. August Barb to begin processing county board claims

Tracy and Barb begin to be the primary persons on answering phones and counter work starting the week of July 20th

Tracy to continue working on marriage license, resolution and ordinance index, election items, filing, timber cutting permits. ALL Timber cutting permits Barb should start to complete and Tracy to send out ALL mailings.

Week of July 20th Barb stuff payroll checks. Continue to shadow marriage license during probation.

Beginning the week of July 21st Jeri work mainly on SVRS lessons and continue to complete (Priority) to be completed mid Oct.

Jeri will be the lead on SVRS, election setup, changes, HAVA checks, basic SVRS management.

Jeri to update any and all pending SVRS items, reconciliation, merging, and basic management items.

Jeri to set up 2010 election when information is certified by the state.

Cindy informed the committee of the new law pertaining to the ability to increase the marriage waiver fee. The committee recommended drafting a resolution for the next meeting.

There will be some training coming up on domestic partnerships. This will become effective on August 1st.

The fee can not exceed current marriage fee and the waiver fee can not be more that \$10.00

Committee recommended bringing a draft resolution forward for the next meeting regarding domestic partnership fees.

Bays informed the committee that interest rates are dropping. \$12.4 million will be going out to schools, municipalities, etc, in August. The June investment report interest rate is incorrect. Court date for tax deeded property is August 4th.

Set next meeting date for August 13, at 9:00 a.m. in A160.

Motioned by Sebastiani/Ward to adjourn at 4:03 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary