

ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, November 14, 2016

8:00 a.m., Room A260

The meeting was called to order by West at 8:00 a.m. The meeting was properly noticed.

Roll call: Grabarski, West, Allen, Parr and Pisellini present. Also present, Wagner, Petkovsek, Dale, Oleson.

Motioned by Pisellini/Grabarski to approve the agenda. Motion carried by unanimous voice vote.

The Committee will convene in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and Wis. Stats. §19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Discuss and/or act on specific Health and Human Services employee matters.

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.

Motioned by Grabarski/Allen to convene in closed session at 8:00 a.m. Motion carried by roll call vote. Voting yes, Parr, Allen, West, Pisellini and Grabarski.

The Committee reconvened at 8:55 a.m. in open session.

Motioned by Allen/Pisellini to approve the minutes from October 7 & 14 & 28, 2016. Motion carried by unanimous voice vote.

Recess: Motioned by Allen/Pisellini to recess for 5 minutes. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order by chairman West at 9:00 a.m. All present.

Public Participation: None

Correspondence: None

McGhee, Quinnell, Zander, Colburn present at 9:04 a.m.

MIS monthly written and verbal report was provided.

Charter internet contract was discussed. No action taken.

McGhee provided written timeline for website update.

Personnel monthly written and verbal report was provided.

Corporation Counsel monthly written and verbal report was provided.

Treasurer monthly investment report was provided.

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The committee agreed to deviate from the original agenda while proceeding through the items, picking and choosing while proceeding.

13. d. County Insurance, workers comp, liability and property insurance was discussed. Insurance analysis handed out by Petkovsek. Petkovsek has no additional quotes, we will keep 100,000 for liability deductible in account as in previous years – this is used for outside counsel i.e. Mindy Dale. Only three (3) counties still are participating in LGIP. When working with the County Mutual we will look at replacement costs and deductibles. Deductibles may be different for each department. Petkovsek commented that we may want to keep the deductible lower for example with law enforcement with car deer, a different deductible for solid waste and highway. Bringing a resolution forward in Dec to opt out of the LGIP and accepting the County Mutual as our new insurance will be required.

Motioned by Pisellini/Grabarski to leave LGIP and move forward the County Mutual. Motion carried by unanimous voice vote.

13. e. Solid Waste Shop Supervisor wage was discussed. Person who was selected for the position is an internal employee who is making 21.86 currently. The starting wage for the shop supervisor is 21.49. The new law requires the person to make at least 22.83 to be exempt and meet the requirements.

Motioned by Pisellini/Allen to have the start rate effective Dec 1, 2016 at 23.51 and on Jan 1, 2017 be at 23.98. Motion carried by roll call vote, 4 yes, 1 no. Voting no, Parr.

13. f. Dispatch reclassification: This went to the home committee and was approved and forwarded to WIPFLI. Place back on agenda.

13. g. Income required is 47,486 annually.

Recess: Motioned by Grabarski/Parr to recess at 10: 45 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by chairman West at 10:50 a.m. All present.

13. g. Motioned by Grabarski/Pisellini to make the position hourly removing the exempt status not to exceed 1500 hours annually keeping at current pay grade 11, 23.50 per hour effective January 1, 2017. Motion carried by unanimous voice vote. (See additional motion below)

13. a. Motioned by Allen/Pisellini to approve 76,436 Treatment alternatives and diversion grant and funding of 25,000. Motion carried by unanimous voice vote.

13. b. Motioned by Grabarski/Parr to approve the 2017 Levy Resolution. Motion carried by unanimous voice vote.

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13.c. Finance Manager job description/classification for pay plan to be added to next agenda.

13. i. Adams County Salary Administration Policy Document to be added to next agenda

13. j. Parks Department management structure was discussed. New job descriptions and an organizational chart were handed out. Park aid level 1 and 2 were discussed with idea of potentially combining.

13. h. Wage proposal to be added to next agenda

13. k. Verbal update on Park grants provided stating that by Dec there should be a schedule for the first and second quarter available.

Kaye provided information to the committee regarding funding the Vitality Wellness program for 2017 for non-WEA Trust enrolled employees. The committee was silent and took no action on this matter.

13. g. Motioned by Allen/Pisellini to take item back up for Medical Examiner. Motion carried by unanimous voice vote. Motioned by Allen/Pisellini to have the start date effective Nov, 27th and not to exceed 145 hours through the year end of 2016. Motion carried by unanimous voice vote. (See additional motion above)

County Manager report: Petkovsek reported that the employee trust fund will be on site for a Wisconsin Retirement Audit. There needs to be a detailed corrective action plan by Dec, 5th to DOJ for the Health and Human Service Department. Schenck is providing year end and adjusting journal entry training as well as UGG and Federal aid Guideline training. Schenck will be on sight the last week in Nov and beginning of Dec to begin audit. The Administrative office needs to get on top of asset and liability balancing yet. A budget print out was provided to committee to see if this is a useful report they'd like each month.

Set next meeting date set for Dec, 9th at 9:00 a.m.

Motioned by Allen/Grabarski to adjourn at 12:14 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi

Recording Secretary

These minutes have been approved.

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