

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Friday, December 9, 2016 9:00 a.m. Room A231

The meeting was called to order by Vice-Chairperson Grabarski at 9:00 a.m.

The meeting was properly noticed.

Roll call: Allen, Pisellini, Parr and Grabarski. Excused, West. Also present: Kotlowski, Zander, Tolley, Miller, Fahrenkrug, Pierce, Oleson, Petkovsek, Wagner, McLaughlin, Kaye, Lisa Corbeille (WIPFLI) and Phillippi.

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

Motioned by Allen/Pisellini to approve minutes from November 14th, 22nd, and 30th, 2016.

Motion carried by unanimous voice vote.

Public Participation: none.

Correspondence: none.

West present at 9:07 a.m. and took over as chairperson.

WIPFLI presentation was done by Lisa Corbeille.

Excused: Allen

Discussion regarding grade placement of job descriptions reviewed by WIPFLI, took place.

Present: Allen

9. b. Discussion on WIPFLI – discussion regarding different reclassification processes took place, consideration may be given to create a compensation committee, specific but unique. The County may not want to rely solely/100% on external person/consultant, may want to consider internal analysis too. The powerpoint presentation will be distributed, Marcia will send it out. The County should consider establishing a policy and a process, if they don't have one.

9. d. Motioned by Grabarski/Pisellini to approve forwarding the parks job descriptions: Administrative Assistant (clerk/bookkeeper), Parks Supervisor/Castle Rock Park Manager (park manager), and Trails Coordinator/Petenwell Park Manager (park manager) for review by WIPFLI. Motion carried by unanimous voice vote.

13. Treasurer monthly report was given, handed out financial sheets. All tax bills are printed, checks were voided that pertained to the bad account.

11. Corporation Counsel monthly report was given out.

12. Personnel monthly report was given out.

17. d. Discussion on Parks/Recreation Display. The Chamber may use the display, however a portion will be set up and utilized at Castle Rock, the trailer is being used to store the ATV and snowmobile. The pickup truck is used at/for the outlying parks.

15. Parks managers reported that things are going good. An update on the snowmobile bridge(grant project) was given. Petenwell ATV-UTV project is moving forward; there are a few glitches needing state approved plans, but all should work out.

10. a. Presentation by Josh Dersk from Wisconsin County Mutual took place. Dersk provided some brief history on WCM, explained replacement and actual cash value, risk management, mitigation techniques, an online asset tool and options related to safety. Motioned by Pisellini/Allen to keep the deductible, but go with ACV (actual cash value) rather than replacement on automobiles. Motion carried by unanimous voice vote.

14. MIS monthly report was given; financial handout. McGhee gave an update on website project, committee has been formed and they will be meeting soon. Oleson reported on Echo billing phase 1 as being successful, brief update on PPS, Ryan (auditor) was on site yesterday at Health and Human Services.

16. Administrative Coordinator/County Manager Report: Petkovsek reported that the feds will be on site next week. The department of justice letter wasn't triggered from Health and Human Services. WRS audit materials/information has been forwarded; they are short-staffed and the county hasn't heard back from them, as of yet. County policies need to mirror the UGG policy. A couple of policies need to be updated: records retention and purchasing. UGG documents for child support and health and human services are being reviewed by the auditors now; hoping to have them by the 1<sup>st</sup> quarter of 2017.

17. a. Motioned by Allen/Grabarski to transfer funds to Health and Human Services. Motion carried by unanimous voice vote.

17. b. Discussion took place on update on 2016 Health and Human Services budget. Oleson reported on personal care program, long term support, family care changes, short-falls in revenues, ccs program revenue surplus and mental health budget being over, and children out-of-care placements. There is concern that Practical Cents is being referred to as a sheltered work center by the state; they will be looking further into this.

9. c. Discuss and/or act on placement of job descriptions reviewed by WIPFLI. Motioned by Grabarski/Allen to slot the new Finance Director at grade 4, \$39.60. Motion carried by unanimous voice vote.

Motioned by Pisellini/Allen to put Dispatcher in Grade 13. Motion carried by unanimous voice vote.

Motioned by Pisellini/Allen to slot new Fiscal Account Clerk at grade 13, \$20.24. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to slot new Public Health Support staff at grade 15, \$18.15. Motion carried by unanimous voice vote.

9 e. Discussion regarding Adams County Salary Administration Policy Document and the potential of creating an Ad Hoc Committee.

Motioned by Allen/Grabarski to slot the Dispatcher from grade 14 to grade 13 at \$20.55, by reclassifying, starting January 8<sup>th</sup>, 2017. Motion carried by unanimous voice vote.

16. Administrative Coordinator/County Manager Report: Waiting on space needs surveys, working on timeline for proposal to county board, determine need for stand-alone facility or addition, working with jail inspector.

17. c. Petkovsek reported that they are working on identifying the Parks fund balance; MIS and maintenance are identified. Generally fund balances are tied to state and federal dollars. The county needs to look at the Sheriff's donation accounts.

Motioned by Pisellini/Allen to approve non-lapsing/carryover resolution. Motion carried by unanimous voice vote.

9. a. Hours that are currently being work average 24 hours per week, which ranges between \$65 - \$65.63 an hour or \$1,575 a week. Motioned by Grabarski/Allen to approve Interim Administrative Coordinator/County Manager Contract for 2017 at \$1,575 a week, from January through May 31, 2017. Motion carried by unanimous voice vote.

17. e. Motioned by Grabarski/Pisellini to make January 8, 2017 the effective date for the 2017 wage increases. Motion carried by unanimous voice vote.

Next meeting date is set for Friday, January 6, 2017.

Motioned by Allen/Pisellini to adjourn at 12:58 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary

These minutes have been approved by the committee.  
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