

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday February 18, 2013 8:00 AM Room A160

The meeting was called to order at 8:05 p.m. by Chairman West. The meeting was properly noticed.

**Present:** Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Buchholz, Larson, Jeff Wavrunek, Myrna Diemert, Pat Kotlowski, Jani Zander, Tracy Hamman, Dawn McGhee, Chris Murphy, Marcia Kaye and Nick Segina.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote. Motioned by Babcock/Kotlowski to approve the minutes from January 11, 2013. Motion carried by unanimous voice vote.

**Public Participation:** Nick Segina asked questions intermittently.

**Correspondence:** None

Discussion on the 2% wage increase and those who did not receive it due to ASE certification pay raise in 2012. Trena explains that according to the resolution they are following it has no terminology about certifications are in there, but it does state that if they had received a wage increase they would not have received a 2% raise. Babcock strongly disagreed with the resolution and thought it should be reviewed.

Trena talked about the wage study and hopes that the results will be out in June/July. ASE certifications are appreciated and they still have a potential of getting a pay increase. West points out the County Board would have to discuss this in further detail. No Action.

Wavrunek hands out article about how libraries are changing to fit the needs of the patrons and how they all are facing financial concerns. They no longer want to warehouse books, Wavrunek thinks he has his basis covered and has current and past materials to suit the patron needs. Reports are showing DVD/CD rentals are very high. Wavrunek also explains that bookshelf spaces are limited but has the current books for patron satisfaction. Djumadi had brought this topic up in the last meeting because DVD purchases seemed to be higher than book purchases. Djumadi also reminded Wavrunek that if he wants to fill another position the money needs to come from somewhere. Wavrunek reports that he received two grants last year for a rough estimate of \$5,700 that also helped purchase current books that isn't reflected on the reports that committee has reviewed. Djumadi states that with having this service it takes away from the potential of a video store opening in the community. Wavrunek assures everyone that he is getting materials to suit his patron's needs. Zander comments that having current material is a wonderful thing for our community and it offers a great service to those who participate. No action.

Larson deviates to Hamman's reports that one of our boilers is down, they always have a back up boiler and currently the back up is being used. Money has been put aside already in the budget for major repairs/purchases. Hamman replies that the county will buy the boiler and he will have his HVAC guy do the installation. The boiler itself will cost \$18,800 for a Burnum brand boiler, he states that it is a great brand and that it will fit in the current space that they need. This brand is very common so it will be easy to get parts. The grand estimated total would be \$24,050. Djumadi makes a motion to purchase the boiler and the cost to not exceed \$25,000, Kotlowski second. Larson explains the current safety programs update. She has reached out to Larson deviates to discussion on department heads to figure out there needs and whether they have dollars available to contribute. She has contacted Steve Lavelle for A-F School District to see what they are currently using and they use CESA 10 the cost is roughly \$3,600. She has asked other counties in the

surrounding area to see what they are currently using. Sauk County- has a full-time employee, Green County- uses WI County Mutual, Marquette County- uses WI County Mutual and uses a separate vendor through the Highway Department, Waushara County- does administering through the Administrative Coordinator. Hwy/SW have expressed the need for safety training, also expressed each department has such different needs. The Administrative/Finance department has \$10,000 available for safety training. Trena handed out a worksheet that states what each department currently is doing and if they have funds available. Kotlowski states that they have such different needs in there department that they are having to travel to other counties to get training and rearranging schedules to be able to participate in these. He mentions that confined space training is needed but no one within the county is a certificated confined space rescuer which creates problems. Quinnell at Solid Waste is certified in many different trainings that she can maintain the certifications that they need in house. MEUW will be coming to Department Head meeting to help facilitate. West sees great value in safety training and refers to what he currently does in his current job. Djumadi wants to look into AEGIS, Larson explains AEGIS is WI County Mutual. Larson explains that AEGIS is coming to do Blood Borne Pathogens. Djumadi would like a specific person to be in charge of training and also suggested we look at employee descriptions to see if current positions should be handling the facilitation, she states to look at Section 4 pg 77. Djumadi raised the question whether Jane Gervais would be able to monitor and facilitate safety. West decides to move forward. Djumadi deviates to Treasurer's report. Zander reports for the Treasurer's office, roughly 322 delayed tax payments. Reports regular office activities happening cross training happening with new employee and she is doing an excellent job. The committee is asking for just the Treasurer's Investment Report and to print front to back. Babcock deviates to Murphy's purchasing a laptop and Djumadi seconds. Murphy reports in for Land & Water that they are purchasing a laptop for A-F PC for the contracted Agronomic position. A-F PC is doing the software installation and handling all set up for the laptop. Djumadi asks if this laptop was budgeted for and Murphy explains that no it wasn't at budget time they didn't know they needed it. Murphy reports that the cost is roughly \$2,800. Djumadi makes a motion for the purchase not to exceed \$2,800, Sebastiani seconds. McGhee reports in that the voicemail is down at the Highway department. This is something that wasn't budgeted for and will approximately cost \$8,000 for a new system for just the Highway department that will include a one-year service plan. S Star would do the installation. Djumadi made a motion to purchase the new system and not to exceed \$8,000, Sebastiani second. This money will come out of the carryover to the hardware account. Solarus Contracts are up and McGhee reports that they currently have two- 2 year contracts for Castle Rock and Petenwell. Djumadi bring up whether Bug Tussel will be up in running that is they should renew contracts for one year. Bug Tussel's project dates are unknown therefore Djumadi makes a motion to renew the two- 2 year contracts with Solarus, Kotlowski seconds. McGhee provided a report that stated the totals that occurred in 2012. Totals were based off what McGhee had printed from RMM. Djumadi asked Larson/Buchholz for a skyward report of actual costs. McGhee claims that the internet was down again, some of the issues may reflect the internet being slow would be that the AARP is at the community center doing tax returns. McGhee also brings up she has several items to sell, she has mentioned selling them on craigslist or the public selling site to get more money out of them then taking to Practical Cents. Moving forward. Larson reports for the Administrative/Finance office activities. Reports that we have got a guarantee payment from Hilbert Communications for the amount of \$11,256.57 this will go into misc payments. This upcoming payroll we will pay out Zander and Dye's sick and vacation time. Clarification of Skyward being in the media, Skyward has stated that it will only affect the Student Information

Package which doesn't apply to the county. Skyward is a stable accounting software and we will continue with our current functions. Larson reports of Buchholz's two day training from Skyward, Buchholz states that it was a beneficial training. Open position has closed and interviewing will begin next week. Bi-weekly meetings are being held within the office to help better manage duties and functions. Djumadi brings up cross training and Larson states that we are cross training and plan to cross train when the new employee joins. Larson's plan is to move Buchholz to year-end procedures and hopes to get cross training to overlap. Larson has provided committee with the monthly activity for Sales Tax Revenue. Djumadi asks for the comparison that has been offered in the past. Cash reconciliations are being worked on for January and will be disbursed as soon as completed.

Sebastiani questions several doubles payments, the cost of returning the printer at Solid Waste and a double payment for Cranfest booth spaces. Larson will look into these.

Diemert talks about her need to hire a new position to oversee recycling. Their current vendor IROW contract has been canceled. Their current vendor that was processing recyclables has closed. Solid Waste will need to change how their recyclables are processed for shipment. Diemert does not have actual dollar amounts of what it will cost to bring on this new employee but estimates that \$26,000 of utilities will not be recouped based on the production levels the new employee will bring. No dollar amount was given for this position but would be the equivalent to the grade of the maintenance supervisor. They are responsible for 95% of recycling and waste within our area, as of July 1<sup>st</sup> they will be receiving Juneau Counties garbage that will bring in revenues. Questions were raised whether what has been done in the past, Diemert replies that we had a union contracted Full Time employee overseeing the operations. Classifications for this position are similar in grade to Hamman's maintenance position. Djumadi points out that we are in a wage freeze as we are considering creating a new position. A resolution will be provided to County Board tomorrow night. Larson provided a worksheet to show current activity from the Health and Human Services project. Journal Entries need to be made yet. Lots of discussion on how the worksheet is laid out by Djumadi, Larson will provide an updated worksheet with supporting documents. West comments next item.

Sales Tax Report's have been requested for totals of revenues that have come back to the County. Between Petenwell and Castle Rock roughly \$44,000 has gone to the state, and \$5,950 has come back for local taxes.

Djumadi makes a motion to take a two-minute recess, Kotlowski seconds.

Discussion begins about an employee in Veteran's Services that is currently working part-time due to health reasons of her family. Currently is not taking FMLA leave but just working part time. Djumadi explains that this is currently a full time position being worked part time and that maybe it should be bumped back to a part time position. She feels that we need to create a policy and procedure so that each department is following the same rules. Kaye explains that we are following rules and will need to follow up and address it properly. Moving forward by West.

Leadership in Adams County begins next Thursday February 28<sup>th</sup>. Buchholz will be participating and will be no be paid for hours spent at meetings. Buchholz acknowledges and also mention Zander will be doing the Leadership program as well.

Djumadi reports for Phillippi that she would like to work with Experience Works for unemployed individuals over the age of 50. They work with local employment and are paid minimum wage up to 20 hours per week. Experience works pays the individuals, this process helps the individual build skills they need to find employment in a field of their choice. Djumadi permits the County Clerk to use Experience Works in her office, Sebastiani seconds. All in favor. Phillippi will report back on further information needed about same day registration, Election Day registration and election administrative duties.

Kotlowski makes a motion to send three resolutions to County Board, Djumadi seconds.  
Discussion and/or act on changes to County Board rules will be postponed until next meeting. All in favor

Upcoming agenda items;

- Budget revisions for Health and Human Services carryover account not spend
- County Board Rules, clarifications of rules
- Phillippi's registration concerns

Next meeting date: Friday, March 8, 2013 at 1:00 p.m.

Motioned by Babcock, Djumadi seconds to adjourn the meeting at approximately 11:30. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Molly Buchholz

These minutes have been approved.