

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

November 30, 2016 3:30 p.m. Room A260

The meeting was called to order at 3:32 p.m. The meeting was properly noticed. Roll call: Grabarski, West, Allen, Parr and Pisellini. Also present, Kaye, Wagner, Quinnell, Rogers, Oleson and Colburn. Motioned by Pisellini/Allen to approve the agenda. Motion carried by roll call vote. Public Participation: None

Correspondence: None

FLSA exempt employees in regards to the Judges injunction on the rule to take effect on December 1 was discussed.

The committee concurred to keep the Solid Waste Office Manager (Supervisor) in pay-grade 11 as decided at the August 11, 2016 Finance Meeting. No action taken.

Motioned by Grabarski/Allen to have the Practical Cents Store Manager remain in pay-grade 13 at current rate of pay of \$20.33. To rescind motion from Oct 14, 2016 Finance Meeting to increase wage effective Dec 1, to 22.83 that was related to the new FLSA (Fair Labor Standards Act) rule that has a court injunction now. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to rescind motion from November 22nd, 2016 minutes "Motioned by Grabarski/Allen to have a temporary 90 day trial period starting November 27<sup>th</sup> to include job documentation/description or log of activities for hours worked to the Administrative office. Motion carried by roll call vote, 4 voting yes, 1 voting no. Voting no, Pisellini." The Medical Examiner position to remain in pay grade 11, based on 1500 hours with no benefits as previously approved in 2015. Motion to rescind November 22nd, 2016 minutes, etc. carried by unanimous voice vote.

The following motions from the November 14<sup>th</sup> meeting were rescinded on November 22nd, 2016:

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. (Admin minutes 11-14-16) 13. g. Motioned by Allen/Pisellini to take item back up. Motion carried by unanimous voice vote. Motioned by Allen/Pisellini to have the start date effective Nov, 27<sup>th</sup> and not to exceed 145 hours through the year end of 2016. Motion carried by unanimous voice vote. (Admin minutes 11-14-16) Included for notation purposes.

Motioned by Allen/Grabarski to approve resolution to transfer 1,355,832,000 from General Fund. Motion failed, 5 no.

Motioned by Allen/Pisellini to approve the 2016 Audit engagement letter. Motion carried by unanimous voice vote.

Petkovsek distributed a letter that will be forwarded to the Department of Justice, indicated the chart of accounts will be rewritten for Health and Human Service

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department by Schenck, that UGG (Uniform Governmental Guidelines) policies are being worked on and should be ready by the first quarter of 2017.

Set next meeting date Dec, 9<sup>th</sup>, 9:00 a.m.

Motioned by Grabarski/Pisellini to adjourn at 4:52 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved

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