

**Minutes of Joint Administrative & Finance – Executive Committee Meeting  
Adams County Courthouse – Conference Room A-260  
November 22, 2013 – 8:30 a.m.**

John West, Chair called the meeting to order at 8:03 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, Jack Allen and Lori Djumadi. Jerry Kotlowski was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane M. Heider, Recording Secretary; Diane Cable; Jodi Helgeson; Jane Gervais; Phil McLaughlin; Cindy Phillippi; and Jani Zander.

Motion by Allen, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Allen, to approve the Minutes of November 14, 2013. Motion carried by unanimous vote.

Discussion regarding 2014 wage increase. Kaye provided a handout regarding reclassified positions. Sebastiani indicated that the WIPFLI study has to be approved by the Board first. West suggested a process for reviewing job descriptions by department heads using a score sheet and then forwarding to Executive Committee to go forward. Kaye stressed that we are evaluating the position, not the person in that job.

Discussion continued regarding 2014 wage structure philosophy on new hire starting pay and pay progression. Larson provided a handout reporting Department Head comments on that subject. Motion by Djumadi, seconded by Babcock, to review new employees at six months, one year, and two years for the potential of progression of pay. Motion carried by unanimous vote.

General discussion of WIPFLI study and its cost continued. Department Heads may propose examples of a philosophy for process for reviewing of new hires and wage progression review.

The next Joint Meeting is scheduled for December 9, 2013 at 8:30 a.m.

Action Items for next meeting:

- Continue with philosophy on starting wage percentages.
- Discuss and/or act on 2014 Wage Increases.
- Discuss and/or act on imposing a fee upon those employees covered under the County Health Insurance plan who do not take the annual Health Risk Assessment.

Motion by Allen, seconded by Djumadi to adjourn the meeting at 9:57 a.m. Motion carried by unanimous vote.

Respectfully submitted,

Diane M. Heider  
Legal Assistant

**THESE MINUTES HAVE BEEN APPROVED**