

## ADMINISTRATIVE & FINANCE MEETING MINUTES

October 8, 2013 8:00 AM

The meeting was called to order by Acting Chair Sebastiani at 8:08 a.m. The meeting was properly noticed. Roll call, present: Djumadi, Kotlowski and Sebastiani. Excused: Babcock and West. Also present: Larson and Phillippi.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote. Motioned by Kotlowski/Djumadi to approve the minutes of September 9<sup>th</sup>, 11<sup>th</sup> and 16<sup>th</sup>. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

*Item #8 Administrative Coordinator/Director of Finance.* Larson gave an update on office activities:

- Joint review board City of Adams appointed
- Voted no to TIF in City of Adams
- WIPFLI distribution to committee members
- Month end has closed and the August cash reconciliation is done
- Presentation by Julia at 3:00 p.m. on Oct. 15<sup>th</sup>

*Item #9 MIS.* McGhee is working on upgrade on the phone system and email integration. Overall budget and project cost projections thru the end of the year are leaving a balance of approximately \$40,000; close to what is budgeted for 2013.

- TCM on-going
- Department should not have own computer accounts
- Use of an outside vendor, not software vendor, could cause issues
- McGhee on vacation last week of November thru first week of December

*Item #10 County Clerk.* Phillippi gave an update on office activities.

**Recess:** Motioned by Djumadi/Kotlowski to recess at 9:45 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Reconvened at 9:50 a.m. Roll call, all present.

*Item #11 Treasurer.* Reports were provided to the committee.

*Item #12 Discuss and/or act on 2014 County Budget:*

Motioned by Djumadi/Kotlowski to reduce the annual contribution of Administrative fees for CWCA to \$5,000, account #100.73.54930.350, keeping the food pantry at \$8,500. Motion carried by unanimous voice vote.

Next meeting date set for October 11, 2013 at 8:30 a.m.

Items on next agenda:

*Check Register;*

*Closed session: The committee will consider a motion to convene in closed session pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to Wis. Stats. § 19.85(1)(f), for the purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of 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. The Committee will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session.*

Motioned by Djumadi/Kotlowski to adjourn at 10:19 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy P. Millippi  
Recording Secretary

These minutes have been approved.