

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, September 10, 2012

7:30 a.m. Room A160

The meeting was called to order by Chairman West at 7:45 a.m.

The meeting was properly noticed.

**Present:** West, Kotlowski, Djumadi, Babcock. **Excused:** Sebastiani. Also present: Larson, Phillippi.

Discussion on posting the position for the Administrative Assistant was postponed. Discuss and or Act on the utilization of limited term employee contracted services in the Administrative Coordinator Director of Finance office. Larson stated Accounts Payable takes 24 hours per week. Scanning 24 hours per week. Journal entries 8 hours to include scanning each month. Edit of cash receipts is approximately 2 hours per week. They need someone to box the 2011 records. They will need someone to facilitate and balance cash reconciliation. Fixed assets need to be updated. They need someone who can do preparation work for meetings. Djumadi wants to make sure that the person filling the position is the best fit candidate. Larson stated she needed immediate relief. The training for an LTE would be very limited as the system data entry and the person would be keying in fields related to invoices. Motioned by Djumadi/Kotlowski to allow hiring an LTE at \$10.00 or to use a temp hiring agency for a data entry person, not to exceed \$15 per hour, no longer than the end of November, at which time they will review the needs of the department. Motion carried by unanimous voice vote.

**Present:** Sebastiani at 7:55 a.m.

Bonnett present at 7:55 a.m. Discussed District Attorney Budget, there were no changes.

Djumadi asked general questions. Retirement Health –0% increase in premium. Estimate released 6.8 General Service. Copy machine contract needs to be reconsidered. Managed services needs to be looked at further. General discussion took place.

Wimmer and Pierce present at 8:20 a.m. Discussed Health & Human Services Budget. Wimmer said they are maintaining all services with an increase in demand in services. Long term support/Family Care implementation may not happen.  
240.28.43628 was \$66,963, should be \$66,650  
240.27.54402.432 was \$4,727, should be \$3,000

**Excused:** Sebastiani at 9:10 a.m.

Grosshuesch present at 10:50 a.m. Discussed GIS Budget, there were no changes.  
Hamman present at 10:50 a.m. Discussed Maintenance Budget, there were no changes.

**Present:** Sebastiani at 10:55 a.m. Miller present at 10:55 a.m.

Discussed Administrative Coordinator Director of Finance Budget. Larson reported an increase in her budget related to safety. Municipal Electric Utility Wisconsin is a more cost effective approach to safety training. This is something she is familiar with as the utility company she worked at had used them. Djumadi wanted to have future discussion on the subject. Larson is to bring back information on current vendor used. The committee agreed to discuss this in more detail at a future meeting.

100.22.51415.412 was \$4,800, should be \$4,300

Albert, Heider present at 11:35 a.m. Discussed Corporate Counsel Budget.

100.07.51320.214 was \$40,028, should be \$20,014

**Recess:** Motioned by Kotlowski/Babcock to take a recess at 11:45 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Meeting was called back to order at 1:46 p.m.

Guerin present at 1:46 p.m. Discussed Veteran Services Budget.

100.34.54700.410 was \$550, should be \$400

100.34.54700.414 was \$300, should be \$0

100.34.54700.419 was \$1,000, should be \$900

100.34.54700.430 was \$720, should be \$600

Helmrick present. Discussed Clerk of Courts Budget, there were no changes.

Reynolds present. Discussed Circuit Court Budget, there were no changes.

Questions were asked regarding video conferencing. The committee would like a written report submitted to County Board. The report will be provided by the sheriff. Phillippi will discuss with him.

Miller present at 1:50 p.m.

Kaye present. Discussed Personnel Budget, there were no changes.

Wollin present at 2:00 p.m. Discussed Sherriff's Budget. They have a significant decrease because of the elimination of Lieutenant position, approximate savings of \$92,000. Vehicle lease, approximate savings of \$65,000. Simplex System needs to be upgraded at some point. Outright purchase would cost \$172,000, with the elimination of integrated camera system \$40,000. The cost of \$220,000 was proposed initially for issues: intercoms, lights, background chirping noise. A 1 year warranty was discussed. Service contract of approximately \$7,229 was discussed; this is in the maintenance budget.

100.18.52300.920 was \$19,072, should be \$86,000

The committee discussed having the sheriff's department pay back ½ of the cost of the Simplex upgrade from the jail assessment account. The logistics of this will be worked out in more detail later.

**Recess:** Motioned by Sebastiani/Kotlowski to take a recess at 3:15 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Meeting called back to order at 3:25 p.m. All present.

Helmrick present at 3:15 p.m.

Representatives from EO Johnson, discussion on equipment. There was extensive discussion related to the savings and costs to the proposal. The committee understands there may be increased costs to some departments, although savings in others. Phillippi made it clear this would significantly impact her budget. Larson indicated once implementation occurs, the budget going forward and/or in future years, can be appropriated to reflect the costs accordingly. Phillippi indicated it appears the savings over 5 years will come primarily from the Health & Human Services and the Sheriff's Departments. The committee questioned what would happen to printers, would we get the old back, what machines won't be on the software, and what the cost per click would be. Larson indicated per click toner - .02052 (\$.02). Larson will report on the questions related to copy machine agreement at the next meeting.

Barnes present at 5:15 p.m. Discussed Child Support Budget, there were no changes.

Agenda items to carry forward:

6. *Discuss and or Act on the posting of the position for the Administrative Assistant position in the AC/DOF office;*
7. *Discuss and or Act on Job Description for the Administrative Assistant/Director of Finance;*
10. *Discuss and or act on 2013 Health Insurance Proposal;*
11. *Discuss Woodside Ranch Project updates;*

Health Insurance

Motioned by Sebastiani/Kotlowski to adjourn meeting at 6:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary