

ADMINISTRATIVE & FINANCE MEETING MINUTES

November 13, 2015 9:00 a.m. Room A160

The meeting was called to order by Vice Chairman Grabarski at 9:04 a.m. The meeting was properly noticed. Members present: Babcock, Grabarski and Kotlowski. Excused: Hamburg and West. Also present: Mrzena, McGhee and Phillippi.

Motioned by Kotlowski/Babcock to approve the agenda. Motion carried by unanimous voice vote.

Public participation: None

Present: West @ 9:15 a.m. West took over as chair.

Item #9 MIS: McGhee handed out financials, update provided on Echo (Health & Human Services Software project) - old data was exported, imported data clean up needs to take place. Not all units are utilizing system.

Item #8 Treasurer: Mrzena gave an update in the absence of the Treasurer. Payment from Cynthia Spredeman was received by certified mail which was postmarked prior to deadline. The committee accepted payment using postmark date, not date received in office. No motion, but all concurred with this based on past practice utilizing tax payment process.

Present: Nickel @ 9:26 a.m.

Item #10 County Clerk/ACDoF:

b. Motioned by Babcock/Kotlowski to approve the option to allow direct deposits to multiple bank accounts electronically through employee paychecks. Motion carried by unanimous voice vote.

Deviate in agenda to Items #11, #12 per West.

Item #11 Discuss and/or act on ATV/UTV campground state project, bids open at 11/19/15 @ 9:00 a.m. at courthouse.

Item #12 Discuss and/or act on recreational trails Act Grant #RTA-713-15. Nickel stated that the ATV project wasn't intended to be stopped; match was \$45,000. The committee stated that the motion that was made at the Jt. Administrative & Finance/Parks meeting on 10/29/15 prohibits continuation. Committee recommends that the Joint Administrative & Finance/Parks meeting be scheduled for 11/19/15 at 9:00 a.m. to handle the situation.

Item #10 continued:

c. Motioned by Babcock/Kotlowski to support the implementation of Res. #44-2008, Veteran's In-Service Day/employee recognition; direct County Clerk to clean up and

create a formal policy document, and to send correspondence to those who didn't comply. Motion carried by unanimous voice vote.

d. Update provided, clerk was directed to look at different insurance quote options for the future.

e. Motioned by Babcock/Grabarski to keep the Carryover Resolution #112-2013 the same, with no changes. Motion carried by unanimous voice vote.

Phillippi explained the need for chairs in the courtroom, recommending transfer of funds.

Recess: Motioned by Kotlowski/Babcock to take a recess at 10:30 a.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order at 10:50 a.m. Present: Babcock, Grabarski, Kotlowski and West. Excused: Hamburg.

f. County Clerk was directed to create an approval form to implement an internal control sheet for Skyward security/administrative right and usage. This will be utilized for identifying what access an employee may have.

g. Discussed the employee memo sent out regarding payroll in December (direct deposit/paper check). Motioned by Grabarski/Kotlowski to concur with the memo that was sent out and respond to concerned employees, employee letter and union. Motion carried by unanimous voice vote.

h. Discussion took place regarding the administrative pay and interim position timeline/transition plan. Motioned by Kotlowski/Babcock to continue administrative pay to Phillippi through the end of 2015. Motion carried by unanimous voice vote.

Item #13 *Discuss and/or act on 2016 budget.* Discussion took place. No action.

Upcoming agenda items:

Transfer contingency to circuit court for purchase of chairs.

Next meeting date: December 8th at 3:00 p.m.

Motioned by Kotlowski/Grabarski to adjourn at 12:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted, /s/ Cindy Phillippi, Recording Secretary
These minutes have been approved by the committee.