

Executive Committee Meeting
December 7, 2012 – 1:30 p.m. - Conference Room A-260

John West, Chair, called the meeting to order at 1:30 p.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Lori Djumadi; Supervisor Jon Roseberry; County Clerk Cindy Phillippi; Tyler Grossheusch, Chris Murphy; and Jodi Helgeson. Marcia Kaye, Personnel Director, was excused.

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

Motion by Babcock, seconded by Sebastiani, to approve the Minutes of the November 13, 2012 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There is no new correspondence.

Motion by Allen, seconded by Babcock, to approve the Resolution to Amend Adams County Employee Handbook Chapter 3, Section 12; Chapter 6, Section 8; Chapter 8, Section 1.03. Motion carried by unanimous vote.

Discussion was held regarding the County pay structure.

Motion by Allen, seconded by Sebastiani, to support a 2% wage increase in 2013 for those employees who have not received a step increase or a cost of living adjustment during 2012, except those hired after June 1, 2012, as brought forward by the Administrative & Finance Committee. Motion carried by unanimous vote.

Motion by Johnson, seconded by Babcock to freeze, as of December 31, 2012, all previous resolutions and action regarding County pay scale and structure. Motion carried by unanimous vote.

Discussion of posting of the GIS Specialist/Assistant Land Information officer position. **Motion by Allen, seconded by Sebastiani, to post the GIS position based on the ranges included in the Carlson-Dettmann wage study. Motion carried by unanimous vote.**

Discussion of job descriptions for Administrative Coordinator/Director of Finance Office; Adams County Corporation Counsel Office; and Personnel Department. No changes to job descriptions, except that of Corporation Counsel’s Legal Assistant. **Motion by Babcock, seconded by Allen, to approve all job descriptions as presented. Motion carried by unanimous vote.**

Albert provided a 3-page outline of Corporation Counsel’s goals, accomplishments and expectations for the Committee’s review. Chair West stated this is the type of input he’s looking for, and wondered how best to discuss goals, accomplishments and committee expectations with all County Board members. Larson proposed that each Executive Committee Member talk with 3 Board Supervisors, and those findings can be shared with other Supervisors.

Larson presented the monthly Administrative Coordinator/Director of Finance report including

- Hilbert Bond documents
- EO Johnson managed print service should be implemented in December
- Workers Compensation training was held with the Treasurer; transition of treasurer-elect
- review of job descriptions
- preparation for preliminary financial audit
- No update on BRB Contract; no movement forward

Allen spoke of the need to determine goals for safety training meetings, and education on CPR training, fire extinguishers, fire drill, evacuation plan, etc.

Jack Albert presented Corporation Counsel Department monthly report including department representation, court actions, case load, and office management. Albert may propose in the future that a door be installed between his office and his assistant's office to ensure staff safety and easy accessibility to all work areas.

Marcia Kaye was excused from attending this meeting, but a handout was given to Committee Members for their review.

Motion by Allen seconded by Sebastiani, to approve November vouchers. **Motion unanimously carried.**

Action items for next meeting: MEUW to present a program for Safety Administration and compliance.

The next meeting is scheduled for **January 8, 2013 at 8:00 a.m.** **Motion by Allen, seconded by Sebastiani**, to adjourn the meeting at 4:11 p.m. **Motion carried by unanimous vote.**

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary