

## ADMINISTRATIVE & FINANCE MEETING

Tuesday, September 18, 2012

8:10 a.m. Room A160

The meeting was called to order by Chairman West at 8:10 a.m. The meeting was properly noticed.

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

Motioned by Djumadi/Babcock to amend job title for Administrative Assistant position for Administrative Coordinator Director of Finance office to read Fiscal Coordinator/Support Staff. Also struck Extensive in Qualifications section and start with Experience. Motion carried by unanimous voice vote. Motioned by Kotlowski/Djumadi to post Administrative Assistant position for Administrative Coordinator Director of Finance office. Motion carried by unanimous voice vote.

**Excused:** West at 10:15 a.m. Sebastiani took over the meeting.

**Recess:** Motioned by Djumadi/Sebastiani to take a recess at 10:15 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Meeting was called back to order at 10:20 a.m. Present: Kotlowski, Djumadi, Sebastiani and Babcock.

Discussion and/or acting on the EO Johnson updated proposal and contract was postponed until next agenda.

Motioned by Babcock/Kotlowski to approve the 2013 Health Insurance alternate 3 PPO HRA Proposal. HRA \$250 single/\$400 Family. Deductible \$1000 Single/\$2000 Family in network/out of network. Motion carried by unanimous voice vote.

Motioned by Babcock/Djumadi to approve the revision, Chapter 4, Section 4.01 Holiday Pay in the employee handbook. Fiscal Note: has no financial impact, for administrative purposes only. Motion carried by unanimous voice vote.

McGhee present: U.S. Cellular with state, was a pay as you go, \$3 per month per line. No use, \$.05 per minute. Contract on device is the same, with 2 year option to continue.

Motioned by Kotlowski/Babcock to accept U.S. Cellular service agreement. Motion carried by unanimous voice vote.

**Present:** West at 11:45 a.m.

Wavrunek present to discuss Children's Services Position for Library. This position with full benefits runs approximately \$56,500 annually. No action taken.

Next agenda item: Discuss and or act on EO Johnson updated proposal and contract.

Motioned by Kotlowski/Djumadi to adjourn at 1:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary