

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, June 10, 2016 9:00 a.m., Room A260

The meeting was called to order by Chairman West at 9:02 a.m.

The meeting was properly noticed.

Roll call: West, Grabarski, Parr, Pisellini and Allen. Also present: Wagner, Kaye, Kubisiak, Fahrenkrug, Oleson and Kroening as Recording Secretary.

Motioned by Pisellini/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to approve Joint Admin/Fin & Parks Dec 15, 2015 minutes. Motion carried by unanimous voice vote.

Approval of Admin & Fin May 13, 2016 minutes struck from agenda; will be added to next month's agenda for approval.

Motioned by Allen/Pisellini to approve Admin & Fin minutes from May 24, 2016 regular meeting and May 24, 2016 closed session meeting. Motion carried by unanimous voice vote.

*Item #6 Corporation Counsel monthly report.* Wagner updated committee on office activities; POWTS citations, bankruptcies pending, truancy cases, codification project, attended suicide prevention meeting.

*Item #7 Personnel Director:*

- a) *WIPFLI Compensation study.* Kaye gave an update on status of WIPFLI scale moving forward.
- b) *Monthly report.* Kaye updated committee on office activities.

Present: McGhee @ 9:50 a.m.

c) *Discuss and act on:*

1. *Union request to combine Grievance 16-130 and Grievance 16-231 for the purpose of holding a single arbitration hearing.* Discussion took place. Motioned by Allen/Pisellini to combine Grievance 16-130 and Grievance 16-231 as one hearing. Motion carried by unanimous voice vote.
2. *On the reclassification of Jail Administrator/Lieutenant positions on the WIPFLI Compensation Chart.* Fahrenkrug spoke regarding positions. Motioned by Allen to okay the Jail Administrator job description. Allen retracted his motion. Pisellini recommends leaving classification as is and possibly changing for future postings. Motioned by Grabarski/Allen to reclassify Jail Administrator moving to a grade 8, from a grade 7. Motion carried by unanimous voice vote. Motioned by Grabarski/Pisellini to reclassify Lieutenant position to a grade 8, from a grade 9. Motion carried by unanimous voice vote.
3. *On County sponsored blood drives.* Motioned by Allen/Pisellini to further look into the county sponsoring an employee blood drive on county property. Motion carried by unanimous voice vote.

*Item #8 County Manager/Administrative Coordinator:*

- a) *Parks Manager's Reports; Admin Coordinator Report; Revenue report, expense check summary report and expenditure report.*
- b) *Discuss and/or act on:*
  1. *Changing the Fawn Lake boat landing from a user fee lake to a non-user fee lake.* Discussion took place regarding user fees at Fawn Lake. Decision was to wait to impose fee at first of the year possibly. Further discussion will follow on user fee amounts for all Adams County parks to be established for the beginning of next year.
  2. *On allowing the Parks Managers to have a physical credit card.* Discussion took place; not sure if giving cards out is a good idea. McGhee and Oleson mentioned using "P" cards for this purpose. Committee asked that someone come to the next meeting to explain how "P" cards work.

3. *On approval of adding or removing the seasonal fee status for any of the outlying parks.* Will discuss at a later date, when discussing user fees as a whole for the county.
4. *Timeline for the Annual Budget.* Kubisiak handed out a potential timeline for budget meetings. He has a problem with the line item budget, will be developing a county wide budget instead of silos. Capital budget will change as well as the administrative process. Kubisiak/Waltemath have already starting working on budget and placeholders. Committee discussed County Manager's role/responsibilities in the budget process.

Fahrenkrug left @ 11:10 a.m.

*Item #9 Treasurer:* No report/update given.

- a) *Tax Deed Property update*
- b) *Financial report*
- c) *Office activities*

*Item #10 MIS:*

- a) *Office activities.* Report given by McGhee; no big changes.
- b) *Financial report.*
- c) *ECHO, WIMCR – progress/update.* McGhee is working with ECHO; need to get billing from them. Oleson holding ECHO check; she explained situation. Discussed WIMCR; will put on next month's agenda to discuss WIMCR payment.

Discussed Item #12 along with Item #10c.

*Item #12 Family Care/Long Term Support – update.* Discussed family care/long term support; executive ordered to be "Family Care" by 2017.

Oleson left at 11:35 a.m.

*Item #11 Evaluation of County Manager position – discussion.* Committee decided to have a meeting on June 21<sup>st</sup> @ 5p.m. to discuss and/or act on evaluation questionnaire form that should be used for evaluating County Manager position.

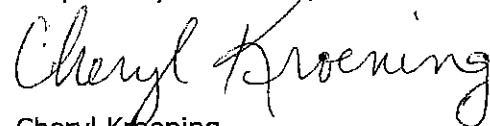
Next meeting agenda items:

*WIPFLI compensation study general discussion;*  
*WIPFLI evaluation forms discussion;*  
*Review parks fee structure for next year;*  
*"P" card presentation/information;*  
*Discuss WIMCR payment.*

Next meeting date: June 21, 2016 @ 5 pm Rm A260 for the purpose of discussing evaluation form questionnaire for County Manager position. Regular meeting date set for: July 8, 2016 @ 9am Room A260.

Motioned by Allen/Grabarski to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cheryl Kroening  
Recording Secretary