

Administrative & Finance Minutes  
January 13, 2011, 9:00 a.m. Room A260

Meeting was called to order at 9:00 a.m. by Chairman West.

Present were Supervisors Kotlowski, Sebastiani, West and Ward. Excused, Renner. Also present were Dave Carlson, Dawn McGhee.

The meeting was properly noticed.

Motioned by Ward/Sebastiani to approve the agenda as presented. Motion carried by unanimous voice vote.

No public participation and no correspondence.

At 9:00 a.m., the Committee agreed to deviate to MIS "c. Presentation on information security audit report". Brian Koehler and Chris Swinford from Affiliated Computer Services Inc. gave an overview of the audit. A summary document was submitted. The committee will continue to review the progress on the information security audit. The report concluded at 10:00 a.m. Dawn believes we should continue with the audits to make sure we are continuing in the correct direction. She indicated that Alex Ginter is working out well. Rome is now on our server using Spillman. Dawn borrowed a few lap tops for Rome's use during training. They have a VPN connection which is encrypted.

It was determined the Technology Steering Committee should follow the regular meeting notice requirements. RouteOptix software has been installed at Solid Waste and is going well. There are a few bugs, but they are working with the vendor on them. Two new printers were purchased for receipting purposes. The website is up and functional, however there are some broken links that are being worked on, as time permits; this takes a backseat to everything else. The office is continuing with general maintenance just staying ahead of everything. Help desks' requests are slow. The GCS project is not complete, however the software has been installed. The data conversion is done and paid for. The money was budgeted in 2010; however, all expenses have not been paid. A resolution will need to be submitted for utilization of carryover funds and be placed on the next committee agenda for approval. Cindy will help Dawn with this. Wireless installation at Castle Rock is a work in progress.

Myrna Diemert present at 10:30 a.m.

Dawn indicated that the dispatch phone system can remain as one; Five Star and Frontier are on the same page and working together. They are just waiting for a quote and paperwork from Dave Carlson to proceed. The Sheriff, Sam Wollin, was called to come to the meeting.

At 10:55 a.m., Myrna updated the committee about the funds related to the Cell construction. Monies are in a separate fund with related expense accounts. The committee should be able to review the accounts to see the monies spent. Myrna will answer questions in the future as necessary.

Wollin came to the meeting to receive an update on the dispatch phone system project. Wollin will have Dave Carlson submit a quote as soon as possible to Dawn, as to

continue forward on project. Excess Communications funds must be disbursed prior to March 2011.

Motioned by Sebastiani/Kotlowski to approve minutes from December 10, 2010. Motion carried by unanimous voice vote.

To be placed on the next agenda: Ward wants the carryover figures of the remaining dollars available.

Treasurer: Mary Ann Bays gave the committee the investment report. The dollar amount of delinquencies is the same or less than last year; however; the number of parcels is significantly more. Other operations are as usual.

The Administrative & Finance committee reviewed the 2010 Highway reports. They are approximately \$413,000 over at this point; however, there are still vouchers payable that need to be processed, for 2010.

Motioned by Kotlowski/Sebastiani to approve the check register as presented. Motion carried by unanimous voice vote.

County Clerk: Cindy Phillippi explained the recent events related to the Town of Rome Clerk. Brought the committee up to date about office activities. Informed them of letters from the state related to non-compliance in September and November elections not being closed and the reasons related. Discussion related to implementation of fee schedule/charges for errors that took place.

Identify upcoming agenda items:

- Cash reconciliation for November & December, 2010;
- Discuss and/or act on carryover accounts;
- Discuss and/or act on excess communication project dollars;
- Solid Waste Cell;
- Highway Financials;
- County Clerk check processing policy;
- Re-approval of DNR/DMV banks accounts;
- SkyWard access;
- Discuss and/or act on credit card policy;
- Discuss and/or act on excess communication project dollars.

Next meeting date will be February 15, 2011 at 9:00 a.m. in Room A160.

Motioned by Sebastiani/Kotlowski to adjourn at 1:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording secretary  
These minutes have not been approved.