

ADMINISTRATIVE & FINANCE
June 11, 2012 1:00 p.m., Room A260

Meeting called to order by Chairperson West at 1:03 p.m. Present: John West, Larry Babcock, Al Sebastiani, Lori Djumadi, Jerry Kotlowski. Also present: Daric Smith, Pat Kotlowski, Trena Larson, Jon Roseberry.

Meeting was properly announced.

Motion by Sebastiani to approve the agenda, second by Kotlowski. Motion carried.

No Public Participation. No Correspondence.

Motion by Djumadi to deviate to item #20 on agenda. Second by Babcock. All in favor. Motion carried.

Action was taken on resolution for Hillbert Communications Bond Financing. Discussion took place in regards to the project. Concerns and questions were addressed and answered. Motion made by Djumadi to send the resolution on to the County Board. Second by Babcock. Motion carried with Sebastiani and West abstaining due to other interest in the matter due to being members of other committees also involved.

Discussion took place regarding the Woodside Sports Complex. Details were submitted to the committee in regards to financing. Woodside representatives are compiling finalized data to submit to the committee and the County Board for further action.

Administrative Coordinator/Director of Finance reported the Health and Human Services construction project is within budget. Contracted work is completed with some ongoing punch list items currently in progress.

A Capital Improvement Planning seminar was attended and was felt to be beneficial for future capital improvement planning.

All retro pay has been paid out to those employees whom it affected.

Schenck will have finalized audited numbers for July's meeting.

To comply with IRS regulations, all employees will be receiving a memo regarding taxable meal reimbursements. This will include all meal reimbursement requests from employees who DO NOT have an overnight stay. AC/DOF office will be adjusting the current reimbursement submittal form. These requests will now be processed through the payroll module.

An updated fund balance sheet was disbursed to the committee with January 1, 2012 beginning balances.

May 2012 cash reconciliation was also received by the committee.

Sales tax spreadsheet was given to committee with May's allocation. Sales tax revenue is applied to the Debt Service balance.

Motion by Djumadi, seconded by Sebastiani for 5 minute recess. All in favor. Motion carried. West called meeting back to order.

Detail was given to the committee regarding a payment to Waushara County in question on the check register. This payment was for brushing and trimming along Co Hwy G between STH 21 and STH 73.

A reference sheet was handed out to committee members that will assist them in reading monthly reports with less confusion. This will also be distributed to County Board Members.

AC/DOF office is now cross trained in the Accounts Payable function. The next step is payroll. Upon completion the office will be fully cross trained.

Motion by Sebastiani to approve check register. Seconded by Djumadi. All in favor. Motion carried.

MIS is nearly completed with the Managed Print Services project. The new server is up and running with the Skyward 64 bit upgrade being completed by early July.

Currently working to extend internet coverage from July 2 thru July 10 to cover the window between the end of current the contract and begging of new with Frontier.

Looking into contacting an outside vendor for upgrading the courthouse phone system.

Nothing to note from County Clerk.

Treasurer: Tax deed payments have been slow. Deadline is August 7, 2012.

May 2012 financial report was given.

LGIP fund interest increase of 0.01%.

Acted on Resolution to approve and establish a non-lapsing account for Wellness Committee fundraising money.

Motion to approve with the understanding that the funds are reinvested into the Wellness Program made by Djumadi. Seconded by Kotlowksi. All in favor. Motion carried.

Acted on Resolution to approve amendments to Rule XXIII of the Adams County Board Rules.

Motion to approve made by Sebastiani. Seconded by Babcock. All in favor. Motion carried.

Discussion took place on Budget guidelines. For baseline purposes only, it was decided to anticipate 12% increase in insurance costs, 2% increase in wages. Each department cannot exceed the lesser of: A.) The amount spent in 2011 with no increase or B.) the amount budgeted for 2012.

2011 audit report will come in July from Schenk.

Administrative Coordinator requested permission from the committee to submit an RFP to the copier vendors setting a standard for data collection in order to proceed accurately with the print management services contracts. This RFP will be created by MIS / AC/DOF with Djumadi.

Motion to grant permission made by Sebastiani, seconded by Babcock. All in favor. Motion carried.

No action on Neo-gov. Not yet live.
Fund balance policy will be discussed in July.
Bond compliance policy will be discussed in July.

Motion to adjourn at 4:32 p.m. by Babcock. Seconded by Kotlowski. All in favor.

Lori Djumadi/Jenny Keller
Recording Secretary
These minutes have been approved.