

**Minutes of Joint Administrative & Finance – Executive Committee Meeting
Adams County Courthouse – Conference Room A-260
December 9, 2013 – 8:30 a.m.**

John West, Chair called the meeting to order at 8:35 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Larry Babcock, Florence Johnson, Jack Allen and Lori Djumadi. Jerry Kotlowski was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Kenneth M. Wagner, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane M. Heider, Recording Secretary; Phil McLaughlin; Diane Cable; Jani Zander; Jane Gervais; Cindy Phillippi; and Pat Kotlowski.

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

There was no correspondence.

Motion by Babcock, seconded by Johnson, to approve the Minutes of November 5, November 8, and November 22, 2013. Motion carried by unanimous vote.

Discussion regarding Letter of Understanding between Adams County and Adams County 4-H Leaders Association regarding upcoming plat book. Motion by Johnson, seconded by Allen, to approve the Resolution and forward to the County Board. Motion carried by unanimous vote.

Motion by Sebastiani, seconded by Johnson to impose a \$35 monthly fee upon those employees covered under the County Health Insurance Plan who do not take the annual health risk assessment. Larson explained that health risk assessments give better benchmarks for targeting health needs resulting in proactive control of premium and costs. Motion carried by unanimous vote.

Discussion regarding 2014 wage increase. This item was tabled until the proposed Resolution is redrafted by the recording secretary during meeting break.

Discussion regarding 2014 new-hire wage structure philosophy.

Motion at 9:44 a.m. by Allen, seconded by Sebastiani to recess for 5 minutes. Motion carried by unanimous vote. The recording secretary handed out the redrafted wage increase Resolution.

West called the meeting back to order at 9:59 a.m. Discussion continued. Motion by Djumadi, seconded by Allen, that new hires may progress from a starting point of 85% of market to 100% of market within two years of employment. Motion carried by unanimous vote. Discussion continued regarding setting benchmarks for new hire wage increases. Motion by Babcock, seconded by Allen, to set new hire wage benchmarks at:

<u>New</u>	<u>6 Months</u>	<u>1 Year</u>	<u>2 Year</u>
85%	87%	93%	100%

Motion carried by unanimous vote.

THESE MINUTES HAVE NOT YET BEEN APPROVED

Discussion continued. Department heads should assist in developing criteria for evaluation their employees. The committee would like Larson and Kaye to recommend a reclassification/appeal process for the positions in the study. Kaye will provide information obtained from other counties for comparison. West confirmed that new hires include Department Heads. Motion by Sebastiani, seconded by Djumadi, to approve and send to the County Board, the Resolution Approving 2% wage Increase for All Employees Except: Sheriff's Department Local Union 355 employees; Employees Hired After 6/30/13; On-Call Employees; and Limited Term Employees. Motion carried by unanimous vote.

Trena Larson gave the report of Administrative Coordinator/Director of Finance Department. The audit is on schedule. Projects include the Rabl encroachment at the airport; Easton Store.

Ken Wagner gave the report of Corporation Counsel Department including case load, document review, and legal opinions.

Marcia Kaye, Personnel Director, gave her report and distributed a handout.

Motion by Allen, seconded by Johnson, to approve Vouchers. Motion carried by unanimous vote.

The next regular Executive Committee meeting is set for January 13, 2014 at 8:30 a.m.

The next joint Administrative & Finance/Executive Committee Meeting is set for December 23, 2013 at 9:00 a.m.

Action Items for next meeting: Discuss and/or act on developing a philosophy on wage structure.

Motion at 11:36 a.m. by Sebastiani, seconded by Johnson to adjourn the meeting. Motion carried by unanimous vote.

Respectfully submitted,

Diane M. Heider
Recording Secretary

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