

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, October 12, 2012

1:00 p.m. Room A160

Meeting was called to order by Chairman West at 1:10 p.m. The meeting was properly announced. Roll call: Babcock, Djumadi, and West. Excused: Kotlowski, Sebastiani. Also present: Phillippi.

Motioned by Djumadi/Babcock to approve the agenda. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Administrative Coordinator/Director of Finance discussion on office activity, update 4 applicants and preparing for audit. Contingency Fund/General Fund balance, Act 10 potential changes on health insurance.

Sales tax revenue was \$1,259,469 should be \$1,184,469

420.73 \$296,644

Contingency

100.75 \$708,000

Hwy Department

100.00.49230 should be \$510,000

700.25.53310.370 \$2,933,370

260.25.53310.370 \$3,067,388

Both increased by \$154,371

Health & Human Services

240.38.49300 \$458,280

240.38.59240 \$458,280

Capital transfer to

100.12.51630.920 was \$16,600, should be \$26,600 – increase \$10,000 for Top Caps

100.12.51630.420.73 transfer in \$303,909

100.47.56110.920 \$50,000

100.12.51630.920 \$120,000

100.00.49230 R \$680,000

300.70.59210 E \$680,000

Need Child Support Department adjustment to overtime and on-call as overtime includes retirement, on-call does not.

September's cash reconciliation was handed out.

Motioned by Djumadi/Babcock to approve check register. Motion carried by unanimous voice vote.

McGhee present at 1:20 p.m. Discussion on MIS Department. McGhee attended a Conference on Governmental Information Processing, what others have been doing.

She has spent 5 days at Health & Human Services moving computers and setting them up. There is plenty more to do. McGhee handed out financial report explained a journal entry needed to be made otherwise everything was fine. RMM spoke with Rome Solarus to do something about the email that was bouncing from their side. Not sure if their system is running yet. We can send email to them, they can receive ours. Wants to use an on-call clerical position from position vacancy. Money is in wages currently. Motioned by Babcock/West to use an on-call worker for light duty until caught up with filing. Motion carried by roll call vote. Voting yes, Babcock, West. Voting no, Djumadi. Union Technology Cooperative. RMM increased their services from 2 to 4 days per month.

CDBG meeting went ok. State built the program, it does not mesh with how county's do business. There are concerns about the availability of 3<sup>rd</sup> party administrator to assist our people with application.

Excused: Treasurer Department tax deed property update, financial report and office activities.

Hillbert Communications resolution is not here yet. Barid Company is taking bonds to Market Financial Analyze Roll up of our 2012.

Next meeting date set for November 9<sup>th</sup> at 1:00 p.m. Agenda items: Discuss and/or act on Hillbert Communications resolution for bonding.

**Present:** Sebastiani at 3:00 p.m.

Motioned by Djumadi/Babcock to adjourn at 5:06 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary