

**Executive Committee Meeting**  
**February 12, 2013 – 8:00 a.m. - Conference Room A-260**

**Minutes**

John West, Chair, called the meeting to order at 8:06 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Marcia Kaye, Personnel Director; Myrna Diemert; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Lori Djumadi; Marilyn Rodgers; and Darcy Beckman.

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

**Motion by Babcock, seconded by Johnson, to approve Minutes of the January 8, 2013 Executive Committee meeting. Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Discussion was held and **Motion** was made **by Allen, seconded by Babcock**, to approve the Resolution to Establish Medical Examiner Positions as Positions Governed by Adams County Personnel and General Administrative Policies and to forward to the County Board for consideration. **Motion carried by unanimous vote.**

Discussion was held regarding possible publication of the Adams County Personnel & General Administrative Policies to the County Website. No action was taken.

Discussion was held regarding the job description for Solid Waste Recycling Building Operator. **Motion by Allen, seconded by Johnson** to approve the Solid Waste Recycling Building Operator Job Description. Motion carried by unanimous vote. **Motion by Johnson, seconded by Babcock**, to approve the Resolution to Create a Recycling Building Operator Position in Solid Waste Department. **Motion carried by unanimous vote.**

Discussion was held regarding how the current wage freeze may affect certification fees for Highway and Planning and Zoning Departments. **Motion by Allen, seconded by Sebastiani** to take no action. **Motion carried by unanimous vote.**

**Motion by Sebastiani, seconded by Allen**, at 9:11 a.m., to recess for 10 minutes. **Motion carried by unanimous vote.** The Committee reconvened at 9:16 a.m.

THESE MINUTES HAVE BEEN APPROVED BY THE EXECUTIVE COMMITTEE

**Albert** gave his verbal report of Corporation Counsel Department activities, including department representation, court actions, case load and office management.

**Larson** presented the following monthly Administrative Coordinator/Director of Finance report:

- Department cross-training. See handout. The segregation of core responsibilities is crucial. AC/DOF has made gains in cross-training despite short-staffing.
- The third staff position needs to be filled to operate at full capacity, and to complete full cross-training.
- Payroll training has been completed.
- EO Johnson Print Systems – installation is complete.
- Preliminary Audit – 3 departments received auditor comments, and action steps are being drafted.
- Working through Medical Examiner transition from Columbia County.
- Wipfli wage study – Partial factor analysis: 2 factors have been completed. There are job description deficiencies and inconsistencies.
- EAP will give a presentation to Department Heads to clear up some confusion.
- Recruitment of staff position.
- Preparation for audit; year-end balances; carryover balances.
- Safety plan: Emergency Management is preparing a “safety procedures/operations” document.

**Allen** commented that cross-training across departments has “gone nowhere” in the past. **Kaye** stated that on-call employees have been used. **Larson** stated that there are model counties implementing cross-training.

**Marcia Kaye** distributed a handout and discussed Personnel Department activities.

- Employee appreciation through birthday card and candy is well received.
- Attended the WPELRA Spring Conference. A hot topic of discussion was Act 10 and the decisions that have or have not been made.
- OSHA 300 reports are completed. The County reported mostly minor injuries for 2012 Worker’s Compensation.
- AEGIS (Deb DeWitt) will address Department Heads; and will conduct pathogen classes.

**Larson commented that,**

- Highway Department would like a vendor to coordinate safety training.
- Solid Waste would like follow-up regarding OSHA/State reports.
- Other Department Heads don’t want their budget to go toward Safety.

**West** indicated that safety budgeting is on the Administrative/Finance Committee meeting agenda for Monday.

**Allen** stressed that in order to retain qualified GIS applicants, the County must pay a high enough wage. **Kaye** described how all applicants are within the allowed wage range. The interview process is pending.

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**Larson** commented on how implementing a GIS position could lead to county efficiencies, and will enable us to keep up with future advances in technology.

**Motion by Babcock, seconded by Allen, to approve Vouchers for the months of January and February, 2013.** Motion carried by unanimous vote.

Action items for next meeting:

- Safety training
- Staff cross-training possibilities
- Closed session item: Discuss and/or act on pending WPPA Local 355 negotiations

The next meeting is scheduled for Monday, **March 11, 2013 at 8:00 a.m.** **Motion by Sebastiani, seconded by Johnson,** to adjourn the meeting at 10:07 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider  
Recording Secretary