

ADMINISTRATIVE & FINANCE MEETING MINUTES

November 22, 2016 10:30 a.m. Room A231

The meeting was called to order by Chairman West at 10:30 a.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr, Pisellini and West present. Also present: Miller, Tolley, Sedlar, Wagner, Rogers, Kaye, Kolstad, Wollin, Petkovsek, Colburn, Bonnett and Phillippi.

Motioned by Grabarski/Pisellini to approve the agenda. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Discussion regarding medical examiner wage and action taken at the November 14th Administrative Committee meeting took place. Rogers explained to the committee why the medical examiner position shouldn't be an hourly position. A written document describing an average day was provided to the committee. Describing the events from November 16th – 17th was the main focal point. Kaye provided a written document of options the committee had regarding the medical examiner position in order to be in compliance with the law.

Recess: Motioned by Grabarski/Pisellini to recess at 11:40 a.m. Motion carried by unanimous voice vote.

Reconvene: Call back to order by chairman West at 11:45 a.m. All present.

Medical Examiner wages were discussed further.

Motioned by Grabarski/Allen to have a temporary 90 day trial period starting November 27th to include job documentation/description or log of activities for hours worked to the Administrative office. Motion carried by roll call vote, 4 voting yes, 1 voting no. Voting no, Pisellini.

The following motions from the November 14th meeting should be rescinded.

Motioned by Grabarski/Pisellini to make the position hourly removing the exempt status not to exceed 1500 hours annually keeping at current pay grade 11, 23.50 per hour effective January 1, 2017. Motion carried by unanimous voice vote. Motioned by Allen/Pisellini to take item back up. Motion carried by unanimous voice vote. Motioned by Allen/Pisellini to have the start date effective Nov, 27th and not to exceed 145 hours through the year end of 2016. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to rescind the motions from November 14th meeting as described above. Motion carried by unanimous voice vote.

7.d. Parks Department updated job descriptions/request for reclassification. Motioned by Allen/Pisellini to approve the 3 job descriptions as presented. Motion carried by unanimous voice vote.

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Petkovsek brought up the display previously used by the Parks Direct to promote Adams County Parks. Currently it is with the Chamber. There are many parts and it's heavy and cumbersome. The Chamber will see if they have use for any of it, then possibly we could give the remainder of it to the Wisconsin Parks and Recreation Association.

The recommendation for the display should be placed on the agenda for discussion.

7. b. Motioned by Allen/Pisellini to approve the Finance Manager job description. Motion carried by unanimous voice vote. Motioned by Pisellini/Allen to send to WIPFLI to have back by Dec 9th committee meeting. Motion carried by unanimous voice vote.

7. c. Motioned by Grabarski/Pisellini to approve resolution to withdraw from the Local Government Property Insurance Fund and forward to county board. Motion carried by unanimous voice vote.

Petkovsek talked about UGG (Uniform Governmental Guidelines) guidelines, general policy a document of 24 pages, 5 ways to procure, having to identify every service, as to a sub recipient/vendor in addition to the RTA (Recreation Trail Aid) grant which is a federal pass thru. There needs to be more checks and balances. This is what the County Finance Manager will do.

Upcoming agenda items:

Parks Job descriptions

WIMCR

Next meeting date: December 9th, 2016 at 9:00 a.m.

Motioned by Grabarski/Pisellini to adjourn meeting at 12:55 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

CP/ck

These minutes have been approved by the committee.

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