

**Minutes of Executive Committee Meeting
Tuesday, July 12, 2011 – 9:02 a.m. - Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. “Jack” Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Jodi Helgeson, Register of Deeds; Jani Zander, AFSCME Union Local 1168 (Courthouse); and Diane Heider, Legal Assistant, Recording Secretary.

Motion by Stuchlak, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Ward, to approve the Executive Committee Minutes of June 14, 2011. Motion carried by unanimous vote.

There was no public participation. There was new correspondence received from WPPA Locals 355 and 414 which was handed to the Committee and attendees. Discussion was held regarding Budget Repair Bill status and its potential effect on union contracts in general.

Discussion was held as to whether accountant Jeff Cohen’s month-to-month services were beneficial to the Administrative Coordinator/Director of Finances. Larson said Cohen’s services would be beneficial to go over the next cash reconciliation. Motion by Ward, seconded by Stuchlak, to continue the temporary contract with Jeff Cohen on a month-to-month basis. Motion carried by unanimous vote.

Motion by Ward, seconded by Stuchlak, to convene in closed session at 9:07 a.m. to discuss and/or act on the Grievance filed by AFSCME Local 1168 (Courthouse) regarding seniority. Jani Zander joined the meeting. Motion carried by unanimous vote.

The meeting reconvened at 10:07 a.m. Motion by Stuchlak, seconded by Renner, to deny the Grievance. Ward voted no; Sebastiani, Renner, Stuchlak and Babcock voted yes. Motion carried by a vote of 4-1. Helgeson and Zander left the meeting.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report. Larson attended one Skyward training session which she felt was only somewhat beneficial, and may request a refund of training fees. Larson stated that Finance Committee approved up to 4 additional training sessions with Liz Hendriksen. Preliminary 2012 department budget outlines, with proposed wage and benefit information, will be provided to Department Heads by August 1st.

Jack Albert presented the Corporation Counsel monthly report. The model Records Retention Policy will be presented to Department Heads for review prior to the Department Head meeting. A letter will be sent prior to September 1st to all Unions regarding 2012 Union contract revisions.

These minutes have not yet been approved by the Executive Committee.

Marcia Kaye presented the Personnel Department monthly report including resignations, retirements, transfers, and new hires. No new grievances were reported. AFG will do a presentation on Health Risk Assessment to the Committee at the August 10, 2011 1:00 p.m. Executive Committee Meeting.

Motion by Stuchlak, seconded by Babcock, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for August 1, 2011 at 1:00 p.m.

Action items for next meeting: AFG Presentation of Health Risk Assessment.

Motion by Ward, seconded by, to adjourn the meeting at 10:44 a.m. Motion carried by unanimous vote.

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary

These minutes have not yet been approved by the Executive Committee.