

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
January 8, 2009  
4:30 p.m.

Called to order by Cindy Phillippi, Adams County Clerk at 4:35 p.m.

The meeting was properly announced. Roll call was taken. Ward, West, England, Sumpter, Stuchlak present. Also present were Jack Albert, Corporation Counsel; Barb Petkovsek, Administrative Coordinator/Director of Finance; Cindy Phillippi, Adams County Clerk.

Phillippi opened nominations for Chair. Motioned by Ward/Sumpter to elect Stuchlak as Chair. There were no further nominations. Motion to elect Stuchlak carried by unanimous voice vote.

Chairman Stuchlak opened nominations for Vice Chair. Motioned by Ward/Sumpter to elect West as Vice Chair. There were no further nominations. Motion to elect West as Vice Chair carried by unanimous voice vote.

Chairman Stuchlak opened nominations for Recording Secretary. Motioned by Sumpter/Ward to elect Phillippi as Recording Secretary. There were no further nominations. Motion to elect Phillippi as Recording Secretary carried by unanimous voice vote.

Motioned by West/Ward to approve the agenda as presented. Motion carried by unanimous voice vote.

Discussion on the approach for review of Adams County General Administrative Policies took place. The committee will work by chapters. Their goal will be to submit a list of their changes to Phillippi, in writing or via email, one week prior to the next meeting. The recommended changes will be distributed to each committee member to review prior to meeting. This information will be forwarded to department heads at the same time.

If there are sections that are specifically governed by a committee, the committee will have an opportunity to review the recommendations. For example, the section of the policy related to technology would be reviewed by the Administrative and Finance Committee.

Albert explained that sections such as FSLA, FMLA, EOC, etc will be reviewed by an outside agency to make sure we are completely in compliance with these laws.

It was determined the committee will try to meet twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 4:00 p.m.; however, this is subject to change. The next meeting date will be January 27<sup>th</sup> at 4:00 p.m.

The committee will work on Chapters 1 and 2 for the next meeting and have recommended changes to Phillippi by January 20.

Motioned by West/Sumpter to adjourn at 5:05 p.m. until January 27<sup>th</sup> at 4:00 p.m.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary