

ADMINISTRATIVE & FINANCE MEETING MINUTES

June 9, 2017 9:00 a.m. Room A231

The meeting was called to order by Chairman West at 9:02 a.m. The meeting was properly noticed. Present: Grabarski, Parr, Pisellini, West and Hamburg (in for Allen) present. Excused: Allen. Also present: Petkovsek, Wagner, Kaye, Miller, Tolley, Bill Pegler (Times-Reporter) and Phillippi.

Motioned by Pisellini/Parr to approve the agenda. Motion carried by unanimous voice vote. Motioned by Pisellini/Hamburg to approve minutes from April 7, May 3 & May 16, 2017. Grabarski stated that he still believes that there is still too much detail in the minutes, but he won't go against the committee. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8 Corporation Counsel monthly report: Report was provided in the packet. Wagner gave a verbal update too.

Item #9 Personnel monthly report: Report was provided at the meeting. Kaye gave a verbal update too.

- a) *Discuss and/or approve an exception to County Catastrophic Leave Policy for Solid Waste employee:* Discussion took place. No action was taken; employee had a balance of 78% time prior to work compensation issue.

Item #10 Treasurer monthly report: Cash investment report was provided to committee members. Petkovsek reported that there was a resignation in the Treasurer's office.

Item #12 Parks Manager reports: Written report provided.

Present: McGhee at 9:30 a.m., during Parks reports.

Item #11 MIS monthly report: Written report was provided. McGhee gave verbal update; website could potentially be implemented in January, 2018.

Item #13 Administrative Coordinator/County Manager report: Petkovsek gave a verbal update: talked about budget process; True Time for law enforcement and Practical Cents are not fully implemented; Family Care is on hold. Discussion regarding potential to provide a donation to Alice in Dairyland transpired. Grabarski stated that Farm Progress day parallels Alice in Dairyland. Parr had concerns about donating money. Hamburg didn't feel it'd establish a president -- to be placed on next meeting agenda. Petkovsek inquired about the financial report that was included in the packet by Administrative Office. Would the committee like it every meeting quarterly, etc. Committee concurred quarterly would be sufficient.

Item #14 Discuss and/or act on:

- a) *2016 – 2018 Indirect cost plan service contract:* Motioned by Hamburg/Grabarski to approve Maximus indirect cost plan for 3 years for \$4,000 per year. Motion carried by unanimous voice vote.
- b) *Options for the Petenwell harbor sea wall:* Discussed during Parks Manager reports.

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- c) *Resolution to rescind Employment Policy No. One adopted by resolution no. 114-2013 and replace it with the attached Employment Policy No. One of the Administrative Policy Documents:* Changes- spelling line 19, comma line 24, line 91 adding wording; authorization, rework 4.02 and 4.04, strike 4.03 lines 119-121. To be placed on next agenda.
- d) *Resolution to adopt Purchasing Policy:* To be placed on next agenda.
- e) *Records Retention ordinance:* Motioned by Pisellini/Parr to move Records Retention Ordinance forward to County Board for approval. Motion carried by unanimous voice vote.
- f) *Ordinance to revise & consolidate, amend, supplement and codify the General Ordinances of Adams County:* Motioned by Hamburg/Pisellini to move Ordinance forward to County Board for approval. Motion carried by unanimous voice vote.
- g) *Ethics ordinance:* Motioned by Hamburg/Pisellini to approve and forward to County Board after correcting 1.02 spelling and adding language to reference disclaimer regarding: statute, policy/handbook changes. Motion carried by unanimous voice vote.
- h) *Updating Employee Handbook:* Did not discuss.
- i) *Updating County Board Rules:* Did not discuss.

Identify upcoming agenda items:

Discuss and/or act on:

- *Resolution to rescind Employment Policy No. One adopted by resolution no. 114-2013 and replace it with the attached Employment Policy No. One of the Administrative Policy Documents;*
- *Resolution to adopt Purchasing Policy;*
- *Updating Employee Handbook;*
- *Updating County Board Rules;*
- *Donation to Alice in Dairyland.*

Next meeting date set for: July 10th at 2 p.m.

Motioned by Pisellini/Parr to adjourn at 11:25 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippe
Recording Secretary
CP/ck

These minutes have been approved by the committee.