

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, April 4, 2014 9:00 AM Room A260

The meeting was called to order by Vice Chairman Sebastiani at 9:00 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, and Sebastiani. Excused: West. Also present: Larson and Phillippi.

Motioned by Kotlowski/Babcock to approve the agenda. Motion carried by unanimous voice vote. Motioned by Babcock/Kotlowski to approve the March 7, 2014 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

*Item #8 Discuss and/or Act Budget Transfer for Sheriff's department transferring wages and benefits from law enforcement (52100) to K9 (52130).* Motioned by Djumadi/Kotlowski to transfer Sheriff's Dept. to transfer wages and benefits from law enforcement (52100) to K9 (52130). Motion carried by unanimous voice vote.

*Item #9 Discuss and/or act on creation of Carryover account for donation in HHS Aging unit.* Motioned by Djumadi/Kotlowski to create a carryover account for the Henning donation funds for HHS Aging Unit. Motion carried by unanimous voice vote.

*Item #10 Discuss and/or act issuing 2 cell phones for Public Health.* Motioned by Djumadi/Babcock to approve issuing 2 cell phones for the Public Health Nurse and the Public Health Supervisor which will be funded by grant money. Motion carried by unanimous voice vote.

*Item #11 Discuss and/or act on Bestflex debit card for Flex Spending Accounts.* Motioned by Djumadi/Babcock to postpone discussion on Bestflex debit cards for Flex Spending Accounts. Motion carried by unanimous voice vote.

*Item #12 Discuss and/or act on changing eligibility for Health insurance to match the Affordable Care Act.* Motioned by Djumadi/Kotlowski to match Affordable Care Act 20% for 30 hours. Motion carried by unanimous voice vote.

*Item #13 Discuss and/or act on retirees on verses off insurance.* Motioned by Djumadi/Kotlowski to postpone discussion on retirees being on/off insurance. Motion carried by unanimous voice vote.

*Item #14 Discuss and/or act on offering the new Support Services Coordinator starting wages at a step 4 on the existing wage scale of \$22.15 per hour.* Motioned by Kotlowski/Babcock to offer the new Support Services Coordinator a starting wage of \$20.37, which have already been budgeted for. Motion carried by roll call vote, 4 yes, 1 excused. Excused, West.

*Item #15* Administrative Coordinator/Director of Finance:

The dept. is very focused on the audit. The contingency fund/general fund balance report is not ready but is being worked on. Will have it ready in May. The March cash reconciliation has not been balanced yet. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

*Item #16* MIS: A financial handout was provided, which included an MIS office activities report.

*Item #17* County Clerk: County Clerk gave a report on office activities.

*Item #18* Treasurer: A financial report was handed out. Department is currently working on tax deed searches, with the thought of being able to file in court, in the middle of May.

Items on next agenda: None identified

Next meeting date set for May 16, 2014 at 9:00 a.m.

Motioned by Kotlowski/Babcock to adjourn at 11:16 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.