

**ADMINISTRATIVE & FINANCE MEETING MINUTES**

Thursday, January 8, 2015

4:00 p.m.

Room A160

Meeting was called to order at 4:07 p.m. by Chairman West.

The meeting was properly noticed.

Present was West, Babcock and Grabarski. Excused was Hamburg and Kotlowski. Also present was Zander and Waugh as Recording Secretary.

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

Motioned by Babcock/Grabarski to approve December 4, 2014 minutes. Motion carried by unanimous voice vote.

*Item #8 Continuation of PMA information options; postponed until next meeting date.*

*Item #9 Treasurer; Zander gave handouts. Noted that delinquent taxes are down.*

*Item #11 County Clerk/AC/DF; financial handouts were previously given to committee. Committee was asked if they would want to attend any interviews for the two part-time clerk typist (AC/DF & County Clerk) positions and they declined.*

McGhee present at 4:20 p.m.

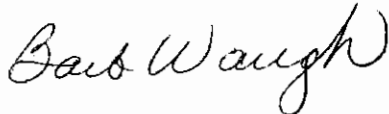
*Item #10 MIS; McGhee gave handouts. Discussion took place on purchase of RSA server software for continuation of security upgrades for State Link project and on utilization of MIS fund balance. Motioned by Grabarski/Babcock to approve implementation of the True Time Keeping modules software with Skyward for \$8,105.00 and 2 days of training. Motion carried by unanimous voice vote.*

*Item #12 Identify upcoming agenda items; Continuation of PMA information options*

Next meeting date is set for Feb. 5, 2015 at 4:00 p.m.

Motioned by Grabarski/Babcock to adjourn at 4:49 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Barb Waugh, Deputy Clerk  
Recording Secretary

These minutes have been approved by the committee.