



Administrative Services Council Agenda

04-27-2023

Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

<input type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Ginger Harner (zoom)	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input checked="" type="checkbox"/>	Brandy Woods	<input type="checkbox"/>	Sheryl Ribbing	<input checked="" type="checkbox"/>	Kaylyn Meyers
<input checked="" type="checkbox"/>	Stacy Simpson	<input checked="" type="checkbox"/>	Michelle Williams (zoom)		
<input type="checkbox"/>	Don Koch	<input checked="" type="checkbox"/>	Rebecca Steinmetz		
<input checked="" type="checkbox"/>	Lindsay Johnson	<input type="checkbox"/>	Evelyn Davis		

Agenda Items:

- I. **Call to Order 10:05 AM**
- II.
- III. **Approve Minutes of 2/23/2022**
 - a. Approval of 3-23-2023 minutes, Rebecca and Kaylyn agreed with motion. Approved.
- IV. **Additions to the Agenda** – No additions to the agenda.
- V. **Team Updates:**
 - **Technology Team**
 - a. Reviewed Strategic Initiatives and discussed how to move forward.
 - **Business & Finance**
 - a. Working on FY23 Budget
 - b. Announced the GFOA Budget Award for FY23
 - c. Having trouble trying to find an Auditor
 - i. Kaylyn mention to try one from Union County and Vienna.
 - **Facilities Team**
 - a. Dwayne showed GovDeals.com and discussed the current auctions.
 - b. Gordian next meeting is on May 25th and final presentation in mid-June

- c. Discussed new Facilities Request form.
- d. Discussed SCC events and calendars.
- e. Looking at the FY24-FY25 budgets for vehicles to purchase.
 - i. Looking to purchase small hybrid cars and replace a maintenance truck.
- **Safety Risk Management**
 - a. Met on April 24.
 - b. Becky Hawes is working on Safety Plans
 - i. Also looking to update maps.
- **Administrative Services Leadership Team**
 - a. Met on April 18 and had a team review/update.

VI. New Business

- a. Computer Usage Policy was discussed. The council decided to wait until the team reorganization happens to continue. The council also sees a need for a Email Account Procedure. We hope to work with the Tech Team for the creation.

VII. Adjournment – 10:55 am, Brandy and Kaylyn agreed with motion. Approved.