Administrative Services Council Agenda
04-27-2023
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

	Chris Clark	X	Ginger Harner (zoom)	X	Dwayne Fehrenbacher
X	Brandy Woods		Sheryl Ribbing	X	Kaylyn Meyers
X	Stacy Simpson	X	Michelle Williams (zoom)		
	Don Koch	X	Rebecca Steinmetz		
X	Lindsay Johnson		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 Facilties 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

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