

FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, February 14, 2012

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane and William F. Wenzel
Others present: Kerry Beghin, Stephanie Box, Elizabeth Geoghegan, Lynn Horkan, Tom Kriegl, Marty Krueger, Chip Meister, Kathy Schauf, Jim Scherneck, Tony Tyczynski, Trish Vandre, and Bill Wasser

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Lane to adopt the agenda, second by Wenzel. Motion carried. Motion by Bach to adopt the minutes of previous meetings on January 10 and 17, 2012, second by Fordham. Motion carried.**

Public Comment: None

Communications: None

Consider approval of travel in excess of 300 miles for two Human Services staff to attend CMHC National User Group conference. Box requested two staff to attend user group conference April 23-26, 2012. Conference provides important training and networking for software system. Discussed future implementation of electronic record system and coordination with an Indiana user. Sending two staff to better maximize the workshop attendance and topics. Expenses are budgeted in 2012. **Motion by Bach to approve of travel in excess of 300 miles for two Human Services staff to attend CMHC National User Group conference in New Orleans, Louisiana, second by Lane. Motion carried.**

Consider approval of travel in excess of 300 miles to Longmont, Colorado, for National Sheriff's Institute. Meister requested travel to National Sheriff's Convention in Colorado. The majority of the expenses are paid by an association. May go to either April or September session. **Motion by Bach to approve travel in excess of 300 miles to Longmont, Colorado, for National Sheriff's Institute, second by Wenzel. Motion carried.**

Consider approval of travel in excess of 300 miles to Atlantic City, New Jersey for National County Veterans Service Officer Conference. Tyczynski noted training is for accreditation and will enable better service and resources to veterans. Expenses are budgeted in 2012. **Motion by Fordham to approve travel in excess of 300 miles to Atlantic City, New Jersey for National County Veterans Service Officer Conference, second by Bach. Motion carried.**

Consider approval of travel in excess of 300 miles to New Orleans, Louisiana for National Alliance for Information and Referral Systems conference. Vandre noted the Wisconsin chapter pays expense as County staff is a state representative. County cost is only paid staff time. **Motion by Fordham to approve travel in excess of 300 miles to New Orleans, Louisiana for National Alliance for Information and Referral Systems conference, second by Lane. Motion carried.**

Presentation of quarterly accounts receivable reports as of December 31, 2011.
Discussed multiple reports and noted ADRC amount to write off.

Consideration of resolution Amending the 2012 Budget to Appropriate \$90,259 Pursuant to an Intergovernmental Agreement Between Sauk County, Wisconsin and the Ho-Chunk Nation. Schauf commented the Committee needs to allocate the funding for the County. Its use cannot be in conflict with the Nation. **Motion by Bach to amend the 2012 Budget to Appropriate \$90,259 Pursuant to an Intergovernmental Agreement Between Sauk County, Wisconsin and the Ho-Chunk Nation, second by Lane. Motion carried.**

Review of 2013 budget process and timeline.
Updated timeline includes new processes from 2012 budget such as the amendment process. Review of new and reclass positions has been removed from timeline to enable County to be more responsive and adaptable. Discussed continuing need to be adaptable in a rapidly changing environment.

Presentation of County financial reports.
County financial information was reviewed and discussed. Sales tax should be very safe to meet the 2011 budget and 2012 budget seems to be appropriate based on 2011 experience. In the big picture there should be no surprises other than what the Committee has already been notified.

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Treasurer's Department Update.

Consider resolution Designating County Depositories; Establishing Investment and Related Financial Procedures.

This is an annual resolution listing all institutions with whom the County does business. **Motion by Wenzel to Designate County Depositories; Establishing Investment and Related Financial Procedures, second by Bach. Motion carried.**

Geoghegan updated the Committee on Treasurer Department activity. Average tax collection countywide is up 2%. Looking to set payment plans with delinquent properties for automatic payment withdrawal from a bank. Currently have RFP for clean-up of Highway 33 tax deed property. Software implementation moving along as planned. **Motion by Lane to approve payment of Treasurer's Department invoices in the amount of \$177,431.89, second by Fordham. Motion carried.**

Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Budget book posted on web site yesterday and sent to GFOA for 10th year. Bar code printer batch accounts payable in pilot stage. Working on new WRS reporting requirements required by state. Vehicle/Fleet maintenance work group began meeting. **Motion by Wenzel to approve payment of Accounting Department invoices in the amount of \$956,611.07 and County invoices in the amount of \$3,661,961.25 second by Bach. Motion carried.**

The next regular meeting will be Tuesday, March 13, 2012 at 8:30 a.m.

Motion by Bach to adjourn the meeting, second by Lane. Motion carried.

Respectfully submitted,

Joan Fordham
Finance Committee Secretary