

FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, January 10, 2012

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane and William F. Wenzel
Others present: Kerry Beghin, Cindy Bodendein, Judith Boe, Elizabeth Geoghegan, Kim Gochanour, Lynn Horkan, Tom Kriegl, Marty Krueger, Peter Murray, Kathy Schauf, Jim Scherneck, Joan Smoke, Tim Stieve, Cathy Warwick and media

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Bach to adopt the agenda, second by Fordham. Motion carried. Motion by Lane to adopt the minutes of previous meetings on December 13 and 20, 2011, second by Fordham. Motion carried.**

Public Comment: None

Communications: None

Discussion of possible 2011 budget overrun for the Health Care Center (HCC).

Gochanour reviewed a possible budget overrun of \$150,000, 1.5% of the annual budget. Gochanour and Stieve discussed the decommission project of the old HCC facility and related unexpected expenses. She also discussed lost revenues due to quarantine in April and May. The overrun will come from the HCC reserve, not the General Fund. Discussed 2012 focus on contracts, collections and expense management. Bychinski noted a written report from HCC was received by the Finance Committee.

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 distributed last year's resolution to appropriate Ho-Chunk funding. Annually the report for funding use needs to be filed by March 1. Schauf recommends not using the funding for recurring expenses; however, the County has a great deal of latitude in the contract. The Committee agreed to address at February meeting for advancement to County Board.

Presentation of County financial reports.

County financial information was reviewed and discussed. Sales tax is cumulatively still on pace to meet the budget. Reviewed key lines, favorable and lagging. Beghin noted year end expenses and revenues still in process. EDA project is progressing slowly, the Federal process is lengthy. Murray questioned the salary and benefit variance, and Beghin commented it is due mostly to turnover and retirement contribution change.

Treasurer's Department Update.

Geoghegan updated the Committee on Treasurer Department activity. All tax bills were distributed before the end of December, sooner than had been expected. Department is currently in the middle of January settlement. Percentage of tax collections appears to be on track as compared to last year. For new software implementation, a test run of tax bills went well and data migration is going well. In April other staff will begin training and integration onto software. **Motion by Bach to approve payment of Treasurer's Department invoices in the amount of 5,756.01, second by Lane. Motion carried.**

Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Highlighted payroll work done at this time of the year. Batch scanning is making progress. The billing group interdepartmental relationship is progressing and currently working on organizing a vehicle fleet workgroup. GFOA National conference is in Chicago in June. **Motion by Wenzel to approve payment of Accounting Department invoices in the amount of \$158,542.00 and County invoices in the amount of \$1,705,777.81, second by Lane. Motion carried.**

The next regular meeting will be Tuesday, February 14, 2012 at 8:30 a.m.

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

Respectfully submitted,

Joan Fordham
Finance Committee Secretary