

FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Thursday, September 29, 2011

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane, and William F. Wenzel
Others present: Kerry Beghin, Cindy Bodendein, Stephanie Box, Dan Brattset, Becky DeMars, Liz Geoghegan, Kim Gochanour, Lowell Haugen, Lynn Horkan, Marty Krueger, Amy Lee, Todd Liebman, Andrea Lombard, Peter Murray, Bill Orth, Steve Pate, Michelle Posewitz, David Riek, Sandy Roamer, Kathy Schauf, Tim Stieve, Tony Tyczynski, Trish Vandre, Randy Stammen, Ruth Steinhorst, Tony Tyczynski, Cathy Warwick, multiple other members of the public, and media

The meeting was called to order by Chairperson Bychinski at 2:00 PM. Certification of open meeting compliance was given. **Motion by Fordham to adopt the agenda, second by Bach. Motion carried.**

Bychinski recommended the order for the meeting to include first the departmental presentation. Second, non-finance committee members/general public have an opportunity to comment for up to three minutes. Lastly, the Finance Committee will discuss and review the presented budget with the Department. **Motion by Wenzel to allow non-finance committee members/general public have an opportunity to comment for up to three minutes after departmental presentation, second by Lane. Motion carried unanimously.**

Discussion and consideration of the 2012 County Budget

Supportive Services/Health & Human Services Departments: Bodendein reviewed the mission and vision of the functional group. Vision and goals has been updated to reflect the ideal. Reviewed current work and collaboration concerning The Management Group (TMG) study.

Veterans Services: Tyczynski highlighted the number of veterans served. The department is currently working at its maximum capacity with no waiting list. Discussed collaboration with ADRC and for referral of services and resources. These efforts create added resources for veterans and efficiencies for all involved.

Aging and Disability Resources Center (ADRC): Vandre reviewed levy increase is to accommodate increased demand in home delivered meal services. Capping services in the future will be likely. Multiple revenue streams were reviewed highlighting requirements for county match and specificity of expenditures. Vandre highlighted two new positions in transportation program. The Committee discussed the benefits of the meal programs. The Committee discussed the allocation of ADRC funding. Vandre confirmed with capacities they have set for programs the requested levy increase is necessary. The Bus program was reviewed.

Non-member comment: Murray spoke concerning the 2012 budget.

Environmental Health: Bodendein commented staffing has been adjusted due to vacancies resulting in decreased labor costs. Funding was not lost due to decrease in staff. Requested budget includes Federal prevention funding decrease. Levy request remains the same as prior year.

Home Care: Warwick spoke on issues concerning program referrals. Discussed vulnerable population served. Quality, productivity and efficiencies are monitored. Highlighted collaboration with Heath Care Center's therapy provider to gain referrals. Starting in 2012, three staff are also allocated and shared staff with Public Health. Detailed time tracking by staff has been implemented allowing for appropriate staff allocation. Discussed the importance of an electronic medical record system. Pate is working with multiple departments for best solutions and integration.

Public Health: Bodendein highlighted multiple programs and effectiveness. Budget request includes a new computer system estimated for \$150,000. Bodendein spoke about use and benefits of Facebook and text messaging in communication.

Women, Infants & Children (WIC): Bodendein noted programs are federally funded and have no decreases. Funding is based on caseload. Currently greater than 1,400 cases in County and numbers are not decreasing. No county levy in these programs. Budget includes carryforward for unspent prior year dollars.

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Human Services: Orth reviewed major contributors to budget and efforts to be as conservative as possible. Current budget request has no levy increase. Discussed alternative placements for children to keep costs contained. Reviewed the economic support change and formation of new consortium. Institutions continue to be the most challenging area for costs, trends show increases each year. Discussed the elimination of State funding for youth institutional care. A multiple county work group has been formed to seek change in statute allowing residential instead of institutional placement for youth. Discussed increased areas of revenue and reviewed the levy request summary.

Health Care Center (HCC): Gochanour noted a 95% occupied census population was used for budget calculations. Revenues were reviewed. Outlay budget is conservative, only replacement for aged items. MIS costs include touch screen station to eliminate reception time on weekend and add scanners for imaging. Vacancy factor is increased due to upcoming retirements. Discussed staff turnover and recruitment. Recent change to labor contract allows for more flexibility for staffing types and savings due to Wisconsin Retirement System (WRS) employee contribution. Utilities budget also decreased as HCC learns how to best maintain new building. Net result is a decrease to levy request for 2012.

Recess at 4:02 PM

Resume at 5:30 PM

Bychinski reviewed the order for the meeting. **Motion by Fordham to allow non-finance committee members/general public to have an opportunity to comment for up to three minutes after departmental presentation, second by Bach. Motion carried unanimously.**

Administrative/General Government Departments

Schauf reviewed the group's goals and objectives.

Accounting: Beghin described the work tasks and goals in the department. Discussed complexity of trends in departmental areas. Also noted trend for increased call for analysis in areas such as budget projections, and the changing face of social programs. Discussed department staffing.

Administrative Coordinator: Schauf reviewed goals and initiatives that stretch across departments. Staffing change with relief worker reallocation was highlighted. Schauf noted the decrease in budget contractual expense due to no county organizational study in 2012. The Community Development Block Grant (CDBG) program status and other expense items were reviewed.

Building Services: Stieve noted changes for 2012 budget and discussed outlay projects. He spoke about utilities, energy studies and system adjustments to take advantage of savings. The communication area continues to work closely with MIS on projects and integrate more internet protocol (IP) and network based technology.

Non-member comment: Roamer spoke concerning the 2012 budget.

Emergency Management: Stieve reviewed funding pass through dollars from the State for programs.

Landfill Remediation: Stieve noted due to low interest rates current revenues are not supporting expenses in the landfill, and landfill fund balance is being used. An analysis is needed to determine the number of years the fund balance will support remediation expense. Currently there is no levy for the remediation. Discussed offsetting benefits of methane gas as energy. Stieve commented he foresees expenditures to remain steady. EPA (Environmental Protection Agency) reporting is time intensive; delisting gets landfill off list but monitoring and testing needs to be continued.

Non-member comment: Lombard spoke concerning the 2012 budget.

Insurance Fund: Stieve reviewed the fund's use and the maintenance of a \$500,000 minimum balance for claims. Discussed future funding sources as the dividend amounts previously received are now deducted from premiums billed.

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Corporation Counsel: Liebman reviewed function of department, staffing and responsibilities. He noted there are no significant changes to the budget.

County Clerk: DeMars reviewed tasks and goals of department. Discussed movement towards paperless agendas and other documents. Discussed staffing and position vacancy. Election costs up for 2012 due to increased number of elections, including a presidential election.

Dog License: DeMars noted remaining dollars collected over supplies are remitted to the Humane Society.

Management Information Systems (MIS): Pate spoke about departmental goals to meet technology needs of the County. Reviewed the method of budgeting for projects, projects spanning multiple years and carryforward dollars. Technology trends moving costs centrally to MIS department through consolidation of infrastructure. Discussed maintenance of county systems and their complexities. Discussed budgeted Public Health system, LRM upgrade, redaction solution and medical records imaging. Highlighted challenges due to various operations in the County.

Personnel: Posewitz reviewed the departmental responsibilities, trends and the additional work in personnel areas due to federal and state legislation. She noted the staffing change with relief worker reallocation. The department will be focusing on employee wellness initiatives to affect insurance rates. She highlighted change in voluntary benefits provider to save dollars and an increase in advertising. Working on overall document imaging system for personnel files. Committee discussed the importance of implementing a wellness program.

Treasurer: Geoghegan noted the 2012 focus will be implementation of new land records/tax system. Multiple efficiencies are expected to be gained including data quality, retrieval and web site improvements. Interest on taxes still seeing good revenue, delinquency rate remains unchanged. Geoghegan spoke about legislation (AB135) that may drop interest on delinquent taxes by one-third. Budget includes chargebacks based on current knowledge. Discussed policy concerning payment to local governments for past due special assessments.

Workers Compensation: Beghin noted this is a self insurance fund. Committee discussed budget savings and how the fund works. Stieve noted the safety program modification rating has improved significantly with risk management successes.

Building Projects: Only 2012 project is the EDA grant for fiber communications.

Motion by Bach to adjourn the meeting at 7:50 PM, second by Lane. Motion carried. 2012 Budget presentations will begin at 8:30 AM on Friday, September 30, 2011.

Respectfully submitted,

Joan Fordham
Finance Committee Secretary