

FINANCE COMMITTEE MINUTES

County Board Room, West Square Building, Baraboo WI

Tuesday, June 14, 2011

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane, and William Wenzel

Others present: Kerry Beghin, Elizabeth Geoghegan, Kim Gochanour, Lynn Horkan, Marty Krueger, Steve Pate, Kathy Schauf

The meeting was called to order by Chairperson Bychinski at 5:08 PM. Certification of open meeting compliance was given. **Motion by Lane to adopt the agenda, second by Fordham. Motion carried. Motion by Wenzel to adopt the minutes of previous meetings on May 10 and 17, 2011, second by Bach. Motion carried.**

Public Comment: None.

Communications: Noted intergovernmental work restricted to \$100,000 in proposed budget.

Consider transfer of Human Services prior year fund balance (per Financial Policy 5-94).

Motion by Fordham to transfer of Human Services prior year fund balance of \$471,928.19 (per Financial Policy 5-94), second by Wenzel. Motion carried.

Consider approval of travel in excess of 300 miles for ADRC staff to attend the National Area Agency on Aging Association National Conference in Washington D.C. July 17-20, 2011.

Travel and lodging costs will be covered by a State agency. **Motion by Lane approving travel in excess of 300 miles for ADRC staff to attend the National Area Agency on Aging Association National Conference in Washington D.C. July 17-20, 2011, second by Bach. Motion carried.**

Update on financial performance and accounts receivable of the Health Care Center (HCC) as of March 31, 2011.

Gochanour reviewed the HCC financials and accounts receivable. Gochanour commented on quarantine and low census in May. HCC will be back to full capacity by this Friday. New admissions are mostly Medicare funded, a higher paying fund source that will offset low May revenue. Gochanour discussed new therapy provider.

Selection of two delegates from the Finance Committee to the Capital Improvements Team.

Motion by Fordham to appoint Bychinski and Lane to the Capital Improvements Team, second by Wenzel. Motion carried.

Presentation of County financial reports.

Beghin reviewed the County financial position. Notable lines were discussed.

Update on 2012 budget process.

Discussed obtaining citizen input. Night meetings to discuss programs and priorities were not well attended. Online survey will be put in place. The Finance Committee consensus is that there is ample opportunity for participation of supervisors and public. The Committee agreed the change in the program/priority form was helpful for committees. Schauf suggested a press release stating the evening budget meetings have concluded and highlight the additional opportunities for input as the budget goes forward.

Treasurer's Department Update.

Geoghegan updated the Committee on Treasurer Department activity.

Discussion and consideration of strategic planning for 2012 budget compilation: programs, mandates and priorities; departmental goals and objectives. Geoghegan spoke of department embracing enhanced technology and growth. She highlighted the main goal for 2012 is the implementation of new tax system, conversion, training, workflow and interaction with other departments. Programs were reviewed. Plat book sales were discussed.

Pate reviewed the system selection process and decision to choose Transcendent Technologies. **Motion by Wenzel Authorizing the Purchase of Replacement Property Tax Management System, second by Fordham. Motion carried.**

Review and approval of invoices. **Motion by Lane to approve payment of Treasurer's Department invoices in the amount of \$108,045.53, second by Bach. Motion carried.**

Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Discussed Supervisor Murray's suggestions for changing budget and financial reporting. The Committee agreed they are good ideas, but not priorities given time and budget constraints.

Discussion and consideration of strategic planning for 2012 budget compilation: programs, mandates and priorities; departmental goals and objectives. Beghin commented on the emphasis on more reporting and increased time spent on these demands. Discussed increased time spent reporting for grants and responding to inquiries from supervisors and outside entities. Keeping up

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with ever-changing GASB requirements and current and future staff levels were discussed. Beghin noted to continue awareness that grants come with many requirements; “free money” is not free.

Review and approval of invoices for Accounting Department and entire County. **Motion by Fordham to approve payment of Accounting Department invoices in the amount of \$4,155.06 and County invoices in the amount of \$1,559,914.87 second by Bach. Motion carried.**

The next regular meeting will be, Tuesday, July 12, 2011 at 8:30 am.

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

Respectfully submitted,

Joan Fordham
Finance Committee Secretary