

## FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, March 08, 2011

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane, and William Wenzel  
Others present: Kerry Beghin, Cindy Bodendein, Jenny Erickson, Elizabeth Geoghegan, Tom Kriegl, Marty Krueger, Steve Muchow, Bill Orth, Steve Pate, Eddie Scanlan, Kathy Schauf, Jim Scherneck, Tim Stieve, Warwick, Media

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Wenzel to adopt the agenda, second by Lane. Motion carried. Motion by Bach to adopt the minutes of previous meetings on February 10 and 16, 2011, second by Fordham. Motion carried.**

Public Comment: None.

Communications: None

Preliminary review of carryforward requests.

Steve Pate gave an overview of carryforwards related to MIS, both for general information technology infrastructure and specific to departments.

Update on possible 2010 budget overrun for UW-Extension Department.

Erickson reported that a retirement payout of nearly \$13,000 has made the UW-Extension budget exceed their 2010 budget. The department was able to make up much of that through other savings, so the net amount expected over budget is slightly over \$5,000.

Consider resolution to Create a Financial Analyst Project Position for the Sauk County Public Health Department Outside of the 2011 Budget Process.

Since the 2011 budget was adopted, retirements and other vacancies have forced realignment of duties. This requested position would support overall departmental management, grant reporting and budget monitoring. Fordham felt a sunset date of 2013 would be adequate to include the results of the TMG study implementation, not the 2015 that was requested.

**Motion by Fordham, second by Wenzel to approve a Resolution to Create a Financial Analyst Project Position for the Sauk County Public Health Department Outside of the 2011 Budget Process, with an amended sunset date from 2015 to 2013. Motion carried.**

Consider resolution Authorizing the Department of Human Services to Eliminate One Full-Time (1.0 FTE) Training Specialist Position and Create One Part-Time (.75 FTE) Psychiatric Nurse Case Manager Position Outside the 2011 Budget Process.

Prescribed treatments for mental health clients are increasingly are for injectable medications, which requires a nurse. Other duties would include filling prescriptions and case management including patient documentation. The position's time would be largely billable, and the department will monitor funding in relation to the State budget. Clients must be served, whether by an on-staff nurse or through other means. **Motion by Wenzel, second by Bach to approve a resolution Authorizing the Department of Human Services to Eliminate One Full-Time (1.0 FTE) Training Specialist Position and Create One Part-Time (.75 FTE) Psychiatric Nurse Case Manager Position Outside the 2011 Budget Process. Motion carried.**

Consider extending fiber optics to the Highway department and amend the 2011 budget for this purpose.

Size and complexity of computer programs are greater than the current line capacity to the Highway Department. A fiber optics connection to the Highway department would expand the use of phone, fax and computer integration, which is being emphasized countywide. The Baraboo schools and UW-Baraboo/Sauk County are interested in connecting as well, but at this time they are unable to commit funds to the project or lease its use. Staff are continuing to gather information about funding sources and potential future costs for various routes.

Consider resolution Amending the 2011 Budget and Approving Community Development Block Grants – Revolving Loan Fund.

Schauf reviewed the resolution amending the budget for a new loan. Funding is from Department of Commerce for business development. **Motion by Bach to approve resolution Amending the 2011 Budget and Approving Community Development Block Grants-Revolving Loan Fund, second by Fordham. Motion carried.**

Approval of per diem and mileage paid to the County Board members per Rule VII. B. of the Rules of the Sauk County Board of Supervisors.

**Motion by Bach, second by Lane to approve. Motion carried.**

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### Consider update to Financial Policy 1-96 Capitalized / Fixed Asset Accounting.

Beghin updated the Committee on a new Governmental Accounting Standards Board requirement that intangible assets be capitalized. This will mostly impact the County's easements and computer software, and the policy adjustments establish dollar thresholds and useful lives for these assets. **Motion by Bach, second by Wenzel to approve the policy updates.**

**Motion carried.**

### Presentation of County financial reports.

Beghin reviewed the County financial position. Final sales tax for 2010 is \$572,000 over budget. December financial report is not yet final; year-end processes continue. There are adequate funds in contingency to cover reported budget overruns. Beghin confirmed 2010 looking quite good in the big picture.

### Review of 2012 budget process.

Budget policies, priorities and budget timeline were discussed. The Committee discussed oversight committee meetings and need for program review. An upcoming intergovernmental meeting will be held to educate Board members and the public. **Motion by Fordham, second by Lane to approve the 2012 Budget Policies and Priorities. Motion carried.**

### Possible closed session pursuant to Wisc. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Performance evaluation of Controller.

**Motion to enter closed session by Fordham, second by Bach. Lane-Aye, Fordham-Aye, Bychinski-Aye, Wenzel-Aye, Bach-Aye. Motion carried.**

### Reconvene in open session.

**Motion to reconvene in open session by Bach, second by Lane. Lane-Aye, Fordham-Aye, Bychinski-Aye, Wenzel-Aye, Bach-Aye. Motion carried.**

### Treasurer's Department Update.

Geoghegan updated the Committee on Treasurer Department activity. **Motion by Bach to approve payment of Treasurer's Department invoices in the amount of \$7,572.63, second by Lane. Motion carried.**

### Accounting Department Update.

#### Consider Resolution Appointing Associated Trust Company, National Association to Serve as Fiscal Agent in Connection With Outstanding Issue.

Due to tighter requirements in payment of bond principal and interest, it is recommended a firm be hired to make the payments and file the appropriate paperwork. **Motion by Wenzel, second by Bach to approve a Resolution Appointing Associated Trust Company, National Association to Serve as Fiscal Agent in Connection With Outstanding Issue. Motion carried.**

Beghin highlighted Accounting Department recent activity. **Motion by Fordham to approve payment of Accounting Department invoices in the amount of \$92,532.02 and County invoices in the amount of \$1,913,334.41 second by Bach. Motion carried.**

### Next Meeting

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

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

Respectfully submitted,

Joan Fordham  
Finance Committee Secretary