

FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, January 11, 2011

Members present: Tommy Lee Bychinski, Joan Fordham, Marty Krueger, and Jason Lane
Others present: Kerry Beghin, Stephanie Box, Linda Ellen, Jessica Fry, Kevin Fults, Elizabeth Geoghegan, Paul Hefty, Lynn Horkan, Tom Kriegl, Peter Murray, Steve Pate, Kathy Schauf, Jim Scherneck
Excused: Steve Bach, William Wenzel

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. In Supervisor Wenzel's absence, Chairman Krueger participated and voted in ex officio capacity. **Motion by Lane to adopt the agenda, second by Fordham. Motion carried. Motion by Fordham to adopt the minutes of previous meetings on December 14 and 21, 2010, second by Lane. Motion carried.**

Public Comment: None

Communications: Robert W. Baird memo regarding material event notice related to downgrade to bond insurance companies.

Consider approval of travel in excess of 300 miles for Human Services staff to attend CMHC National training in Florida. Box reviewed the benefits of the May 16-19, 2011 conference and how the CMHC system is used in Human Services. Fordham commented the Human Services Committee unanimously approved the travel and training on January 10, 2011. **Motion by Krueger to approve travel in excess of 300 miles for Human Services staff to attend CMHC National training in Florida, not to exceed \$2,350, second by Fordham. Motion carried.**

Presentation of jail state prisoners report.

Fry reviewed the preliminary December report and current jail population. Currently there is a 2011 contract with Department of Corrections for 50 inmates not including extended supervision or United States Marshals. Current county inmates are down allowing for more rental beds. Consensus by Committee that the Sheriff's Department does not need to report monthly to Finance Committee after next month.

Update on possible 2010 budget overrun for Sheriff's Department.

Murray commented on communication for reporting on budget overrun by Sheriff's Department. Murray commented that he had drafted a resolution. Fordham commented on the awareness of overrun and previous discussion around Unit A, and indications the Sheriff took steps to minimize overrun.

Fry presented budget overrun information and reports; estimated overrun at this time is \$143,224. Still outstanding are a variety of 2010 items, particularly the Union contract. Primary causes were shortfalls in Huber and inmate housing revenues. Fults commented on the cost conscious efforts made in 2010 to mitigate the budget overrun, including staff adjustments and expenditure deferrals. 2011 restructuring has begun to comply with the 2011 budget approved by the County Board. In addition to the jail closure layoffs, an additional eight positions have been eliminated. Fults stated the department will move forward and work to be within the 2011 budget.

Consider update to Financial Policy 15-95, Appropriations, and carryover of unused funds to subsequent year.

Fordham recommended a change in the language of the procedure to emphasize a written notice for anticipated budget overage. Kriegl suggested a specific reporting requirement to the Board be spelled out with a dollar amount. Kriegl spoke to making the policy equal among departments. Schauf stated the importance of mitigation efforts and discussions at the oversight committee level. **Motion by Lane to draft the Financial Policy 15-95, Appropriations, with the additional requirement of notice to be in writing added with further review in February, second by Krueger. Motion carried.**

Consider update to Financial Policy 11-95, Mileage Reimbursement, to match current Rules of the Board.

Updates bring the policy in line with the Rules of the Board. **Motion by Krueger to update Financial Policy 11-95, Mileage Reimbursement, to match current Rules of the Board, second by Lane. Motion carried.**

Consider resolution purchasing accounting system hardware.

Pate reviewed the background for the resolution and the accounting system software and proposed purchases. **Motion by Krueger to purchase accounting system hardware, second by Lane. Motion carried.**

Presentation of County financial reports.

Beghin reviewed the County financial position. Sales tax is 5.73% above last year's collections, estimate sales tax in excess of budget about \$400,000. Beghin reviewed other notable items. Dog license fund was discussed.

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Review of 2011 budget process.

Schauf summarized work around changes in budget process; reviewed forms, purpose and timing. Goal is to meld program priorities with strategic process. Training will be provided to department heads to build the capacity to use the tools. Oversight committees also need to see tools as valuable to the exercise. Schauf noted the need to continue focus on output measures and outcome indicators. Training will be provided on building meaningful measures. Committee discussed importance of facilitation and timing elements of the budget.

Treasurer's Department Update

Geoghegan updated the Committee on Treasurer Department activity. **Motion by Krueger to approve payment of Treasurer's Department invoices in the amount of \$25,674.98, second by Fordham. Motion carried.**

Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Highlighted that Depository Trust Corporation is tightening their rules concerning bond payments; working with Brad Viegut at Baird to consider using a paying agent. **Motion by Lane to approve payment of Accounting Department invoices in the amount of \$166,765.78 and County invoices in the amount of \$1,948,444.39, second by Krueger. Motion carried.**

Next Meeting

The next regular Finance meeting will be Thursday, February 10, 2011 at 8:30 am.

Motion by Krueger to adjourn the meeting, second by Fordham. Motion carried.

Respectfully submitted,

Joan Fordham
Finance Committee Secretary