

FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, March 12, 2013

Members present: Tommy Lee Bychinski, Joan Fordham, Jason Lane, Andrea Lombard and William F. Wenzel
Others present: Kerry Beghin, Elizabeth Geoghegan, Lynn Horkan, Tom Kriegl, Vicki Meister, Kathy Schauf, and Tony Tyczynski

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Lombard, second by Fordham to approve the agenda. Motion carried. Motion by Fordham, second by Lane to approve the minutes of February 12 and 18, 2013. Motion carried.**

Public Comment: None

Communications: None

Consider approval of travel in excess of 300 miles for Veteran's Service Office staff to attend the National County Veterans Service Officer Association annual conference and training in Reno, Nevada, June 1-8, 2013.

Tyczynski reviewed the budget and funding for the travel and training. Tyczynski confirmed county portion of expense is in the departmental budget. **Motion by Fordham, second by Lane to approve travel in excess of 300 miles for Veteran's Service Office staff to attend the National County Veterans Service Officer Association annual conference and training in Reno, Nevada, June 1-8, 2013. Motion carried.**

Discussion of County Board 2012 budget overage.

Krueger commented on the County Board \$2,408 budget overage. He noted the causes of the overage and the process for determining the budget. Bychinski noted a written report was received by the Finance Committee.

Mid-term Assessment – generation of strategic issues.

The Finance Committee commented on areas of staffing and being able to respond in a professional manner. Objective for Accounting and Treasurer Departments are to support other departments. The budget process continues to be a strategic issue as more funding and local controls change. The Committee commented on state levy limits. The committee discussed multiple meetings in the county to increase citizen engagement.

Discussion of 2013 budget and process review, timeline, and priorities.

Schauf commented a budget survey was be used to evaluate the overall process and timeline, and some key themes emerged. Shorten the timeline to keep momentum and streamline processes to be efficient as possible. Increase citizen engagement in new ways such as a public group listening sessions hosted around the county. Finance Committee consensus is not to request evening meetings by committees, since these have not gained the desired participation. Also, the Committee had consensus that the online survey involved a lot of time with minimal value.

Consider resolution Gratefully Accepting Donations and Gifts Presented to Sauk County in 2012.

Committee commented on extensive list. **Motion by Fordham, second by Wenzel to gratefully accept the donations and forward this resolution to the County Board. 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 Fordham, second by Lombard to approve this report and forward to the County Board. Motion carried.

Presentation of County financial reports.

County financial information was reviewed and discussed. 2012 numbers are not yet final except for the sales tax revenue. Additional sales tax will be transferred to debt service to fund shortfalls in assessment fees collected. Beghin reviewed key indicators and notable lines. Overall 2012 and fund balances are in good shape. In April and May, resolutions for carryforward and over budget fund transfers will be brought forward. Beghin reviewed the January financial activities. No capital projects for 2013, the fund balance that remains will be returned to the general fund.

Treasurer's Department Update.

Geoghegan highlighted departmental activities. **Motion by Lane, second by Lombard to approve payment of Treasurer's Department invoices in the amount of \$310,403.62. Motion carried.**

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Accounting Department Update.

Beghin highlighted departmental activities. **Motion by Fordham, second by Lombard to approve payment of Accounting Department invoices in the amount of \$4,292.76 and County invoices in the amount of \$2,918,058.10. 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 and include the Administrative Coordinator by Wenzel, second by Lane. Lane-Aye, Fordham-Aye, Bychinski-Aye, Wenzel-Aye, Lombard-Aye. Motion carried.

Reconvene in open session.

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

The next regular Finance Committee meeting is set for April 9, 2013.

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

Respectfully submitted,

Joan Fordham
Finance Committee Secretary