

FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Tuesday, June 9, 2015

Members present: Tommy Lee Bychinski, Wally Czuprynski, Joan Fordham, Andrea Lombard and Marty Krueger
Others present: Kerry Beghin, Susan Blodgett, Dan Brattset, Jim Daniels, Joe Fish, Liz Geoghegan, Dennis Polivka, Kathy Schauf, media

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 adopt the agenda. Motion carried. Motion by Lombard, second by Fordham to adopt the minutes of previous meetings on May 8 and 19, 2015. Motion carried.

Public Comment: None

Communications: None

Update on possible 2015 budget overrun for Register in Probate Department. \$27,298 overrun is projected based on implementation of wage study and implications of retirement then hiring of new personnel.

Consider approval of travel in excess of 300 miles for Human Services staff to attend the National Wraparound Implementation Academy, a jointly developed training of UW school of Medicine, Portland State University, and University of Maryland School of Social Work, in Portland Oregon in July, 2015. **Motion by Krueger, second by Czuprynski to approve. Motion carried.**

Consider approval of travel in excess of 300 miles for ADRC staff to attend Meals on Wheels conference in Orlando, FL in August/September, 2015. **Motion by Krueger, second by Fordham to approve. Motion carried.**

Consider transfer of Human Services prior year fund balance (Fin Pol 5-94). **Motion by Lombard, second by Fordham to approve. Motion carried.**

Selection of 2 Finance Committee delegates to the capital improvements team. **Motion by Fordham, second by Czuprynski to approve Lombard and Bychinski as members of the capital improvements team. Motion carried.**

Discussion of 2016 budget and process review. Program review, goals and objectives discussions are ongoing at committee level.

Presentation of County financial reports. Beghin reviewed notable items and trends.

Treasurer's Department Update. Geoghegan reviewed departmental activities. **Motion by Krueger, second by Lombard to accept the Treasurer's monthly report and approve payment of Treasurer's Department invoices in the amount of \$455,119.28. Motion carried.** Discussion of 2016 budget mission, vision and goals and objectives. Geoghegan discussed additional utilization of features of the Land Records System (LRS); identifying county owned property in LRS along with additional specific information; implementation of a new credit/debit/e-check vendor for tax payments and changing the workflow of processing property splits as they occur. Committee applauded the department embracing technology.

Accounting Department Update. Beghin highlighted departmental activities. **Motion by Lombard, second by Czuprynski to accept the monthly report and approve payment of Accounting Department invoices in the amount of \$322.30 and County invoices in the amount of \$3,118,435.98. Motion carried.** Discussion of 2016 budget mission, vision and goals and objectives. Committee discussed their wish to continue preparing a high quality budget document and CAFR. Committee also acknowledged the need to maintain a strong internal control structure and stressed transparency. Maintaining this may require additional personnel, and this should be built into the 2016 budget.

Public Comment: None

Next regular Finance Committee meeting will be Tuesday, July 14, 2015, 8:30 AM.

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

Respectfully submitted,

Andrea Lombard
Finance Committee Secretary