

## FINANCE COMMITTEE MINUTES

EMBS Meeting Room, Courthouse, Baraboo WI

Tuesday, December 10, 2013

Members present: Tommy Lee Bychinski, Joan Fordham, Jason Lane, Andrea Lombard and William F. Wenzel  
Others present: John Eric Allen, Kerry Beghin, Amanda Blomberg, Liz Geoghegan, Tom Kriegl, Marty Krueger, Kathy Schauf, Jim Scherneck

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 Lane to approve the agenda. Motion carried. Motion by Fordham, second by Lombard to approve the minutes of November 5 and 12, 2013. Motion carried.**

Public Comment: None

Communications: None

Pre-audit meeting with auditors to address possible areas of concern prior to commencement of 2013 audit fieldwork.

Amanda Blomberg from Baker Tilly Virchow Krause, LLP invited Committee members to communicate any areas of concern to her. The Sauk County Housing Authority will no longer be required to be part of the County's audit. Downgrade of the significant deficiency regarding invoice approvals to a material weakness is likely. Upcoming implementation of GASB requirements was discussed.

Consider resolution for Conversion of Deed Books in the Register of deeds Office to Electronic Images and Amending the 2014 Budget.

Brent Bailey, Register of Deeds, described conversion of historical deeds books to a digital form, including redaction of social security numbers. **Motion by Wenzel, second by Fordham to approve the resolution with the format adjusted to include proposal information at the end of the resolution. Motion carried.**

Evaluation of 2014 budget process and planning for 2015 budget process and citizen engagement.

The Committee discussed the positive engagement and timing of public citizen forums. The Committee also spoke in favor of the amendment process. The results of the classification and compensation analysis, as well as revamping of the Personnel Ordinance, will affect the budget process.

Presentation of County financial reports.

County financial information was reviewed and discussed. Sales tax is an excellent example of revenue volatility. At this point, Home Care is the only department expected to be over budget for the year.

Treasurer's Department Update.

Geoghegan highlighted departmental activities and properties. Creation of tax bills is progressing well. The Department will soon be implementing income tax intercept for collection of delinquent property taxes. **Motion by Lombard, second by Wenzel to approve payment of Treasurer's Department invoices in the amount of \$113,546.35. Motion carried.**

Accounting Department Update.

Beghin highlighted departmental activities, including health insurance changes to the budget and departmental continuity. **Motion by Fordham, second by Lane to approve payment of Accounting Department invoices in the amount of \$2,364.59 and County invoices in the amount of \$2,908,562.15. Motion carried.**

Next regular Finance Committee meeting will be January 14, 2014.

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

Respectfully submitted,

Joan Fordham  
Finance Committee Secretary