

## FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Tuesday, June 13, 2017

Members present: Tommy Lee Bychinski, Mike Flint, Marty Krueger and Eric Peterson

Excused: Kristen White Eagle

Others present: Kerry Beghin, Cindy Bodendein, Alene Bolin, Dan Brattset, Liz Geoghegan, Steve Pate, Tom Kriegl

The meeting was called to order by Bychinski at 8:00 AM. Certification of open meeting compliance was given. **Motion by Flint, second by Peterson to adopt the agenda. Motion carried. Motion by Krueger, second by Peterson to adopt the minutes of previous meetings on May 8, 12 and 16, 2017. Motion carried.**

Public Comment: None

Communications: None

Consider resolution Authorizing the Creation of One Full-Time Health Educator Position and Eliminating One Full-Time Public Health Nurse Position.

Bodendein explained focus on opioid and prescription drug overdose education and prevention and nurse family partnership. **Motion by Krueger, second by Flint to Authorize the Creation of One Full-Time Health Educator Position and Eliminating One Full-Time Public Health Nurse Position. Motion carried.**

Consider update to Financial Policy 3-99, Charging Certain Information System Expenditures to User Departments.

Pate described documenting policy for copier charges. **Motion by Krueger, second by Peterson to update Financial Policy 3-99, Charging Certain Information System Expenditures to User Departments. Motion carried.**

Discussion of system hosting and support for the MUNIS financial system.

Pate explained the added security, access and continuity that can be gained by having MUNIS hosted, rather than being managed onsite. This would cost an additional \$45,000, but with future savings in use of existing hardware and staffing changes. Many systems are evolving to a cloud-based format, and the plan is to migrate Kronos and other AS400 systems as well. **Motion by Peterson, second by Flint to move forward with a hosted solution for the financial system. Motion carried.**

Consider update to Financial Policy 2-96, Annual Budget Process.

Changes to the policy include defining outside agencies and documenting the process by which their funding requests are reviewed. **Motion by Flint, second by Krueger to update Financial Policy 2-96, Annual Budget Process. Motion carried.**

Consider update to Financial Policy 3-94, Meal Expense Reimbursement.

**Motion by Flint, second by Peterson to update Financial Policy 3-94, Meal Expense Reimbursement to index the meal reimbursement rates to the Federal General Services Administration rates for Wisconsin effective January 1, 2018. Motion carried.**

Consider transfer of Human Services prior year fund balance.

Brattset described the volatility in protective placement costs and possible loss of federal funding and the request to increase the Human Services fund balance retained from \$1,400,000 to \$1,650,000. **Motion by Flint, second by Peterson to transfer of Human Services prior year fund balance of \$299,701.67, including allowing retention of \$1,650,000. Motion carried.**

Presentation of ATC Environmental Impact Fee payments.

No requests have been received this month.

Selection of two Finance Committee delegates to the capital improvements team.

**Motion by Peterson, second by Flint for the Finance Committee delegates to be Bychinski and Krueger. Motion carried.**

Discussion of budget process, public input adhoc committee update.

Bolin noted the public input session format will be small group discussion with targeted questions about community concerns. County Board members are welcome and encouraged to attend to listen to the public comments. Very preliminary projections for the 2018 budget predict added funding not being high enough to fund increased wage and benefits. Further, big changes are expected to Federal and State funding, so oversight committees and department managers need to focus on program evaluation.

Presentation of County financial reports.

Not available

Treasurer's Department Update.

**Motion by Krueger, second by Peterson to approve a resolution Commending Rene Ramsey for Over 9 Years of Faithful Service to the People of Sauk County. Motion carried.** Geoghegan expressed her gratitude to Rene.

Geoghegan reviewed the department's mission, vision and goals. **Motion by Krueger, second by Flint to approve. Motion carried.**

Geoghegan highlighted the departmental activities. **Motion by Krueger, second by Flint to accept the monthly report and approve payment of Treasurer's Department invoices in the amount of \$358,912.31. Motion carried.**

Accounting Department Update.

Beghin reviewed the department's mission, vision and goals. **Motion by Krueger, second by Peterson to approve. Motion carried.**

Beghin highlighted departmental activities. **Motion by Flint, second by Peterson to accept the monthly report and approve payment of Accounting Department invoices in the amount of \$22,209.00 and County invoices in the amount of \$3,275,968.38. Motion carried.**

Public Comment: None

Next regular Finance Committee meeting will be Tuesday, July 11 2017, 8:00 AM.

**Motion by Peterson, second by Flint to adjourn the meeting. Motion carried.**

Respectfully submitted,

Tommy Lee Bychinski, Finance Committee Chair