

## ADMINISTRATIVE & FINANCE MEETING MINUTES

August 5, 2011, 9:00 AM, Room A160

The meeting was called to order by Chairman West at 9:01 a.m. The meeting was properly noticed. Present: West, Ward, Renner, Sebastiani and Kotlowski. Also present: Larson, Phillippi, Gaetzke.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to approve prior meeting minutes of June 20, July 11 and 19, 2011. Motion carried by unanimous voice vote.

Letter received from Allen regarding MIS department. Will discuss when McGhee is present.

Discussed and acted on Resolution for transportation grant 2012 and program funds. Gaetzke provided the committee with Transit System Performance Stats.

Present: Babcock, Kotlowski, Djumadi at 9:05 a.m.

Gaetzke explained there were 9 to 12 people who continued to use the program. The cost one way is \$4.50. We could look at increasing that charge. The cost of the program to the county for the utilization was discussed. The mini bus that was purchase recently may need to be returned if the county would choose to discontinue the program. There were no county funds involved in the purchase of the mini bus.

Present: Larson, Danielski and Konecny at 9:10 a.m.

Discussed the CWCA loan/balloon payment due Aug 1, 2011 approx \$155,000. Gaetzke informed the committee that CWCA will be taking out a loan at Grand Marsh State Bank to cover the balloon payment at which time the county will no longer be liable for the debt.

Motioned by Ward/Renner to forward the transportation resolution to August County Board meeting. Gaetzke will be present at the board meeting to answer questions.

Discussed 2010 Highway Dept. Budget overrun. Kotlowski explained that the overrun will be made up out of the maintenance account. Some projects that were planned will not take place this season. The funding will come out of the 260 fund. If all goes well the department should be fine at the end of the year. Kotlowski talked about Tiger Grants, Chip Funds, Ho Chunk Nation Funds and State and Federal monies and that he will continue to seek alternate funding.

Babcock and Kotlowski left at 9:34 a.m.

2010 Audit Presentation. Konecny went over the management communications. There were no significant findings. The designated funds for subsequent years are \$1,917,686 which includes the contingency fund. The undesignated dollar amount of \$3,756,181. Health and Human Service Fund of \$628,898. The county is maintaining the recommended 15-25% funding level.

Brief discuss took place related to the Children Waiver Program, Family Care and Income Maintenance as there will be changes in 2012 related to funding. Konecny thinks the original proposed cut of 10% has been reduced to 7% to Highway Funding, but isn't certain that it is final. Konecny explained the process of doing business by utilizing the 260 fund in conjunction with the 700 fund for highway operations. Revenues from the state will no longer be in the state grant and aids account in the 700 fund. A brief overview on machinery operations took place as there is a (\$83,144) balance. Konecny explained the lack of activity in 2009 for solid waste operations as there was a change in accounting practices in 2010. The goal and/or objective is to match revenues with expenditures moving forward, hopefully there will be a clearer picture in 2012 of operating expenses. The main concern identified was the youth aids that were not recovered by the Health and Human Service Department.

Discuss and/or act on cost allocation contract. Motioned by Kotlowski/Ward to approve the cost allocation agreement with Cohen. Motion carried by unanimous voice vote.

Discuss and/or act on cost of 2011 audit. Motioned by Ward/Kotlowski to renew 3 year contract with Schenk not bidding out contingent, upon Corporation Counsel's review of the document for legal content. Motion carried by unanimous voice vote. Danielski will prepare an engagement letter for 2011.

Discussed carryover funds and the process to incorporate them back on the skyward financial printouts. The budget revision column will be utilized to drop in the figures. Departments will then be able to see their balances moving forward. Fund balance applied account will only be used to reduce the levy. Konecny did not see any problems with this process.

Discussed carryover/non-lapsing account resolution, a resolution will be drafted for the next meeting. It was suggested to incorporate a sentence identifying 100 fund as closing to the general fund.

Danielski, Konecny and Djumadi left at 10:50 a.m.

Recess: Motioned by Sebastiani/Ward to recess at 10:50 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 11:00. All present.

Larson explained their office had been working on employee management and salary negotiations in the Skyward system with the assistance of Liz. She had been reading literature as it relates to the Budget Repair Bill and seeing where the most pressing issues would be. At this time WRS withholdings are on the list of pressing items. There are two units that need to be clarified; elected officials and non-represented law enforcement staff. It was determined to have a joint Administrative and Finance Committee Meeting with the Executive Committee to determine withholdings for WRS. Larson will be moving forward and hire actuarial money was allocated in the budget for this service. Larson provided the committee with 2010 audited contingency fund/general fund/debt service/sales tax fund balances. She will modify this document to identify the general fund balance change moving into 2011 along with any other transfers related to the other funds. Larson will begin to work on July's cash reconciliation. Motioned by Renner/Sebastiani to approve the check register. Motion

carried by unanimous voice vote. Motioned by Renner/Kotlowski to approve a Blackberry for Larson/Pierce. Motion carried by unanimous voice vote. Discuss and/or act on contracted services with Liz Hendrickson. Larson requested utilization of Liz for 16 more hours to work on importing and exporting worksheets from Skyward into Excel, to review file folders previously created and how to roll up the budget process. She would like to have her assist with the miscellaneous portion of the budget. Phillippi offered to provide the assistance on the miscellaneous portion of the budget. Larson indicated the 16 hours would be sufficient and there would be no need for future training. Ward questioned the previous training provided by Skyward and if any hours had been recouped. Larson indicated she had been able to work out an agreement to obtain 2 more hours in August to train on salary negotiations and employee management. Wendy and Carol will be participating in the training. Motioned by Renner/Sebastiani to contract with MBE (Liz Hendrickson) at \$80.00 an hour not to exceed 16 hours. Motion carried by unanimous voice vote.

Levy calculations. There was a hand out provide by Cohen identify levy dollars.

Phillippi reported that the staff had been working on election items otherwise business was a usual. Budget documents would follow.

There were no claims against the county to examine.

Discuss and/or act on computer drive access to form documents. Motioned by Kotlowski/Sebastiani to have McGhee forward policy form documents to the County Clerk. Motion carried by unanimous voice vote. The chair advised that if there were other files that need to be forwarded from Liz's drive forward them on. If there are future concerns, the chair can be called for direction as items of this nature come up, the committee all concurred.

McGhee reported that she had received the letter from Allen.

McGhee commented on the previous administration and the lack of desire to fill the vacancy in the department. Although there was a contracted service agreement the office was not able to keep up on the workload. Department heads need to realize their offices are not the only one that may be needing assistance at the time they are requesting it.

In response to the correspondence from Supervisor Allen dated 7-22-011.

1. Rome/State Link – Rome was informed in the beginning discussions that State Link was not working and there was not a projected time line for implementation. I have requested a quote for the scope of work from one of our current vendors.
2. Corp Counsel Office was waiting for a fax machine to be moved, was a convenience item and was moved before the correspondence was received. Since it did not stop the users from working it was not a priority item.
3. UWEX – went through all email and help desk requests did not find anything noting this item.
4. TCM Software is a 2011 project. Installation could not be completed before SAN and backup upgrade. No point in adding a system that could not be maintained. The server has the Operating System and Database software

installed, TCM software installation is the next step of implementation and we are currently working on that.

5. Tech Steering Committee Meeting – Supervisor Allen was present. As stated at that time an email had been sent out to all Department Heads concerning budget requests, there was also a spread sheet put in the interoffice mail for each department. This is the same process that has been followed for at least the last 8 years. 13 of the Departments responded.

Each user has received at least 3 notices in the last 6 months on how to enter a support request. There is a dedicated email address that can be used and a user portal where request can not only be entered but tracked for progress when entered into the support system by the user.

West commented that the technology committee's purpose is to have forward thinking, with strategic planning and be looking into the future. Ward indicated the study completed on the MIS department was a complete waste of time. We didn't find anything out that we didn't already know. She believed the study indicated there should be more support staff and the county didn't want to increase staff. Dawn informed the committee that the county should utilize its internal/external resources and not be hiring from outside the county to find out how to run the county. The department is on track financially. GCS software installation is complete. McLaughlin will be scheduling training. McGhee believes that it would be a smoother transition to train everyone at one time on the system. Virtual Project Update: The virtual desk top is installed. The department is in the process of working on addresses. The County Clerk's office will be the pilot office as it is across the hall and we can work on issues as they come up.

Motioned by Sebastiani/Kotlowksi to approve MIS 2012 budget. Motion carried by unanimous voice vote.

Bays provided the committee with the investment report. Tax deed property will be posted on Wednesday the 28<sup>th</sup>. They will be published for 3 weeks. On the 29<sup>th</sup> of August they will be opening sealed bids.

Motioned by Kotlowski/Ward to adjourn at 1:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary

These minutes have been approved.