

## ADMINISTRATIVE & FINANCE MEETING MINUTES

May 13, 2013 8:00 a.m. Room A160

The meeting was called to order at 8:05 a.m. by Chairman West. The meeting was properly noticed.

**Present:** Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson, Phillippi, Wendy Pierce, Cheri Manning, Diane Cable and Julie Edmundson.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote. Motioned by Sebastiani/Djumadi to approve the minutes from February 18, 2013 and April 5, 2013. Correction was made to April 5, 2013 minutes, removing the word cash from the 1<sup>st</sup> paragraph. Motion carried by unanimous voice vote.

**Public Participation:** None

**Correspondence:** None

Motioned by Sebastiani/Kotlowski to deviate to agenda items #16-20. Motion carried by unanimous voice vote.

Item #16: Discuss and/or act on mobile crisis services coverage. There is a conflict of interest between Northwest Connections and three county employees who provided contracted services with Northwest.

The process of assessment over the phone for emergency detention and worker's going out to do face to face if no decision can be made on the phone, was described. The intention is to have three mobile crisis workers in-house, utilizing county workers to provide this service; they would have three separate time cards. The 2013 budget has \$31,000 available to cover the additional expense. See attached detailed supplemental information identifying line items utilized to cover costs. Mileage is one account that will be used; the department will use police cars when available, for travel, to cut mileage reimbursement costs. Mobile crisis cost has increased, moving to a level 3, however, billing for crisis services allows additional revenue to offset the cost associated. Level 3 mandates mobile crisis coverage from 5pm-1am. Larson questioned revenues projected. Pierce indicated the revenues are budgeted below expected/projected returns. This is a fluid service generating both expenses/revenues that has not been built into the budget yet.

Motioned by Djumadi/Sebastiani to allow necessary budget revision to continue to provide mobile crisis services. Motion carried by unanimous voice vote.

Item #17: Discuss and/or act on Northwest Counseling Guidance Clinic, Inc. Contract. The change to the contract will consist of services they previously provided that will now be provided in-house. This will also change the dollar amount of the contract. The contract will expire December 31, 2013.

Item #20: Discuss and/or act on contracted services for Dr. Stonefeld. Reallocation of funds are needed to offset the cost of the new psychiatrist, Dr. Stonefeld. Dr. Cullen is no longer working for the county. Dr. Cullen worked 4 days; 2 days in-house, 2 days by Telehealth. Stonefeld's work would involve review, evaluations, AODA and treatment planning. \$80,520 is the additional cost for the rest of the year.

A brief explanation was given on how modification of the services currently provided would save money in the future. A description was given on the involuntary psychiatric 2 days per week result of reducing emergency detentions. \$106,000 medicaid, \$200,000 insurance billing. Reimbursement amounts are \$254/medicare. Revenues are budgeted low for 2013.

Djumadi commended Diane Osborn, Wendy Pierce and Julie Edmundson for their work.

Stonefeld will receive \$160 per hour, which is the same wage as Cullen was receiving. This is a work in progress. They will be working on an aggressive plan for the future. See attached detail identifying the transfer of funds from the psychological budget /inpatient services to the psychological budget mental health. Motioned by Djumadi/Babcock to allow for the transfer of psychiatric budget coverage revisions. Motion carried by unanimous voice vote.

Item #19: Discuss and/or act on Practical Cents Budget 2012/2013. A brief overview of discussion and action that took place in 2011 occurred. There was concern of creating a separate fund for the practical cents budget so it wouldn't be comingled with the health and human services fund. At the time, it was determined that a separate fund was not necessary. However, splitting the operation out into different account codes with a carryover account could remedy the concerns. An analysis was conducted concluding that the excess revenue would allow it to support itself without a burden on the tax levy. The long term support budget was removed in 2012. Excess funds would be used primarily for capital improvement. The practical cents department number 50 separates the different programs from one another. The building was purchased via a note that the County paid off, but the department is paying the county back. Practical Cents is classified as a service provider, not a profit enterprise. The objective is to provide vocational training, to provide community clinical services, give opportunity to experience works individuals and allow volunteerism.

Establish a resolution to create carryover, per section 15.02 of the administrative policy, will work with 2013, starting with 2012 excess in December of \$44,893.43. Motioned by Sebastiani/Kotlowski to approve carryover line with resolution to include 2012 money and moving it into 2013. Motion carried by unanimous voice vote. The committee wants the resolution prior to the meeting, sent as a draft.

Item #21: Discuss and/or act on refinancing 2007 debt. Mike Harrigan was on the phone at 8:41 a.m. Mike explained the memo dated May 10, 2013. The process associated to refinancing: Escrow until call date with interest earnings to be paid, they keep \$3,713 annually, net savings \$13,000 - \$18,000 per year over the remaining life of 27 years of the bond. A total savings of \$222,927, net present value worth \$190,341 in today's money. 2% at least of principal being refunded, having 5.83%, which is very good. Options of method of non-rated basis sale are as follows: work thru the banker's bank in Madison; purchase entire issue on regular sale basis, portions of issue to local banks 1<sup>st</sup>; or formal competitive sale of bond. Options of method of rated basis sale are as follows: put out solicitation of bids/banks/underwriter/Midwest – good method to completion, helps with interest rate; bond rated by Moody's Investor Service fee is \$10,000 in addition to fees listed on sizing sheet, page 1, only reason to do this is for a better interest rate + (A1)(A2) range opportunity to reduce 20-25 interest points equals ¼ of 1%, \$20,000 equals 20 basis points for the life of it. Net \$12,000 - \$13,000 present value benefit. Need to prepare initial statement which takes 1 ½ weeks. Adopt initial resolution authorizing to proceed, 2 weeks negotiated, 4 weeks competitive sale.

The committee's consensus is to keep it local. Motioned by Djumadi/Babcock to go forward with refinancing of the 2008 GOB as suggested by Ehlers. Motion carried by unanimous voice vote.

County Clerk office activities update is that business is as usual.

Item #22: Discuss and/or act on potential resolution related to legislative proposal restricting county board budget. Larson will bring a resolution to oppose restricting the county board budget to the next committee meeting.

Fred Nickel present at 9:10 a.m.

Item #10: Discuss and/or act on Resolution for Petenwell/Castle Rock County Park development/improvement projects. Nickel informed the committee he had addressed all concerns regarding the cost benefit analysis, with Larson. Larson was satisfied with this analysis.

Update on fund balances for Petenwell and/or Castle Rock County Parks are \$17,000 in the black as of May 1, 2013.

A resolution to continue with recreational projects and to apply for grant and transfer of funds was handed out. The resolution was reviewed by corporation counsel. Nickel explained that there are grant funds available in the amount of \$1,800,000. 20-40 counties apply for these grant funds. If grant funds were received by Adams County, the money would be used for Petenwell first. Attachments to the resolution were handed out last month with details. Larson indicated the profited revenue/expense stated appeared to be reasonable and would sustain the expansion projects. Djumadi questioned whether there were problems with water quality and if that would turn people away. Nickel said that it is not as bad as it has been in the past. Nickel said that the more you publicize warnings, the more liability this will create. He stated that High Cliff State Park does not publicize warnings like this.

Questions related to Item #11: Update on Monroe Roads came up. Nickel explained that the Town of Monroe received a letter from the Parks Committee, speaking of the use of sales tax money from July or August. However, the parks user revenues would be option B, but it has to pass Parks Committee first. Previous actions were taken by the county related to the Harbor Refuge upgrade and Big Horn where the county paid for initial planning, however it went no further, as there was no money. It was explained that no other counties give money for the roads. In 1998, a resolution went before county board as proposing allocation of moneys for that road, however it was defeated. There are grants available which have been forwarded to the town chair, encouraging application of funds. The GTA calculations are reimbursement for the roads. Djumadi is concerned that Blackhawk wasn't fixed appropriately the 1<sup>st</sup> time and the roads deteriorated fast because of that. Initial resolution submitted for recreation project needs modification.

Motioned by Djumadi/Kotlowksi to take a 3 minute recess at 9:42 a.m. Motion carried by unanimous voice vote. Meeting was called back to order at 9:47 a.m. All present.

Jani Zander present. Zander gave a financial report. Zander said 15 tax searches remained on unpaid taxes. Around 300 remaining, financial was handed out.

Dawn McGhee present. McGhee reported that there were long distance problems with the AT&T change over, CenturyLink, circuit board issues were having busy signals. ADRC – 1<sup>st</sup> meeting program. 4 laptops paid for by ADRC money and used by the consortium, and 7 desktops to ADRC, 3 to Aging were supplied, 1 per worker, all of which were paid for by levy dollars. 2 additional desktops remain, the financial report was handed out. Djumadi had questioned the number of computer components being distributed; weren't they to be paid for by the ADRC funding sources?

Item # 10: Motioned by Babcock/Sebastiani to approve second amended resolution as presented. Motion carried by voice vote. Voting yes, Babcock, Sebastiani, Kotlowski and West. Voting no, Djumadi.

Administrative Coordinator/Director of Finance office activities update. Audit completed, journal entry received, challenges in audit. The department is to address issue related to standard procedures internally and externally. Fixed assets is an area where 2 employees will be going thru training, which will be provided by Schenck. The department needs to double check verification of year end journal entry for Health & Human Services, as there were issues this year. New reporting from state level on how Health & Human Services caused issues. Health & Human Services year end reconciliations were due in March but were not complete. There is a need for constant improvement. Djumadi stated that Health & Human Services did not bill out quickly to recapture state reimbursement and insurance. There is a real concern regarding the deadline to recoup. Djumadi would like to see a more proactive stance rather than reactive.

GIS – the plat book contract with 4H and the county has been terminated by mutual agreement. Air photos done by USDA will not be completed. With no updated photos available the data would be outdated. The transition of GIS is taking longer than expected, but things are progressing.

Safety update: 2 different vendors came 2 months apart, a survey/summary was distributed to the committee that was compiled by the Administrative Coordinator/Director of Finance office. Finance would like the survey forwarded to the Safety Committee.

Department presentation will be given on conflict resolution on 5/22/13 at 8:15 a.m. at the department head meeting. County board members are requested to attend. There will be a Paid Time Off presentation as well.

Sales tax audit updated: Parking fee collected for vehicles at the airport are taxable. Ankle electronic monitoring is taxable. The calculation will be based on a 4 year look back. Huber sales tax calculation is incorrect. Since 2009 the law indicates that if you have a sales tax id, the sale of vehicles must include the sales tax from the purchaser.

No update on the contingency general fund balance, however next month a report will be submitted to reflect 1/1/13 balances. The 2012 sales tax ending balance is \$874,469.00. Sales tax of \$78,865.00 for April. April cash reconciliation was handed out. Skyward update by Djumadi is that the appeal was not accepted; the claim of an error in the bidding process was denied. The appeal revolves around moving the business out of state. Skyward in-house training would cost \$1,500 per day.

Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Update on NACO: Approximately 30 participating; it was suggested to obtain promo kits to reinvigorate the concept/program. There is a dental plan, however, it doesn't appear to be advantageous.

Items on next agenda:

*Discuss and/or act on County Board Rules, clarifications of rules;*

*RMM cost support resolved;*

*Cost in 2012 – customer service desk;*

*Cost in 2013 – help desk/support.*

Next meeting date: June 10<sup>th</sup> at 8:00 a.m.

Motioned by Kotlowski/Sebastiani to adjourn at 11:17 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Cindy Phillippi

Recording Secretary

These minutes have been approved.