

Minutes of Langlade County Finance/Information Services Committee Meeting

The meeting, in the Law Library of the Langlade County Courthouse was called to order at 8:30 a.m., April 7, 2017 by Chairman Scupien.

Members Present: Vern Cahak, Doug Nonnenmacher, Ron Nye, Pete Pennington, and Don Scupien

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Dave Solin, Tammy Wilhelm, and Judy Nagel.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 8:30 a.m. by Chairman Scupien, and the Pledge of Allegiance was recited.

Agenda Item #4 Approve the minutes of the previous Finance meeting on March 10, 2017: Motion was made by Cahak, second by Nonnenmacher to approve the minutes of the March 10, 2017 meeting, all ayes, motion carried.

Agenda Item #5 Recognition of others present and public comments on agenda items: The Committee recognized those in attendance.

Agenda Item #6 Veteran's Department request for a Facebook page: The Veteran's Department has completed a request form to be allowed a Facebook page for their department. They would be responsible to keep the page updated. Per the County's policy, all social media pages require the permission of the Finance Committee before they can be implemented. Motion by Nye, second by Pennington, to approve the Veteran's Department having a Facebook page, all ayes, motion carried.

Agenda Item #7 Request to increase the credit card limit for the Maintenance Director for projects: The Maintenance Director's current card limit is \$20,000. Due to the number of projects his department is working on, he has requested an increase to \$35,000. It is advantageous to the County to purchase as many items as possible through the credit card because of the rebate that is received. This item was not approved by Public Property, no action is needed.

Agenda Item #8 Discuss request for additional funding for the Courthouse Parking Lot Capital Improvement Project: The Courthouse Parking Lot Capital Improvement Project (CIP) has a budget of \$65,000. The bids that were received were much greater than the budget. The Public Property Committee did not approve this project, no action is needed.

Agenda Item #9 Discuss overages in Social Services due to out of home placements and transferring funds from the risk reserve: After all of the receivables and past year expenditures were recorded in the Social Services fund, it was found that money was needed from the Risk Reserve to cover overages in out of home placement costs for juveniles. The total needed is \$185,259.25. This will leave \$270,286.33 in the Risk Reserve. Motion by Pennington, second by Cahak, to approve transferring \$185,259.25 from the risk reserve for 2016 out of home placement costs, all ayes, motion carried.

Agenda Item #10 Resolution asking that Community Development Block Grant funding not be cut from the Federal budget: The proposed Federal budget eliminates the Community Development Block Grant (CDBG) funding in its entirety. This grant program is the one that Langlade County administers for the nine county region of Shawano, Menominee, Oconto, Oneida, Lincoln, Forest, Florence, and Vilas. The newest grant for the region totals \$2,007,065. The Northwoods Regional Housing Committee, who oversees this grant for the region is, requesting that a resolution be sent by each of the member counties requesting that these funds not be cut from the Federal budget. Motion by Pennington, second by Nye to forward the resolution to County Board asking that the Community Development Block Grant funding not be cut from the Federal budget, all ayes, motion carried.

Agenda Item #11 Review 2018 budget plan: The Finance Department updated the 2018 budget plan with the newest salary and fringe benefit information. Olsen presented the 2018 budget plan to the Committee. Currently, the 2018 budget is projected to be \$204,490 over budget. This includes a cost of living increase for the employees, includes the HR position refilled and includes the Staff Accountant position. The new construction rate is unknown at this time. Motion by Nonnenmacher, second by Cahak, to approve the 2018 budget plan, all ayes, motion carried.

Agenda Item #12 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: CIP forms were sent to departments this week. Olsen updated the committee on how the HR Interim Plan is operating and gave an update regarding the Staff Accountant position recruitment. We are planning to have interviews for the Staff Accountant position the week of April 17th. Olsen reviewed the budget to actual listing and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,584,480.32.

Agenda Item #13 At approximately 9:30 a.m. consider moving into closed session pursuant to Section 19.85 (1)(c), Wis. Stats., to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to consider setting the compensation for the positions identified in the Interim Plan for Human Resources (Res. #23-2017) for the Interim Finance/IT/HR Director, Assistant Finance Director, Assistant HR Director positions, and Staff Accountant position (Res. #22-2017); and to consider compensation for assignment of temporary duties performed in the absence of the HR Director prior to implementation of the Interim Plan: Motion by Pennington, second by Cahak, to move into closed session. Roll call, Cahak, aye, Nonnenmacher, aye, Nye, no, Pennington, aye, and Scupien, aye, the Committee continued in closed session.

Agenda Item #14 At approximately 10:00 a.m., return to open session with possible action taken on any matters discussed in closed session: Motion by Pennington, second by Cahak, to return to open session at 10:10 a.m., all ayes, motion carried. Motion by Nonnenmacher, second by Nye to accept the following proposed wages for the Interim HR plan effective March 21, 2017; the Finance Director/IT/Interim HR Director at step 6, the Assistant Finance Director at step 10, and Assistant HR Director at step 1 and also to approve a payment of \$425 for the Finance Director from Feb 3rd to March 21st for duties that were performed in the absence of an HR Director all ayes, motion carried.

Agenda Item #15 Line item transfers: None at this time.

Agenda Item #16 Computer equipment purchases. None at this time.

Agenda Item #17 Approve Grant Requests: None at this time.

Agenda Item #18 Verify Date of Next Meeting: The next meeting is scheduled for Tuesday, May 2, 2017 at 8:30 a.m. Motion to adjourn the meeting at 10:16 a.m. made by Nye, second by Pennington, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary