

## **Minutes of Lnglade County Finance/Information Services Committee Meeting**

The meeting, in the Law Library of the Lnglade County Courthouse was called to order at 8:30 a.m., December 7, 2016 by Chairman Scupien.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Tammy Wilhelm, Judy Nagel, Don Bergbower, Heidi Walrath, Ron Barger, Robbin Dailey, Bob Benishek, and Josh Walker

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 and observed a moment of silence for those that died at Pearl Harbor.

Agenda Item #4 Approve the minutes of the previous Finance meeting on November 4, 2016: A Motion was made by Pennington, second by Cahak to approve the minutes of the November 4, 2016 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 Request for one time payments for Jail and Sheriff Department personnel for filling in during the Jail Administrator vacancy: This item was referred from the Public Safety Committee to the Personnel and Finance Committees. The Public Safety and Personnel Committees approved a \$1,500 one-time payment for Heidi Walrath, Brenda Malitz, and Robbin Dailey for providing services in the absence of the Jail Administrator. They also approved a one-time payment for Kim Bissonette for \$1,500 for also assisting in the absence of the Jail Administrator. Personnel Committee has also approved these one-time payments. Gary Olsen explained that the policy has been changed regarding one-time payments for filling in during vacancies, but because the Jail Administrator's vacancy happened before the change, that was why these were being brought forward under the old policy. The old policy required the approval of the oversight, Personnel, and Finance Committee in order to pay the one-time payments. Members of the Finance Committee expressed concerns about the amount of time that had transpired between the vacancy and the request for payment. There were also questions regarding if more of these requests would come forward if these were approved. Motion by Nonnenmacher, second by Pennington, to deny the one-time payment requests for Jail and Sheriff Department personnel for filling in during the Jail Administrator vacancy and to state that no other one-time payment requests under the old policy would be approved, 4 ayes, 1 no (Scupien), motion carried.

Agenda Item #7 Write off outstanding checks from the Jail Commissary account: The Sheriff's Department has a listing of outstanding Jail Commissary checks from 1/1/14 to 12/31/14 totaling \$483.16. They would like permission to write these checks off. Motion by Nye, second by Pennington, to write off the outstanding checks from 1/1/14 to 12/31/14 for the Jail Commissary account, all ayes, motion carried.

Agenda Item #8 Discuss changes to the cell phone contract to add seven mi-fi units for Social Services: Social Services has requested seven mi-fi units which are like wi-fi units to be used on the Social Worker's laptops. Gary Olsen contacted Cellcom and negotiated a better contract for the County's cell phones and was able to cancel some unused phones that saved enough money for the mi-fi units. The total monthly bill will be about \$100 less than the current bill with the added mi-fi until charges. Social Services also has grant money available to cover the costs of the mi-fi units. Motion by Pennington, second by Cahak, to approve adding the seven mi-fi units for Social Services, all ayes, motion carried.

Agenda Item #9 Request for funding for employee flu shots: The County Board had referred to the Board of Health and the Finance Committee the request to continue funding employee flu shots for those who are not on the County's health insurance plan. Ron Barger explained that there was some confusion as to how this item needed to be handled at the Board of Health meeting. They voted to continue the flu shots, but the funding is still an issue. The Health Department currently bills the health insurance for employee flu shots. If the employees have the County insurance, that is billed and if their spouses have the insurance coverage then that insurance is billed. There was one employee who was new and not yet eligible for the County's insurance, so the Health Department gave him a voucher to go and get his shot at Walgreens. What needs to happen with this item is for the original resolution to be rescinded. Motion by Nye, second by Nonnenmacher, to refer this to County Board to consider having the original resolution (resolution #133-2001) rescinded and refer this back to the Board of Health, all ayes, motion carried.

Agenda Item #10 Request for funding for Airport Capital Improvement Project for the crosswind runway and parallel taxiway: The funding for the Airport Capital Improvement Project for the crosswind runway and parallel taxiway was included in the 2019 & 2020 CIP plan. The Airport Manager never informed the Finance Director of the condition of the current runway and taxiway but the Airport Manager explained to the committee that the runway has deteriorated faster than expected. The condition is bad enough that this project needs to be completed as soon as possible. The Airport Committee has forwarded a request to the Finance Committee to find funding for this project for 2017. The estimated cost for the County is \$130,000, with \$15,000 needed in 2017 and \$115,000 needed in 2018. The only two sources for this funding would be to borrow or use General Fund money. Motion by Nonnenmacher, second by Scupien, to approve \$15,000 for the environmental assessment to be done in 2017 and to move the runway project ahead in the CIP plan to be in 2018, all ayes, motion carried.

Agenda Item #11 Request by Dennis Pecha to donate land to the County: Dennis Pecha would like to donate some land he owns that is adjacent to Ace Equipment on Cherry Road. The land is landlocked and has back taxes of approximately \$300 owed on it. Mr. Pecha would like to donate the land and have the back taxes forgiven. The Finance/Land Sales Committee would need to approve forgiving the back taxes on the property. Motion by Pennington to accept the land donated from Dennis Pecha. Pennington withdrew his motion and would like to refer this back to Robin Stowe for further investigation.

Agenda Item #12 Request to purchase a replacement switch and firewall for the network: The main network switch needs to be replaced. Gary Olsen is working with HP to have them pay some of the replacement costs. The replacement cost could be up to \$10,530. The firewall for the network also needs to be replaced. This piece of equipment helps protect the County's

network from being hacked by outside entities. The cost for this replacement is \$3,942. Olsen would like permission to purchase these two items utilizing any funds remaining in the I/S and Finance Department budgets, with any additional funds needed coming from the Computer Replacement Fund. Motion by Nye, second by Pennington, to approve purchasing a replacement switch and the firewall for the network, all ayes, motion carried.

Agenda Item #13 Discuss resolution for backing up Highway financial duties: Gary Olsen distributed a copy of the resolution at the meeting regarding backing up Highway financial duties. Motion by Nye, to forward this resolution to County Board add that the Finance Committee will re-evaluate the backup process in early April, second by Pennington, 4 ayes, 1 no (Nonnenmacher), motion carried.

Agenda Item #14 2018 Budget/2017 Mid-year review calendar: Gary Olsen distributed the 2018 Budget/2017 Mid-year review calendar available at the meeting. Motion by Nye, second by Cahak, to approve the 2018 Budget/2017 Mid-year review calendar with the flexibility to change dates if needed, all ayes, motion carried.

Agenda Item #15 Approve changes to financial policies manual: Gary Olsen has updated the financial and purchasing policies and put them in one manual. The policy manual was distributed to the committee for their review. Olsen also made the needed changes in order for the policies to be in compliance with the Uniform Grant Guidance and reviewed these with the Committee. These policies will be sent to our auditors for their review. County Board will also receive a copy of the policy manual. Motion by Nye, second by Cahak, to approve the amended policies and to forward the policy manual to the auditors and for Olsen to report back the auditors feedback, all ayes, motion carried.

Agenda Item #16 Complete the Finance Director's annual performance evaluation: The Committee did the Finance Director's annual performance evaluation at their November meeting. A copy of the completed evaluation was mailed to each of the Committee members to review. The Committee will need to either accept or revise the performance evaluation and forward a copy to the HR Director. Motion by Pennington, second by Cahak to accept the Finance Director's performance evaluation and forward a copy to the HR Director, all ayes, motion carried.

Agenda Item #17 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: All of the department's budgets are on track for 2016 with the exception of Social Services due to the Alternative Care budget. Olsen reviewed the budget to actual listing and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,847,768.63

Agenda Item #18 Line item transfers: None at this time.

Agenda Item #19 Computer equipment purchases. None at this time.

Agenda Item #20 Approve Grant Requests: None at this time.

Agenda Item #21 Verify Date of Next Meeting: The next meeting is scheduled for January 6, 2017 at 8:30 a.m. Motion to adjourn the meeting at 9:56 a.m. made by Pennington, second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary