

## **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 2:00 p.m., February 13, 2012 by Chairman Bornemann.

Members Present: George Bornemann, Dave Solin, Jerrold Burns, Ron Nye, and Judy Karpf

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Willie Bostwick, Kim Van Hoof, Ann Meyer, Kathy Jacob, Kaye Matucheski and Tom Harkless and Chase representatives joined via phone conference.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 2:00 p.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on January 6, 2012: A motion was made by Nye to approve the minutes of the January 6, 2012 Finance Committee meeting, second by Burns, all ayes, motion carried.

Agenda Item #3 Discuss election expenses: The City would like the County to supply them with the absentee election envelopes. Currently the County supplies all of the townships and village with the absentee election envelopes, but now the City would like them provided also. Kaye Matucheski was present to discuss this with the Committee. The County is not obligated to pay for the envelopes for any of the municipalities in the County. This was not budgeted in 2012 to provide the envelopes to the City, but the City suggested they would purchase these envelopes this year, and then the County could budget for the expense in 2013 and every year thereafter. Motion by Burns that the County no longer purchases the envelopes for the municipalities in the County and instead each municipality should order their own envelopes for elections, effective January 1, 2013, second by Karpf, all ayes, motion carried.

Agenda Item #4 Review investment accounts with Chase: Willie Bostwick has requested that the Committee review the investment accounts that are currently invested with Chase. Tom Harkless from Chase was present to discuss the County's current investment portfolio. The County has a very secure portfolio. All of the County's investments are in AAA rated securities. A current copy of the Investment Policy was distributed to the Committee. Bornemann suggested Ann Meyer and Gary Olsen update the committee in May with the County's investment policies and procedures. No action was taken. This was for informational only.

Agenda Item #5 Discuss NACO Prescription Discount Card optional revenue: The County currently participates in the NACO Prescription Discount Card program. This is a program that offers discounts for prescription drugs. Participants just need a NACO card that is available from different County offices. This program is now offering one of two options to the County. 1. The County can choose the revenue option that would allow the County to receive \$1 per prescription when the card is used to receive a discount and this will not affect the current savings level. 2. If the County decides to not receive the revenue, we can still continue with the existing program. In this case, the residents would receive a slightly greater average discount when purchasing a prescription. Motion by Nye, second by Solin, to continue with the existing program and not collect the \$1 per prescription and instead allow the residents to receive a slightly greater average discount when purchasing a prescription, all ayes, motion carried.

Agenda Item #6 Request for a credit card for Lisa Miller in the Department of Social Services and to increase the Director's card limit: Social Services requested a credit card for the new Social Worker, Lisa Miller. Most of the social worker credit card limits are at \$250. The new Director of Social Services, Kim Van Hoof, has requested that her credit card limit be increased to \$1,000. A larger credit card limit is needed for Kim Van Hoof to maximize the Alternative Response grant that started in 2012. Motion by Solin, second by Karpf, to approve a credit card for Lisa Miller with a limit of \$250 and to approve increasing Kim Van Hoof's credit card limit to \$1,000, all ayes, motion carried.

Agenda Item #7 Request to change credit card limits for Maintenance Department personnel: The Maintenance Department would like to change the credit card limits for some of their employees. The current credit card limits are as follows: Nate Heuss \$2,500, Craig Schwartz \$1,500 and Terry Poltrock \$50,000. Public Property committee has approved changing the credit card limits to be as follows: Nate Heuss \$10,000, Craig Schwartz \$5,000 and Terry Poltrock \$2,500. Motion by Solin, second by Burns, to approve changing the credit card limits as follows: Nate Heuss \$10,000, Craig Schwartz \$5,000 and Terry Poltrock \$2,500, all ayes, motion carried.

Agenda Item #8 Review casual employee listing for 2011: Per the casual employee policy, the Finance Committee needs to review the casual employee listing each year. A copy of the 2011 casual employee listing was distributed to the committee. The Sheriff's Departments Casual Employee positions went over budget; however, the Sheriff's Department overtime budget covered those additional costs. UW Extension has casual employees that are hired for the research station. This was also over the budgeted dollar amount, but the grant will fund the overage. Motion by Burns, second by Solin to approve the 2011 Casual Employee report, all ayes, motion carried.

Agenda Item #9 Review 2011 department budgets and approve transfers from the Contingency Account for departments who were over budget: A budget to actual report for 2011 was distributed to the committee. The Treasurer went over budget due to sick time that was earned and applied to their 2011 budget. The Jail needs \$22,000 to compensate for the loss of housing state prisoners. Social Services's 2011 budget is still being finalized as the final claim will be paid by the state in March. Motion by Nye, second by Karpf to transfer \$719 from the contingency fund to cover the Treasurer's budget overage, all ayes, motion carried.

Agenda Item #10 Update regarding Forest County visits: Gary Olsen and Carlene Nagel visited Forest County on January 13, 2012. Gary Olsen and George Bornemann then attended the Forest County Finance Committee meeting on January 23, 2012. Gary's recommendation to the Forest County Finance Committee was to hire a Finance Director. Langlade County could volunteer to assist with the interview process if Forest County requests our help. Olsen said that he and Carlene could be mentors to the new director. Forest County had hoped that Gary and Carlene could assist with Human Services accounting, and budgeting, but Gary explained that neither he nor Carlene would have the time to do this. This was informational only.

Agenda Item #11 Purchasing computer software and hardware for departments: None at this time.

Agenda Item #12 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen reviewed the budget to actual listing with the Committee. Olsen also distributed a copy of the Balance Sheet to the Committee. The phone installation will begin Monday, February 20, 2012. The switches are in and the servers have been installed. The old servers are currently being migrated over to the new servers. Gary and Robin have finished the LEAN training and they will present at County Board this month. The current balance in the Self Funded Health Insurance account is \$1,668,892.33. Motion by Nye, second by Solin, to accept the Finance Director's report, all ayes, motion carried.

Agenda Item #13 Line Item Transfers: Motion by Solin, second by Burns to approve a transfer of up to \$3,500 from Jail Assessment for audio needs in the Jail, all ayes, motion carried.

Agenda Item #14 Approve Grant Requests: None at this time.

Agenda Item #15 Travel and Training Requests: None at this time.

Agenda Item #16 Review and approve payment of bills: Motion by Burns and second by Karpf to approve the payment of bills, all ayes, motion carried.

Agenda Item #17 Verify Date of Next Meeting: The next meeting will be on Monday, March 12, 2012 at 2:00 p.m.

Motion to adjourn meeting at 3:53 p.m. made by Burns, second by Nye, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary