

Minutes of Lantlade County Finance/Information Services Committee Meeting

The meeting, in the Law Library of the Lantlade County Courthouse was called to order at 2:00 p.m., February 4, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Jerrold Burns, Ron Nye, Judy Karpf, Dave Solin, and TAGG member Natasha Powell.

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Tom Schultz, Tom Madsen, Brad Henricks, Chris Berry, Marie Graupner, and Tom Lazars.

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 7, 2011: A motion was made by Burns to approve the minutes of the January 7, 2011 Finance Committee meeting, second by Solin, all ayes, motion carried.

Agenda Item #3 Request to utilize Jail Assessment funds for Jail video recording system replacement: Brad Henricks was at the meeting to discuss this item. The current jail video recording system needs to be replaced. Public Safety approved the purchase of a video recording system for \$19,520 from Omnicast. The other bids were \$22,600 and \$25,850. The current jail video recording system needs to be replaced. The Sheriff would like to utilize Jail Assessment funds for this purpose. Motion by Burns, second by Karpf to approve the use of \$19,520 from the Jail Assessment funds for the purchase of the video recording system from Omnicast, all ayes, motion carried.

Item #4 Permission for the Department of Social Services to enter into contract with Lutheran Social Services for an intensive in-home team for the Children and Family Services unit and Juvenile Court: Tom Madsen proposed that Social Services contract for one year with Lutheran Social Services for an intensive in-home team for the Children and Family Services Unit and Juvenile Court. This was a recommendation from the Ad Hoc committee to look at reducing the costs of out of home placements. The approximate cost for this service would be \$150,000 annually. The plan would be to have a contract for one year and then evaluate if DSS saved enough money in out of home placements to justify the contract. At that time, the County will need to determine if they want to continue contracting for this service. The funding would need to come from the Risk Reserve. The Finance Committee has to approve any transfers from the Risk Reserve, and then this item would also need County Board approval. Motion by Karpf to allow the transfer of \$120,000 from the Risk Reserve to start an in-home team and to use \$30,000 from Social Services staff changes towards the cost of an in-home team, second by Burns, all ayes, motion carried.

Agenda Item #5 Discuss Lantlade County Chamber dues for 2011: Board members have requested that the Committee consider not rejoining the Lantlade County Chamber in 2011. Apparently the Chamber will not allow the Community Development Corporation to join. Motion by Burns to table the Chamber funding until March meeting, second by Solin, all ayes, motion carried.

Agenda Item #6 Request for additional grant funding for Land Conservation summer intern: The Land Conservation Committee is requesting permission to apply for a grant from the Conservation on the Land Internship Program (COLIP). The grant would pay 50% of the salary and fringe benefits for a summer intern. The 50% match for the grant will need to come from the Land Conservation budget. The grant is for a maximum of \$2,000. Under the new Grant Policy, the oversight and Finance Committee need to approve this request for a new grant that requires a match. The \$2,000 match can be claimed to DATCP funding. Motion by Solin to allow Land Conservation to apply for the grant funding for a summer intern, second by Karpf, all ayes, motion carried.

Agenda Item #7 Request to utilize recreation funds to update pumping station at Veteran's Memorial Park: The Forestry Department is requesting to utilize approximately \$7,000 to \$10,000 from the recreation funds to update the pumping station at Veteran's Memorial Park that was built in 1999 but last summer, the system failed. Tom Lazars has been working with Zoning and has come up with the plan to install holding tanks. This was approved by the Forestry Committee. Motion by Nye to approve the transfer of up to \$10,000 for the project from the recreation funds, second by Karpf, all ayes, motion carried.

Agenda Item #8 Request to contract with Dorton Technology to program forms software: The large IBM printer in the I/S Department has been breaking down very frequently. The printer is too old to have a service contract, and the repairs have been very expensive. Gary Olsen is requesting permission to contract with Dorton Technology to program the County's forms software to be able to print the Real Estate Tax Rolls, Personal Property Tax Rolls, Real Estate Assessment Rolls, and the Personal Property Assessment Rolls on the laser printers or copy machines. These are the main forms that are printed on the IBM printer. The cost to hire Dorton Technology for this programming will be \$5,400 plus mileage and expenses. The County will save from not purchasing these forms in the future. The funds are available in the Programming Expense line item in the I/S budget. Motion by Burns, second by Solin to approve the service contract with Dorton Technology to program the County's forms software, all ayes, motion carried.

Agenda Item #9 Request to transfer funds from the contingency for the purchase of a phone for dispatch: Dispatch is in need of a replacement phone. The County has not had to purchase phones for this area, since the phone system was installed. The cost of the phone is \$350, and there is not a budget for these expenses. The request is to transfer these funds from the Contingency Account for the purchase. Motion by Solin, second by Burns to approve transferring \$350 from contingency for the purchase of a phone for dispatch, if needed, all ayes, motion carried.

Agenda Item #10 Review casual employee listing for 2010: Per the casual employee policy, the Finance Committee needs to review the casual employee listing each year. A copy of the 2010 casual employee listing was distributed at the meeting. Motion by Burns to accept the casual employee report for 2010, second by Karpf, all ayes, motion carried.

Agenda Item #11 Discuss funding for employee physicals and drug testing: The Personnel Committee will be discussing mandatory employee physicals and drug testing for all new hired employees, and possible random drug testing for employees. There currently is not a budget for these expenses. The Committee discussed a funding source, if the Personnel Committee moves forward with a resolution for these tests. Finance Committee's recommendation is for each department to be responsible for new hired employee physicals and drug testing and for

possible random drug testing for employees. Motion by Burns, second by Karpf, all ayes, motion carried.

Agenda Item #12 Review County Department 2010 budgets, and take action regarding overages: A listing of the County Department's 2010 budget to actual report was distributed at the Committee meeting. The General Fund might be over budget once the entries are made for carried forwards, and interest revenue did not make budget. County Clerk's budget will be over budget. Transportation is over budget \$66. Library was over budget \$13. The Department on Aging will be over budget due to employee payouts from the ADRC/Family Care transition. This was for information only. Olsen will bring back final budgets in March.

Agenda Item #13 Purchasing computer software and hardware for departments: Two monitors have been requested for jail/dispatch. Motion by Burns to approve 2 HP 23" Wide Screen LCD Backlit Monitors at \$350.10 each for jail/dispatch, with funding coming from the Computer Replacement Fund, second by Karpf, all ayes, motion carried.

Agenda Item #14 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen distributed a copy of the Balance Sheet and a Budget to Actual report to the Committee. The current balance in the Self Funded Health Insurance account is \$2,546,570.19. The Contingency balance is currently \$25,000. Olsen reported that a new fund was established and the \$200,000 for Community Development loans was moved to this fund. This will allow the Community Development Corporation the ability to draw down the funds as the loans are made.

Agenda Item #15 Line Item Transfers: None at this time

Agenda Item #16 Travel and Training Requests: Carlene Nagel to attend the Financial Managers meeting in Rhinelander on February 23, 2011. Cost will be mileage and a meal. Gary Olsen to attend the WGFOA meetings in February, March, September, and December. Cost is \$100 per meeting, lodging, mileage, and meals. An employee from the Finance Department to attend the Purchasing Card Conference in Waukesah on March 22, 2011. Cost will be lodging, mileage, and meals.

Agenda Item #17 Comp time report: The comp time report was distributed to the committee.

Agenda Item #18 Review and approve payment of bills: Motion by Burns and second by Nye to approve the Finance Director's report, travel and training requests, comp time report, and payment of bills, all ayes, motion carried.

Agenda Item #19 Verify Date of Next Meeting: The next meeting will be on Friday, March 4, 2011 at 2:00 p.m.

Motion to adjourn meeting at 3:36 p.m. made by Burns, second by Solin, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary