

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

The meeting, in the County Board Room of the Langlade County Safety Building was called to order at 11:00 a.m., January 8, 2016 by Chairman Cahak.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, RJ Weitz, Robin Stowe, Marilyn Baraniak, Erik Rantala, and Tammy Wilhelm

Agenda Item #1 Call the meeting to order: The meeting was called to order at 11:00 a.m. by Chairman Cahak, and the Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on December 7 and December 15, 2015: A motion was made by Pennington, seconded by Scupien, to approve the minutes of the December 7 and December 15, 2015 Finance Committee meetings, all ayes, motion carried.

Agenda Item #4 Recognition of others present and public comments on agenda items:  
The Committee recognized those in attendance.

Agenda Item #5 Funding request for a casual employee position for the Corporation Counsel and Human Resource Departments: This item was approved by the Personnel and Executive Committees prior to the Finance Committee meeting. The Finance Committee would need to approve funding for this position. Robin Stowe explained that they are looking at a maximum of 500 hours paid at \$15 an hour. The total needed for this position would be \$7,500 for salary and \$574 for fringe benefits for a total of \$8,074. Funding for this position could come from the Contingency Account or Fund Balance. The County Board will also need to approve the funding and position. Motion by Nye, second by Scupien, to approve the funding of \$8,074 from the Contingency Fund for a casual employee for the Corporation Counsel and Human Resource Departments, all ayes, motion carried.

Agenda Item #6 Funding for additional per diem amount for Committee Chairpersons effective April 2016: This item came out of the Executive Committee meeting. The Executive Committee is sending a resolution to the County Board authorizing paying the Committee Chairpersons \$10 more a meeting effective April 2016. It is estimated this would cost \$1,800 for 2016. The Executive Committee asked that the \$1,800 come from the Contingency account, which requires Finance Committee approval. Motion by Pennington, second by Scupien, to deny funding the additional per diem amount of \$10 for Committee Chairpersons effective April 2016 to come from Contingency account, 3 ayes, 2 no (Nye, Nonnenmacher), motion carried.

Agenda Item #7 Request for a purchasing card for the part-time nurse position: The Public Health Committee sent a request to issue a purchasing card in the amount of \$250 for the new part-time nurse position. The Finance Committee has to approve any cards for new positions. Motion by Scupien, second by Cahak, to approve a County purchasing card for the new part-time nurse position with a credit limit of \$250, all ayes, motion carried.

Agenda Item #8 Request for cell phone reimbursement of \$10 a month for the Child Welfare Support Specialist position in the Social Services Department: The Social Services Committee approved reimbursing the Child Welfare Support Specialist \$10 a month for the use of her cell phone. The Finance Committee has approved a listing of positions that are allowed to either have a County cell phone or receive the reimbursement for the use of their own cell phone. This position needs to text Social Workers and due to the fact that the County cell phone plan does not have texting, this position would receive the reimbursement. Motion by Nonnenmacher, second by Scupien, to approve a cell phone reimbursement of \$10 a month for the Child Welfare Support Specialist position in the Social Services Department, all ayes, motion carried.

Agenda Item #9 Grant request from Forestry for a bike/pedestrian plan: Erik Rantala was present to discuss creating a bike/pedestrian plan. The Forestry Committee approved applying for this grant. The grant application would be prepared by North Central Regional Planning (NCWRP), through WisDOT for a bike/pedestrian plan for the County and City. The application requires County Board approval. NCWRP has committed to covering the 20% match portion of the grant, so there is no cost to the County. The Finance Committee has to approve all new grants. Motion by Nonnenmacher, second by Nye, to allow the Forestry Department to apply for a grant to fund a bike/pedestrian plan, all ayes, motion carried.

Agenda Item #10 Request to utilize the State Debt Collection through the Department of Revenue for collection of outstanding debts owed the County: The Department of Revenue now has a program that allows local governments to participate in the State Debt Collection program. The County currently utilizes The Stark Agency for all the County's collections overdue by 90 days. The Stark agency charges the County a percentage fee for all the collections they collect. The program through the State charges the fees to the debtors so the County can recover 100% of the debt. The State also has the ability to garnish wages and do bank levies along with tax intercept to collect the money. This enables a better return on collections. Gary Olsen is asking the Committee to sponsor a resolution to utilize the State Debt Collection through the Department of Revenue as the County's collection agent. Motion by Nonnenmacher, second by Pennington, to utilize the State Debt Collection through the Department of Revenue as the County's collection agent, all ayes, motion carried.

Agenda Item #11 Discuss funding for roof replacement at the Highway Department: The Committee discussed the funding for the roof replacement at the Highway Department at the special meeting December. The Public Property Committee discussed this at their meeting last Monday. The Public Property Committee then toured a possible alternate facility on Wednesday and have decided that the alternate facility is not an option. Public Property has the Maintenance/Facilities Manager evaluating what needs to be done at the current Highway facilities. There is a possibility that the County will need to borrow money for the renovations needed. This was for information only.

Agenda Item #12 Permission to write off Community Development Block Grant mortgage due to foreclosure: The County was notified of a foreclosure on a Community Development Block Grant (CDBG). The Finance Committee has to approve the writing off of these grants due to foreclosure. The amount of the CDBG loan was \$5,158.93. Motion by Nye, second by Pennington, to write off the CDBG mortgage of \$5,158.93, due to foreclosure, all ayes, motion carried.

Agenda Item #13 2015 Budget overages for departments: Gary Olsen reviewed the department's budgets and his projections for year end. This was informational only.

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 reviewed the budget to actual listing with the Committee. Olsen also distributed a copy of the Balance Sheet to the Committee. The current balance in the Self Funded Health Insurance account is \$1,406,778.09.

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 regular meeting will be February 5, 2016 at 9:00 a.m.

Motion to adjourn the meeting at 12:14 p.m. made by Nye, second by Scupien, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary