

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., July 7, 2014 by Chairman Cahak.

Members Present: Bill Bostwick, Vern Cahak, Doug Nonnenmacher (arrived at 8:45 a.m.), Ron Nye (was excused to leave at 10:40 a.m.), and Don Scupien.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Tim Rusch, Duane Haakenson, Sheriff Greening, Nathan Heuss, Kim Van Hoof, Michelle Arrowood, Dave Maccoux, Erik Rantala, Scott Sternhagen, and Drew Kelly

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

Agenda Item #3 Approve the minutes of the previous Finance meetings on June 17, 2014: A motion was made by Scupien, seconded by Cahak, to approve the minutes of the June 17, 2014 Finance Committee meeting, four ayes, one absent (Nonnenmacher), 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 for service groups: Michelle Arrowood from AVAIL was present to discuss their funding request for 2015 with the Committee. The County gave AVAIL \$13,500 in 2014, and they requested \$15,000 from the County for 2015. Motion by Nye to preliminarily approve funding AVAIL \$15,000 with the understanding it might have to be reduced during the budget process, second by Bostwick, four ayes, 1 no (Nonnenmacher) motion carried.

Agenda Item #6 Presentation of County audit by Schenck and Associates: Dave Maccoux and Scott Sternhagen from Schenck and Associates presented the County's 2013 audit. Two documents were distributed to the Committee; the Annual Financial Report and the Management Communications document. The County did not have any internal control audit findings. Maccoux explained that the audit shows the County's fund balance is strong. The auditors did note one comment regarding the lack of backup for the Highway Department's Office Manager's position and recommends the Highway Department develops procedures to ensure personnel within the County are adequately trained in the CHEMS system, and that all of the Office Manager's financial duties are sufficiently backed up. This recommendation will be sent to the Highway Committee for their comment. Motion by Nye, second by Nonnenmacher to accept the 2013 audit, all ayes, and motion carried. Gary Olsen will present the audit to the full County Board at the next Board meeting.

Agenda Item #7 Capital Improvement Projects (CIP) ranking and approval: The Committee ranked the 2015 Capital Improvement Projects. The ranked projects will be brought back to the August Committee meeting to determine the funding for the projects.

Agenda Item #8 Request to apply for the Brighter Futures Initiative funding for Social Services: The Department of Social Services is requesting permission to apply for the Brighter Futures Initiative funding. The state anticipated the information for this funding would be out in mid June and due to a fire in the DCF building in Madison, Kim isn't expecting the information until late

July. Kim anticipates we will need to apply by the end of August for funding up to \$250,000. The funding will be limited to only 10 counties. Kim will bring this item back to the committee in August with more details regarding the requirements of the funding.

Agenda Item #9 Request to utilize Computer Replacement Funds to purchase new network switch for the Jail: The I/S Department is requesting to run fiber to the Jail and replace the existing switch with a new larger fiber ready switch. The fiber connection will increase the speed of the network to the Jail and the larger switch will give the extra capacity required in the Jail. The cost for the fiber connection and switch will be \$9,470. This project is below \$10,000 so it is not part of the CIP plan. The funding would come from the Computer Replacement funds. This fund is used to purchase all computer equipment. Motion by Bostwick, second by Scupien, to utilize Computer Replacement Funds to purchase a new network switch for the Jail for \$9,470, four ayes, one absent (Nye) motion carried.

Agenda Item #10 2015 budget update: Gary Olsen updated the Committee on the 2015 budget process. We are currently \$63,574 over budget in the 2015 plan. Olsen also intends to adjust the interest revenue budget. The budget is currently at \$100,000 and it should be reduced to about \$25,000, making the total overage \$138,574. The Committee discussed the timber sales budget and requested that this be added to the next Finance Committee agenda. Olsen also updated the Committee regarding the new law allowing Public Library's to invoice surrounding Counties for Langlade County residents utilizing their libraries. The Public Library's can invoice 70% of their costs for providing services to residents of surrounding Counties. Olsen has already received invoices from Merrill and Crandon for Langlade County residents utilizing their libraries. The invoices total close to \$5,000. Olsen has started discussions with the Antigo Public Library regarding when they will begin invoicing surrounding Counties for their residents utilizing our library and also who would retain that revenue.

Agenda Item #11 Set budget meeting dates: The Committee set the budget meeting dates for Monday, September 22nd at 8:30 a.m. and Tuesday, September 23rd at 8:30 a.m.

Agenda Item #12 Discuss Economic Conditions: The Committee discussed the current economic conditions.

Agenda Item #13 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 \$1,468,111.75. Moody's upgraded the County's bond rating to Aa3 instead of A1. Olsen thanked the committee for setting good policies and procedures for the County which helped the County's bond rating to change.

Agenda Item #14 Line Item Transfers: None at this time.

Agenda Item #15 Computer equipment purchases. None at this time.

Agenda Item #16 Approve Grant Requests: None at this time.

Agenda Item #17 Verify Date of Next Meeting: The next regular meeting will be Friday, August 8, 2014 at 9:00 a.m.

Motion to adjourn meeting at 11:29 a.m. made by Nonnenmacher, second by Scupien, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary