

## **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., March 10, 2017 by Vice Chairman Pennington.

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

Members Absent: Don Scupien

Others present: Gary Olsen, Carlene Nagel, Steve Zimmerman, Amanda Walker, Sheriff Westen, Ron Barger, Tammy Wilhelm, Judy Nagel, Arlene Bonacci, and Robin Stowe.

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

Agenda Item #4 Approve the minutes of the previous Finance meeting on February 10, 2017: Motion was made by Nye, second by Cahak to approve the minutes of the February 10, 2017 meeting, 4 ayes, 1 absent, motion carried. Motion by Nye, second by Nonnenmacher, to excuse Don Scupien, 4 ayes, 1 absent, motion carried.

Agenda Item #5 Recognition of others present and public comments on agenda items: The Committee recognized those in attendance.

Agenda Item #6 Review request to accept a donation of land: The Committee has discussed the request from Dennis Pecha regarding a donation of land. The County Clerk, Economic Development Corporation, and Corporation Counsel have been discussing how the process of the County accepting this small parcel and working out getting one of the neighboring property owners to then purchase the parcel would work. All involved believe it is best for the County to have Mr. Pecha work out a deal with the adjacent land owners on the property and not have the County get involved. For information only.

Agenda Item #7 Request for a County credit card for Register in Probate: The Register in Probate has requested a County credit card with the balance of \$350 to be used for travel and training. This was already approved by the Personnel Committee. Motion by Nye, second by Cahak, to approve a County credit card for the Register in Probate with a credit limit of \$350, 4 ayes, 1 absent, motion carried.

Agenda Item #8 Discuss restructuring of the Finance Department to accommodate Human Resource duties: The Personnel Committee has considered an alternative plan to refilling the vacant Human Resource Director position. Olsen explained the restructuring to the Committee. Robin has drafted a resolution to create an ad hoc committee regarding our Human Resource needs. The Department Heads have utilized Human Resources for over a year now when the County created an HR Department. Right now, in the absence of a Human Resources Director, duties of the HR department have been assigned to Robin, Gary, and Alisha. In the restructure, 3 positions will be changing while the Ad Hoc Committee studies the HR needs of the County. The Finance Director's position would gain some higher end HR duties such as handling complaints, disciplinary actions, and policies, along with keeping the higher end Finance Director duties and IT Director duties. The Assistant HR Director position would be created to

do interviews, recruitment, workers comp, unemployment and workplace safety. The Assistant Finance Director would take on Finance responsibilities to free up the Finance Director's time. A Staff Accountant position would need to be created to free up time for the current Payroll Specialist and the Senior Accountant. A matrix committee meeting will be held next week to set the salaries for the 3 temporary positions being formed and to set the salary for the Staff Accountant position. Motion by Nonnenmacher, second by Cahak, if a HR candidate is not found through the interview process, to approve forwarding the interim restructuring plan of the Finance Department to accommodate Human Resource duties to the Executive Committee next week and then onto County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #9 Review and approval of department carry forward requests to be forwarded to the County Board: A full listing of the department carry forward requests was distributed at the meeting. Total amount of carry forwards is \$481,755.22 and reserved fund balance amounts totaled \$1,661,334.04. Motion by Nye, second by Nonnenmacher, to approve the carry forward requests and to forward to County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #10 Request to transfer Risk Reserve funds to cover over budget amount in the Social Services Alternative Care and Juvenile Secure Detention budgets: Social Services was able to utilize some additional Emergency Youth Aids revenue and they also had some savings in fringe benefits. As a result, Social Services budget overall will be under budget and they will not need to transfer funding from the Risk Reserve for 2016. Olsen is requesting that any leftover funding in the Social Services budget be transferred into the Risk Reserve. All other departments were within their budget for the year. Motion by Nye, second by Nonnenmacher, that any leftover funding in the Social Services budget from 2016 will be transferred into the Risk Reserve, 4 ayes, 1 absent, motion carried.

Agenda Item #11 Final 2016 budget update and address any department overages for the year: All departments were within their budget for the year. This was informational only.

Agenda Item #12 Request for additional funding to replace the main network switch: At the December Committee meeting, the Committee approved the purchase of a network switch up to \$10,000 with funding coming from the Computer Replacement Fund. After doing more research on the switch and considering future needs for the County's network, it has been determined that a larger switch is needed. Since this switch will replace the main switch for the network, the I/T Department wants to be sure that the new switch has the ability to add additional ports when needed. Because of this, the switch that is needed has some additional components that will cost an additional \$8,564. This means that \$18,564 is needed from the Computer Replacement Fund to purchase the needed equipment to go with the switch. Motion by Cahak, second by Pennington, to approve the additional funding of \$8,564 from the Computer Replacement Fund, 4 ayes, 1 absent, motion carried.

Motion by Nye, second by Nonnenmacher, to excuse Cahak from the meeting, 3 ayes, 2 absent, motion carried.

Agenda Item #13 Permission to move forward with the Capital Improvement Project for the County website: \$30,000 was included in the County's Capital Improvement Project (CIP) plan for the design and implementation of a new website for the County. The Finance Department has interviewed four different companies regarding this project. Two of the companies presented formal proposals. Gary Olsen is recommending that DMI Studios be selected as the

vendor for this project. Their proposal was for \$20,000. Motion by Nonnenmacher, second by Pennington, to give permission to utilize DMI Studios for the County's website, 3 ayes, 2 absent, 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 surveyed the employees regarding the new payroll software capabilities of the employee printing their own paystubs. Majority of the responses were in favor of the new payroll software. There was a recommendation by Nye to refer the possibility of creating a TAD (Treatment Alternatives and Diversion) program to the Public Safety Committee. Olsen reviewed the budget to actual listing and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,604,354.97.

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 meeting is scheduled for April 7, 2017 at 8:30 a.m. Motion to adjourn the meeting at 10:24 a.m. made by Nonnenmacher, second by Nye, 3 ayes, 2 absent, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary