

## **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 9:00 a.m., March 6, 2015 by Chairman Cahak.

Members Present: Willie Bostwick, Vern Cahak, Doug Nonnenmacher, and Ron Nye

Members Absent: Don Scupien

Others present: Carlene Nagel, Gary Olsen, Kathy Jacob, Marilyn Baraniak, John Zenkovich, Ann Meyer, and Scott Jensema

Agenda Item #1 Call the meeting to order: Motion by Nye to excuse Don Scupien from the meeting, second by Cahak, 4 ayes, 1 absent, motion carried. The meeting was called to order at 9:00 a.m. by Chairman Cahak, and the Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on February 6, 2015: A motion was made by Nye, seconded by Nonnenmacher, to approve the minutes of the February 6, 2015 Finance Committee meeting, 4 ayes, 1 absent, motion carried.

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

Agenda Item #5 Request to print new plat books: There are only 35 plat books remaining, so Kathy Jacob has started to get proposals for 1,000 new plat books. Kathy has received two quotes from Rockford and Farm and Home. Kathy will bring a proposal back to the Committee at their April meeting to print 1,000 new plat books.

Agenda Item #6 Request from the Veterans Department to purchase a laptop and mobile printer: John Zenkovich, the new CVSO, requested a laptop and mobile printer to be used with his new software for veterans. This will allow John to take the laptop with him to appointments with veterans. These items are new and were not included in the 2015 budget. The costs for the items are \$1,251.66 for the laptop and \$299.99 for the mobile printer for a total of \$1,551.65. The funding for these two purchases can come from the Computer Replacement Fund. Motion by Nonnenmacher, second by Nye, to approve a laptop and mobile printer for a total cost of \$1,551.65 using Computer Replacement funds, 4 ayes, 1 absent, motion carried.

Agenda Item #7 Request to transfer Risk Reserve funds to cover over budget amount in the Social Services Alternative Care and Juvenile Secured Detention Budget: The Alternative Care and Juvenile Secured Detention budget are over budget for 2014 by approximately \$187,777. Social Services was under budget in many of their other accounts, so the amount the Social Services Committee approved to transfer from the Risk Reserve Fund was a not to exceed \$100,000. The Finance Committee also has to approve any transfers from the Risk Reserve Fund. Motion by Nye, second by Cahak, to approve a transfer from the Risk Reserve Fund not to exceed \$100,000 to cover the Alternative Care and Juvenile Secure Detention over budget for 2014, 4 ayes, 1 absent, motion carried.

Agenda Item #8 Final 2014 budget update and address any department overages for the year: Gary Olsen distributed a listing of the 2014 Budget to Actual report. All of the departments will be under budget with the exception of Social Services, but that overage was covered under with the transfer from the Risk Reserve. At the end of last year, the new CVSO started his

employment prior to the previous CVSO leaving his employment. It is a state statute that the remaining funds in the Veterans Relief budget get carried over to the next year. However, due to the new CVSO starting early, there isn't enough in the Veterans budget for the Veterans Relief carry forward. The wages and fringe benefits for one week was \$1,038.40. Finance Committee had agreed to transfer the funding for the one week at a previous meeting, but no official motion was made. If the Finance Committee transfers \$1,038.40 from the Contingency Fund for one week of wages and fringe benefits, this will allow the Veterans budget to have enough to carry forward for the Veterans Relief. Motion by Nonnenmacher to transfer \$1,038.40 from the Contingency Fund for one week of wages, second by Nye, 4 ayes, 1 absent, motion carried. Historically, the Veterans Service Office carries forward any other unspent funding for Veterans travel expenses. For 2014, due to the CVSO payout, there isn't any funding remaining in that budget to have a carry forward for Veterans Travel. The CVSO payout could come out of the severance fund and then Veterans budget would have some funding available to carry forward for Veterans travel expenses. Motion by Nye, second by Cahak, to transfer \$4,329 from severance pay to cover the CVSO payout, 4 ayes, 1 absent, motion carried.

Agenda Item #9 Review and approval of department carry forward requests to be forwarded to the County Board: Olsen distributed a listing of the carry forward requests. The following is a listing of changes that were made to the original amounts that were submitted by departments: Motion by Nonnenmacher, second by Bostwick to cap the Jury Fees carry forward at \$10,000, 4 ayes, 1 absent, motion carried. Motion by Nonnenmacher, second by Nye to approve the Clerk of Court to carry forward \$2,881 for desktop scanners, 4 ayes, 1 absent, motion carried. Motion by Nye, second by Cahak, to approve an additional \$15,000 in the Maintenance budget to be carried forward for any building repairs needed for storing the transportation vehicles, 4 ayes, 1 absent, motion carried. Motion by Nye, second by Cahak, to approve Veterans to carry forward \$4,500 for Veterans Travel expenses, 4 ayes, 1 absent, motion carried. Motion by Nye, second by Cahak, to approve the department carry forward requests of \$357,716.52 and forward the requests to County Board, 4 ayes, 1 absent, motion carried. Motion by Nonnenmacher, second by Cahak, to approve the carry forward amount of \$2,059,518.48 based on past resolutions and to forward to County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #10 Approve administration contract for the County's Community Development Block Grant Revolving Loan Fund: The Antigo Housing Authority has requested to cancel their contract with the County for administering the County's Community Development Block Grant Revolving Loan Fund. Olsen has advertised for a new administrator for the Revolving Loan Fund and has received a proposal from BG & Associates. Motion by Bostwick, second by Cahak, to approve the administration contract with BG & Associates for the County's Community Development Block Grant Revolving Loan Fund, 4 ayes, 1 absent, motion carried.

Agenda Item #11 Discuss Economic Conditions: 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: The auditors will be here the week of the 30<sup>th</sup> to finalize the 2014 audit and the week after that, the Finance Department will have the CDBG audit. 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 \$1,488,117.62.

Agenda Item #14 Computer equipment purchases. Social Services could use another scanner to scan in their documents for Economic Support. The cost of a new scanner is \$6,044.45.

Social Services has Food Share Bonus funding available to use on this purchase and the funding has to be spent by March 31, 2015. Motion by Nonnenmacher, second by Bostwick, to approve the purchase of a new scanner for \$6,044.45 using Food Share Bonus funding and to allow Social Services to purchase any other computer equipment for Economic Support using the Food Share Bonus funding, 4 ayes, 1 absent, motion carried.

Agenda Item #15 Approve Grant Requests: None at this time.

Agenda Item #16 Verify Date of Next Meeting: The next regular meeting will be Friday, April 10, 2015 at 9:00 a.m.

Motion to adjourn meeting at 10:49 a.m. made by Nonnenmacher, second by Cahak, 4 ayes, 1 absent, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary