

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 8, 2013 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Ron Nye and Doug Nonnenmacher.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Robin Stowe, Kim Van Hoof, Kathy Jacobs, Josh Walker, Marilyn Baraniak, and Dale Oatman.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns, and Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on February 8, 2013: A motion was made by Nye to approve the minutes of the February 8, 2013 Finance Committee meeting, second by Nonnenmacher, all ayes, motion carried.

Agenda Item #4 At 9:10 a.m. a Public Hearing on the Land Sales Ordinance will take place: The Public Hearing on the Land Sales Ordinance was called to order by Finance Committee Chairman, Jerrold Burns at 9:10 a.m. After calling 3 times, there was no one in attendance in favor of this ordinance. After calling 3 times, there was no one in attendance not in favor of this ordinance. There were no public comments on this ordinance change. Motion by Nonnenmacher, second by Cahak to close the Public Hearing at 9:13 a.m., all ayes, motion carried. Motion by Nye to send the ordinance to County Board for approval, second by Bostwick, all ayes, motion carried.

Agenda Item #5 Land Sales: Due to damages to the White Lake property taken on tax deed in 2012, the Committee recommends that Kathy call Duke Packard and allow him to sell the property for \$100. Motion by Nye to contact Duke Packard to allow him to sell the White Lake property for \$100 or more, second by Bostwick, all ayes, motion carried.

Agenda Item #6 Request from the Economic Development Corporation to have the County join Grow North: Chris Berry was not able to be present to request the approval for the County to join Grow North. This item will be held until the April Finance Committee meeting.

Agenda Item #7 Request from Social Services to apply for a Supervised Visitation Program grant: Kim Van Hoof was present to discuss applying for a Supervised Visitation Program grant. This grant allows for secure custodial exchanges involving children. The grant is for a three year period totaling \$400,000. The money is divided between years. In year one, the County would receive \$50,000 for implementation costs. Year two and three the County would receive \$150,000 annually to run the program. There is \$50,000 for training also. The County would probably be looking to join with another entity in the grant application as this partnership usually helps increase the grand score or award. Kim feels at this point, it would be advantages to start this in 2014 and use 2013 to begin conversations with area agencies that would be involved in this program. Motion by Nonnenmacher, second by Cahak to allow Social Services to apply for a Supervised Visitation Program grant, all ayes, motion carried.

Agenda Item #8 Approve transfer from Risk Reserve for Social Services 2012 budget: The Committee previously approved a transfer of up to \$120,000 from the risk reserve and therefore no additional action is needed. The estimated over budget amount for Social Services for 2012 is \$55,000. No action was taken.

Agenda Item #9 Discuss County cell policy: Currently the County provides cell phones for certain positions. The Finance Department recently received a request asking if the County would be willing to reimburse the employee for the amount of the County cell phone if the employee uses their own cell phone. Some employees are carrying phones, their personal cell phone and their County cell phone. They do this because they like their personal smart phone. The County could reimburse the employee the amount that they were paying for their County phone. Regular phones cost \$12 and smart phones cost \$52. Olsen will do an inquiry to the departments that have employees who are authorized County cell phones and ask who would be interested in this option. This item was tabled until the April committee meeting.

Agenda Item #10 Request to transfer funds from the General Fund to cover wages for Social Workers to be salaried: Kim Van Hoof would like to make the Social Workers salaried as of April 1st. To do this, Kim has suggested increasing the salaries for the Social Workers to be equal to 40 hours. This was approved by the Social Services Committee and Personnel. The cost of this increase would be \$32,122. This amount would be offset by the amount of comp time and overtime that is usually paid out to these hourly employees. This amount is estimated at \$8,290. The net increase to have the social workers be salaried for 2013 would be \$23,832. This would be an ongoing cost to Social Services. In 2014, the cost would be an addition \$34,104 that would need to be added to Social Services budget. A transfer is needed from the General Fund for this amount for 2013. Motion by Nye to approve the transfer from the General Fund of \$23,832 to cover the additional cost for the social workers to be salaried and to forward a resolution to County Board, second by Nonnenmacher, all ayes, motion carried.

Agenda Item #11 Request to increase Dewey Chrudimsky, Maintenance Department, County credit card amount: Dewey Chrudimsky in the Maintenance Department has a County credit card with a limit of \$250. Nate Huess is requesting to increase Dewey's credit limit to \$1,000. There are many purchases that Dewey needs to make for the Safety Building and he is constantly hitting his monthly limit. Motion by Bostwick, second by Nye, to approve the increase credit limit for Dewey Chrudimsky to \$1,000, all ayes, and motion carried. Motion by Nye to revise the motion to approve the credit limit for Dewey Chrudimsky to \$500, the same credit limit that Public Property had approved, second by Burns, all ayes, motion carried.

Agenda Item #12 Request to write off two CDBG loans due to foreclosure: Antigo Housing Authority sent a request to write off William & Sara Lee Walters CDBG loan for \$3,008 and Richard Schlub's loan for \$15,000. Both loan recipients have had their property foreclosed on. Motion by Cahak, second by Nonnenmacher, to approve writing off the Walters and Schulb CDBG loan, all ayes, motion carried.

Agenda Item #13 Approve carry forward requests: A listing of the carry forward requests was distributed at the meeting. The total amount to be carried forward from 2012 to 2013 is \$275,516.36. Motion by Bostwick, second by Nye, to approve the carry forward requests, all ayes, and motion carried. (See listing attached.)

Agenda Item #14 Review County investment policy: Ann Meyer was not present to review the County investment policy. This item was tabled until the April Committee meeting.

Agenda Item #15 Community Development Block Grant (CDBG) Contract: The Community Development Block Grant contract was distributed to the Committee. Motion by Nye, second by Nonnenmacher, to approve the Community Development Block Grant contract and to forward it to County Board, all ayes, and motion carried.

Agenda Item #16 Review 2012 Department Budgets and approve transfers from the Contingency Account and General Fund for departments who were over budget: Gary Olsen reviewed each department's 2012 budget with the County. County Clerk is over budget by \$17,418 due to the recall elections. County Board is over budget by \$105,585 because of several parcels having to be sold on tax deed. Workers Comp and liability insurance is over budget by \$11,863 due to employees transitioning to Family Care and the ADRC and the County was unable to capture the revenue. Clerk of Court is over budget by \$1,652 due to budgeted revenue not received. Motion by Nonnenmacher, second by Cahak, to transfer \$1,652 from the contingency fund for the Clerk of Court over budget amount, all ayes, motion carried. The remaining total amount over budget is \$134,866. Motion by Nye, second by Bostwick to forward a resolution to County Board authorizing a transfer of \$134,866 from the General Fund to cover the overages, all ayes, motion carried.

Agenda Item #17 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 \$1,332,929.15.

Agenda Item #18 Line Item Transfers: The Veterans Department is requesting \$1,100 for veteran travel. Motion by Nye, second by Cahak to transfer \$1,100 from the contingency fund for the Veterans 2013 travel expense line item (100.62.547100.0000.3391), all ayes, and motion carried.

Agenda Item #19 Computer equipment purchases: Register of Deeds needs to replace two scanners. Each scanner will cost \$6,441.33 and funding will come from the ROD redaction fees. Dispatch needs two HP P3015n printers. The printers cost \$575 each and funding would come from the computer replacement fund. Motion by Nye, second by Bostwick, to approve purchasing two scanners for the Register of Deeds, with funding from the redaction fees and to approve purchasing two printers for Dispatch using the computer replacement fund, all ayes, and motion carried.

Agenda Item #20 Approve Grant Requests: None at this time.

Agenda Item #21 Travel and Training Requests: None at this time.

Agenda Item #22 Verify Date of Next Meeting: The next meeting will be on Friday, April 5, 2013 at 9:00 a.m.

Motion to adjourn meeting at 10:29 a.m. made by Nye, second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary

Department	Account Description	Account #	Approved Carry forward
			\$
County Board	Donations	100.09.511100.0000.3950	94.87
Clerk of Court	Mediation	100.15.512100.0000.2133	2,252.50
Information Services	Computer Replacement	100.00.342700.0000	5,220.00
Finance	Audit	100.19.515320.0000.2190	3,000.00
Coroner	Autopsy	100.20.512700.0000.2140	10,000.00
Maintenance	Projects	100.26.516130.0000.0000	83,050.00
Sheriff	Drug Investigation	100.30.521150.0000.0000	594.95
Airport	Equipment Repair and Maint	100.55.535100.0000.3180	3,845.46
Veterans	Program Expenses	100.62.547150.0000.3953	1,404.94
	VA Travel Expense	100.62.547100.0000.3391	2,972.06
Extension	Research Station	100.81.556230.0000.0000	15,302.83
	Pesticide Applicator Training	100.81.556210.0000.0000	3,010.13
	State Grants	100.81.556220.0000.0000	1,024.15
Forestry	VMP Restrooms	100.00.577996.0000.8100	140,000.00
Land Conservation	Clean Sweep	100.91.529400.0000.0000	3,744.47
SUB TOTAL			\$275,516.36