

## **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 1:00 p.m., November 11, 2015 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, Sandy Fischer, Nate Heuss, Becky Rank, Dennis Mattmiller, Sheriff Greening, and Robin Stowe.

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

Agenda Item #3 Approve the minutes of the previous Finance meetings on October 16, and 27, 2015: A motion was made by Nonnenmacher, seconded by Scupien, to approve the minutes of the October 16, and 27, 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 Discuss changing County policy regarding approval needed for departments to create a Facebook page: At last month's Committee meeting, the Committee requested a proposed change to the Electronic Communications and Information Systems Policy to remove the approval of the Finance/Information Services Committee regarding departments creating Facebook pages. This change would impact section 11 of the policy which reads: Users interested in establishing or hosting a public forum or social networking site must first obtain the permission of the Information Services Committee by completing the Social Networking Access Form, and comply with any conditions of use established by the Committee. Motion by Pennington, second by Cahak, to keep the Facebook policy as is and continue to require the Finance/Information Services Committee approval for Facebook pages, all ayes, motion carried.

Agenda Item #6 Funding for dispatcher position: The Executive and Public Safety Committees have forwarded finding funding for a dispatcher position to the Finance Committee. One of the Sheriff Department's top priorities is to add another dispatcher position. There are times when there is only one dispatcher on duty and with 911 emergencies, this can be a liability. The Sheriff's Department had completed a budget request form to have a dispatcher position added in the 2019 budget. The cost to create the dispatcher position would be \$76,933. Gary Olsen is suggesting funding this position sooner than 2019. The County currently has \$200,000 available to make debt payments. This money could be used in 2017 and 2018 to make debt payments then the money freed up could be used to create a dispatcher position. For 2016, the funding could come from the savings from not filling the Jail Administrator position which is \$45,112, and the Sheriff's budget might have more than that to carry forward to help cover this cost for 2016. The remainder of \$31,821 would need to come from the General Fund. Motion by Scupien, second by Pennington to fund a dispatcher with up to \$31,821 from the General Fund, with the remainder to be carried over from the Sheriff's budget, all ayes, motion carried.

Agenda Item #7 Funding for refilling a dispatcher position six months early: The Executive Committee has also forwarded a request to the Finance Committee to find funding in 2016 to

give the Sheriff's Department the ability to refill a vacant dispatcher position six months early. One of the dispatchers will be retiring in September 2016 and they believe it would really help the workload in the department to refill the position early so they can be trained. The cost to refill this position six months early would be \$20,093 for salary and \$10,654 for fringe benefits for a total of \$30,747. Funding for this would need to come from the General Fund. Motion by Pennington, second by Nonnenmacher, to refer the refilling of a dispatch position six months early to the Public Safety Committee, all ayes, motion carried.

Agenda Item #8 Funding request for a replacement truck for the Maintenance Department: The Public Property Committee has forwarded a request to purchase a replacement truck for the Maintenance Department. This was a future CIP project, but the truck has rusted to the point that it is no longer safe to drive. The request is to use \$20,000 from the Maintenance Department's budget in 2015 to purchase the truck now. The Maintenance Department has these funds available from savings in utilities and small projects that have come in under budget. The Finance Committee has to approve the funding because this item is over \$10,000 and will require County Board approval. Motion by Nye, second by Nonnenmacher, to approve purchasing a replacement truck for the Maintenance Department for up to \$20,000 and for the funding to come from the Maintenance Department's 2015 budget, 4 ayes, 1 no (Pennington), motion carried.

Agenda Item #9 Funding for Register of Deeds replacement of ROD Direct services: The Register of Deeds needs to replace the ROD Direct software. There will be a cost associated with this project and the project will need to be completed and in place by March 2016 because ROD Direct has informed the Register of Deeds that they will no longer provide this service after that date. The Register of Deeds and the Finance/Information Services Departments are recommending purchasing the Trimin software and also purchasing redaction software for a total cost of \$80,500. The Register of Deeds has \$74,000 in their redaction fund to be used towards the software. There is also funding in the ROD Modernization fund for the remaining \$6,500. Motion by Pennington, second by Scupien, to allow purchasing the software from the redaction fund and the modernization fund, all ayes, motion carried. Due to the ROD software project, another server is needed for the new ROD software, additional email licenses and to move the County's email software. Motion by Scupien, second by Nye, to allow transferring \$40,000 from the Computer Replacement fund for the needed servers and licenses, all ayes, motion carried.

Agenda Item #10 Funding request to pay \$6,512.28 from the Contingency Account for donation signs from the fund raising efforts related to the construction of the Cattle Barn: The Public Property Committee has forwarded a request to the Finance Committee asking for \$6,512.28 to be transferred from the Contingency Account to pay for donation signs related to the fund raising efforts for the construction of the Cattle Barn. Because this transfer is over \$5,000, if the Finance Committee approves the request, it will also need County Board approval. Motion by Nonnenmacher, second by Scupien, to approve transferring \$6,512.28 from the Contingency Account for the donation signs and to forward to County Board, 3 ayes, 2 no (Nye and Pennington), motion carried.

Agenda Item #11: 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 \$1,080,575.23.

Agenda Item #12 Request to purchase Barracuda backup server to replace DATTO service:

The County currently pays \$4,740 annually for the DATTO backup service that backs up all of the County's servers. This is a very important service because the servers need to be backed up. The current server and service is not working correctly and needs to be updated. After researching the best way to do the backup, Gary Olsen is suggesting that the County purchase a Barracuda Backup Server that will not have an annual charge. The cost for this new service would have been \$23,800 and would be good for five years, so the cost is comparable to the DATTO service over the five year period. However, due to the new servers needed for ROD, the cost has increased to \$26,576.52. Motion by Scupien, second by Pennington, to transfer \$26,576.52 from the Computer Replacement fund for a Barracuda Backup Server, all ayes, motion carried.

Agenda Item #13 Approve transfer of funds from Department budgets to the Contingency Account in 2016 for difference in COLA amount:

The Matrix Committee approved a 1.5% increase for all non-union employees effective 2016. This amount is different from what was budgeted, so Gary Olsen is requesting permission to remove the excess amounts from the department's budgets and transfer it to the Contingency Account. Motion by Nye, second by Pennington, to approve transferring the budgeted amount above 1.5%, from the department's 2016 budgets to the Contingency Account, all ayes, motion carried.

Agenda Item #14 At approximately 2:00 p.m. consider moving into closed session pursuant to Section 19.85 (1)(c) to complete the annual evaluation of the Finance Director:

Motion by Nye, second by Scupien, to move into closed session pursuant to Section 19.85 (1)(c) to complete the annual evaluation of the Finance Director. Roll call, Cahak, aye, Nonnenmacher, aye, Nye, aye, Pennington, aye and Scupien, aye, the Committee continued in closed session.

Agenda Item #15 At approximately 2:30 p.m., return to open session with possible action taken on any matters discussed in closed session:

Motion by Nye, second by Nonnenmacher, to return to open session, all ayes, motion carried. The Finance Director received a favorable performance review from the oversight committee and a copy of the performance evaluation will be forwarded to Human Resources.

Agenda Item #16 Line item transfers: None at this time.

Agenda Item #17 Computer equipment purchases. None at this time.

Agenda Item #18 Approve Grant Requests: None at this time.

Agenda Item #19 Verify Date of Next Meeting: The next regular meeting will be December 7, 2015 at 9:00 a.m.

Motion to adjourn the meeting at 3:15 p.m. made by Pennington, second by Scupien, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary