

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 8:30 a.m., October 16, 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, Robin Stowe, Sheriff Greening, and Janet Lutzow

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 September 15, 21, and 22, 2015: A motion was made by Pennington, seconded by Scupien, to approve the minutes of the September 15, 21, and 22, 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 Request from the Sheriff to create a Facebook page for the department: The Sheriff has requested permission to create a Facebook page for the department. Per policy, the Finance Committee has to approve departments having Facebook pages. The Public Safety Committee approved this at their October meeting. Nonnenmacher would like to review the current Facebook page request policy. Since there is no cost for a Facebook page, this policy should be reviewed to see if the Finance Committee approval is necessary. Olsen will bring the policy to the next Committee meeting for review. Motion by Nye, second by Pennington to allow the Sheriff to create a Facebook page for the department, all ayes, motion carried.

Agenda Item #6 Discuss the County website: Gary Olsen and Janet Lutzow reviewed the County's website with the Committee. Olsen and Lutzow have been looking at updating the website to a new site, but this would be very costly and the Land Records Department has a database that would be very difficult to recreate. Janet Lutzow maintains the County's website and there currently is not a backup for her. For someone to backup Janet, the County would need to purchase another Dreamweaver license which costs around \$1,500. The person would also need to be trained on how to utilize Dreamweaver and that cost is around \$800. Nye recommends Olsen bringing this item back to the next Finance Committee meeting with options and projected costs of a new website and the cost of training someone to be a backup for the website.

Agenda Item #7 Referral from the Public Safety Committee to fund Crisis Services and Jail Mental Health Services for 2016: The Finance Committee had discussed adding funding to the 2016 budget for crisis and jail mental health services. The Committee decided to send this item to the Public Safety and Executive Committees to determine if they wanted the crisis services to continue and if they wanted to add new Jail mental health services for 2016. The Public Safety Committee made a referral to the Executive to continue the crisis services for 2016. The cost of the services will be \$26,640 for 2016 and since this was not included in the budget, the funding would need to come from the General Fund. The Public Safety Committee also felt they would

like to try the new Jail mental health services for 2016 and evaluate if these services were worth continuing. The cost for these services will be \$37,350 for 2016. This funding will also need to come from the General Fund for these services. Sheriff Greening offered to only buy 2 of the 3 replacement vehicles in the Capital Improvement Plan in 2016, which would allow for \$25,000 to be used towards mobile crisis services. Motion by Nye, second by Cahak, to approve transferring \$25,000 for mobile crisis services from the General Fund that was originally budgeted for a replacement vehicle and take the remaining \$1,664 from General Fund, all ayes, motion carried. The mental health services for the Jail for \$37,350 will be discussed at the next Executive Committee. Motion by Nye to approve \$37,350 from the General Fund for Jail mental health services. The motion failed for lack of a second. The Committee would like to wait and see what comes out of the Executive Committee regarding the Jail mental health services before approving a transfer from the General Fund.

Agenda Item #8 Discuss purchasing office equipment for the new Human Resource Director:

The new Human Resource Director will begin employment with the County on October 26, 2015. There are a couple of office equipment items that can be purchased for this position's office. A copier/printer will be needed. The cost for this purchase would be \$3,542.98 and the County can add this to the monthly lease. Robin Stowe also requested that a cell phone be approved for the position. The cost for a smart phone will be \$600 annually. It was also suggested that an iPad be purchased for the position. The cost for the iPad will be \$481.37. Motion by Pennington, second by Scupien, to approve for the Human Resource Director a copier/printer for \$3,542.98 from the contingency fund, a smart phone for \$600 from the contingency fund and an iPad for \$481.37 from the Computer Replacement Fund, all ayes, motion carried.

Agenda Item #9 Land Records request to apply for a new Wisconsin Land Information Program grant:

The Land Records Department is requesting permission to apply for a new Wisconsin Land Information Program grant, the strategic initiative grant. This grant will help fund the database for parcel mapping. The County is eligible for up to \$50,000 and there is not a County match required for the grant. The Finance Committee has to approve all applications for new grants. Motion by Nonnenmacher, second by Pennington, to approve Land Records applying for a new Wisconsin Land Information Program grant, all ayes, motion carried.

Agenda Item #10 Request from Social Services to pay a mileage reimbursement that is over 60 days old:

Per the County's travel and training policy, all reimbursement requests that are over 60 days old require the approval of the Finance Committee. An employee at Social Services sent a reimbursement request from March 2015 to be paid. The request is for \$220.80. They have requested that the Finance Committee consider payment of the reimbursement. Motion by Scupien, second by Pennington, to approve paying the mileage reimbursement that is over 60 days old for a Social Services employee with a notice to the employee that any mileage over 60 days old will not be paid in the future, all ayes, 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:

The auditors are here this week for the interim 2015 audit. Alisha Resch has been hired as the Payroll Specialist and she will start on Monday, October 19, 2015. 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 \$1,206,935.98.

Agenda Item #12 Line item transfers: None at this time.

Agenda Item #13 Computer equipment purchases. None at this time.

Agenda Item #14 Approve Grant Requests: None at this time.

Agenda Item #15 Verify Date of Next Meeting: The next regular meeting will be November 11, 2015 at 9:00 a.m.

Motion to adjourn the meeting at 10:15 a.m. made by Nonnenmacher, second by Nye, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary