

## **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 8:30 a.m., September 9, 2016 by Chairman Scupien.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Dave Solin, Annette Randl, Jamie Musolff, Lori Turney, Bob Zoretich, Robin Stowe, Judy Nagel, Bernice Andraschko, Angie Schreiber, Bob Benishek, and RJ Weitz

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

Agenda Item #4 Approve the minutes of the previous Finance meetings on August 5, 2016 and August 10, 2016: A Motion was made by Pennington, second by Nye to approve the minutes of the August 5, 2016 meeting, all ayes, motion carried. Motion by Nye, second by Cahak, to approve the minutes of the August 10, 2016 Finance Committee meeting, all ayes, motion carried.

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

Agenda Item #6 Discuss request for funding from the Humane Society: Bob Zoretich (President of the Humane Society Board), Jamie Musolff (Vice President of Board), Lori Turney (Treasurer), Bernice Andraschko, and Annette Randl from the Humane Society were present to discuss their funding request for 2017 with the committee. The Committee received the funding request from the Humane Society for \$7,500 for 2017 at their last meeting. The Committee had requested that the Humane Society research licensing fees in surrounding counties to see if raising licensing fees is an option. Robert Zoretich distributed a report to the Committee detailing dog license fees for surrounding counties and cities. Motion by Pennington, to discuss at the Towns Association meeting on September 20<sup>th</sup>, a proposal to double the dog license fees to be \$6 for neutered/spayed dogs and \$16 for unneutered/unspayed dogs, with input to be sent back to the Finance Committee and to have a discussion regarding a fee for cats, second by Nonnenmacher, all ayes, motion carried.

Agenda Item #7 Discuss referendum and how to inform voters of why the referendum is needed and to consider a mailing to residents: Gary Olsen is looking for guidance as to how the Committee would like to inform voters of why the referendum is needed. It would cost about \$5,000 for a mailing to every household. Gary Olsen and John Schunke will be on the Breakfast Club on Monday, September 12<sup>th</sup> to discuss the referendum. Olsen discussed with the Committee his concerns with moving forward with the referendum. If the referendum fails, the optional budget that Olsen was asked to prepare still included the two positions because the County could raise taxes in 2017 and 2018 for debt payments. The problem would be sustaining the positions past 2018. Olsen also discussed his concerns regarding the future of

the tri-county human services system. Marathon County will be voting on whether to pull out of the tri-county arraignment at their meeting, September 20, 2016. Social Services out of home placement costs continue to be an issue. Olsen explained with the unknown of North Central Health Care, the County may want to wait and run a referendum in 2019. Olsen also discussed the issues with the current wording for the referendum. Even though the Department of Revenue (DOR) had approved the wording for the referendum, the DOR had put out updated numbers on Tuesday, September 6<sup>th</sup> that were different than the numbers approved in the resolution. This means that the County Board would need to amend the original resolution if the referendum was going to move forward. This would then cause problems for the Clerk in being able to get the referendum on the ballot for November. Motion by Pennington, second by Nye, to rescind County Board resolution #59-2016 for exceeding the state imposed levy limit, all ayes, motion carried.

Agenda Item #8 Update regarding the juvenile budget for out of home placement costs: The Committee had requested that an update of the budget for juvenile out of home placement costs be brought back to the September meeting. Gary Olsen gave the Committee updated projections regarding the Juvenile out of home placement budget and potential overages. It is anticipated these costs will be over by \$236,400 for 2016. This total has increased significantly over the last month. Social Services has seen a decrease in their salary budget due to the number of vacancies currently in the department. Because of this, it is not determined yet how much Social Services could be over their total budget by year end. Olsen will continue to monitor their budget. This was informational only.

Agenda Item #9 Review and approval of Conflict of Interest policy, and an update regarding the audit finding regarding having all County policies in compliance with the Uniform Grant Guidance requirements for Federal Awards: Gary Olsen is working on getting all of the needed policy changes completed to satisfy the changes to the Uniform Grant Guidance requirements for Federal awards. One of the policies that are required is a Conflict of Interest policy. A copy of the policy can be found at the end of the minutes. Motion by Nye, second by Nonnenmacher, to approve the Conflict of Interest policy, all ayes, motion carried.

Agenda Item #10 Review Capital Improvement Projects (CIP) 2017 booklet and forward to County Board: The Committee reviewed a draft copy of the Capital Improvement Projects (CIP) 2017 booklet at their last meeting. Motion by Nye, second by Pennington, to approve the 2017 CIP booklet and forward to County Board, all ayes, motion carried.

Agenda Item #11 Update regarding the 2017 budget process: Olsen updated the Committee on the 2017 budget stating the preliminary figures are \$177,456 over with the two deputy positions in the budget. The Committee could utilize debt funds to cover this overage. The Committee will be asked to address the issue of funding for the Boys and Girls Club, Family Corner Resource Center, and AVAIL. The budget hearings are set for September 16, 2016 and September 19, 2016. This was for information only.

Agenda Item #12 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 and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,712,968.69.

Agenda Item #13 At approximately 10:15 a.m., consider going into closed session pursuant to Section 19.85 (1)(c)(f), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to discuss the proposed management response to the audit finding regarding backing up the financial duties at the Highway Department: Motion by Pennington, second by Cahak, to move into closed session, Roll call, Cahak, aye, Nonnenmacher, aye, Nye, aye, Pennington, aye, and Scupien, aye, the Committee continued in closed session.

Agenda Item #14 At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session: Motion by Nye, second by Pennington, to return to open session, all ayes, motion carried. Motion by Nonnenmacher, second by Cahak to approve the Management Response and to forward it to the auditors and the Highway Committee, all ayes, motion carried. Proposed management response:

#### **Management Response**

The Lantlode County Board is currently aware of the lack of backup for the Office Manager position within the Highway Department. The Finance and Highway Committees have met to discuss the different options for backing up the Office Manager position. It was determined that there would be a short-term and long-term plan to accomplish this backup.

For the short-term plan, the Finance Director will begin to learn the financial duties of the Highway Office Manager position. This will be accomplished by the Office Manager making a listing of financial duties that would need to be accomplished in the absence of the Office Manager. The Finance Director and Office Manager will begin working on training for the duties starting in February 2017. The Finance Director will update the Finance Committee monthly regarding the progress of the training. If the current work load of the Finance Director does not allow for this training to happen, then the Finance and Highway Committees will need to find an alternative for a short-term solution to this audit finding.

For a long-term solution, it is recommended that a resolution be sent to the County Board centralizing all financial duties of the County under the direction of the Finance Director. The County Board has a resolution on file, Resolution #67-2008 that centralizes all financial duties to be under the direction of the Finance Director, with the exception of the Highway Department. This new resolution would state that if the Highway Office Manager or Bookkeeper positions become vacant, then they would be placed under the direction of the Finance Director. This would allow the Finance Director to refill the positions and then make sure the correct backup was happening for the finances of the Highway Department. This would then fully satisfy the Auditor's Management comment.

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 September 16, 2016 at 8:30 a.m. and is a budget hearing. The next regular meeting will be at 8:30 a.m. October 14, 2016. Motion to adjourn the meeting at 11:00 a.m. made by Nye, second by Cahak, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary

<b>Langlade County POLICY MANUAL</b>		
<b>ISSUE DATE</b>	<b>POLICY TITLE:</b>	<b>POLICY NO.</b>
<b>REVISION DATE</b>	<b><i>Conflict of Interest Policy for Federal Awards</i></b>	

**PUPOSE**

Langlade County is a recipient of Federal awards (grants, etc.) and as such, the County is required to establish a conflict of interest policies for Federal awards, which includes a requirement to disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. (See 200.112 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka: Super Circular, Omni Circular; and see also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

**INTENT**

There exists between Langlade County and its board, managers, employees, contracted individuals, and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, managers, and employees have the responsibility of administering the affairs of Langlade County ethically, honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Langlade County. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Langlade County or knowledge gained there from for their personal, family, or affiliated persons benefit. The interests of the organization must be the first priority in all decisions and actions.

**PERSONS CONCERNED**

This policy is directed not only to elected officials, department heads and managers, but to all employees and contracted individuals who can influence the actions of Langlade County. For example, this would include all who make purchasing decisions, all persons who might be described as “management personnel,” and anyone who has proprietary information concerning Langlade County.

**AREAS IN WHICH CONFLICT MAY ARISE**

Conflicts of interest may arise in the relations of department heads, managers, and contracted individuals with any of the following third parties:

1. Persons and firms supplying goods and services to Langlade County.
2. Persons and firms from whom Langlade County leases property and equipment.
3. Persons and firms with whom Langlade County is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.

4. Agencies, organizations, and associations which affect the operations of Langlade County.
5. Family members, friends, and other employees.

#### **NATURE OF CONFLICTING INTEREST**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Langlade County.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Langlade County.
3. Receiving remuneration for services with respect to individual transactions involving Langlade County.
4. Using Langlade County's time, personnel, equipment, supplies, or good will for other than Langlade County approved activities, programs, and purposes.
5. No public officer or employee shall accept anything of value, whether in the form of a gift, service, loan or promise, from any person who, to his knowledge, has a direct financial interest in any transaction or official business with the County which may tend to impair his independence of judgment or action in the performance of his official duties. However, it is not a conflict of interest for any public officer or employee to receive a gift or gratuity that is an unsolicited item up to \$50 in value. See Disposition of Prizes Awarded to County Employees policy found in the Appendix of the Employee Handbook for further information regarding gifts.

#### **INTERPRETATION OF THIS STATEMENT OF POLICY**

The areas of conflicting interest listed in the Areas In Which Conflict May Arise section, and the relations in those areas which may give rise to conflict, as listed in the Nature of Conflicting Interest section, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the department heads, managers, and contracted individuals will recognize such areas and relation by analogy. The fact that one of the interests described in the Nature of Conflicting Interest section exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Langlade County. However, it is the policy of the County that the existence of any of the interests described in Nature of Conflicting Interest section shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, and department heads to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures. The standards of conduct and code of ethics for local public officials and employees as identified in Section 19.59, Wis. Stats., is incorporated by reference.

## **CONFLICTS OF INTEREST; DISCLOSURE OF INTEREST**

Except as provided herein, no public officer or public employee shall engage in any business transaction with the County or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties or will tend to impair his independence of judgment or action in the performance of his official duties. Any public officer or employee who has a substantial financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the County or who as part of his official duties will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer shall disclose such interest to the membership of the County Board (or committee, board thereof, as appropriate) to be recorded in the minutes of that body. Upon such disclosure, it is advised that the public officer or employee abstain from voting on the matter and from participating in the discussion of the matter.

## **DISCLOSURE POLICY AND PROCEDURE**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made in writing, utilizing the attached CONFLICT OF INTEREST DISCLOSURE STATEMENT to the Administrative Coordinator (or if she or he is the one with the conflict, then to the Board Chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the County. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of Lantlode County and the advancement of its purpose.

## **DISCLOSURE OF CONFIDENTIAL INFORMATION**

No public officer or employee shall, without proper authorization of the County Board, disclose confidential information concerning the property, government or affairs of the County, nor shall he use such information to advance the financial or other private interest of himself or others.

## **OUTSIDE EMPLOYMENT**

Please see the Private Outside Work policy found in the Appendix of the Employee Handbook for a full explanation regarding the County's outside work policy. Employees

are allowed to engage in additional employment outside the normal working hours of their positions as long as the policy is followed.

**VIOLATIONS TO THE CONFLICT OF INTEREST POLICY**

Suspected violations of the conflict of interest policy should be reported to the Human Resources Director (or if she or he is the one with the conflict, then to the Administrative Coordinator). The Human Resources Director will then follow the procedures found in the Equal Employment Policy and Complaint Procedure when handling the complaint regarding a violation to the conflict of interest policy. Any potential conflict of interest violations associated with Federal or State grant dollars will be reported in writing to the appropriate awarding agency or pass-through entity in accordance with applicable Federal or State awarding agency policy.

**LANGLADE COUNTY  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to
- d. which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

\_\_\_\_\_

2. CAPACITY: \_\_\_\_\_ Board Member  
\_\_\_\_\_ Department Head  
\_\_\_\_\_ Manager  
\_\_\_\_\_ Contracted Employee  
\_\_\_\_\_ staff (position): \_\_\_\_\_

3. Have you or any of your affiliated persons provided services or property to \_\_\_\_\_ in the past year?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have you or any of your affiliated persons purchased services or property from \_\_\_\_\_ in the past year?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which \_\_\_\_\_ was or is a party?

\_\_\_\_ YES \_\_\_\_ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to \_\_\_\_\_ at any time in the past year (other than travel advances or the like)?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from \_\_\_\_\_ or as a result of your relationship with \_\_\_\_\_, that in the aggregate could be valued in excess of

\$1,000, that were not or will not be compensation directly related to your duties to Langlade County?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving \_\_\_\_\_?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Langlade County's [board or a duly constituted committee thereof] in accordance with the terms and intent of Langlade County's conflict of interest policy?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I HEREBY CONFIRM that I have read and understand Llanglade County's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Human Resources Director immediately.

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Signature

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Date