



FINANCE COMMITTEE
MINUTES
APRIL 10, 2008

PRESENT: Chair John H. Tramburg, Supervisors Susan Martin, Robert R. Westby, Debra Wopat, and Robert L. Hamele

ALSO PRESENT: Board Chair Harlan Baumgartner, Lois Schepp, Joseph Ruf III, Dennis Richards, Mike Babcock, Eric Pritzl, Cathy Karls, Supervisor J. Robert Curtis, Deb Raimer, Supervisor Dick Boockmeier, Amy Yamriska, Patti Herman, Angela Hinze, and Lyn Jerde (Daily Register)

The meeting was called to order at 9 a.m., and was properly noticed and published.

MOTION: On motion by Wopat, second by Westby, the agenda was approved as printed.

MINUTES

MOTION: On motion by Hamele, second by Martin, the minutes of the March 13th & 19th, 2008, Finance Committee meetings were approved.

VOUCHERS

MOTION: Previously Paid Vouchers for April Audit were approved on motion by Westby, second by Wopat, for a total of \$4,202,767.64.

MOTION: On motion by Martin, second by Hamele, County Board Payroll for March meetings paid in April was approved for a total of \$6,896.96.

UW EX FAMILY LIVING EDUCATOR – PROGRAM UPDATE

Patti Herman, UW Extension Family Living Coordinator, reported on the Parenting Wisely program. The computerized program is offered to jail inmates to help them develop good parenting skills and ways to handle childhood behavior problems.

PORTAGE TIF

Supervisor Dick Boockmeier reported on the proposed City of Portage TIF District and the effect it will have on property values and taxes paid to the County. Boockmeier was appointed to represent the County's interests on the TIF District Joint Review Board.

REVIEW OF EQUIPMENT ACCOUNTABILITY POLICIES

Sheriff's Department Policies & Procedures for tracking equipment in the department were reviewed and discussed. Richards/Babcock described equipment sign-out boards utilized by the department, and the responsibilities of each employee or subordinate personnel using the equipment. For the "Accountability for Property" section, the Committee recommended adding "users or borrowers" to the paragraph. This would cover other towns or entities that may be using the department's equipment.

ELECTED OFFICIALS SALARIES – APPROVE RESOLUTION

The Committee reviewed the resolution to establish certain elected officials' salaries for the years 2009 – 2012. Corporation Counsel Ruf noted that this is the first time these officials will be on the 4-year election cycle: County Clerk, Treasurer, and Register of Deeds.

MOTION: On motion by Westby, second by Martin, the resolution establishing salaries for certain elected officials (2009 – 2012) was approved to be presented to the County Board on April 15th.

REVIEW OF HEALTH & HUMAN SERVICES (HHS) 2007 CLOSING RESOLUTION

HHS Director Erik Pritzl reviewed the department's 2007 Closing Resolution. The following three areas are over-drawn for a total of \$1,275,918.34: 1) Division of Mental Health, 2) Division of Supportive Living, 3) Division of Children and Families.

The budget shortfalls were caused by the following issues:

- Court-ordered services
- Increase in service costs due to aging population
- Increase of costs to purchase services
- Children in displaced or disrupted adoptive situations
- Children with intense/unique service needs
- Emergency detentions

Committee members asked what action was being taken to help alleviate budget problems in the future. Pritzl reported that the department is trying to close the gap on the shortfall by making sure staff is well aware of the situation and asking for feedback, reducing the number of children in FPI (Family Partnership Initiative), collecting fees from consumers (tax intercept, etc.), communicating with the District Attorney's Office and the Courts, and increasing the oversight on administrative expenditures. Long Term Care Redesign is expected to bring more cost stability to the County, allowing for accurate budgeting instead of finding ways to cover budget deficits.

The original resolution which was approved by the Health & Human Services Board, requested the funds be transferred from the pre-closing contingency fund. Schepp explained that there isn't enough money in that account to cover this amount. The funds will need to come from the pre-closing general fund. The resolution will be amended on the board floor.

MOTION: On motion by Hamele, second by Wopat, the Committee approved the resolution to transfer \$1,275,918.34 from the pre-closing General Fund to Health & Human Services overdrawn accounts for Mental Health, Division of Supportive Living, and Division of Children and Families.

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COMPENSATORY TIME PAYOUT

The Committee reviewed a request from a Health & Human Services employee for a comp-time payout of 350 hours.

MOTION: On motion by Wopat, second by Martin, the Committee approved a comp-time payout of enough hours (total of 327.75 hours) to bring the employee's comp-time balance down to the 80 hour limit.

STATUS REPORT ON DIRECTOR OF NURSING RECRUITMENT – HCC

Health Care Center (HCC) Administrator Amy Yamriska reported on the Director of Nursing vacancy at the facility. The position has been vacant since mid-January. HR Director Ruf determined that the salary range for this position needs to be adjusted.

The recommendation is to move this position's wage classification from Grade 14 to Grade 16, Step 9. Ruf also recommended moving the administrator's position salary from Grade 18 to Grade 19, Step 8 in order to avoid wage compression.

MOTION: On motion by Martin, second by Westby, the Committee accepted the proposal to increase the salaries of the Director of Nursing and Administrator positions at the HCC, for a total cost of \$19,348. Funds will come from the Supplemental Payments Program (Intergovernmental Transfer Funding).

FINAL TAX DEED ACCOUNTING

The Committee considered Sale of Tax Deed Property amounts included in the Treasurer's Annual Report. The use of gross or net numbers for the amount in the report was discussed.

MOTION: On motion by Hamele, second by Westby, the Committee amended the Treasurer's Annual Report to include both gross and net amounts for Sale of Tax Deed Property. The Committee also asked that a report regarding the Sundsmo foreclosure expenditures be distributed with the Annual Report.

REVIEW INVESTMENT POLICY

Treasurer Deb Raimer described updates in the County's Investment Policy.

MOTION: On motion by Martin, second by Wopat, the Committee approved the changes. The policy is to reflect that it was Revised/Adopted by the Finance Committee of the Columbia County Board of Supervisors on April 10, 2008.

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REVIEW PUBLIC DEPOSITORIES RESOLUTION

The Committee reviewed a resolution from the Treasurer's Office to establish the County's bank depositories.

MOTION: On motion by Wopat, second by Westby, the Committee approved the resolution establishing bank depositories to be presented to the full County Board at their April 15th meeting.

2008 CAPITAL OUTLAY – DEPARTMENTAL REQUESTS

None

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Medical Examiner Angela Hinze requested that she be allowed to use funds originally budgeted to purchase an MDC (in car computer) for the department's second van to replace a missing projector from the Sheriff's Department.

MOTION: On motion by Hamele, second by Martin, the request for a change in outlay to purchase the projector was approved for a total of \$1,799.99.

GASB #45 UPDATE

Schepp reported that the Accounting & Human Resources Departments are working jointly on the Other Post Employment Benefits (OPEB) project as required under GASB No. 45. The County has contracted with Milliman to provide actuarial services to value these benefits. Accounting & HR are providing Milliman the data needed for the project.

AUDIT TIMELINE

Schepp reported that due to new requirements, audit preparation is taking much longer than it used to. Auditors will be here performing risk assessments from April 21st through April 25th. The Countywide audit will begin on May 19th.

REVIEW OF YEAR END CLOSE

Schepp reported that the 2007 Highway books are closed. The books for other departments are not closed for 2007 yet. It is hoped that the rest of the accounts will be closed early next week.

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ADJOURNMENT

MOTION: On motion by Martin, second by Westby, the meeting was adjourned at 11:56 a.m.

There will be a short Finance Committee meeting prior to County Board on the 15th of April. The next regular Finance Committee meeting will be on May 15th, 2008.

Respectfully Submitted:

Robert R. Westby, Secretary

Cindy Devine, Recording Secretary

cc: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
Internet