



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 14, 2018

MEMBERS PRESENT: Chairman Dan F. Drew, Supervisors James E. Foley, Matthew L. Rohrbeck, Barry Pufahl, and JoAnn Wingers

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Joseph Ruf III, Andy Ross, Cheryl Fahrner, Dawn Woodard, Carl VanderGalien, Dennis Richards, Dave Drews, Nancy Long, Greg Kaminski, Tom Drury, and Lyn Jerde (PDR)

The meeting was called to order at 8:00 a.m. and was properly noticed and published.

MOTION: On motion by Foley, second by Wingers, the agenda was approved.

MINUTES

MOTION: On motion by Wingers, second by Foley, the minutes of the May 11, 2018 Finance Committee meeting were approved.

VOUCHERS

Shonna Neary joined the meeting to review expenditures for the month.

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Treasurer's Office from May 4 through June 6, 2018 were approved for a total of \$4,889.70.

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Accounting Department from May 4 through June 6, 2018 were approved for a total of \$1,554.31.

Total Accounting/Treasurer Expenditures: \$6,454.01

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) for May 4 through June 6, 2018 was approved for a total of \$3,471,830.85.

MOTION: On motion by Foley, second by Wingers, County Board Payroll for May meetings paid in June was approved for a total of \$7,174.94.

UPDATE ON CCEDC

CCEDC President Carl VanderGalien told the Committee the organization is working on hiring an Administrative Assistant and preparing a 5 year strategic plan. First Vice President Andy Ross discussed the bylaws and the changes that were made. He is hoping they will be done in a month from now. Director Cheryl Fahrner gave a status report on the organization; highlighting expanding broadband in rural areas and transportation for workforce.

SHERIFF-LINE ITEM TRANSFER

Sheriff Dennis Richards explained the need for three (3) Cradlepoint devices. He also noted that US Cellular will no longer be making AirCards, which are what the rest of the devices use. They will be budgeting for replacements in their 2019 budget.

MOTION: On motion by Pufahl, second by Wingers, the request to transfer \$1,008 from the Drug Donations account and \$2,016 from the Sheriff Administration Gas and Oil account to purchase three (3) Cradlepoint devices for \$3,024 was approved.

HHS-ADD (3) LTE SOCIAL WORKERS 8/1/18-7/31/19

Director Dawn Woodard explained the request for three (3) limited-term employees (LTEs) for Medication Assisted Treatment and Recovery Services (MATRS). These positions would be fully funded through grant dollars for the period of 8/1/18-7/31/19 at which time the positions would be eliminated. These services are currently provided under contract; however, Woodard is requesting to discontinue use of this vendor, and operate the program with in-house staff. She stated the current provider has been unable to fulfill staffing requirements. Woodard noted that she planned to meet with them.

MOTION: On motion by Wingers, second by Rohrbeck, to approve the request for three LTEs; motion failed.

In review of the request for positions, the Committee raised the following issues, which they would like addressed:

- Have a meeting with the current contractor about service issues and how they can be rectified.
- Research other available vendors. Send out Request for Proposal, if possible.
- Create a budget for the program.
- Review grant requirements for possible reimbursement for Accounting Department time.

The Committee concurred with the value and need of this program, but wanted alternatives to hiring staff. Woodard stated that the program could get funding for qualified clients through Medical Assistance. Concern was expressed on the workload this would create in the Accounting Department.

MOTION: On motion by Pufahl, second by Wingers, the Committee tabled the request until the July 12, 2018 Finance Committee.

SOLID WASTE-PURCHASE OF SKID LOADER FROM HIGHWAY

Solid Waste Director Greg Kaminski is requesting to purchase a skid loader from Highway.

MOTION: On motion by Pufahl, second by Wingers, the request to transfer a skid loader from Highway to Solid Waste for \$18,419.12 was approved.

SOLID WASTE-UPDATE ON RECYCLING MARKETS/2018 REVENUE

Kaminski explained to the Committee that there has been a lot of local and national coverage on recycling due to China no longer accepting recyclable goods from most countries. The County is down approximately \$100,000 in recycling revenue since the beginning of the year. Kaminski is trying to push more plastics and metal of good value through to make up for paper/cardboard loss. He is considering charging a fee for supplies.

UPDATE ON WISCONSIN COUNTY UTILITY TAX ASSOCIATION

County Board Chair Vern Gove discussed the Wisconsin County Utility Tax Association Conference he and Comptroller Lois Schepp attended and how informative it was.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Management Information Services-Line Item Transfer

MIS Director Dave Drews presented the line item transfer to cover the cost of additional computers that were not accounted for in department conference rooms for the new buildings. For the 2019 Budget, these will be in the individual department's budgets.

MOTION: On motion by Foley, second by Wingers, the request to transfer \$1,130 from the Capital Outlay account to the Computer Support account to cover the cost of additional computers was approved.

Columbia Health Care Center-Change in Outlay

Columbia Health Care Center is requesting to purchase a three-wheeled cycle Trishaw. The Division of Quality Assurance has made a grant available through civil money penalties to pay 50% of the cost.

MOTION: On motion by Pufahl, second by Wingers, the change in outlay request to transfer \$4,500 from Willow Court Flooring to Trishaw was approved.

MOTION: On motion by Foley, second by Rohrbeck, the change in outlay request to transfer \$1,109 from Hobart 20 qt. Mixer to Garbage Disposal was approved.

PROCUREMENT ORDINANCE/PROCUREMENT MANUAL

The County currently has two old ordinances and created a new one. Title 5, Chapter 3-Expense Reimbursement and Title 8-Purchasing would be eliminated and a new Title 8-Procurement would replace them. This will go to County Board June 20, 2018.

Changes that were made by the Finance Committee:

- Sec. 8-1-1: Add: Executive Committee
- Sec. 8-1-10: Remove: \$.50 per mile - Add: Current IRS Rate
- Sec. 8-2-4: Add: Executive Committee
- Sec. 8-2-6 (e) (2): Remove: verbal

The Procurement Manual provides detailed information on the Ordinance. The Manual is approved by the Finance Committee and does not require County Board approval.

Changes that were made by the Finance Committee:

- Sec. 2.10: Remove: \$.50 per mile - Add: Current IRS Rate
- Sec. 4.7: Requesting MIS Director Drews review wording and present at the July 12, 2018 Finance Committee meeting.
- Sec. 9.4 (b): Add: "documented" before verbal
- Sec. 10.1: Add: Finance Committee

MOTION: On motion by Foley, second by Wingers, the Procurement Ordinance and Manual were approved as amended.

SET BUDGET REVIEW DATES AND GUIDELINES/SET 2019 MILEAGE RATE

BUDGET REVIEW DATES

The following dates were tentatively set for 2019 Budget Review:

September 14, 17, 18, 20, 21, 26, and 27, 2018

MILEAGE RATE

MOTION: The 2019 mileage rate will be the current IRS Rate, motion approved in Procurement Ordinance/Procurement Manual subject above.

ADJOURNMENT

MOTION: On motion by Foley, second by Wingers, the meeting was adjourned at 12:00 p.m.

Next Meeting: July 12, 2018

Respectfully Submitted:



Matthew L. Rohrbeck, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
Internet