



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JULY 12, 2018

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

ABSENT: JoAnn Wingers

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Joseph Ruf III, Andy Ross, Cheryl Fahrner, Dawn Woodard, Dennis Richards, Nancy Long, Chris Hardy, Greg Kaminski, Kevin Kessler, Dave Drews, Cathy Karls, Clint Starks, Stacy Davenport, and Lyn Jerde (PDR)

The meeting was called to order at 8:02 a.m. and was properly noticed and published.

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

MINUTES

MOTION: On motion by Foley, second by Rohrbeck, the minutes of the June 14, 2018 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Treasurer's Office from June 7 through July 10, 2018 were approved for a total of \$5,186.95.

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Accounting Department from June 7 through July 10, 2018 were approved for a total of \$15,603.98.

Total Treasurer/Accounting Expenditures: \$20,790.93

MOTION: On motion by Pufahl, second by Foley, the monthly disbursement journal (all departments) for June 7 through July 10, 2018 was approved for a total of \$3,085,624.42.

MOTION: On motion by Pufahl, second by Rohrbeck, County Board Payroll for June meetings paid in July was approved for a total of \$9,736.00.

UPDATE ON CCEDC

CCEDC Supervisor Andy Ross stated that the CCEDC Budget has been completed and they will continue to look for a part-time assistant. The part-time assistant position is included in the budget. He said the budget is currently 100% funded by the County, but they will be working on finding outside funding. Director Cheryl Fahrner gave a status report on the organization.

SOLID WASTE – AMEND TITLE 9-1-16 FEE SCHEDULE

Solid Waste Director Greg Kaminski presented the Ordinance to amend the Title 9-1-16 Fee Schedule. There was discussion whether the fees would be flexible with the market and be adjusted when necessary. The Finance Committee would like Greg to attend the September meeting and give an update on the market.

On motion by Foley, second by Pufahl, the Committee approved the Ordinance to amend the Title 9-1-16 Fee Schedule.

PAY FOR COUNTY EMPLOYEES WHO ARE DIVE TEAM MEMBERS

Sheriff Dennis Richards explained to the Committee, a six year Dive Team volunteer is now an employee at the jail. Per Federal law, he will not be able to be on a volunteer status. Funds are available in the budget for the small amount of Dive Team overtime he may get. The Human Resources and Public Safety Committees approved this.

MOTION: On motion by Pufahl, second by Foley, the Committee approved to pay for County employees who are Dive Team members.

HIGHWAY – OUT OF STATE TRAVEL REQUEST/CHANGE IN OUTLAY

Highway Commissioner Chris Hardy presented the out of state travel request to send an employee to Oregon, Illinois for one day by County vehicle, to Etnyre Distribution to review their parts and style mounts. This will allow the employee to determine exactly what will be needed to make the necessary repairs to the County asphalt distribution truck. The Highway Committee approved the request.

MOTION: On motion by Pufahl, second by Foley, the out of state travel request for \$649.64 to send Wallis to Oregon, Illinois was approved.

MOTION: On motion by Pufahl, second by Foley, the change in outlay request to transfer \$4,871 from the Capital Outlay-Machinery & Equipment account to the Trailer account was approved.

MOTION: On motion by Foley, second by Rohrbeck, the change in outlay request to transfer \$5,600 from the Tri-Axle Plow Trucks account to the Quad Axle Dump Truck Replacements account was approved.

MOTION: On motion by Pufahl, second by Foley, the change in outlay request to transfer \$5,760 from the Tri-Axle Plow Trucks account to the Flat Beds for Single Axle Trucks (4) account was approved.

MIS – DISCUSS SECTION 4.7 IN THE PROCUREMENT MANUAL

MIS Director Dave Drews explained to the Committee that he is comfortable with the wording in Section 4.7. He said nobody is able to access the County network unless approved by the MIS Department.

REVIEW PROPOSALS FOR IMPLEMENTATION OF MEDICATION ASSISTANCE RECOVERY PROGRAM NEEDS (POSITION REQUEST/CONTRACT)

HHS Director Dawn Woodard, Medication Assisted Recovery Coordinator Stacy Davenport, and Division Administrator Clint Starks were present for this discussion. Davenport gave a history overview of the program and current status. If Columbia County brings the program in house, versus a contract, we would have more control and collaboration with the positions. HHS is requesting three Social Workers. The Committee is concerned for funding when the grant ends. HHS has a sustainability plan which allows them to bill for 80% of

the clients that are MA eligible through CCS. Assistant Comptroller Cathy Karls discussed the billing process. The Committee realizes the opioid epidemic needs to be addressed, but expressed their concern for funding.

MOTION: On motion by Pufahl to approve the three (3) LTE positions. Motion not seconded; motion failed.

MOTION: On motion by Pufahl, second by Foley, the Committee tabled the request.

HHS ACCOUNTING DEPARTMENT REMODELING

County Board Chairman Vern E. Gove discussed the proposed remodel layout for the Health and Human Services Accounting Department. This will need to come back to the Finance Committee when bids come in.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No Line Item Transfers/Change in Outlay other than what was previously discussed.

REVIEW OF RENT BUDGET FOR HHS

Comptroller Lois Schepp explained the proposed change for the HHS Department no longer being charged rent. The Buildings & Grounds Department will no longer record a HHS Rent Revenue. Instead, the HHS Department will use the indirect cost allocation plan to charge all computed costs, to grant funded programs. The WIC Program and the ADRC will fund rent out of their state/federal allocations, at the same rate as this year. The Aging Programs will no longer be able to fund rent in their budgets.

MOTION: On motion by Pufahl, second by Rohrbeck, the proposed rent change for Health and Human Services was approved. Approval was not unanimous.

UPDATE PROCUREMENT MANUAL

Schepp explained the following updates to the Procurement Manual:

Add - Section 2.6 - d) If a meal is part of a conference or training registration fee, a purchased meal will not be reimbursed.

Delete – Section 9.5 - a) Used for Category III purchases.

MOTION: On motion by Pufahl, second by Rohrbeck, the Committee approved the updates to the Procurement Manual.

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FINANCE COMMITTEE MINUTES
JULY 12, 2018

ADJOURNMENT

MOTION: On motion by Pufahl, second by Foley, the meeting was adjourned at 10:20 a.m.

Next Meeting: August 9, 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