



**COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
SEPTEMBER 30, 2022**

**PRESENT:** Chair Matthew L. Rohrbeck, Supervisors Darren W. Schroeder, Denise J. Brusveen, Keith F. Miller, and Douglas Richmond

**ALSO PRESENT:** County Board Chair Chris Polzer, Shonna Neary, Joseph Ruf III, Jessica Walter, Heather Gove, and Kurt Calkins

The meeting was called to order at 8:03 a.m. and was legally noticed/published.

**BUDGET REVIEW**

The Committee reviewed amendments made to date, noting that with these amendments, there is still \$1,704,280 to reduce from the tax levy. The finalization schedule included discussion/review on the following items:

- Health & Human Services                      Review Budgets
- Land Information                                      County Surveyor
- Treasurer    Outlay
- MIS    Outlay
- Facilities Management                              Outlay/Utilities
- Human Resources                                    Contracted Services
- Corporation Counsel                                Computer Support/Telephone
- 2023 Personnel Requests
- Review 2023 Cost of Living Increase

**DEPARTMENT BUDGET REQUESTS**

**Health & Human Services**

Health & Human Services Director Heather Gove and Accounting Supervisor/Project Manager Jessica Walter were present to review the 2023 budget requests.

Budget No. 15                      Mental Health Services/Alcohol and Drug Abuse  
Budget No. 16                      Medication Assistance Recovery Coordinator

The Committee recommended the following changes:

- 521100    Contracted Services-General-Decrease from \$2,638,480 to \$2,609,670
- Combine budget 4402-Medication Assistance Recovery Coordinator into 4401-Mental Health Services/Alcohol and Drug Abuse. Business Unit 4402 would be eliminated.

**Health & Human Services, continued**

MOTION: On motion by Miller, second by Schroeder, Budget No. 15 – Mental Health Services/Alcohol and Drug Abuse and Budget No. 16 – Medication Assistance Recovery Coordinator was approved as amended.

Total Amended County Appropriation: \$1,178,710

Budget No. 18 Medication Assisted Treatment Grant

The grant is intended to serve non-insured clients.

MOTION: On motion by Miller, second by Richmond, Budget No. 18 – Medication Assisted Treatment Grant was approved.

No County Appropriation

Budget No. 19 Economic Support

The Committee recommended the following changes:

533125	Telephone-Decrease from \$1,680 to \$560
553600	Fraud Investigation-Decrease from \$4,250 to \$0 (will complete in-house)
436025	State Aid-Child Care Program-Increase from \$87,620 to \$88,620

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 19 – Economic Support was approved as amended and is recommending the Health & Human Services Committee explore consortium options.

Total Amended County Appropriation: \$713,300

Budget No. 23 OWI Treatment Court  
Budget No. 24 Drug Court Program

MOTION: On motion by Miller, second by Richmond, Budget No. 23 – OWI Treatment Court and Budget No. 24 – Drug Court Program totaling \$68,040 were removed from the 2023 budget.

No County Appropriation

Budget No. 25 Support and Overhead

The Committee recommended the following changes:

- 523131 Computer Support-Decrease from \$6,950 to \$6,680
- 533110 Office Supplies-Decrease from \$12,600 to \$9,500
- 533125 Telephone-Decrease from \$10,060 to \$9,500

MOTION: On motion by Miller, second by Brusveen, Budget No. 25 – Support and Overhead was approved as amended.

Total Amended County Appropriation: \$978,210

**Health & Human Services, continued**

Budget No. 26            Division of Behavioral Health & LTC/Children's Waiver

MOTION: On motion by Miller, second by Brusveen, Budget No. 26 – Division of Behavioral Health & LTC/Children's Waiver was approved.

Total County Appropriation: \$437,450

Budget No. 28            Division of Children and Family Services

The Committee recommended the following changes:

- 552100    Child Care Institution-Decrease from \$900,000 to \$800,000
- 552120    Group Care-Decrease from \$55,000 to \$50,000

MOTION: On motion by Miller, second by Richmond, Budget No. 28 – Division of Children and Family Services was approved as amended.

Total Amended County Appropriation: \$2,613,360

Budget No. 29            Aging & Disability Resource Center

The Committee recommended the following changes:

- 533130    Dues-Decrease from \$690 to \$500
- 533180    Advertising-Increase from \$1,550 to \$1,740

MOTION: On motion by Richmond, second by Miller, Budget No. 29 – Aging & Disability Resource Center was approved as amended.

No County Appropriation

Budget No. 30            Adult Protective Services

The Committee recommended the following change:

- 552135    Services-Decrease from \$19,860 to \$7,000

MOTION: On motion by Rohrbeck, second by Brusveen, Budget No. 30 – Adult Protective Services was approved as amended.

Total Amended County Appropriation: \$174,660

Budget No. 31            Health Services

The Committee discussed eliminating funding for the vacant Public Health Nurse.

MOTION: On motion by Rohrbeck, second by Brusveen, to eliminate funding for the vacant Public Health Nurse.

Roll Call Vote: Ayes: 3, as follows: Rohrbeck, Brusveen, and Miller  
Noes: 2, as follows: Richmond and Schroeder

**Health & Human Services, continued**

MOTION: On motion by Rohrbeck, second by Brusveen, Budget No. 31 – Health Services was approved as amended. Approval not unanimous.

Total Amended County Appropriation: \$471,190

Budget No. 35      WIC Program

The Committee recommended the following changes:

- 533110    Office Supplies-Decrease from \$3,660 to \$660
- 534500    Program Costs-Increase from \$4,330 to \$7,330

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 35 – WIC Program was approved as amended.

No County Appropriation

5625 – 53.10 Enhanced Mobility

The department may be awarded a grant under Section 53.10 Enhanced Mobility for a bariatric van. Our match will need to be added to the budget.

MOTION: On motion by Rohrbeck, second by Miller, 5625 – 53.10 Enhanced Mobility was approved.

Total County Appropriation: \$11,260

Budget No. 8      County Surveyor

The Committee recommended the following changes:

- 538250    Remonumentation-Decrease from \$35,000 to \$0
- 538260    Corner Replacement Conting.-Decrease from \$5,000 to \$0

MOTION: On motion by Miller, second by Rohrbeck, Budget No. 8 – County Surveyor was approved as amended.

Total Amended County Appropriation: \$17,600

Budget No. 4      Land Information

Discussion was held on removing funding for the GIS Analyst position.

MOTION: On motion by Miller, second by Rohrbeck, Budget No. 4 – Land Information was approved as amended with the removal of funding for the GIS Analyst position.

Total Amended County Appropriation: \$469,700

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Budget No. 46      Treasurer

CAPITAL OUTLAY

The Committee recommended the Treasurer complete a line item transfer and use 2022 funds for the panic button installation.

MOTION: On motion by Rohrbeck, second by Miller, the Capital Outlay request of \$1,100 was denied.

Total Amended Outlay: \$0

Budget No. 72      MIS IT Pool

CAPITAL OUTLAY

Discussion was held on the election server to be requested through ARPA funding and the Wyocena Wireless Bridge to be funded through Health Care Center reserves.

MOTION: On motion by Rohrbeck, second by Brusveen, approved the following:

- Servers (2)
- Remove-Server (1) to go to Executive Committee for ARPA approval
- Remove-Wyocena Wireless Bridge to be funded by the Health Care Center

Total Amended Outlay: \$31,500

Facilities Management

CAPITAL OUTLAY

MOTION: On motion by Schroeder, second by Miller, the following Capital Outlay requests were denied:

Budget No. 74      Courthouse

- Seal Coat and Stripe      \$36,000

Budget No. 75      Law Enforcement Center

- Used Tool Truck      \$28,000

Total Amended Outlay: \$0

UTILITIES

Discussion was held on the increasing utility charges.

MOTION: On motion by Brusveen, second by Miller, the Committee approved applying \$85,000 from the Fuel/Utility Reserve Account and the remaining balance will come out of the levy.

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Budget No. 101      Human Resources

Comptroller Shonna Neary recommended the Whitelight Contracted Services under Human Resources of \$1,000 be covered under the Accounting/HR Computer System budget.

The Committee recommended the following change:

- 521100    Contracted Services-Decrease from \$55,000 to \$54,000

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 101 – Human Resources was approved as amended.

Total Amended County Appropriation: \$463,250

Budget No. 99      Corporation Counsel

Corporation Counsel Joseph Ruf III requested to have one (1) iPad added back into the budget. He said two (2) smart phones can be removed.

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 99 – Corporation Counsel was approved as amended with adding one (1) iPad and removing two (2) smart phones.

Total Amended County Appropriation: \$265,710

Budget No. 90      Solid Waste

The Committee recommended the following change:

- 533160    Training/Conventions-Decrease from \$2,750 to \$1,250

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 90 – Solid Waste was approved as amended.

Total Amended County Appropriation: \$334,580

Budget No. 57      Ag Outreach

The Committee recommended the following change:

- 533125    Telephone-Decrease from \$670 to \$120

MOTION: On motion by Brusveen, second by Miller, Budget No. 57 – Ag Outreach was approved as amended.

Total Amended County Appropriation: \$133,990

PERSONNEL

**Health Care Center**

MOTION: On motion by Rohrbeck, second by Miller, the following requests were approved:

- Dietary Crew Leader – Increase hours from 32 hrs/week to 40 hrs/week
- RN/LPN/C.N.A. – Increase Nurse Managers, RN, C.N.A., Activity Assistants-3%  
– Increase LPN-2%
- Maintenance Mechanic – Reclass from pay grade HCC-F to HCC-G

**Human Resources**

MOTION: On motion by Brusveen, second by Miller, the following request was denied:

- HR Program Coordinator – New Position

**MIS**

MOTION: On motion by Brusveen, second by Miller, the following request was denied:

- Administrative Assistant – New Position

**District Attorney**

MOTION: On motion by Miller, second by Brusveen, the following request was approved:

- Legal Secretary – Increase from 37.5 hrs/week to 40 hrs/week

MOTION: On motion by Miller, second by Brusveen, the following requests were denied:

- Victim Witness Coordinators (2) – Increase hours from 37.5 hrs/week to 40 hrs/week
- Legal Secretary – Increase hours from 30 hrs/week to 40 hrs/week
- Legal Secretary – Increase hours from 18.75 hrs/week to 40 hrs/week

**Health & Human Services**

MOTION: On motion by Brusveen, second by Richmond, the following requests were approved:

- Division Administrator Behavioral Health – Increase step placement from step 2 to step 6
- Division Administrator Economic Support – Increase step placement from step 4 to step 6
- Division of Children & Families Human Services Aide – Increase step placement from step 2 to step 3

MOTION: On motion by Rohrbeck, second by Schroeder, the following requests were denied:

- Economic Support Lead Worker (2) – Increase step placements from step 7 to step 8
- Economic Support Human Services Aide – Increase step placement from step 2 step 3

- Economic Support Specialist (6) – Increase step placements 1 or 2 steps
- Division Administrator Support Services – Increase step placement from step 8 to step 9
- Division Administrator Children & Families – Increase step placement from step 8 to step 9
- Division of Children & Families Supervisor (2) – Increase step placements by 1 step
- Behavioral Health Program Coordinator (2) – Increase step placements by 1 step
- Assistant ADRC Director – Increase step placement from step 1 to step 3
- Children's Disability Coordinator – Increase step placement from step 4 to step 5
- Benefit Specialist (2) – Increase step placements by 2 or 3 steps
- Information & Assistance Specialist (2) – Increase step placements by 2 steps
- Transportation Coordinator – Increase step placement from step 1 to step 3
- Health Educator – Increase step placement from step 4 to step 5
- Social Worker (6) – Increase step placements by 1 or 2 steps

### **Solid Waste**

MOTION: On motion by Miller, second by Richmond, the following request was approved:

- Administrative Assistant – Increase hours from 24 hrs/week to 30 hrs/week with no insurance budgeted

### **Sheriff**

MOTION: On motion by Miller, second by Brusveen, the following requests were approved:

- Dispatch Staff – Implement 12 hours shifts
- Courthouse Security Level II – Increase wage from \$17.00/hr to \$18.00/hr
- Courthouse Security Level III – Increase wage from \$20.00/hr to \$22.00/hr

### **Accounting**

MOTION: On motion by Miller, second by Schroeder, the following request was approved:

- Assistant Comptroller – Reclass from Grade P to Grade R

### **Highway**

The Commissioner is requesting LTE's until vacant positions are filled.

MOTION: On motion by Rohrbeck, second by Brusveen, the following requests were approved:

- Admin LTE – New Position
- Winter LTE (4) – Increase number of Winter LTEs from 4 to 8

MOTION: On motion by Brusveen, second by Miller, the following requests were approved:

- Patrolman (Dispatch) – Reclass to Equipment Operator-Grade H to Grade I



- Patrolman – Reclass to Foreman-Grade H to Grade J

### **Child Support**

MOTION: On motion by Rohrbeck, second by Miller, the following requests were approved:

- Paralegal (5) – Increase step placements by 1 or 2 steps
- Legal Secretary – Increase step placement from step 2 to step 3
- Financial Clerk – Increase step placement from step 2 to step 3

### **Land & Water Conservation**

MOTION: On motion by Brusveen, second by Miller, the following request was denied:

- LWCD Resource Management Specialist – Increase step placement from step 3 to step 4

### **COST OF LIVING**

MOTION: On motion by Rohrbeck, second by Miller, the Committee approved a 2% Across the Board (ATB) increase. Approval not unanimous.

### **Contingency Fund**

Budget No. 132      Contingency Fund

The Committee recommended the following change:

- 666600      Contingency Fund-Decrease from \$200,000 to \$150,000

MOTION: On motion by Rohrbeck, second by Miller, Budget No. 132 – Contingency Fund was approved as amended.

Total Amended Contingency Fund: \$150,000

### FINALIZE AND SET COUNTY LEVY AND MILL RATE

## **2023 COUNTY LEVY**

MOTION: On motion by Rohrbeck, second by Miller, the Committee approved using \$1,460,200 from the General Fund to balance the budget and set the 2023 County Levy and Mill Rate as follows:

Budget No. 131      General Revenues & Reserves

Total Equities and Revenues: \$9,951,340

**TOTAL LEVY:      \$28,762,650**

**MILL RATE:      3.918**

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DETERMINE NOVEMBER COMMITTEE MEETING DATE

The November Finance Committee meeting was set for November 9, 2022 at 8:00 a.m.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Richmond, the meeting was adjourned at 6:33 p.m.

Respectfully Submitted:

  
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Denise Brusveen, Finance Committee Secretary

  
\_\_\_\_\_  
Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair

Shonna Neary  
Joseph Ruf III

Susan M. Moll  
Internet