



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES OCTOBER 11, 2018

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

ALSO PRESENT: Supervisor Susanna Bradley, Lois Schepp, Robyn Preston, Joseph Ruf III, Cheryl Fahrner, Dawn Woodard, Clint Starks, Cory Wiegel, Jeff Belongia, and Roger Brandner

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

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

MINUTES

MOTION: On motion by Pufahl, second by Wingers, the minutes of the September 13, 2018 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Treasurer's Office from September 7 through October 4, 2018 were approved for a total of \$1,413.50.

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department from September 7 through October 4, 2018 were approved for a total of \$421.86.

Total Treasurer/Accounting: \$1,835.36

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) for September 7 through October 4, 2018 was approved for a total of \$3,348,155.61.

MOTION: On motion by Wingers, second by Foley, County Board Payroll for September meetings paid in October was approved for a total of \$9,817.40.

UPDATE ON CCEDC/FINANCIALS

Director Cheryl Fahrner gave a status report on the organization and fundraising.

HHS-REVISION OF CRISIS AND AODA COORDINATOR JOB DESCRIPTION

Health and Human Services Director Dawn Woodard and Behavioral Health & Long Term Support Division Administrator Clint Stark explained the revision of the Crisis and AODA Coordinator job description. There are currently two coordinator positions each doing half administration work. They want to revise one as a coordinator and one as a social worker. Reclassing from coordinator to social worker would be a cost savings of \$7,934.75.

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MOTION: On motion by Pufahl, second by Foley, the Committee approved tabling the reclassification request until the County receives Carlson Dettman's report.

HHS-REPLACEMENT REQUEST FOR A SOCIAL WORKER

The Crisis Program Coordinator transferred into a vacant social worker position within the Behavioral Health & Long Term Support (BHLTS) division. They are proposing eliminating the Medication Assisted Recovery Coordinator and assigning those responsibilities to the Crisis Program Coordinator, then fill the vacant position with a Social Worker. This would realize cost savings by filling the position at a lower grade.

MOTION: On motion by Wingers, second by Pufahl, the Committee approved the request for a Social Worker. Approval not unanimous.

HHS-AMEND TITLE 9 FOR HOME DELIVERED AND CONGREGATE MEALS

Woodard explained to the Committee that the State advises the County how to calculate the cost of Home Delivered and Congregate Meals. The Title 9, Chapter 1 Fee Schedule is updated yearly.

MOTION: On motion by Foley, second by Pufahl, the Committee approved the resolution to amend the Title 9, Chapter 1 Fee Schedule as follows:

Senior Nutrition Program: ~~\$10.52~~ \$10.40 per home delivered meal
(individuals under 60, ~~\$11.84~~ \$12.87 per congregate meal
private & third party payers)

BUILDINGS AND GROUNDS-LIT AND CAPITAL OUTLAY REQUESTS

Buildings and Grounds Director Cory Wiegel joined the meeting to discuss the department's line item transfers and outlay request.

Line Item Transfers

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$3,000 from the Equipment Repair account to the Operating Expenses account to eliminate a shortfall.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the request to transfer \$12,000 from the Law Enforcement Center account to the Jail Maintenance account to cover the repair cost for the Combi oven.

Capital Outlay

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the request to transfer \$2,000 from Huber RTU#1 to the Huber ERU desiccant wheel project.

SHERIFF-DIVE TEAM AND ADMINISTRATION LIT'S

Sheriff-elect Roger Brandner joined the meeting to discuss the department's requests. There are two new divers and the current equipment does not fit their stature.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$2,220 from the Contracted Services account to the Field Equipment account to purchase new equipment.

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The drug investigator deputy is in need of a vehicle as his was totaled in a car vs. deer accident. The second vehicle would be assigned to the detective who frequently works surveillance. The equipment was still good from the totaled vehicle and will be transferred to the new vehicle.

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$40,000 from the Gas & Oil account to the Outlay account to purchase two (2) squads.

POSITION REPLACEMENT REQUEST JAIL NURSE (RN) AND HEALTH CARE SERVICE ADMINISTRATOR

This is a replacement requesting the Sheriff be granted authority to keep the position and making it permanent.

MOTION: On motion by Foley, second by Wingers, the Committee approved the position request for a Jail Nurse (RN)-Health Care Service Administrator.

POSITION REPLACEMENT REQUEST JAIL NURSE (RN)

This position is currently contracted and they want to bring it in house. The position would be specifically for P.M. shift. There would be an increased cost, but will be offset by less hospital trips.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the position request for a Jail Nurse (RN).

REFUNDING BONDS

Jeff Belongia of Hutchinson Shockey Erley & Co. presented the Committee with debt service schedules forecasting future payments.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Columbia Health Care Center Outlay

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$2,600 from the Willow Court Heat Pump to the Maintenance Shop Heater for a replacement heater.

SOLE SOURCE PROCUREMENT/FORM AND UPDATE TO MANUAL

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the update to Section 4.1 in the Procurement Manual, the Sole Source Procurement Justification Form, and the Sole Source Procurement Guidelines.

REVIEW PROPOSALS FROM ACCOUNTING FIRMS FOR AUDIT SERVICES

MOTION: On motion by Foley, second by Pufahl, the Committee approved CliftonLarsonAllen's Auditing Services proposal for 2018-2020.

COMPENSATION ADJUSTMENT FOR SENIOR STAFF ACCOUNTANT

MOTION: On motion by Foley, second by Wingers, the Committee approved the compensation adjustment for the Senior Staff Accountant position as presented.

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ADJOURNMENT

MOTION: On motion by Foley, second by Wingers, the meeting was adjourned at 10:35 a.m.

Next Meeting: November 8, 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