

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, December 5, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: David Albrecht
Claud Thompson
Joel Rasmussen
Pat Brennand (left at 9:00 a.m.)
Bill Roh

ALSO PRESENT: Mark Harris, County Executive
Chuck Orenstein, Finance Director
Michael Collard, Director of Human Resources
Sue Ertmer, County Clerk
Doug Gieryn, Director of Public Health
Patty Francour, Director of Information Systems
Melissa Konrad, Clerk of Courts
Morgan Hinkley, Administrator Park View Health Center
Doug Petraszak, Asst. Finance Director
Todd Christopherson, Chief Deputy Sheriff
David Maccoux, Schenck Solutions
Mary Scoon, AFSCME Staff Representative
Larry and Debra Last

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Pat Brennand moved to approve the minutes of the November 4, 2013, meeting, seconded by Bill Roh. Carried 5-0.
3. **Budget Transfer – County Clerk, \$550.** Sue Ertmer, County Clerk, said her office exceeded its travel budget, but noted there are sufficient unspent funds in other expense accounts to cover the overage. Ertmer was president of the Wisconsin County Clerks Association in early 2013 and attended more meetings than expected. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.
4. **Budget Transfer – Public Health, \$92,800.** Doug Gieryn requested acceptance of a \$92,800 budget transfer to cover potential year-end overages. The cost will be covered by department revenues. The committee asked Gieryn to provide detailed information regarding the budget line overages before it would consider the budget transfer.
5. **Budget Transfer – Debt Service Fund, \$1,875,000.** The item was withdrawn by Supervisor Albrecht.
6. **Budget Transfer – Miscellaneous Unclassified, \$115,000.** Prior to 2013 sick leave payouts were previously charged to individual departments causing budget overruns after unpredicted terminations or retirements. This year the county began funding the payouts from the Salary Contingency Fund. The transfer of \$115,000 adjusts the budget to reflect the 2013 bookkeeping change covering the overage related to sick leave payouts. Pat Brennand moved to approve, seconded by Joel Rasmussen. Carried 5-0.

7. **Budget Transfer – Technology Replacement Fund, \$300,000.** The replacement of the voice mail and phone systems is estimated to cost \$650,000; \$350,000 of that is included in the 2014 budget. The county must commit to the remaining \$300,000 in order to enter into a contract for the project. The budget transfer of \$300,000 from the Technology Replacement Fund covers the remaining cost to replace the county's telephone system. Pat Brennand said that he does not oppose the project, but does not favor the process by which it is funded. David Albrecht moved for approval, seconded by Bill Roh. Carried 4-1. Pat Brennand voted against.
8. **Review of the 2012 Audit.** David Maccoux of Schenck Business Solutions reported the audit found no concerns about the county's accounting procedures and controls. All financial statements reflect the actual operations of the county. David Albrecht moved to approve the audit, seconded by Bill Roh. Carried 5-0.
9. **Discussion of administration of the county budget.** Chuck Orenstein said that the county's financial computer system notifies the Finance Department when a department exceeds its budget. Orenstein asked if the county should block spending beyond department's budget limits by placing holds on department procurement cards or pending purchase orders. The committee unanimously moved to allow Orenstein to implement a policy that blocks over-budget departmental spending in any four budget categories; labor, travel, capital and other operating expenses.
10. **Adopt policy for writing off of old accounts receivable accounts.** Chuck Orenstein asked that the committee approve a policy allowing the Finance Department to remove old accounts receivable from county financial records one year after they become a receivable. Accounts that are written off are not forgiven. A collection company will pursue the past-due funds. David Albrecht moved to approve the policy, seconded by Bill Roh. Carried 4-0.
11. **Discussion on the employee policy manual.** Mike Collard distributed proposals to revise policies concerning holidays and floating holidays. The revisions were made due to the feedback Collard received. David Albrecht moved to send Resolution 261-92013 with the revised policy manual back to the county board, seconded by Joel Rasmussen. Carried 4-0.
12. Bill Roh moved to disallow the claims of: Matthew Kolell; the Town of Vinland; Rebecca Mueckler; Jonathan Pavelack; Christen Richards; and Linda Swenson, seconded by Claud Thompson. Carried 4-0.
13. The next scheduled meeting of the Personnel & Finance Committee is Thursday, January 9, 2013 at 8 a.m.
14. David Albrecht moved to adjourn the meeting at 9:33 a.m., seconded by Joel Rasmussen. Carried 4-0.

Submitted by,
Joan Lowe