

**External Audit Review Oversight Committee Minutes
November 2, 2016 – 5:45 P.M.**

The meeting was called to order at 5:45 p.m. by David Frohling in Room G52 – Administration Conference Room of the Henry Dodge Office Building.

Members present: Russell Kottke, Mary Bobholz, Michael Malloy and David Frohling.

Also present were: James Mielke, County Administrator, Ken Kamps Fiscal and Support Services Division Manager, Finance Director Julie Kolp, and Human Services and Health Board Director Becky Bell.

Kottke certified that public notice was given for this meeting and complies with the requirements of Wisconsin's open meetings law.

There was no public comment.

A motion was made by Bobholz and seconded by Malloy to approve the minutes of the July 18, 2016 meeting as presented. The motion carried.

Frohling called upon Ken Kamps who reviewed the Baker Tilly Operational Review chart. Kamps provided an oral report stating the write-offs are being worked on and implementation of Netsmart (billing software) will take place in the first quarter of 2017. Frohling suggested when the 2018 budget is prepared it be reviewed with the Human Services and Health Board.

Discussion took place regarding representative payee accounts. The committee decided to follow Baker Tilly's recommendation to create an agency fund to record the rep payee activity in the general ledger in an agency fund since the accounts are using the County's EIN and are under the Departments control.

Frohling stated he would like County Administrator Mielke and Human Services and Health Department Director Bell to review the Baker Tilly Operational Review Status Chart and update the status of each of the individual recommendations. Recommendations that have been resolved should be noted.

An updated Baker Tilly Operational Review Status Chart will be presented at the next meeting.

Next suggested meeting is scheduled for Wednesday, February 1, 2017, at 5:45 p.m.

With no further business on the agenda, Chair Frohling declared the meeting adjourned at 6:58 p.m.

Russell Kottke, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.