

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

May 8, 2018, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Dodge County Sheriff Dale Schmidt; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Dodge County Purchasing Agent Jamie Beckwith; Physical Facilities Director Russ Freber; Dodge County Treasurer Patti Hilker; ERP Project Director Ross Winklbauer; County Board Chairman Russell Kottke; Dana Investment Senior Vice President Ellen Roberts; and Dana Investment Portfolio Manager Matthew Slowinski.

There were no Non-Committee Member County Board Supervisors in attendance.

Supervisor Guckenberger arrived at 8:03 a.m.

Schaefer nominated Frohling as Committee Chairman. No other nominations were received. Nominations closed and cast a unanimous ballot electing Frohling Committee Chairman.

Caine nominated Schaefer as Committee Vice-Chairman. No other nominations were received. Nominations closed and cast a unanimous ballot electing Schaefer Vice Chairman.

Schaefer nominated Benter as Committee Secretary. No other nominations were received. Nominations closed and cast a unanimous ballot electing Benter as Secretary.

It was a consensus of the Committee to continue to hold meetings on the second Tuesday of the month, at 8:00 a.m.

The Committee had a brief discussion on the preferred method for distributing the Finance Committee agenda and packet. Caine and Schaefer requested to receive the agenda and packet by mail, and Benter, Frohling, and Guckenberger requested to receive the agenda and packet electronically.

Motion by Benter, seconded by Caine to approve the April 10th, 17th, and 20th, 2018 minutes, as presented. Motion carried.

Dana Investment Senior Vice President Ellen Roberts, and Dana Investment Portfolio Manager Matthew Slowinski appeared before the Committee to present a portfolio and economic update. Dodge County Treasurer Patti Hilker provided a document entitled *Portfolio and Economic Update, Dodge County Cash Reserve, as of March 31, 2018*. According to Ms. Roberts:

- Performance rates are rising;

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- Net of Fees as of 3/31/2018 were \$638,335;
- 3.86% total return since inception;
- Net withdrawal - \$1,508,099;
- Added value since inception - \$3,026,599.

According to Mr. Slowinski:

- Adjustable rate for holdings;
- Security cash flow – pay down like a mortgage;
- Coupon floats with rates;
- No way to predict how fast a return;
- Aaa bonds purchased.

ERP Project Director Ross Winklbauer provided a brief update on the ERP Project. Mr. Winklbauer reported that Phase 1 has been completed, which included a review of eleven (11) modules, and twelve (12) fundamental review sessions. Mr. Winklbauer further reported that there were forty-two (42) different subject matter experts that attended the fundamental review sessions, with seventeen (17) departments represented, and the budget analysis sessions have begun.

Finance Director Julie Kolp introduced Dodge County Purchasing Agent Jamie Beckwith. Ms. Beckwith provided a brief background on her work experience, and commented that she will be meeting with each department to gather information on their purchasing needs.

Dodge County Sheriff Dale Schmidt provided an oral report to the Committee regarding a Resolution to Create Three Positions of *Deputy Sheriff – In Training* in the Dodge County Sheriff's Office. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$85,082 in estimated savings. Sheriff Schmidt reported that the three (3) positions are temporary positions for employees in the process of completing the required State of Wisconsin Law Enforcement Academy. Sheriff Schmidt further reported that he is currently in discussions with the union, and if changes are required to this Resolution, a new Resolution will be presented to the Finance Committee. Motion by Guckenberger, seconded by Caine to approve the Resolution, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Hilker provided a brief oral report to the Committee regarding 2017 check write offs. Ms. Hilker reported that the procedure of writing off checks is performed every six (6) months, and the retention for keeping the write offs on the books is ten (10) years. Supervisor Guckenberger asked Ms. Hilker to explain what is meant by Stop Pay Checks. Ms. Hilker answered that Stop Pay Checks is requested by the department head, and it is the process of stopping payment on the original check and reissuing a new check. Motion by Guckenberger, seconded by Schaefer to authorize the 2017 check write offs in the amount of \$6,221.11. Motion carried.

Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper provided a brief oral report to the Committee regarding 2017 write offs. Ms. Monica Hooper reported that this is a year-end process, the outstanding balance is from TCM

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receivables, and the journal entries have been completed. Motion by Guckenberger, seconded by Benter to authorize the 2017 write offs in the amount of \$96,316.65. Motion carried.

Ms. Monica Hooper provided a brief update to the Committee regarding Client Billing and Collection. Ms. Monica Hooper reported that the Human Services and Health Department have completed the March billing run, and will begin the April 2018 this week. Ms. Monica Hooper further reported that the Joxel Group was onsite in April 2018, the visit went well, and the Joxel Group assigned homework to Dodge County that is due in June 2018. The Committee had a brief discussion on the Financial Monthly Entry Status Report that Ms. Monica Hooper provides to the Committee each month. It was determined that the Financial Monthly Entry Status Report is not necessary, and a monthly oral update regarding Netsmart and the Joxel Group is sufficient.

Ms. Kolp provided a brief oral update to the Committee regarding the IRS Penalty. Ms. Kolp reported that on April 9, 2018, Dodge County received a notice from the IRS stating that Dodge County still owes money, but the letter did not reference the appeal. Ms. Kolp further reported that Attorney Matthew E. McLaughlin, Zetley Law Offices, S.C., sent a letter to Taxpayer Advocates on May 1, 2018. Ms. Kolp provided a brief background on the reason for the IRS Penalty, and stated that Dodge County has not paid the penalty.

County Administrator Jim Mielke provided an oral report regarding the **proposed** Health Insurance Consortium. Mr. Mielke provided the following tentative timeline:

- Vendors Proposal due date – June 8, 2018;
- Entities next meeting to begin analysis of vendor proposals – June 15, 2018;
- Timeline for final decision – September 2018. (County Board Action would be required)

Mr. Mielke reported that each vendor will be requested to provide two (2) plan design options, a plan design that is identical to what Dodge County has currently, and also provide a high deductible plan. Mr. Mielke further reported that the creation of a health savings account may also be an option for a high deductible plan.

There was no discussion on the Statement of the Dodge County Treasurer, County Investments, and the County Sales and Use Tax Revenue Report.

Supervisor Guckenberger asked if the Resolution to engage with U.S. Bank to provide banking services for Dodge County would be presented to the County Board at their May 16, 2018 meeting. Ms. Hilker responded yes. Ms. Hilker commented that she contacted Associated Bank, Horicon Bank, and U.S. Bank, by telephone, after the April 20, 2018 interviews.

Ms. Kolp reported that the Intra-Department Fund Transfer Request and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only.

- Purchase Floor Scrubbers – Physical Facilities;
- Opioid Grant – Human Services and Health Department;
- Efiling Incentive – Child Support.

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The Committee had a brief discussion on the Dodge County Vouchers \$10,000 or More Report. Mr. Mielke clarified that Shi International Corp is a vendor for the Information Technology Department. Ms. Hilker commented that lottery credit payments for April 2018 are included on the report.

There were no Committee Reports.

The next regular meeting is scheduled for Tuesday, June 12, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:56 a.m.



Ed Benter,
Secretary

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