

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

October 9, 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; Deputy County Clerk Christine Kjornes; Dodge County Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Dodge County Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Dodge County Treasurer Patti Hilker; ERP Project Director Ross Winklbauer; Network Administrator Josh Kohlhoff; Tyler Technologies Implementation Consultant for Financials Mary Stimbert; Tyler Technologies Project Manager Lindsey Fulton (by phone); County Board Chairman Russell Kottke; and Dodge County Highway Commissioner Brian Field.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Motion by Benter, seconded by Caine to approve the August 21, 2018 minutes, as presented. Motion carried.

Supervisor Guckenberger had questions regarding the August 29, 2018 minutes. Supervisor Guckenberger questioned why the August 29, 2018 minutes on Page 1, first bullet item, that states *Highway equipment was reduced \$1.8 million*. County Administrator Jim Mielke commented that the original request was \$3.2 million, but that amount was cut before being presented to the Finance Committee. Supervisor Guckenberger requested that on Page 2, second paragraph, last bulleted item, the sentence beginning with *Mielke state a reduction*, should be removed and amended to read as follows: *It has never been the objection of the County Board or the Finance Committee to cut employees*. Motion by Guckenberger, seconded by Schaefer to approve the amendment to the August 29, 2018 minutes. Motion carried. Motion by Caine, seconded by Frohling to approve the amended minutes. Motion carried.

Motion by Caine, seconded by Schaefer to approve the September 5, 2018 minutes, as presented. Motion carried.

Supervisor Guckenberger pointed out an error in a figure on the September 11, 2018 minutes. The error is on Page 4, second to last bulleted item, the amount of \$33,763,562,90 is incorrect. Finance Director Julie Kolp will review the original document and make the correction. Motion by Guckenberger, seconded by Schaefer to allow Ms. Kolp to make the adjustment to the minutes. Motion carried.

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A Resolution Increasing the Allowable Levy Limit pursuant to §66.0602(3)(fm), Wis. Stats., by the Unused Levy. The Resolution was presented to the Finance Committee for its review and approval. There was no discussion on this Resolution. Motion by Guckenberger, seconded by Benter to approve and forward to the County Board for consideration at its October 23, 2018 meeting, a Resolution Increasing the Allowable Levy Limit pursuant to §66.0602(3)(fm), Wis. Stats., by the Unused Levy. Motion carried.

A Resolution Authorizing a General Fund Transfer-Internal Borrowing for Information Technology 2019 Infrastructure Upgrades. The Resolution was presented to the Finance Committee for its review and approval. Supervisor Guckenberger recommended a three (3) year loan term rather than a five (5) year loan term. Ms. Kolp presented to the Committee a document showing interest rates for three (3), four (4), and five (5) year loan terms. Ms. Nass reported that a revised Resolution has the loan being made on November 1, 2018, with a principal amount that shall not exceed \$1,285,000. Motion by Guckenberger, seconded by Frohling to have a three (3) year loan term, with discussion to follow. Motion carried. Supervisor Caine asked how a three (3) year loan term will affect the Information Technology Budget. Ms. Kolp calculated the difference in interest paid between the three (3) year and five (5) year terms. Motion by Guckenberger, seconded Frohling to approve and forward to the County Board for consideration at its October 23, 2018 meeting, a Resolution Authorizing a General Fund Transfer-Internal Borrowing for Information Technology 2019 Infrastructure Upgrades for a three (3) year loan term. Motion carried. County Administrator commented that the Information Technology Committee supports the decision of the Finance Committee. The Committee had a brief discussion on the possibility of an increase in hardware costs due to tariffs. The Finance Committee supports the ordering of the infrastructure upgrades before November 1, 2018 to avoid the possible increase in costs.

A Resolution to Abolish the position of *Counselor I, II, III – AODA* and Create the Position of *Psychiatric Therapist II – Outpatient*. The Resolution was presented to the Finance Committee for its review and approval of the Fiscal Note only. The Fiscal Note sets forth a Budget Impact in the amount of \$20,811 (Net Surplus). Dodge County Human Services and Health Department Director Becky Bell reported that the Counselor AODA position was vacated in August of 2018, and the creation of the Psychiatric Therapist position will offer more of a financial benefit by generating more revenue. Ms. Bell further reported that clients will only have to see one (1) therapist instead of (2). Motion by Guckenberger seconded by Caine to authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

ERP Project Director Ross Winklbauer introduced Tyler Technologies Implementation Consultant for Financials Mary Stimbert, and Tyler Technologies Project Manager Lindsey Fulton (by phone). Ms. Fulton reported the following:

- Dodge County is presently identifying current policies and taking that information to see how it will work in Tyler Munis;
- Dodge County is getting closer to the hands-on training in the Tyler Munis system;
- The Chart of Accounts (COA) is the backbone of the new database;
- The final review for the COA is October 15, 2018.

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Mr. Winklbauer reported the following:

- The Project and Grant Ledger holds needed details, allowing the COA to be consolidated;
- There will be a Kronos Integration teleconference on October 15, 2018 with Tyler Munis, GFOA, and the Dodge County ERP Project Payroll Team to finalize the Statement of Work (SOW) for the Kronos data exports.

Ms. Monica Hooper reported on Client Billing and Collection. Ms. Monica Hooper reported the following:

- The Joxel Group recommended an upgrade to a newer version of NetSmart;
- Human Services and Health Department continues to work with the Joxel Group;
- The Go Live Date was September 24, 2018, and issues on the clinical side are in the process of being resolved;
- August 2018 billing run is in the process of being completed, and the September 2018 billing run will be worked on this month;
- The engagement with the Joxel Group will end on November 22, 2018.

Ms. Kolp reported she has no new information regarding Internal Revenue Service (IRS) penalty.

Dodge County Treasurer Patti Hilker provided an oral update to the Committee regarding the US Bank Implementation. Ms. Hilker reported the following:

- Positive Pay was implemented on October 1, 2018;
- In the process of working on Bank Reconciliation;
- A procedure was created with the assistance of the Finance Department regarding Department Checking Accounts. Once checks are cleared, Landmark accounts can be closed;
- She is meeting with US Bank Representative Andrew Smith on October 11, 2018.

Mr. Mielke reported that the mini budget sessions that were held on September 26-27, 2018 went well. Supervisor Frohling commented that the Department Heads were prepared.

The Committee had a discussion on the October 30, 2018 special Finance Committee meeting regarding the 2019 Budget Presentation. Ms. Kolp presented a letter to the Finance Committee to review regarding the October 30, 2018 Finance Committee meeting and the amendment process, and this letter will be placed on the desks of the County Board Supervisors at their October 23, 2018 meeting. Ms. Nass commented that amendments to the budget that are approved by the Finance Committee at their October 30, 2018 meeting would be included on the November 13, 2018 County Board agenda.

Ms. Hilker reported that she provided Ms. Kolp with the July 31, 2018 Statement of the Dodge County Treasurer, and this is the most current statement.

Ms. Hilker reported that interest rates are going up, and there is enough monies in the state pool if needed.

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There was no discussion on the County Sales and Use Tax Report.

The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests, and authorized the Finance Committee Chairman to sign the requests:

- Otis Elevator – Physical Facilities Department;
- Kinship Care Program – Human Services and Health Department;
- Dementia Innovation – Human Services and Health Department;
- Stone Repair at Dodge County Administration Building – Physical Facilities Department.

There was no discussion on the Dodge County Vouchers \$10,000 or More Report.

A Special 2019 Budget Presentation meeting is scheduled on Tuesday, October 30, 2018, at 6:00 p.m., in the Auditorium, located on the first floor of the Administration Building.

There will be a meeting on November 5, 2018 at 8:00 a.m., **subject to agenda items**, and will be held 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 9:04 a.m.



Ed Benter,
Secretary

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