

Finance Committee Regular Meeting

Minutes of the January 14, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 a.m. on Tuesday January 14, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Borchardt, Schaefer, Adelmeyer and Gohr.

Also present: County Board Chairman Russ Kottke, Supervisor Mary Ann Miller, Mielke, Kolp, Bob Barrington, Scott Smith, Ruth Otto, Lifke and Dana representatives Joe Veranth, Matt Slowinski and Ellen Roberts and Wells Fargo representative Paul Jackson.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Gohr and 2nd by Adelmeyer to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Motion by Gohr and 2nd by Adelmeyer to approve December 10, 2013 regular committee meeting minutes as presented. Motion Carried.

Jim Mielke, Administrator and Ruth Otto, Information Technology (IT) Director presented information regarding the ICOP video server disk crash. The server stores video taken by patrol officers during traffic stops and this information is used by the Sheriff's Department, Corporation Counsel and District Attorney to support citations and filed charges. According to Otto, the RAID (Redundant Array of Individual Disks) is structured to recover information if a drive crashes. It consists of 8 disks that distribute information across all disks with a failure backup. One of the two drives that crashed was the failure recovery Master drive. As a result, Dodge County's is unable to recover the information. Data Recovery Service will charge \$500 per drive to evaluate for potential recovery. If recovery is possible, the cost per drive will not exceed \$10,000 per drive.

Bob Barrington, Managing Attorney explained to committee members that once the District Attorney's (DA) office was made aware that the drives may be recoverable, they are obligated to follow through with this recovery attempt. According to Barrington, the prosecution must turn over all evidence in their possession and any violation could result in prosecutor sanctions. Barrington referenced to sanctions currently in the media as a result of prosecutors not turning over evidence. Motion by Borchardt and 2nd by Schaefer to approve not-to-exceed \$20,000 re-appropriation from BU 1390 – Contingent Appropriation to Business Unit (BU) 2021 – Traffic Patrol to attempt recovery of crashed Master ICOP drive and a second drive. Motion Carried.

Motion by Borchardt and 2nd by Gohr to approve the Sheriff Department's request to purchase Simunition (training) cartridges and practice ammunition as well as duty ammunition with cost totaling \$11,515 for BU 2001 – Administration, BU 2021 – Patrol, BU 2022 – Court Security, and BU 2031 – Criminal Investigations and duty and practice ammunition with costs totaling \$8,712 for BU 2051 – Civil Process and BU 2061 – Jail and request authorization for payment of vouchers when they are received. Motion Carried.

Julie Kolp, Finance Director presented information on receipt and expenditure of a donation to purchase a replacement vehicle for Dodge County Emergency Response Team (DCERT). The vehicle will be purchased from the Wisconsin Department of Transportation for \$11,500.

Finance Committee Regular Meeting

Minutes of the January 14, 2014

Motion by Borchardt and 2nd by Schaefer to authorize receipt and expenditure of an \$11,500 donation to purchase a DCERT vehicle from Wisconsin Department of Transportation for \$11,500. Motion Carried.

Dana Investment representatives Joe Veranth and Matt Slowinski presented the county's investment performance for 2013. Slowinski reviewed the Dana Investment Reports as of December 31, 2013. According to Veranth and Slowinski, fixed income yields are increasing with longer duration investments and they're optimistic about 2014 returns. Overall, deficit and inflation measures seem to be decreasing.

Paul Jackson, Wells Fargo Advisor explained to committee members that Wells Fargo Advisors oversee the investment portfolio that Dana Investment Advisors manages for Dodge County. Jackson stated that since Dana Investments is a local group, he meets with them on a regular basis and assured committee members that Dana has taken no risks to inflate returns and the money managing team handling the county's investments is doing an excellent job with our investments.

Committee members questioned the benefits of increasing investments with Dana Investment Advisors. Discussion was tabled until February's Finance meeting.

The County Treasurer provided committee members copies of November 2013's report of working cash account and December 2013's county investment holdings for review. Patti Hilker, Treasurer also provided a copy of the 2013 Annual Statement of the Dodge County Treasurer which will be distributed to County Board members at January's County Board meeting. A memorandum explaining the 2013 Annual Statement of the Dodge County Treasurer report was suggested by committee members.

Discussion continued regarding purchase cards. Kolp shared information regarding demonstrations by Chase and US Bank. Demonstrations showed Purchase Card setup and management. Advantage of US Bank over Chase cards is US Bank is a corporate card and doesn't require employee Social Security numbers and the State uses US Bank purchase cards. Hilker and Kolp feel Purchase Cards will streamline the purchasing process because employees and supervisors can review purchases in real time and enter account information on line. As a result, when the Treasurer's office receives the bill, it will be easier to reconcile. Committee members expressed concern with security and usage of the cards. According to Hilker and Kolp, security and the process for usage will be the same as what is currently used for credit cards.

Hilker discussed flex spending debit cards. Debit cards aren't in place yet but are in the process of being setup through Human Resources (HR). Medical and Dependent Care expenses can be deducted from employee paychecks pre-tax. The Flex Spend debit card will enable employees to pay medical and dependent care expense up front opposed to submitting request to the third party provider and waiting for a check or deposit. All employees enrolled in the Flex Spend program will receive a debit card loaded with the total amount committed to medical flex spend expenses for 2014. Employees with dependent care expense who would like a debit card for those expenses must request the card. Currently, all Flex Spend deductions from employee's paychecks are kept in the General Fund until claims are submitted. Weekly, transfers from General Fund to Flex Spending fund are conducted to cover claims submitted. With the use of Debit Cards, it will be more difficult for the Treasurer's office to determine the amount of claims requested from employees so the entire annual commitment

Finance Committee Regular Meeting

Minutes of the January 14, 2014

by employees will be loaded on the appropriate debit card. Hilker provided this information for committee member's information.

Mielke presented Resolution No. 13-44 – Rescind Resolution No 86-28 and discontinue annual August real property tax settlement, pay in full to the proper treasurer, special assessments and special charges included in the tax roll which have not previously been paid to or retained by the proper treasurer. Motion by Schaefer and 2nd by Gohr to approve Resolution No. 13-44 – Rescind Resolution No 86-28 and discontinue annual payment of unpaid Special Charges and Special Assessments in full to the proper treasurer. Motion Carried.

The Fiscal Note set forth in Resolution No. 13-44 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2014 Budget. Motion by Borchardt and 2nd by Adelmeyer to approve the Fiscal Note as presented and to authorize and direct the Chairman of the Finance Committee to sign the Fiscal Note and to forward Resolution No. 13-44 to the County Clerk. Motion Carried

Hilker presented committee members with a list of outstanding county checks written off out of the Treasurer's Petty Cash Account. These checks represent overpayments of taxes and treasure's fees charged for In Rem parcels (General Receipts) or overpayment of taxes. Payees were given until December 31, 2013 to respond if they wanted to have their payments reissued. Three payees requested reissued checks. The remaining five unclaimed overpayments totaled \$342.09. Motion by Borchardt and 2nd by Schaefer to discharge listed outstanding county checks totaling \$342.09. Motion Carried.

Resolution No. 13-47 – Purchase Road Widener. The Fiscal Note set forth in Resolution No. 13-47 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2014 Budget. Motion by Schaefer and 2nd by Adelmeyer to approve the Fiscal Note as presented and to authorize and direct the Chairman of the Finance Committee to sign the Fiscal Note and to send Resolution No. 13-47 to the County Clerk. Motion Carried.

Resolution No. 13-48 – Purchase Backhoe Loader. The Fiscal Note set forth in Resolution No. 13-48 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2014 Budget. Motion by Borchardt and 2nd by Schaefer to approve the Fiscal Note as presented and to authorize and direct the Chairman of the Finance Committee to sign the Fiscal Note and to send Resolution No. 13-48 to the County Clerk. Motion Carried.

Mielke presented information on the purchase request for Employee ID System. According to Mielke, the ID system will be used at Clearview. Clearview employees are required to regularly swipe their cards and this is causing problems with the swipe strip on their cards wearing out. Currently, the only ID system is housed at the Administration building and every time a Clearview employee has problems, they need to come to the Administration building. The new system will be housed at Clearview for the convenience of Clearview employees. Like the system in the Administration building, the system will be in a secured location accessible to limited personal, including an HR employee currently working at Clearview. The system hasn't been budgeted but funds are available in HR's budget. Motion by Schaefer and 2nd by Gohr to approve purchase of

Finance Committee Regular Meeting

Minutes of the January 14, 2014

Employee ID System for \$7,406 and request for authorization for payment of voucher when it's received. Motion Carried.

At December 2013's County Board meeting, Resolution No. 13-39 – Withdrawal from Local Government Property Insurance Fund and authorize property insurance with Alliant Insurance Services was passed. There was discussion at December 2013's Finance meeting regarding the deductibles increasing from \$2,500 to \$5,000. Mielke proposed establishment of a non-lapsing account to assist with all county vehicle deductibles (property damage) over \$2,500 if the resolution passed. Motion by Borchardt and 2nd by Gohr to approve establishment of a non-lapsing account and appropriation of \$10,000 to this account for all county vehicle deductibles over \$2,500. Motion Carried.

Kolp presented a proposal from Johnson ^ Block 2014-2016 auditing services. Johnson ^ Block auditing services for 2012 was \$41,300 and 2013 was \$42,000. Not to exceed proposal for 2014 is \$42,000, 2015 - \$43,000 and 2016 - \$44,000. Motion by Schaefer and 2nd by Borchardt to approve Johnson ^ Block auditing service proposal for 2014-2016. Motion Carried.

The monthly reports on county and state sales tax remittance were reviewed. December 2013's remittance for October was \$370,028 compared to \$387,671 from the same period in 2012. The fiscal year remittance to date is \$5,309,989 compared to \$5,076,266 the same time period in 2012.

There was nothing to report for the Strategic or Financial Planning Models but Dave Frohling, Committee Chairman requested it stay on the agenda.

Mielke provided a verbal preliminary Year End review of 2013 Budget. Mielke will provide firmer data at February's Finance meeting. According to Mielke:

- Highway will end in the black. Even though there were more snow incidents in December, a \$200,000 balance for snow removal and \$400,000 was saved on projects provided adequate funding to cover the increased cost of snow removal.
- Clearview through November is reporting revenues that exceed budget and expenses a little under budget. Census has been increasing throughout the year assisting with the positive outlook.
- Health and Human Services estimates a \$250,000 return to the General Fund. It's less than prior years, however Mielke feels it's a result of tighter budgeting.
- Currently, the County Board BU is in the black \$20,000. This doesn't include December meeting pay and mileage reimbursements.
- Medical Examiner expenditures will be \$30,000 - \$40,000 over budget due to increase autopsy fees. For 2013, the number of autopsies was 16-18 more than prior years. Autopsies are \$1,800 each.
- Sheriff's Department had \$1.9 million decreased revenue as a result of fewer inmates but the remainder of their budget is doing well. Current estimate is collectively \$700,000 over budget.
- Child Support is experiencing decreased revenue.
- Emergency Management didn't receive any of the \$17,000 - \$18,000 budgeted tower rental in 2013. Expenditures were in line.

Finance Committee Regular Meeting

Minutes of the January 14, 2014

- Clerk of Courts experienced decreased revenue from fines and forfeitures due to fewer citations. Jury expenses (\$14,000) are significantly lower than budgeted (\$40,000). According to Mielke, there were 11 jury trials in 2013 that lasted a total of 18 days.
- Land Resources and Parks will appear at February's Finance meeting to request a \$200,000 carryover. In addition, an estimated \$170,000 - \$180,000 could be returned to the General Fund.
- Overall, General Fund will be close to budget with potential of avoiding a deficit.
- Central Service revenue has been decreasing throughout the years due to implementation of image runners. Normally, Central Services has been budget zero BU. Mielke proposed evaluation of how to handle copying revenue going forward.

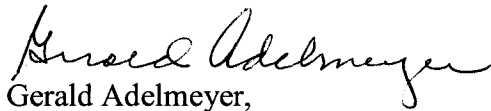
Mielke presented information on renewal of 2013's three year project Alcohol grant. Notification of grant renewal isn't expected until mid-February so Mielke recommended Alcohol Court continue as scheduled during the month of January and February pending the official renewal notification. This was presented for committee member awareness.

Mielke continued with information of the Treatment Alternative and Diversion (TAD) grant application. The grant is a joint effort between the Dodge County Courts, Sheriff, District Attorney and Human Services. The purpose of the TAD program is to deliver treatment and diversion alternatives to jail for non-violent offenders and reduce jail population by divert to and providing community based interventions to change behaviors. Proposed expenses for 2014 are \$233,333; broken down by Grant - \$175,000 and Local Match - \$58,333. Dodge County's Sheriff Department is the lead sponsor/applicant. Grant awards were originally scheduled to be released by late November. A new award date has not been established however a late January or February announcement is anticipated. This also was presented for committee member awareness.

Frohling informed committee members he will be attending the Wisconsin Counties Taxation and Finance Steering Committee to work on policies.

Next regular meeting is scheduled for Tuesday, February 11, 2014 at 7:30 a.m. in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:45 a.m.



Gerald Adelmeyer,
Secretary