

Finance Committee Regular Meeting
Minutes of the May 13, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 a.m. on Tuesday May 13, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, Gohr and Uttke.

Also present: County Board Chairman Russ Kottke, Supervisor MaryAnn Miller, Mielke, Kolp, Jane Hooper, Tony Marchese, Scott Smith and Lifke.

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

Schaefer nominated Frohling as committee chairman. No other nominations were received. Motion by Schaefer and 2nd by Gohr to close nominations and cast a unanimous ballot electing Frohling chairman.

Frohling nominated Schaefer as committee vice-chairman. No other nominations were received. Motion by Adelmeyer and 2nd by Uttke to close nominations and cast a unanimous ballot electing Schaefer vice-chairman.

Schaefer nominated Adelmeyer as committee secretary. No other nominations were received. Motion by Schaefer and 2nd by Gohr to close nominations and cast a unanimous ballot electing Adelmeyer secretary.

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

Motion by Schaefer and 2nd by Uttke to approve April 8, 2014 regular committee meeting minutes with a correction to paragraph 7 to read "The Kubota is a zero turn mower and was chosen based on cost, reliability, features, safety, and maintenance efficiencies." Motion Carried.

Resolution No. 14-15 Admissions Coordinator Position. The Fiscal Note set forth in Resolution No. 14-15 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$35,625 on 2014's adopted Budget. Jane Hooper, Clearview Administrator and Tony Marchese, Clearview Director of Finances presented additional information regarding the position. According to Hooper and Marchese, the position is for a single individual to handle the majority of the Clearview admissions. Currently, the responsibility is delegated based on staff member availability. Nursing and rehabilitation admissions are becoming very competitive and many times, it's done on a first come, first serve basis. Since Clearview performs background payment and needs analysis on candidates prior to admissions, there has become a need to have an individual employee whose main focus is on the admissions process. This individual will be working with hospital discharges as well as marketing. This position isn't included in the 2014 Budget however Hooper and Marchese think the additional revenues created by this position will cover its cost. Any shortfalls will be covered by Clearview's Fund Balance. Motion by Schaefer and 2nd by Uttke to approve the Fiscal Note as presented and to authorize and direct Finance Committee's Chairman to sign the Fiscal Note and to send Resolution No. 14-15 to the County Clerk. Motion Carried.

Chief Deputy Sheriff Scott Smith presented information on Judge Storck's memorandum regarding the redistribution of 2014 Budget for Courthouse Security. Normally, courthouse security is provided by the Sheriff's Department. In 2014's Budget, \$15,000 was added to the Courts' budget for courthouse security improvements. After a discussion between Judge Storck and Julie Kolp, Finance Director, it was decided the appropriate department for security improvement costs would be Sheriff. Motion by Uttke and 2nd by Gohr to redistribute \$15,000 from Business Unit (BU) 301 – Circuit Court to BU 2022 – Courthouse Security. Motion Carried.

Patti Hilker, Treasurer provided committee members with a list of outstanding county checks not subject to re-issuance. Each outstanding check listed was thoroughly investigated with related department personnel and

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payees for a final determination of discharge related expenditures before adding these funds back into the county's working account. Outstanding Accounts Payable checks not subject to re-issuance dated July 2012 through November 2013 totaling \$1,689.65 were reviewed by committee members. Motion by Uttke and 2nd by Adelmeyer to discharge listed outstanding county checks totaling \$1,689.65. Motion Carried.

Russ Freber, Physical Facilities Director, presented information on the Administration Building Elevator. According to Freber, the 1939 elevator malfunctioned and didn't stop level with the floor. A vendor on site didn't notice when he stepped in the elevator and fell. Otis Elevator evaluated the elevator but was unable to make the malfunction reoccur. Since Otis elevator couldn't recreate the malfunction and is unsure if it'll happen again, the elevator was deemed a liability to the county and has been temporarily shut down. Otis Elevator will be on site to evaluate further and determine the cost for upgrading the elevator. An estimated upgrade cost is \$200,000 or greater. Freber anticipates a Resolution for County Board in June and wanted the Finance Committee to have prior awareness of the situation.

Freber presented information on the purchase request for engineering cost on the water heater replacement project at the Detention Facilities. According to Freber, in order to go out for bids, an engineering design is required. The current water heaters weren't the ones specked for the building and are requiring heat exchanger replacement every 4 – 5 years at a cost of \$5,000 each. The water heaters have also had ignition problems. The facility has a reduced need for hot water so Freber would like to incorporate boilers instead. Freber anticipates boilers will provide a cost savings from normal operations and enable facility expansion if needed. Freber also anticipates recouping some of the cost from Focus on Energy grants as well. The payback is estimated to be 5 – 7 years. Money was budgeted for boilers in 2014's Budget but didn't include consulting fees. Motion by Schaefer and 2nd by Uttke to approve the purchase amount in excess of the boiler budgeted \$80,000 for consulting services from Kunkel Engineering for Architectural Services as a result of the water heater replacement project from Business Unit (BU) 1326 – Jail Improvement Fund and payment authorization when vouchers are received. Motion Carried.

Supervisor Tom Schaefer presented information on the Trailer purchase for Parks. According to Schaefer, the trailer is needed to haul wood between parks. Motion by Schaefer and 2nd by Uttke to approve the \$3,499 purchase of a Sure-Trac 7' x 14', 7,000# GVW trailer for Business Unit (BU) 7860 – Recreation Administration. Motion Carried.

Julie Kolp, Finance Director present information on Dodge County's Accounts Receivable. Kolp presented background information on how Accounts Receivable (AR) was initially setup and used within the county and how this setup limited the extended use of AR throughout the county. With the AR vendor's help, Finance was able to restructure AR to be used throughout the county. AR is a General Ledger recording of money owed to the county and helps with the analysis of uncollectable write-off balances. AR was used to assist the Sheriff's department with recording Civil Process transaction during the Tiburon intervention and transition to New World.

Throughout the years, there've been questions from the auditors regarding determination of Write-off amounts and policies. A request was made of Human Services and Health to update their Write-off Policy. Kolp was asked to review the policy and provide her recommendations. Kolp's recommendation was to implement a county-wide AR policy which would include a write-off review and approval process. Upon Mielke's request, Kolp created a tentative project timeline for the implementation of a county-wide Accounts Receivable Policy. This information was provided to committee members as an awareness for a future policy creation, possibly next year.

The County Treasurer provided committee members copies of March 14's report of working cash account and April 2014's county investment holdings for review.

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The monthly county and quarterly state sales tax remittance reports were reviewed. April 2014's remittance for February was \$433,718 compared to \$380,068 from the same period in 2013. The fiscal year remittance to date is \$1,731,666 compared to \$1,297,948.94 the same time period in 2013.

Mielke shared with committee members the website for Marathon County's 2012 Strategic Plan. Mielke encouraged everyone go to the website www.co.marathon.com to view it. According to Mielke, it was developed with input from County Board, focus groups and mailed surveys. Overall, Marathon County's public is satisfied with spending and didn't want it increased. Mielke thought the mailed survey was a good approach to determine the public's spending priorities. Mielke anticipates a potential change in initiatives for Dodge County as Human Health and Services addresses the county's needs.

Kolp presented an update on the Kronos project. According to Kolp, currently payroll is processed using time clocks at Clearview, on-your-honor time capture in Kronos for most of Courthouse and Human Services and Health, Excel spreadsheets for Sheriff and a few other BUs and Job Costing reports used by Highway. The county has tried implementing Kronos twice before and failed. This time, the county will be implementing the complete Kronos system to include Human Resources, Time Capture, Full Accruals, and Telestaff. Payroll will be processed 100% through Kronos and the financials will be interfaced to JD Edwards. Due to payroll tax submissions, the goal is to have payroll live for the first pay period of 2015. Full implementation is estimated to be well in 2015. This will include job costing, meals, mileage and per diem payments in Kronos and electronic deposits. There will be real time recording of hours and employees will be able to go online to update their personal information, view their accruals and view and/or print their paystubs and/or W-2s. Once fully implements, several other systems will be eliminated. Currently, the project team is in the design phase. The core team will evaluate the outcomes within the next weeks. Policy changes to be brought before the Human Resource Committee are anticipated. Mielke commented that this will be a cultural change for employees and there's an internal online site to keep employees informed.

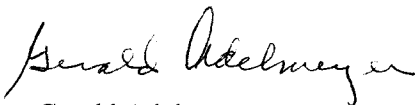
Mielke continued with information on May 20th's county board financial presentation. Mielke will have slides exhibiting 2013 year-end financial data. Hooper and Marchese will presenting a high level overview of Clearview's final numbers, Brian Field, Highway Commissioner will be presenting an overview on Highway's year-end data and how the department anticipates meeting the 2014 year-end snow and ice management in light of the past winter season.

Mielke continued with a preliminary timeline for 2015's budget preparation and presentation. Mielke informed committee members that Capital Improvement Plan worksheets will be sent out to departments early June and the outcome will be voted on at the September County Board meeting. A Special Finance Committee Budget Review meeting is set for Tuesday, October 28, 2014 at 6:00 p.m.

Kolp concluded with follow-up information on the US Bank Purchase Card project. Emails have been sent out to all department heads to determine who will have purchase cards. The next step will be to analyze workflow processes and what will be presented to the Audit Committee. Purchase orders and the current Credit Card policy will be reviewed.

Next regular meeting is scheduled for Tuesday, June 10, 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 9:07 a.m.



Gerald Adelmeyer,
Secretary