

Finance Committee Regular Meeting
Minutes of the December 9, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:00 a.m. on Tuesday, December 9, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, and Gohr. Uttke excused.

Also present: County Board Chairman Russ Kottke, Supervisor Larry Bischoff, Mielke, Kolp, Rodney Kreitzman, Tom Polsin, Trace Frost, Karen Gibson, Tony Marchese, Brain Drumm, Brian Field, Jane Hooper, Russ Freber, Janet Wimmer, Joyce Fiacco and Lifke and Dana representative Matt Slowinski.

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

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

Motion by Schaefer and 2nd by Adelmeyer to approve November 4, 2014 regular committee meeting minutes and November 12, 2014 and November 21, 2014 special committee meeting minutes as presented. Motion Carried.

Resolution No. 14-48 - Jail Prisoner Transport Van. The Fiscal Note set forth in Resolution No. 14-48 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 2015's adopted Budget. Motion by Schaefer and 2nd by Gohr to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-48 to the County Clerk. Motion Carried

Resolution No. 14-51 Re-locate Treatment and Diversion (TAD) Program from the Sheriff's Department to Human Services and Health Department. The Fiscal Note set forth in Resolution No. 14-51 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$87,733 Revenue/\$47,233 Expenditure on 2015's adopted Budget. According to Janet Wimmer, Human Services and Health Director, \$40,500 of expenditures were budgeted in Human Services and Health's 2015 budget. Motion by Schaefer and 2nd by Adelmeyer to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-51 to the County Clerk. Motion Carried

Resolution No. 14-47 Human Services and Health (HHS) Department – Abolish and Create Positions. The Fiscal Note set forth in Resolution No. 14-47 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 2015's adopted Budget. According to Wimmer, the Wisconsin Administrative Code sets education requirements for staff providing services. The positions of Counselor III – Clinical Services Intake Worker don't meet the level of education required for the services provided. The newly created positions of Psychiatric Therapist II – Clinical Services Intake Worker would meet the qualifications required by the Wisconsin Administrative Code. Motion by Gohr and 2nd by Schaefer to approve the Fiscal Note as presented and authorize and direct

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Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-47 to the County Clerk. Motion Carried

Resolution No. 14-50 - Highway Equipment. The Fiscal Note set forth in Resolution No. 14-50 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 2015's adopted Budget. According to Brian Field, Highway Commissioner, three quotes were sought. The new equipment will have heated windshields and stainless steel tubing, which are improvements that won't need to be added in the building process. Distributor location continues to restrict the number of bids obtained and accepted. Motion by Schaefer and 2nd by Adelmeyer to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-50 to the County Clerk. Motion Carried

Brian Field, Highway Commissioner appeared before committee members to present an update on the Highway Snow and Ice Business Unit (BU). According to Field, as of last Friday (December 5, 2014), the Snow and Ice BU was \$149,800 over budget. To date, Field estimates it at \$200,000. The year-end status is dependent on weather for the remainder of the year. This information was provided for committee awareness.

Rodney Kreitzman, Jail Administrator and Tom Polsin, Deputy Jail Administrator provided information on the contracted Federal Inmates. According to Kreitzman, contract numbers are very fluid based on immigration reform and the federal fiscal cycle. Current contracts are for criminal and non-criminal inmates. Dodge County normally only receives criminal contracts so reform wouldn't have a direct effect on Dodge County contracts. Dodge County is the only federal inmate detention facility in this part of the state. We also provide transportation to our facility as well as others which has been making us a more favorable contract site. The Federal fiscal cycle has a large effect on contracts with contract numbers decreasing at year end as federal dollars run out. When the new budget is implemented, contract beds begin to increase. October and November typically aren't good months. Target number of beds is 235 and the current number is 233. At this point, Polsin doesn't see any indication that the number will drop the remainder of the year. As of the end of November, Kreitzman estimates BU 2061 - Jail to be \$149,000 under budget.

Kreitzman and Polsin continued with discussion on the use of J-Pod. According to Kreitzman, immigration officials changed the classification process for detainees and J-Pod allows the county to have the availability of beds for all classifications. As long as J-Pod continues operations, updates don't need to be done to the facility. However, if it's closed and reopened, extensive remodeling would need to be done. The facility is staffed by 12 officers. J-Pod allows additional beds for detainees. According to Kreitzman and Polsin, the additional beds also contribute to other revenues and savings. Inmate phone call revenues and the commissary programs are revenue boosters for the Jail BU. Phone charges alone are an additional \$18,000 - \$20,000 per month.

Russ Freber, Physical Facilities Director presented an update on the Maintenance budget. According to Freber, in the worst case scenario, the overall Maintenance budget may be \$75,000 over budget. Maintenance will be turning back \$130,000 of Sales and Use Tax from the Henry

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Dodge Office Building (HDOB) roof project. Major impacts to the Maintenance budget were the West Street sewer project and repair costs at HDOB. Just recently, the HDOB boiler failed with a total repair cost of \$24,000. To reduce expenditures, Maintenance had an open position from a September retiree that won't be filled in 2014. Energy efficient changes have been made at HDOB which will save on utility charges and more energy efficient changes are being evaluated for future utility savings.

Brian Drumm, Lieutenant presented information on the audio/video recording system upgrade purchase. According to Drumm, the recording system is for the criminal investigator's interview room. The current system is a VHS to DVR system that has failed multiple times. It's cumbersome to use, doesn't provide a time stamp and isn't capable of burning long interviews to a DVD. The system under consideration is currently being used by the City of Beaver Dam. The system is an on-demand system that produces quality video and audio and disk spanning capability for longer interviews. Three systems are being considered with one system for the three interview rooms in the Sheriff's department, one system for the interview room downstairs in the Sheriff's department and one system for the Public meeting room at the Sheriff's department. The total cost is \$67,487 proposed to be paid in four annual payments. The requested \$15,733 for 2015 is included in 2015's budget. Committee member asked consideration to pay the entire amount in 2015 instead of the four year payment plan. Motion by Schaefer and 2nd by Adelmeyer to approve purchase of upgrades for the audio/video recording system for \$15,733 from BU 2031 – Criminal Investigation and process vouchers when received and a recommendation to investigate the potential of paying the entire amount due (\$67,487) in 2015. Motion Carried.

Trace Frost, Patrol Captain appeared to present information on purchasing a covered snowmobile trailer for Sheriff. According to Frost, the trailer would be used to transport the Sheriff Department's two snowmobiles and/or larger evidence to and from the crime lab. Motion by Gohr and 2nd by Schaefer to approve the purchase of a covered snowmobile trailer for \$3,440 for BU 2023 – Snowmobile Law Enforcement and process vouchers when received. Motion Carried.

Julie Kolp, Finance Director presented information on her recommendations for responses to Johnson ^ Block 2013 Management Letter. Kolp recommendations included:

- Finance Department verifying and reviewing Clearview's monthly Accounts Receivable reconciliation process and reports.
- Reviewing Clearview's Allowance for Doubtful Accounts documentation and procedures.
- Further evaluation on changing Clearview from Governmental to Enterprise Fund.
- Finance Department working with Kronos to develop audit and special reports to oversee payroll process and allocation.
- Documentation for Clearview capital asset classification and depreciation. Kolp's main concern is regarding the building project.
- Develop a county-wide fraud risk assessment and to consider including a Code of Conduct as part of the employee's annual evaluation process and developing a fraud reporting process.

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- Develop documentation for year-end closing process to include Accounts Payable and estimate determination.
- Finance Department to review Marsh County Health Association (MCHA) financial statements.
- Develop internal controls for budget monitoring.

Jane Hooper, Clearview Director and Tony Marchese, Director of Financial Services will work with Kolp regarding Clearview's responses. Final responses to the Management Letter will be presented at January's Finance Committee meeting.

Dave Frohling, Finance Committee Chairperson continued with Resolution 14-52 – Finance Committee Budget Appropriation Authority. According to Frohling, this resolution is sponsored by the Executive and Finance Committees. This resolution proposes to grant authority from the County Board to the Finance Committee for appropriation of excess revenues, fund balances except General Fund balances, grant awards and state and federal funds and transfer of funds between BUs within an individual county department. Information on a budget monitoring process was also provided to committee members. A quarterly report to County Board was also recommended. Motion by Schaefer and 2nd by Adelmeyer to recommend Resolution No. 14-52 be brought before the Dodge County Board of Supervisors at the December 16, 2014 session. Motion Carried 3-1. Gohr opposed.

Motion by Schaefer and 2nd by Adelmeyer to approve the purchase of fish stock for \$2,797 for BU 6871 – Fish and Game Aids. Motion Carried.

Matt Slowinski, Dana representative presented information on the Dana investments. Slowinski provided the following overviews:

- Total return as of October 31, 2014 was at 85 basis points. This is up for November and is expected to stay up through the end of the year.
- Majority of the assets are in Agency and Mortgage bonds.
- There was an unexpected decrease in rates for past 3 months due to federal government discontinuing their bond purchases.
- Ten year treasury returns are close to 7% and are expected to go higher with a 3% Gross Domestic Product (GDP) and good job rate.
- Even though Europe is going through difficult financial times, US auto sales are good and housing market is recovering so rates are predicted to increase.

Frohling continued with information on his and Russ Kottke's, County Board Chairman's meeting with Senator Majority Leader Scott Fitzgerald and his staff. Initiatives discussed included:

- Elimination of bed tax for county government-owned IMDs and state-only licensed facilities.
- Creation of additional sources of revenue for transportation.
- Increased flexibility in unclaimed fund state notice requirements.

Frohling will provide more information when available. Frohling will also be chairing the Wisconsin Counties Association Taxation and Finance Subcommittee in January.

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The County Treasurer provided committee members copies of October 2014's report of working cash account. November 2014's county investment holdings were unavailable for presentation.

The monthly county and quarterly state sales tax remittance reports were reviewed. November 2014's remittance for September was \$490,439 compared to \$458,782 from the same period in 2013. The fiscal year remittance to date is \$5,469,087 compared to \$4,978,648 the same time period in 2013.


Frohling presented discussion from the Executive Committee meeting regarding a citizen request for a local sales tax "shared" revenue program. The proposal was for 1/3 of annual sales tax remittances to be available for local municipalities to offset capital expenditures. Executive Committee consensus is to continue with the current Sales and Use Tax policy regarding county capital improvement projects. Frohling requested the Finance Committee reaffirm their consensus to continue with the current Sales and Use Tax policy regarding county capital improvement projects. Finance Committee reaffirmed their consensus with current Sales and Use Tax policy.

Julie Kolp, Finance Director presented a memorandum requesting approval to attend the Government Finance Officers Association (GFOA) Annual Conference in Philadelphia, PA. The conference dates are May 31 – June 3, 2015. Kolp updated committee members on the purpose of the GFOA and the value of attending these conferences. Motion by Schaefer and 2nd by Gohr to approve and forward a recommendation to the Executive Committee for consideration of the Finance Director's attendance at the annual GFOA conference in Philadelphia, PA. Motion Carried.

Kolp provided an update on the Kronos project. Timekeeper is live and going well. Payroll is scheduled to go live in January. The final JDE payroll for Courthouse and HHS employees will be December 19. Parallel testing for everything other than benefits has been successful. Frequently Asked Question (FAQ) have been developed. Telestaff has been delayed. Advance Scheduler is moving forward. Telestaff, Advanced Scheduler and Highway activities are projected to go live in 2015.

Next regular meeting is scheduled for Tuesday, January 13, 2015 at 9:00 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 9:50 a.m.


Gerald Adelmeyer,

Secretary