

**Waupaca County Finance and Human Resource Committee  
Minutes – March 11, 2015**

Chr. Federwitz called the meeting to order at 9:00 a.m. and gave the opening meeting statement.

**Roll Call:** Chr. Federwitz, Suprs. Barrington, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Ryan Brown, Clyde Tellock, Terry Wilz, Robert Reath, Roger Holman, Brent Wyland, Dave Thiel, Dean Steingraber, Mandy Welch, Linda Drews and Mike Mazemke.

**Review and Approve Agenda. Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve the agenda as amended. The motion carried without a negative vote.

**Minutes of the previous meeting, February 11, 2015. Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the minutes of the previous meetings. The motion carried without a negative vote.

**Public Input.** – None.

**Finance Director's Report – Heidi Dombrowski.** Update as of 12/31/2014 – 2014 Budget was presented to the committee. Reviewed the 2014 General Fund – Fund Balance Analysis, we are keeping within policy. Health & Human Services still needs to book some revenue. Finance Director asked to assign special projects such as Elections and Junkyard Clean Up to a Fund Balance Account. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve of the Fund Balance Account for Elections and Junkyard Clean Up. Motion carried without a negative balance.

2015 Budget Update. Unused Debt Capacity is \$153,487, 710.00. Actual Bond Issuance is at \$13,311,681.00 and will be spent down by November 2017.

**Res. No. 25 (2014-2015) Contingency Fund Transfers** in the amount of \$182,665. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to move forward Res. No. 25 for the full County Board. The motion was carried without a negative vote.

**Res. No. 32 (2014-2015) Non-Lapsing Appropriation Requests. Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the Non-Lapsing Fund Appropriations in the amount of \$275,830 and to forward to the full county board. The motion carried without a negative vote.

**Vouchers: Motion:** Supr. Neumann moved and Supr. Barrington seconded the motion to approve the monthly vouchers. The motion carried with Co. Bd. Chr. Koeppen abstaining from the vote.

**Treasurer's Report- Treasurer Clyde Tellock.** Treasurer's Report was distributed and placed on file. Cash on hand of \$5,460,798.56. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Foreclosure notes were sent out this week.

**Information Systems – Director's Report-Robert Reath.** Director Bob informed the committee of their department's reorganization.

Brent Wyland would assume the role of Network Administrator ; Cindy Anderson will assume the role of Computer Systems Administrator; and Nick Carlin will assume the role of Computer Systems Administrator and Linda Drews remains the Program Administrator(?)

The proposed changes will create two backup positions to the Network Administrator as well as one backup to each of the two computer Systems Administrator positions.

**Motion:** Supr. Murphy moved and Co. Bd. Chr. Koeppen seconded the motion to approve the reorganization and will be effective March 15, 2015. The motion carried without a negative vote.

**Motion to pay monthly bills:** Supr. Craig moved and Supr. Barrington seconded the motion to pay the bills. The motion carried without a negative vote.

**Human Resource Director Amanda Welch.** Mandy presented her monthly report; recruitment & terminations, wage/benefit issues, labor relations; which is on file in the Clerk's office. They are excited they will be going live with NeoGuv which is a new program for new hires, applications HR information online.

**Res. No. 34(2014-2015) Reauthorization of Self-Insurance for Worker's Compensation.** Mandy explained that every 3 years we need to reauthorize that we wish to be self-insured for Worker's Compensation. We have done very well with the self-insured plan. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the resolution and forward to the full county board. Motion carried without a negative vote.

**Revolving Loan Funds – Neumetal - Dave Thiel, WCEDC Executive Director.** Dave explained the RLF Program and the CDBG program, for loaning money to companies that are at a possible risk for loans.

**Motion:** Supr. Flease moved and Supr. Barrington seconded the motion to have the Co. Bd. Chair authorize releasing Neumetal's UCC Lien in the amount of \$39,500. The motion was carried.

**County Clerk – Mary Robbins.**

**Per Diem & Mileage expense:** Per Diem and Mileage total for the month of February is \$13,665.43. **Motion:** Supr. Barrington moved and Supr. Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Next meeting will be Wednesday, April 8, 2015.

**Closed Session Motion:** Supr. Flease moved and Supr. Craig seconded the motion to go into closed session per Wis. State Stats. Sec. 19.85 (1)(c) for the purpose of consideration of individual employee performance of an employee which the governmental body has jurisdiction over. Roll call Vote: Chr. Federwitz-yes, Suprs. Barrington-yes, Craig-yes, Flease-yes, G. Murphy-yes, Penney-yes, Neumann-yes and Co. Bd. Chr. Koeppen-yes.

**CLOSED SESSION.**

**Motion to Adjourn in Closed Session at 11:30.** Supr. Craig moved and Supr. Barrington seconded the motion to adjourn in closed session. **Roll call Vote:** Chr. Federwitz-yes, Suprs. Barrington-yes, Craig-yes, Flease-yes, G. Murphy-yes, Penney-yes, Neumann-yes and Co. Bd. Chr. Koeppen-yes.

Mary A. Robbins, County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.