

**Waupaca County Finance and Human Resource Committee
Minutes – January 13, 2016**

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, Fleese, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Al Kraeger, Clyde Tellock, Mike Mazemke, Penny Tank, Megan Feirtag, Terrie Tews, Mandy Welch, Bob Reath, Diane Meulemans, Jesse Cuff, Roger Holman, Brent Wyland, Lance Penny and Ryan Brown.

Review and Approve Agenda. Motion: Supr. Craig moved and Supr. Penney seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes of the previous meeting, December 9, 2015. Motion: Supr. Barrington 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 12/31/2015 Budget was presented to the committee. General Fund Balance Analysis. \$1.8 million over policy as we close out. General Fund for 2015 is looking very good. Transportation Services Fund end of the year Bridge Aid will be good. Lakeview Manor booked in November and Highway revenue is booked only through November. Reviewed Capital Outlay. The Fiber Optic Project is over by \$102,140.00. Highway Projects \$340,000 actually for 2016 \$589,000 over on Project costs. Heidi would like total project costs from highway versus year to year. Discussion on using sales tax revenue for overages on Capital Improvement Projects. Review of 2016 Capital Outlay Purchases at Lakeview rooftop air conditioner unit.

Vouchers: Motion: Supr. Craig moved and Supr. G. Murphy 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 \$3,420,611.21. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Next month's agenda need to discuss the property in Clintonville and Sharon Sohr late taxes. Treasurer's Report placed on file.

Information Systems – Robert Reath. Director's Report. 28 Personal Computers to be purchased this year. They will show the county board a glimpse of the new website at a future meeting. A Fiber Optic update was given.

Motion to pay monthly bills: Supr. G. Murphy moved and Supr. Penney 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. Hwy. Commissioner interviews will be a joint committee meeting of Highway and Finance & HR Committee on Thursday Feb. 4th at 8:30 a.m.

Human Resource Policy amendments. Sec. 4, 4.13-Salaries & Wages: Lakeview Manor Critical Staffing Shifts Premium. Sec. 10, 10.02 c) unpaid leaves of absence will not count towards hours for purposes of insurance eligibility; and Sec. 9, b) remove the words "In the case of hourly compensated employees at Lakeview Manor, unused vacation will be paid out. (effective 1/1/2017) **Motion:** Supr. Barrington moved and Supr. Neumann seconded the motion to make these changes to the Personnel policies as filed in the Clerk's office with a copy of these minutes. Motion carried without a negative vote.

RLF Loan – Ellen’s Café & Catering Bankruptcy Discharge – WCEDC Dave Thiel and Corporation Counsel Diane Meulemans. Motion: Supr. Craig moved and Supr. Neumann seconded the motion for Waupaca County to write-off the loan under Ch. 7. The motion carried without a negative vote.

The March Agenda will have more discussions on the Revolving Loan Fund process and updates.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of November \$1,451.16. **Motion:** Supr. Craig moved and Supr. Fleuse seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Motion: Co. Bd. Chair Koeppen moved and Supr. Craig seconded the motion to adjourn at 10:35 a.m. The motion carried without a negative vote.

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.