

**Waupaca County Finance and Human Resource Committee
Minutes – March 9, 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, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Roger Holman, Brad Hardel, Ryan Brown, Megan Feirtag, Mandy Welch, Brian Haase, Lance Penney, Brent Wyland, Jesse Cuff, Ron Hansen, Chuck Price and Diane Meulemans.

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

Minutes of the previous meeting-February 10, 2016. Motion: Supr. Penney moved and Supr. Flease 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.

Res. No. 45 (15-16) Contingency Fund Transfer of \$41,380.00 to close the 2015 books. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve and forward to County Board. The motion carried without a negative vote.

Reclassify Liability Special Deposit Accounts. Finance Director Dombrowski explained these accounts need to be recognized as revenue accounts; Forestry Funds Due Others - \$5,719.7; Park Property Fund - \$102,722.26; No Till Seeder Funds - \$13,992; and County Tree Program Fund - \$50,362. (Attachment for explanation of accounts filed with minutes in the County Clerk’s Office). She explained that Committees of Jurisdiction need to make these changes in 2016 as assigned Fund Balances not as a Liability. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to authorize the Tree Sales be assigned for the purpose of Park properties. The motion carried without a negative vote.

Update as of 12/31/2015 3rd Run of the Budget and Update as of 1/31/2016 Budget was presented to the committee. General Fund 2015 closeout, \$821,620. Environmental TIF Fund close out \$165.00 to get it off the books. Heidi and Clyde will research further.

Reviewed fund Balances, Departments with non-lapsing accounts need to come to Finance/HR Committee for approval.

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 \$5,574,094.15. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Purchase offer of four In-Rem properties in the City of Waupaca for a total of \$41,000.00. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the offer for the above mentioned lots. The motion carried without a negative vote.

Information Systems – Brent Wyland, Network Administrator. Brent gave the Information Systems monthly report. Manawa School District is considering using our Fiber Optic connection, they do need to get the fiber to the Symco Tower if possible. MC&E will check into this option.

Motion to pay monthly bills: Supr. Craig 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. Mandy will be giving a presentation to the full

county board on the new NeoGov Online Job application system, very excited to start this program. April 18th and 19th they will be holding a raining on Effective Hiring for employees that are responsible for the hiring procedure.

Res. No. 43 (15-16) WIC Program in DHHS. DHHS Director Chuck Price explained that they will be eliminating some contract services and Upgrade the job qualifications, it will be a budget neutral position. **Motion:** Sup. Murphy moved and Supr. Neumann seconded the motion to forward to the full county board for approval. Motion carried without a negative vote.

Res. No. 44 (15-16) Elected Officials Salaries: County Clerk, Treasurer & Register of Deeds. **Motion:** Co. Bd. Koeppen moved and Supr. Craig seconded the motion to forward this resolution to the full county board. The motion carried with Supr. Craig voting no.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of February, \$15,296.36. **Motion:** Supr. Craig moved and Supr. Fleese seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

County Mutual Loss Run was distributed to the committee for information and only any new updates will be sent to the committee going forward.

Motion: Supr. Neumann moved and Supr. Barrington seconded the motion to adjourn at 10:50 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.