

**Waupaca County Finance and Human Resource Committee  
Minutes – May 11, 2016**

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

**Roll Call:** Suprs. Barrington, Craig, Flease, Penney, Neumann and Co. Bd. Chr. Koeppen, members present and Chr. Federwitz and Supr. G. Murphy excused. Others present: Mary Robbins, Heidi Dombrowski, Clyde Tellock, Casey Beyersdorf, Chris Carlin, Brent Wyland, Ron Hansen, Jesse Cuff, Mandy Welch, Mike Mazemke, Roger Holman, Brian Haase, Penny Tank, Sheriff Brad Hardel, Al Kraeger, Ryan Brown and Diane Meulemans.

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

**Minutes of the previous meetings. Motion:** Supr. Neumann moved and Co. Bd. Chr. Koeppen seconded the motion to approve the minutes of the previous meetings; April 4 and April 13, 2016. The motion carried without a negative vote.

**Public Input.** – None.

**Finance Director's Report – Heidi Dombrowski.** Reviewed Update of Budget 2016 April 30, 2016. Reviewed Capital Improvement Projects. Need to spend down \$7,711,209.00 by November 19, 2016.

IT Audit – Records Retention – HIPAA Compliance. Heidi is working with Schenk & Associates to update all of our policy manuals. All electronic filing for federal grants must meet certain requirements to be able to receive any grants or funding. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to authorize Finance Director Heidi Dombrowski to move forward with getting a quote from Schenk & Associates for the IT Audit to be in compliance. The motion carried without a negative vote.

**Vouchers. Motion:** Supr. Neumann moved and Supr. Penney 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 \$1,549,866.94. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.

**Information Systems – Brent Wyland, Network Administrator.** Brent gave the Information Systems monthly report. Update on all ShorTel Phone Paging System, this is hopefully something that could be updated through the Security funding. 2017 Budget, he will be meeting with Departments individually and Supervisors. WisNet will have a new router with a 1g capacity. Brent informed the committee that Bob Reath's last official day will be May 23, 2016.

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

**Sheriff's Dept. – Deer Pickup on roadways.** Sheriff Hardel explained the situation of picking up dead deer along the roadways. Mr. Jim Hofferber from the Animal Zoo did pick them up last year for a few months. He would be willing to do this for the entire county for \$500 per month. **Motion:** Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to offer a contract to pick up dead deer along the all roads in Waupaca County to Mr. Jim Hofferber for \$500 per month beginning May 1, 2016 and ending May 1, 2017 with the option to renew and a signed contract.

**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. A HR Policy should be made to reinforce that vacant positions over 6 months must be reviewed by the Human Resources Committee to be approved to extend or the money shall be returned to the general fund. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to approve the policy of vacant positions for over 6 months must be reviewed by the Human Resource Committee for any extensions or funding returned to the general fund. Motion carried without a negative vote.

**County Clerk – Mary Robbins.**

**Village of Iola Vicious Dog Claim – DianeDeSauteis. Motion:** Supr. Fleese moved and Supr. Neumann seconded the motion to DENY the claim, as we have no jurisdiction in the Village of Iola. The motion carried without a negative vote.

**Per Diem & Mileage expense:** Per Diem and Mileage total for the month of April, \$20,518.06. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

**Motion:** Supr. Craig moved and Supr. Penney 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.