

**Waupaca County Finance and Human Resource Committee
Minutes – June 8, 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-excused, Penney, Murphy, Neumann and Co. Bd. Chr. Koeppen, members present: Others present: Mary Robbins, Heidi Dombrowski, Diane Meulemans, Terrie Tews, Brent Wyland, Amanda Welch, Chuck Price, Sue Deruchowski Brian Haase, Ron Hansen, Jesse Cuff, Roger Holman, Kitty Johnson, CAP Services, Dave Thiel, Matt Grunwald and Ryan Brown.

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

Minutes of the previous meetings. Motion: Supr. Neumann moved and Supr. Penney seconded the motion to approve the minutes of the previous meetings; May 11, 2016. The motion carried without a negative vote.

Public Input. – None.

WCDEC Executive Director Dave Thiel – Revolving Loan Fund – Waupaca Machine Repair. Dave Thiel introduced Matt Grunwald, Waupaca Machine & Repair, LLC and Kitty Johnson, CAP Services. Matt explained his business. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the loan and forward on to County Board with the stipulation that he holds Life Insurance, a monthly income/profit statement and an Annual Financial Statement for the first two years. Motion carried without a negative vote.

Finance Director’s Report – Heidi Dombrowski. Reviewed Update of Budget - May 31, 2016. Reviewed Capital Improvement Projects. Need to spend down \$7.6 million by November 19, 2017. Auditors are here this week.

Heidi discussed IT HIPAA Security Compliance. She has spoken to Paul Denis from Schenk & Assoc. because Waupaca County received millions of dollars in Federal Grants and \$5 million in State Grants; we need to be in compliance with the State and Federal Guidelines. Schenk gave us an estimate of \$9,000 for identification only of risks and safeguards, that’s not including fixing of what we need done. Heidi will bring back next month with more information.

Heidi presented the Year 2017 Budget Manual. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to authorize the Finance Director to proceed with the 2017 Budget. The motion carried without a negative vote.

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

Treasurer’s Report- Deputy Treasurer Sue Deruchowski. Treasurer’s Report was distributed and placed on file. Cash on hand of \$410,609.34. 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.

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.

Clerk of Courts – Terrie Tews. Terrie explained that she realizes the money she has in her budget from eliminating a position should be returned to the General Fund, but they really could use this money for a capital project of making partitions for noise and privacy for the deputies in her office that sit in an open space. Not the staff that is by the counter for service to the public. She had received an estimate of \$20,080.00. She would like to transfer this amount to a capital line item within her budget. Finance Director said that it would be less than 10% of a line item, it would not need to go to the full county board for approval. County Clerk/Admin. Coordinator Robbins explained that while this would be a good use for Terrie’s office as our Finance Director has repeatedly said in previous meetings, when a department by policy has a vacant position for more than 6 months, it requires approval from the Human Resources Committee and the money

should be returned to the general fund if the position is not filled to be used for other needed operating expenses and capital expenditures need to be budgeted and approved at budget time. **Motion:** Supr. Murphy moved and Supr. Craig seconded the motion to approve the transfer of funds in the amount of \$20,000. 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.

The Reorganization of Dept. of Environmental Resource Management is on hold until they receive updated job descriptions and evaluations for the appropriate labor grade. They would like to fill the part-time Program Assistant position and reclass that position to a Grade 5 immediately. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the part-time Program Assistant at a LG 5. The motion carried without a negative vote.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of May \$15,594.83. **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.

Notice of Claim and Claim of Declaratory Judgment – Jeffrey Maiman, Town of Farmington, received in County Clerk's Office on May 23, 2016. **Motion:** Supr. Barrington moved and Supr. Penney seconded the motion to deny the claim in its entirety, to include any wrong doing on the part of any Waupaca County employee and send a letter to the claimant and his Attorney James W. Hammes. The motion carried with Supr. Craig abstaining from the vote.

Letter from County Coroner Barry Tomaras in reference to Cremation Fees placed on file.

Adjourn: Motion: Supr. Craig moved and Co. Bd. Chr. Koeppen 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.