

**Waupaca County Finance and Human Resource Committee
Minutes –August 11, 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, 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, Clyde Tellock, John Francis, Andy Carlin, Fred Zaug, Mary Kay Poehlman, Bob Cloud Penney Tank, Brad Hardel, Brian Haase, Ron Hansen, Jesse Cuff, Mike Mazemke, Ryan Brown, Kaye Thompson, Amanda Ayala and 3 unidentified probation parole officers.

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

Minutes of the previous meetings. Motion: Co. Bd. Chr. Koeppen moved and Supr. G. Murphy seconded the motion to approve the minutes of the previous meetings; July 13 and 22, 2016. The motion carried without a negative vote.

Public Input. – None.

2015 Annual Financial Report – Paul Denis and Greg Pitel, Schenk & Assoc. 2015 Annual Financial Audit Report. Waupaca County has a clean Audit Report no deficiencies. Reviewed Management Communications. Report is on file in the Clerk's office in its entirety. Our Conflict of Interest ordinance needs to be updated to match all Federal Regulations.

Chair Federwitz suspended the rules and moved the Drug Court Report up on the agenda. Judge Ray Huber, Judge Vicki Clussman, Kay Thompson-ThedaCare to discuss creating a Drug Court. They explained to the committee how the Drug Court would work; this would be an alternative to sitting in jail and perhaps to be able to offer rehabilitation. Co. Supervisors Fred Zaug and Mary Kay Poehlman are on the committee. Waupaca County is one of the 12 counties that doesn't have a Drug Court already.

Amanda Ayala, Probation & Parole explained how the community is involved and the saw a need to start the task force and they have the District Attorney's office, the Sheriff's Dept., DHHS, Public Defenders and county supervisors all on board. They need to have a Drug Court Coordinator on staff that would coordinate the screenings and the follow up plans.

Committee felt they would need more information and that they will need to bring a resolution and fiscal report back to this committee and Legislative, Judicial, Ethics Safety & Security Committee.

Treasurer's Report- Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$7,799,893.03. Settlement will be on August 20th. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The committee reviewed the 2017 Budget for County Treasurer. They did increase the Sales Tax Revenue by \$100,000. Total budget is a 1.6% decrease to levy. **Motion:** Supr. Penney moved and Supr. Craig seconded the motion to approve the budget subject to further review. Motion carried without a negative vote.

Information Technology – Brent Wyland, Interim IT Director. Brent gave the Information Systems monthly report. 2016 Budget Review – B. Wyland reported that the IT Department 2016 budget has been reviewed by himself and Heidi Dombrowski. Changes to account descriptions were discussed for the 2017 budget cycle and coding of 2016 invoices are being made using the proper account numbers.

2017 Preliminary Budget Review – B. Wyland handed out a 2016 budget performance report along with the 2017 proposed budget for the Information Technologies Department. He reviewed the changes to account descriptions and amounts. 6.24% increase or \$54,446.00 increase to levy. The Firewall for security needs to be updated. Heidi explained that they would like to keep the fund Balance level for user hardware and software updates as needed similar to the Elections Budget. **Motion:** Supr. Craig moved and Supr. Penney seconded the motion to approve the IT 2017 budget subject to further review. The motion carried.

HIPAA Audit Update – H. Dombrowski and B. Wyland have met with Schenk & Associates to conduct a network audit for HIPAA compliances. No results have been presented back to the IT Department at this date. B. Wyland also met with Diane Meulemans, Corporation Counsel for a phone conference regarding HIPAA compliance.

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

Res. No. 12 Jail Improvement fund 2016 Budget Amendment. Heidi explained that it will be taken from the Fund Balance Restricted in the amount of \$209,990.00. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve forwarding to the full county board. Motion carried without a negative vote.

Register of Deeds Michael Mazemke -2017 Budget. Mike explained the redaction program and he has noticed that new construction has been increasing. His budget will decrease by 5.6%. **Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve subject to further review. The motion carried without a negative vote.

Corporation Counsel Diane Meulemans – Update on Outside Attorney Fees. Zoning Amendment for the parking lot issue in the Town of Farmington, Maiman Real Estate is now a civil action, AEGIS Corp. has assigned Atty. Andrew Phillips/Chris Reardon, the injunction against Maiman parking lot has been reassigned to Vicki Clussman; Lakeview Manor, Maureen Maloney was hired to help with HR assistance to find a temporary Administrator and to meet all codes, that will be concluding shortly when the new Administrator is on board; Thiel Pit operation in the Town of Little Wolf we are working with Atty. Andrew Phillips in resolving this issue; and there is a court review on a Board of Adjustment appeal with Atty. Dan Borowski, Judge Clussman said there would be no evidentiary hearing and judgment issued soon, this would be on the Lewis Bellile property.

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. Fifteen (15) new positions will be starting soon.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of July \$15,645.33. **Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

2017 County Board/County Clerk/Elections Budget. Increase some in the Clerk's training budget to help the new clerk. The Administrative Coordinator position will be discussed at Executive Committee, this position should not be an elected position. Capital expenditure request for a new copier that is at its last copies, we need a reliable copier to copy all election ballots, information, agendas, packets etc. This machine is shared by other departments, it is 8 years old and we have made 1.8 million copies and they only recommend 2 million on our copier and we received a quote of 3 machines, the best deal would be the one for approx. \$7,000.00. Requesting a reclassification for Deputy County Clerk position, especially now taking on passport applications, which hopefully the revenue for that would be used for the offset of the increase in pay. The Deputy Clerk is at a LG 4, which is lower than the Treasurer's office, Register of Deeds and Parks Secretary. I am only requesting one grade level higher to a WG 5; I believe it is justified and overdue. My total budget without that in it is .62% increase. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve pending further review. The motion carried without a negative vote.

Finance Director's Report – Heidi Dombrowski. Reviewed Update of Budget 2016 and the Capital Improvement Projects. Heidi presented a 2017 projected Operating, Special Purpose and Debt Service Budget. Consensus of the committee was to leave at a minimum \$50,000 in the contingency fund.

Finance Department 2017 Projected Budget. 16.14% increase in the bottom line budget. Heidi has added a new position to her department to begin in 2016. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve subject to further review the Finance 2017 proposed budget. Motion carried without a negative vote.

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

Next Budget Meetings: Tuesday Sept. 6, 2016 at 10:00 a.m. and Monday, Sept. 12th at 11:00 a.m.

Adjourn: Motion: Chr. Federwitz moved and Co. Bd. Chr. Koeppen seconded the motion to adjourn at 12:40 p.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.