

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – JANUARY 11, 2017**

Chair Federwitz called the meeting to order and gave the open meeting statement with the following members present: Chair Federwitz, Suprs. Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Supr. Barrington was excused. Others present: Steve Hart, Mandy Welch, Terrie Tews, Jesse Cuff, Ron Hansen, Brent Wyland, Heidi Dombrowski, Diane Meulemans, Mark Sether, Brian Haase, John Francis, Mike Mazemke, Chuck Price, Andy Carlin, Al Kraeger, Brad Hardel, Ryan Brown, Penny Tank.

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 PREVIOUS MEETINGS – MOTION: Supr. Penney Moved and Supr. Flease seconded the motion to approve the minutes of the December 14, 2016 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Finance Director Heidi Dombrowski - Finance Director's Report
 - a. 2016 Budget. First Run has been completed. Payroll to December 31 has been posted. Interest revenues have not been booked yet from the December bank statements. Heidi would like to take a look at assigned fund balances in March.
 - b. Donations. Heidi handed out a list of donations for 2016. There is a need for a donation policy. DHHS has its own statutory policy. The donation from ThedaCare for Drug Court will be held until the donation policy has been written.
 - c. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Murphy seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

2. Treasurer Report – Mark Sether. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Mark reported that sales tax exceeded the budget and the rates on CD's are increasing. The Treasurer's Report was placed on file.

City of Waupaca Proposed Memorandum of Understanding on city lots and 518 Granite Street—have not heard back from the City.

3. Information Technology Dept. Report – Brent Wyland. Brent gave the IT Monthly Report. He discussed the open position in I.T. and budget. They are working on filling the position and they were under budget for 2016. There is a HIPPA audit meeting today. Brent is looking at IPad policies from other counties.
 - a. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

4. Human Resource Department Report – Amanda Welch, Director
 - a. Monthly Report – Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation. Mandy also reported that the Lakeview Manor severance packet was distributed to employees and she will keep the committee updated on the progress of Lakeview Manor.

5. County Clerk:
 - a. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of December is \$14,993.09.
Motion: Supr. Fleese moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
6. Adjourn. **Motion:** Supr. Fleese moved and Supr. Neumann seconded the motion to adjourn at 10:05 a.m. The motion carried without a negative vote, meeting adjourned. Next meeting February 15, 2017.

Steven L. Hart
Waupaca County Deputy 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.