

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – March 8, 2017**

Chair Federwitz called the meeting to order and gave the open meeting statement with the following members present: Vice Chair Barrington, Suprs. Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Steve Hart, Jesse Cuff, Ryan Brown, Brent Wyland, Mandy Welch, John Francis, Sheri Wieters, Casey Beyersdorf, Sue Deruchowski, Heidi Dombrowski, Terrie Tews, Chuck Price, Brad Hardel, Al Kraeger, Diane Meulemans, Greg Blonde.

REVIEW AND APPROVE AGENDA. MOTION: Supr. Craig moved and Supr. Neumann seconded the motion to approve the agenda. The motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Craig moved and Supr. Barrington seconded the motion to approve the minutes of the February 15, 2017 meeting. The motion carried without a negative vote with Supr. Federwitz abstaining.

PUBLIC COMMENT: None presented

1. Veterans Service – Jesse Cuff

Jesse Cuff presented information supporting Resolution No. 35, County Veterans Services Offices Grant and Resolution No. 36, County Veterans Service Offices Reorganization. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve Resolution No. 35 (2016-2017) and forward to County Board. The motion carried without a negative vote. **Motion:** Supr. Flease moved and Supr. Penney seconded the motion to approve Resolution No. 36 (2016-2017) and forward to County Board. The motion carried without a negative vote.

2. Finance Director's Report - Heidi Dombrowski

- a. Finance Department Quarterly Report—Heidi reviewed the March 2017 report in its new format.
- b. 2016 Budget Update: Heidi reviewed the 2016 assigned fund balances. Any action will be taken at the April meeting. Heidi also reviewed the 2017 budget.
- c. Reallocation of Unspent Bond Proceeds to Grandstand Pavilion. The Parks Department had several projects that came in under budget. They would like to allocate the funds to the Grandstand Pavilion project. **Motion:** Supr. Flease moved and Supr. Neumann seconded the motion to reallocate unspent bond proceeds to the Grandstand Pavilion project. Motion carried without a negative vote.
- d. Resolution No. 37 (2016-2017), Contingency Fund Closeout. **Motion:** Cty. Bd. Chair Koeppen moved and Supr. Flease seconded the motion to approve Resolution No. 37 (2016-2017) and forward to County Board. The motion carried without a negative vote.
- e. Resolution No. 38 (2016-2017), Budget Amendment. Sheriff Hardel explained that the parking lot at the Law Enforcement Center does not have any security cameras and there are no cameras in certain areas of the jail. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve Resolution No. 38 (2016-2017) and forward to County Board. The motion carried without a negative vote.
- f. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

Chair Federwitz called for a short recess. Chair Federwitz called the meeting to order.

3. Treasurer Report – Sue Deruchowski, Deputy Treasurer
 - a. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. The Treasurer’s Report was placed on file.
4. Information Technology Dept. Report – Brent Wyland Director.
 - a. Brent gave the IT Monthly Report. He discussed the grant for the digital monitoring of the DHHS vaccine refrigerator, the BadgerNet Converged Network, and the iPad policy. The iPad policy is being reviewed.
 - b. Monthly Bills. **Motion:** Cty. Bd. Chair Koeppen moved and Supr. Penney seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.
5. Human Resource Department Report – Amanda Welch, Director
 - a. Amend Personnel Policies & Procedures – Section 9.04, Work on a Holiday. Mandy reviewed the need for the changes. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to amend Personnel Policies & Procedures – Section 9.04, Work on a Holiday. Motion carried without a negative vote.
 - b. Amend Personnel Policies & Procedures – Section 4.12, Working out of Class. Mandy and Highway Commissioner Casey Beyersdorf reviewed the need for the changes. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to amend Personnel Policies & Procedures – Section 4.12, Working out of Class. Motion carried without a negative vote.
 - c. Monthly Report – Recruitment; wage/benefit issues; Labor Relations; and Unemployment Compensation. Mandy also reported she has a weekly Lakeview Manor meeting to discuss any staff reductions as resident numbers decline. The Human Resource Report was placed on file.
6. Deputy County Clerk – Steve Hart
 - a. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of February is \$12,960.06. **Motion:** Supr. Barrington moved and Cty. Bd. Chair Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
7. Correspondence—Notice of Annual Meeting – Liberty Mutual Surety Bond
8. Adjourn. **Motion:** Cty. Bd. Chair Koeppen moved and Supr. Barrington seconded the motion to adjourn at 10:50 a.m. The motion carried without a negative vote, meeting adjourned. Next meeting April 12, 2017.

Steve Hart
Deputy Waupaca County Clerk