

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – May 10, 2017**

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Vice Chair Barrington, Suprs. Craig, Fleese, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen. Others present: Jill Lodewegen, Ryan Brown, Brent Wyland, Mandy Welch, Casey Beyersdorf, Kris Carlin, Heidi Dombrowski, Renae Conery, Brad Hardel, Al Kraeger, Mark Sether, Michael Mazemke, Terrie Tews, Jesse Cuff, John Francis, Ron Hansen, Penny Tank, Chuck Price, and Diane Meulemans.

REVIEW AND APPROVE AGENDA. MOTION: Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion approve agenda. The motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Penney moved and Supr. Neumann seconded the motion to approve the minutes of the April 12, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Sheriff Hardel noted with the committee that Law Enforcement committee has recommended that he proceed with securing the Highway Shop located at 600 E Fulton Street Waupaca for evidence and maintenance if the Highway Department is approved for a new building. He will be asking the Highway Committee to endorse this as well.
2. Finance Director's Report - Heidi Dombrowski
 - a. 2016 Budget Update: Heidi gave an overview for the committee of the 2016 budget and the report was placed on file with these minutes.
 - b. 2017 Budget Update: Heidi presented her April Financial overview and it was placed on file with these minutes. She also had Renae Conery join her and give an update on the Lakeview Manor Enterprise Fund. That report was also placed on file with these minutes.
 - c. 2018-2022 Budget Projections: Heidi discussed budget guidance for a 5 year budget plan.
 - d. 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.
3. Treasurer Report – Mark Sether 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.

Chair Federwitz called for a short recess at 10:07 a.m. Chair Federwitz called the meeting to order at 10:20 a.m.

4. Information Technology Dept. Report – Brent Wyland Director.
 - a. Brent gave the IT Monthly Report. He noted that due to phones that have been returned from Lakeview Manor, he will no longer need to buy additional spare phones out of his budget this year.
 - b. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Barrington 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. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file. Mandy noted that currently the county has 403 full and part time positions with 377 filled and 26 vacancy as well as 75 current casual employees.

6. County Clerk – Jill Lodewegen

- a. County Board Voting and Microphone System – Jill discussed the proposal from Roll Call-Pro for a wireless voting and microphone system for the county board room. She noted that if both systems were purchased an RFP would need to be done. The committee asked Jill to have Roll Call-Pro sales rep attend the June meeting. The proposal is on file with these minutes.
- b. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of April is \$16,946.49. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

7. Adjourn. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to adjourn at 11:45 a.m. The motion carried without a negative vote, meeting adjourned.

Jill Lodewegen
Waupaca County Clerk