

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – July 12, 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, Flease, G. Murphy, Penney, and Co. Bd. Chr. Koeppen. Supr. Neumann was excused. Others present: Jill Lodewegen, Ryan Brown, Brent Wyland, Mandy Welch, Casey Beyersdorf, Kris Carlin, Heidi Dombrowski, Sheri Wieters, Brad Hardel, Brian Haase, Mark Sether, Michael Mazemke, John Francis, Ron Hansen, Dave Theil, Jesse Cuff, Al Kraeger Diane Meulemans and Anthony Snyder, Executive Director Fox Valley Workforce Development Board.

REVIEW AND APPROVE AGENDA. - MOTION: Supr. Craig moved and Supr. Flease seconded the motion to approve 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 June 14, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Co. Bd. Chr. Koeppen introduced Anthony Snyder, Executive Director Fox Valley Workforce Development Board (FVWDB) and distributed a list of board members and chief elected officials and ask that he and Dave Theil, Waupaca County Economic Director update the committee regarding the financial audit and settlement with the Wisconsin Department of Workforce Development.

Mr. Snyder provided the committee with a handout regarding the background of the FVWDB, the department of labor audit and accepting of the settlement. He noted that the audit, which was conducted in 2010, originally questioned more than \$4.3 million cost. The costs were questioned because they didn't accurately follow the federal or state guidelines for how the funds should be spent. Both Mr. Snyder and Mr. Theil pointed out that nothing illegal was done, but good financial records were not kept. He also noted that the record keeping issues have now been resolved with procedures in place that address this issue.

After doing thorough research, the Board was able to reduce the questionable cost down to \$102,645. In April 2017, the Board and the County Consortium voted to accept the final settlement with the State DWD. The process took so long because the State DWD could not settle with FVWDB until all the Boards with "questioned costs" agreed to the amount owed. Although the Board submitted a claim with its insurance carrier, the claim was denied.

The State DWD has agreed to a five year interest free payback. The County Consortium has agreed to split costs for the settlement amongst all 7 counties using 2008 population data. Although Outagamie County is no longer part of the County Consortium, they were at that time. Waupaca County, using all 7 counties in the calculation, would be responsible for \$9,229.80 or a five year annual cost of \$1,845.96. However Mr. Snyder noted that the Board made its first payment of \$20,529 on 6/1/17 until they can meet with Outagamie County Executive Tom Nelson and would be reporting back to all Counties as soon as all issues with Outagamie County were resolved.

2. Finance Director's Report - Heidi Dombrowski
 - a. 2017 Budget Update: Heidi presented her June financial overview and it was placed on file with these minutes.
 - b. 2018 Budget Discussions: Heidi distributed Capital Improvement Plan Financing Analysis and several versions of projected debt services with options to allow the committee to make the best decisions for financing in 2018. Those reports are on file with these minutes. Department Heads have a deadline of July 31 to provide their 5 year capital improvement program (CIP) which will

allow Heidi to have firmer numbers in place for the August meeting. It was agreed that those numbers should be presented to this committee first, and then presented to the executive committee.

- c. 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 at 10:10 a.m. Chair Federwitz called the meeting to order at 10:20 a.m.

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. He informed the committee that he continues to work with Associated Bank to improve the interest rate on our account with them.

4. Information Technology Dept. Report – Brent Wyland Director.

- a. Brent gave the IT Monthly Report. He updated the committee on current projects that had been discussed at the IT monthly meeting.
- b. Monthly Bills. **Motion:** Supr. Craig 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. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file.

6. County Clerk – Jill Lodewegen

- a. County Board Voting and Microphone System – The committee had directed Jill to look into discounted maintenance agreements if we were to purchase the RollCall Pro, which was demonstrated at the last meeting. They agreed to a 10% discount for 3 years of maintenance paid in advance. Also she noted that an upgrade to the system was in the works which she was able to view at her Wisconsin County Clerks Association conference.
- b. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of June is \$16,882.80. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

7. Adjourn. **Motion:** Supr. G. Murphy moved and Supr. Flease seconded the motion to adjourn at 10:40 a.m. The motion carried without a negative vote, meeting adjourned.

Jill Lodewegen
Waupaca County Clerk