

**WAUPACA COUNTY FINANCE & HUMAN RESOURCE
COMMITTEE MINUTES – October 11, 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, Neumann, Penney, and Co. Bd. Chr. Koeppen. Others present: Amanda Welch, Brent Wyland, Heidi Dombrowski, Jill Lodewegen, Mark Sether, Diane Meulemans, Jesse Cuff and Sheriff Hardel.

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

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Flease moved and Co. Bd. Chr. Koeppen seconded the motion to approve the minutes of the September 13, 2017 meeting. The motion carried without a negative vote.

PUBLIC COMMENT: None presented

1. Veteran's Service Commission – Jesse Cuff

- a. Jesse presented the 2017 Care of Veterans Graves claims covered from July 1, 2016 to June 30, 2017 in the amount of \$5,895 for caring for 1179 graves. **Motion:** Supr. Neumann moved and Co. Bd. Chr. Koeppen seconded the motion to approve the July 1 2016 to June 30, 2017 claims in the amount of \$5,895 for 1179 graves. Motion carried without a negative vote.
- b. Jesse also gave an overview and survey results for the care of veterans grave program which is on file with these minutes. The report and survey is to determine if a revision should include ending municipal cemetery reimbursement because tax funding meets the "suitable care otherwise provided" requirement in the statues. The committee will review the report and make a decision at a future meeting.

2. Fox Valley Workforce Development Payment Options – Co. Bd. Chr. Koeppen

- a. Co. Bd. Chr. Koeppen explained to the committee that he had confirmed total payment due for the settlement between Fox Valley Workforce Development Board and Wisconsin Department of Workforce Development for Waupaca County is \$9,229.80. Payment options include a onetime lump sum or yearly interest free payments over the next 5 years. **Motion:** Supr. Neumann moved and Co. Bd. Chr. Koeppen seconded the motion to make a onetime payment of \$9,229.80 for the Fox Valley Workforce Development Board settlement. Motion carried without a negative vote.

3. Res. No. 26 (2017-18) Opioid Lawsuit

- a. Vice Chair Barrington gave an overview and had Corporation Counsel Meulemans explain additional details of the suit. **Motion:** Supr. Barrington moved and Co. Bd. Chr. Koeppen seconded the motion to approve Resolution No. 26 (2017-18) and forward to County Board. The motion carried without a negative vote.

4. Finance Director's Report - Heidi Dombrowski

- a. Res. No. 23 (2017-18) Donation Acceptance Ballistic Helmets. **Motion:** Supr. Craig moved and Supr. G. Murphy seconded the motion to approve Res. No. 23 (2017-18) and forward to County Board. The motion carried without a negative vote.

- b. Heidi reviewed a report with 2017 estimated year end county-wide funds balances. The report is on file with these minutes.
- c. Heidi provided a report for the 2017 Debt Issuance presale estimates. The report is on file with these minutes.
- d. Heidi gave the committee the 2018 proposed budget report noting that at this time, it did not have as much details as she would like. The report is on file with these minutes. She asked the committee if an additional meeting could be scheduled to allow her to add more details and review it again with this committee. The committee agreed to meet on October 25 at 8:30 a.m. and to invite members of the Executive Committee to share the information with them.

Supr. Neumann asked to amend the proposed budget for Veteran's Service Commission and discussion took place regarding that. **Motion:** Supr. Neumann moved and Supr. Barrington seconded to increase the Veteran's Service Commission proposed budget line item for veteran's relief by \$1,200 for a total line item of \$6,000. In addition, any unused funds at the end of the year would be ongoing funds to be assigned for veteran's relief with a maximum fund balance of \$6,000. Motion carried without a negative vote.

- e. Monthly Vouchers. **Motion:** Supr. G. Murphy moved and Supr. Fleese seconded the motion to approve the monthly vouchers and Chr. Koeppen abstained from the vote. Motion carried.

Chair Federwitz called a short break from 10:30 a.m. to 10:40 a.m.

5. Treasurer Report – Mark Sether Treasurer

- a. Mark 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 in house training would be taking place this month for the new tax collection program with town treasurers.

6. 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. He noted concerns with 911 system and Sheriff Hardel also noted concerns.
- b. Monthly Bills. **Motion:** Supr. Penney moved and Co. Bd. Chair Koeppen seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

7. Human Resource Department Report – Amanda Welch, Director/Administrative Coordinator

- a. Mandy presented a new position cost 2018 report that is on file with these minutes for Resolution No. 24 (2017-2018), Staffing New Positions/Expansions/Eliminations for 2018 **Motion:** Supr. G. Murphy moved and Supr. Barrington seconded the motion to approve Resolution No. 24 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- b. Resolution No. 25 (2017-2018), 2018 Waupaca County Employee Wages & Salaries. **Motion:** Co. Bd. Chair Koeppen moved and Supr. Craig seconded the motion to approve Resolution No. 25 (2017-2018) and forward to County Board. The motion carried without a negative vote.
- c. Monthly Report –Recruitment; wage/benefit issues; Labor Relations; Unemployment Compensation; and Lakeview Manor updates. The Human Resource Report was placed on file.

8. County Clerk – Jill Lodewegen

- a. 2017 Dog Compensation Reimbursement was submitted to the committee for approval. Total amount due to municipalities \$2,213 for 4,426 dogs. Chair Federwitz requested information at the next meeting for any municipality that had no dogs listed. **Motion:** Co. Bd. Chair Koeppen moved and Supr. G Murphy seconded the motion to approve the 2017 Dog Compensation Reimbursement of \$2,213 and Supr. Craig abstained from the vote. Motion carried.
- b. Jill reported to the committee that the Tuesday night extended hours in the County Clerks office was going well and expressed gratitude to the staff for helping to make those hours available without accruing overtime. On average, over the last 11 weeks, 4 customers have been logged for overall walk-ins with an average of 3 customers that were actually for the County Clerks office.
- c. Approve/Deny County Board Claims:
 - i. Per Diem & Mileage Allowance for the month of September is \$16,166.93. **Motion:** Supr. Penney moved and Supr. Flease seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

9. Adjourn. **Motion:** Co. Bd. Chair Koeppen moved and Supr. Barrington seconded the motion to adjourn at 11:20 a.m. The meeting adjourned.

Jill Lodewegen
Waupaca County Clerk