

Jefferson County
Finance Committee Minutes
September 8, 2011

Committee members: Braughler, James B.
Jones, Richard C.
Mode, Jim
Molinaro, John
Rogers, Pamela (Chair)

1. **Call to order** – Pam Rogers called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Additional County Board Supervisor present was Jan Roou. Staff in attendance was Dave Ehlinger, Gary Petre, Phil Ristow, and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – John Molinaro certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – A request was made to move the Sheriff's office training request to be after the approval of minutes.
5. **Citizen Comment** – None
6. **Approval of minutes for August 11, 2011** – A motion was made by Mode/Jones to approve the minutes of August 11, 2011 as corrected. The motion passed 5-0.
10. **Discussion and possible approval of Sheriff Department training in Emmitsburg, Maryland on October 3-6, 2011** – Donna Haugom explained the flight and lodging would be reimbursed by Emmitsburg for Donna Haugom and Sheriff Milbrath. The cost of meals is the only expense for the County and there are sufficient funds in the budget to cover these costs. A motion was made by Jones/Molinaro to approve the out of state travel for the training in Emmitsburg, Maryland on October 3-6, 2011. The motion passed 5-0.
7. **Discussion and possible recommendation regarding third party administrator contract extension for workers compensation** – Gary Petre and Phil Ristow explained the value of the third party administrator. A motion was made by Molinaro/Braughler to recommend the approval of the third party administrator contract extension with Cannon Cochran Management Services, Inc. for workers compensation to the County Board. The motion passed 5-0.
8. **Discussion and possible approval of Memorandum of Understanding form with municipalities regarding Statewide Voter Registration System (SVRS) as per Resolution 2005-24** – Barb Frank explained how the SVRS Billing Rates are calculated. A motion was made by Molinaro/Jones for the adoption of the 2012 SVRS billing rates. The motion passed 5-0.
9. **Discussion and possible approval of Land Information lodging request in Middleton, WI on 9/28/11 through 9/30/11** – Andy Erdman explained the benefits to the County by allowing overnight travel for the WRPLA Annual Conference in Middleton, WI. A motion was made by Mode/Jones for the approval of the lodging for the training in Middleton, WI on 9/28/11 through 9/30/11. The motion passed. 5-0.

- 11. Discussion and possible approval of increase in petty cash drawer at Clerk of Courts** – Diane Scheel requested an additional \$25 in the Clerk of Courts petty cash drawer. After discussion, a motion was made by Jones/Mode for the approval of an increase of the Clerk of Courts petty cash drawer in the amount of \$50. The motion passed. 5-0.
- 12. Update on contingency fund balance** – Dave Ehlinger indicated no change in the contingency fund balance. Current balance is at \$294,465.14.
- 14. Set future meeting schedule, next meeting date, and possible agenda items** – Dave Ehlinger made the Finance Committee aware of an estimate of \$575 that will requested from the contingency fund next month in relation to the October 2011 payment of the David Korth promissory note.
- 13. Payment of bills** – After reviewing the invoices, a motion was made by Mode/Molinaro to approve payment of invoices totaling \$470,352.84, including the proposed adjustments for reimbursements to Jay Deppe, Deputy Coroner. The motion passed 5-0.
- 15. Adjourn** – A motion was made at 9:17 a.m. to adjourn by Molinaro/Mode. The motion passed 5-0.

Respectfully submitted,

Jim Braughler
Finance Committee Secretary
Jefferson County

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