

Committee members: Braugher, James B
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Brian Lamers, Tammy Worzalla, Phil Ristow, Terri Palm, David Diestler, Roger Kylmanen, Barb Frank. Public included Lydia Statz, Jefferson Daily Union and Lisa Gross.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – Move #11 after #6.
5. **Citizen Comments** – Barb Frank talked about the demonstration of the new voting equipment. She explained the Village of Cambridge, which is located in Dane and Jefferson County, contacted her. Dane County currently does the programming for all of the Village of Cambridge. Dane County charged \$3,265 to the Village for ½ of the total cost of the new voting machine. The Village is requesting Jefferson County to cover the Village's half. Barb said that she may be able to cover it within her budget but will have to review at the end of the year if finances are needed to cover it.
6. **Approval of Finance Committee minutes for September 11, 2013.** No need to approve the budget minutes until approved in full at the end of budget hearings.
7. **Communications** – None
8. **Monthly Finance Report for Finance Department.** Brian Lamers went through the July 2013 report. He explained that the expenditures are at 58.26% and the target should be about 58.33%.
9. **Discussion and possible action to use capital funds approved for installation of air conditioning in 2013 budget to cover the increase estimates for furnace replacement which was originally budgeted for \$20,000 at the Fair Park.** Roger Kylmanen explained when the estimates came in, the assumption was made that they could use residential a/c units, but now they have realized that only commercial units would work which are currently unaffordable. Currently, \$12,896 was budgeted for air conditioning which he would like to move that towards the furnace replacement and energy efficient improvement to the building.

A motion was made by Mode/Braughler to approve the capital improvement fund adjustment. The motion passed 5-0.

- 10. Discussion and possible action on contingency transfer of approximately \$22,000 for changes and increased cost for the front security entrance project.** Ben discussed the cost of the cover for the air condition/heating units and the additional cost to the security desk and upgrades that would be needed. Ben explained that there would only be a need to transfer \$13,000 at this time. A motion was made by Molinaro/Hanneman to approve the contingency transfer of \$13,000 to the Capital Improvement Building account #8153.594822 to cover the additional cost. The motion passed 5-0.
- 11. Discussion and possible action on contingency transfer of approximately \$16,000 for HIPAA Privacy Audit.** Terri explained the RFP process and the selection and the reasoning behind the audit. A motion was made by Mode/Braughler to approve the contingency transfer of \$16,000 to the Other Professional Services account #41.521219 to cover the additional cost of the HIPAA Privacy Audit. The motion passed 5-0.
- 12. Review and discussion regarding the 2014 budget.** Jim Braughler asked about a spreadsheet that would show the 2014 and the 2013 budget and the percentage changed. Brian stated that we do that for the final budget and there is a preliminary one which would be provided at the next budget meeting.
- 13. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben explained that there was not much that changed since the County Board discussion.
- 14. Review proposals and recommend vendor for third-party administration for Workers Compensation.** Barb Frank explained the proposed resolution to change the third-party administration and the proposals that came in. We are currently with WMMIC for our other insurances and the county is part of the WMMIC group. She explained that the contract allows for a 90-day cancellation by either party. A motion was made by Molinaro/Hanneman to approve WMMIC as a third-party administrator for 5 years subject to the 90 day cancellation terms and send the resolution on to the County Board.
- 15. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers explained looking at estimates through the end of July, and as of last month not much has changed. The Treasurer interest and the Sheriff overtime budget will be reviewed again once August financials are closed and will report on at next month's Finance Committee meeting.
- 16. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$242,150. With the approval of #10 for \$13,000 and #11 for \$16,000 the new balance will be \$213,150 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits balance of \$245,000.
- 17. Discussion and possible action regarding the sale of county owned foreclosed properties:**
Bid opening started at 9 a.m.
 - a.) **Parcel #012-0816-1014-002-**The only bid was \$17,000 with earnest money of \$3,400 by Michael and Lisa Gross. Motion was made to accept the bid by Braughler/Hanneman. The motion passed 5-0.

- b.) Parcel #141-0714-1311-048-No Bid
- c.) Parcel #024-0516-1234-007-No Bid

18. Set future meeting schedule, next meeting date, and possible agenda items – The meeting is Friday, September 13, 2013 which is the second budget meeting. The next regular meeting will be October 10, 2013. Agenda items will include continued discussions on any 2013 budget to actual issues and funding for future Highway facility projects and potential bonding.

Meeting Schedule for Finance and County Board through the end of 2013:

Friday, September 13, 2013- Finance-Budget Meeting-8:30 AM
Monday, September 16, 2013-Finance-Budget Meeting-8:30 AM
Wednesday, September 18, 2013-Finance-Budget Meeting-8:30 AM
Tuesday, October 8, 2013-County Board-Regular Meeting-7:00 PM
Thursday, October 10, 2013-Finance-Regular Meeting-8:30 AM
Tuesday, October 22, 2013-County Board-Budget Public Hearing-7:00 PM
Tuesday, November 5, 2013-Finance-Supervisor Amendment Meeting-9:00 AM
Tuesday, November 12, 2013-County Board-Regular Meeting (Budget)-7:00 PM
Thursday, November 14, 2013-Finance-Regular Meeting-8:30 AM
Tuesday, December 10, 2013-County Board-Regular Meeting-7:00 PM
Thursday, December 12, 2013-Finance-Regular Meeting-8:30 AM

19. Payment of Invoices-After review of the invoices, a motion was made by Hanneman/Mode to approve the payment of invoices totaling \$649,716.72. The motion passed 5-0.

20. Adjourn – A motion was made by Molinaro/Mode to adjourn 9:45 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll