

Jefferson County
Finance Committee Minutes
March 14, 2013

Committee members: Braugher, James B. (Excused)
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 except for James Braugher. Staff in attendance were Gary Petre, Brian Lamers, Tammy Worzalla, Phil Ristow and Bill Kern. Members of the public in attendance was Lydia Statz (Daily Union)
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that notice for the meeting complied with the Open Meeting Law.
4. **Review of the agenda**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for February 26, 2013** – A motion was made Mode/Molinaro to approve the minutes for February 26, 2013 as drafted. The motion passed 3-0. Jennifer Hanneman abstained.
7. **Communications** – None
8. **Discussion and possible action for the Donation Policy for the County.** Motion was made by Molinaro/Hanneman to approve the Donation Policy with wording changes to fundraising to include that if a fundraising event is not part of the budget, it would require the department to get approval by the department’s committee. The revised policy is to be sent to the Administration and Rules Committee. The motion passed 4-0.
9. **Discussion and possible action regarding approval of a BP fuel card in the amount of \$400 for Donna Haugom (Emergency Management).** This card was apparently issued during the floods in 2008, but had not previously gone through the formal approval process. A motion was made by Mode/Hanneman to approve the BP fuel card in the amount of \$400. The motion passed 4-0.
10. **Review and discussion regarding the Purchasing Ordinance wording for RFP’S.** Gary Petre explained his proposal to change the wording to take out in Section 8 the wording “where feasible” and add “if in the County’s best interest”. Discussion took place regarding the wording. Dick Jones recommended Phil Ristow and the Finance Department review the Ordinance. It was also discussed that the Finance Department send the Ordinance to the department heads to review and provide feedback.
11. **Review and discussion regarding the 2014 budget.** Gary Petre explained that the timeline was reviewed. He explained that Human Resources had sent out a letter to the department heads for any position changes and reclassifications for the 2014 budget. Brian Lamers stated that the spreadsheet was sent to the department heads to update the 5-year capital plan for their departments.

- 12. Review and discussion regarding the 2013-2015 State budget.** Jim Mode had updated the committee regarding the Human Services department and the potential loss of approximately \$250,000 and also that CCS must deliver the services on a regional level in order to receive additional funding greatly needed for the program. At this time, there really is no clarification as to the meaning of regional level. Brian Lamers explained the shared revenue, general transportation and local road improvement programs will be flat. The Highway routine maintenance agreement will have an increase in funding, however, that is a direct reimbursement from WisDOT.
- 13. Discussion of the impact of the Sequester.** A document was handed that tried to state what the impacts would be to Wisconsin. There is an uncertainty on how the sequester will impact the County at this time.
- 14. Discussion regarding the County's 5-year plan.** Gary Petre stated that the estimate came back from Ehlers to do a 5-year projection for the county at a cost of \$11,000. Discussion took place on the Finance Department preparing a 5-year projection. It was decided that the Finance Department would put together the projection.
- 15. Update on contingency fund balance-**Brian Lamers directed the Finance Committee to the schedule showing the current balance of the 2013 general contingency of \$400,000, the other contingency for wage increases as \$250,000 and the vested benefits of \$265,000.
- 16. Set future meeting schedule, next meeting date, and possible agenda items-**The next regular meeting is for April 11, 2013. Agenda items will include an update on the 2014 budget and review of the calendar for future Finance Committee meetings.
- 17. Payment of invoices-** After review of the invoices, a motion was made by Hanneman/Molinaro to approve the payment of invoices totaling \$402,000.44 and \$2,772.20 for Committee per diems. The motion passed 4-0.
- 18. Adjourn-**A motion was made by Hanneman/Mode to adjourn 9:50 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

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