

Jefferson County
Finance Committee Minutes
May 9, 2013

Committee members: Braughler, James B.
Hanneman, Jennifer -Absent
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 Jennifer Hanneman. Staff in attendance was Kathi Cauley, Phil Ristow, Brian Lamers, Tammy Worzalla, Roland Welsch, Dave Diestler and Bill Kern
3. **Certification of compliance with the Open Meetings Law** – Kathi Cauley certified that notice of the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – Move item #21 after #8
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for April 11, 2013.** A motion was made by Braughler/Molinaro to approve the minutes of April 11, 2013 with changing item #13 from \$401,806 to \$481,806. The motion passed 4-0.
7. **Approval of Finance Committee minutes for April 18, 2013.** A motion was made by Mode/Braughler to approve the minutes of April 18, 2013 as drafted. The motion passed 4-0.
8. **Communications** – None
9. **Monthly Finance Report for Finance Department.** Brian Lamers explained the examples and the Finance Committee decided how they would like to see the monthly Finance Department Report. A motion was made on what format they would like to see the monthly report of the Finance Department budget by Molinaro/Mode. The motion passed 4-0.
10. **Discussion and approval of out of state travel for the National Association for Court Management conference in San Antonio, TX from July 14-18, 2013 for Carla Robinson.** A motion was made by Mode/Braughler to approve the out of state travel for Carla Robinson for the National Association for Court Management. The motion passed 4-0.
11. **Discussion regarding the selection of a phone provider audit.** Roland Welsch explained the phone system and contracts with ATT are up or going to be up soon. In the past there have been companies that have come and audit the billing taking a portion of savings and findings as their payment. Roland explained that they have talked to about 5 companies and based on information that Telecom Fitness Inc. had former ATT employees and would

like to contract with them to provide these services. The Committee felt this was a good idea to have Roland move forward with the agreement with Telecom Fitness Inc. No action was taken.

- 12. Discussion on vehicle reporting.** Kathi Cauley handed out an example of what Human Services reported to their Committee. Kathi explained that there should be an online sign up for vehicles. A discussion took place that the Department Heads that have vehicles were to report on the vehicle usage. No action taken.
- 13. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Brian Lamers passed out an updated funding sheet to the Committee for discussion with an updated available balance and updated cost and estimates. Bill Kern explained that the outlying shop probably would not happen this year. With the cost removed from the balance there would be enough funds available pending approval of the County Board to fund the Architect fees for the Main Shop, the Architect fees for the 2 outlying shops, and the demolition of the Countryside building.
- 14. Review and Discussion regarding the 2014 Budget.** Brian Lamers explained that we are on track with the 2014 budget calendar. May 3rd was the deadline for the departments to get their MIS request to the MIS department, Roland had sent out an email to all departments and noted that only about half the departments had turn them in already.
- 15. Discussion and approval to the changes to the Purchasing Ordinance.** Phil Ristow had passed out some emails that were received from some of the Department Heads. He also explained that Bill Kern would like to take more time to review it. He explained some of the wording to be changed. Discussion took place on holding this until the new Administrator comes on board and may have changes or suggestions on the policy. No Action.
- 16. Review and discussion on the 2012 Unaudited Comprehensive Annual Financial Report (CAFR).** Brian Lamers explained that one of the changes will include a reduction in revenue of \$306,206 to Business Unit 33 Revolving Loan Fund-Community Development Block Grant (CDBG). In 2012 expenditures of \$306,206 incurred but the revenue had not come in from Department of Commerce so a receivable and revenue was set up. Under the Generally Accepted Accounting Guidelines, we only had until 4/30/13 to recognize the revenue and it was believed those funds would come in by that time, but they hadn't. So the revenue will be recognized in 2013. There was also a reduction of unassigned fund balance and an addition to restricted fund balance of \$479,653.88. This was due to in the past the amount of Revolving Loan balance receivable from business owners was never restricted and should have been because that balance is not part of the County funds. This will reduce the \$1.9 million that is carried from 2012 into the 2014 budget to approx. \$1,186,000. Brian explained that the County is in good financial position with closing year end 2012. The auditors will be presenting the audited CAFR at the July 2013 County Board meeting and will discuss the financial position of the County.
- 17. Review and discussion on the Draft 5-Year Budget Projections.** Brian Lamers passed out the 5-year capital request from the departments. He pointed out some of the items on the report and explained the capital request. Brian stated that the projects and estimates can be changed if the Committee feels they should be.

- 18. Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers explained with the current process being put in place for departments to report monthly to the committees that we would start requesting those reports to analyze variances since they would know their departments better.
- 19. Discussion and possible action on a contingency fund transfer (Account 9802.599901) of \$401 to ICC Business Unit (Account 1213.532335). In 2012 the Business Unit was closed into Fund Balance and should have been carried over.** A motion was made by Mode/Braughler to approve the transfer of contingency of \$401 to BU 1213. The motion passes 4-0.
- 20. Discussion and possible action of contingency transfer (Account 9802.599908) of \$147,710 to various department wages and benefits to cover the additional cost of implementation of the new steps in the wage study.** A motion was made by Molinaro/Braughler to approve the transfer of contingency in the amount of \$147,710 for additional wage steps with the understanding that this does not include Highway Department's funds for added equipment operator amounts or the additional 5% for winter maintenance. The Highway Department will have to calculate the amount and come back at a later date for a contingency transfer. The motion passed 4-0.
- 21. Discussion and possible action of contingency transfer (Account 9802.599901) to Fair Park (Account 6901.594820) of \$19,500 for highway signage on state highways.** Dave Diestler explained the cost and the need for the sign. He stated there have been complaints from people that do not know how to get to the fair park. A motion was made by Molinaro/Mode to approve the transfer of contingency in the amount of \$19,500 signage for the Fair Park. The motion passed 4-0.
- 22. Discussion and possible action on bid opening of foreclosed properties.** No bids were received at this time.
- 23. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$367,026 which will be reduced by the amount of \$401 from item number 19 above (ICC) and \$19,500 from item number 21 (Fair Park Signage) bringing the amount down to \$347,125 the other contingency for wage increases as \$250,000 which will be reduced by the amount of \$147,710 from item number 20 (Step Increases) bringing that amount down to \$102,290 and the vested benefits of \$265,000.
- 24. Set future meeting schedule, next meeting date, and possible agenda items** – The next month's regular meeting is Thursday, June 13, 2013. Agenda items will include continued discussions on the 2014 budget, presentation of Audited CAFR, any 2013 budget to actual issues, preliminary setting of rates for dental insurance, funding for future Highway facility projects, discussion on vehicle usage and bid opening for foreclosed properties.
- 25. Payment of Invoices**-After review of the invoices, a motion was made by Mode/Braughler to approve the payment of invoices totaling \$843,032.75. The motion passed 4-0.
- 26. Adjourn** – A motion was made by Braughler /Mode to adjourn at 9:55 a.m. The motion passed 4-0.

Respectfully submitted,

James Braugher
Finance Committee
Jefferson County
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