

Jefferson County
Finance Committee Minutes
March 12, 2014

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

1. **Call to order** – Richard Jones called the meeting to order at 10:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Brian Lamers, Phil Ristow and Stacey Jensen.
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**-No changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for February 25, 2014.** A motion was made by Mode/Braughler to approve the minutes of February 25, 2014. The motion passed 4-0, Jennifer Hanneman abstained.
7. **Communications** –A copy of the proposed Budget Calendar was passed out to the Committee.
8. **Discussion and possible action on increasing fees for passport photos from \$10 to \$12.** Brian Lamers explained that the cost of the film needed for passport photos has increased. A motion was made by Molinaro/Hanneman to recommend approval of the fee increase and to forward to the County Board for approval if needed. The motion passed 5-0.
9. **Discussion and possible action on approving out of state travel for Child Support department.** Stacey Jensen stated that there is an opportunity for an additional staff member to go to a conference in Portland, Oregon with the fees for the membership and conference cost being covered by a scholarship if awarded. Currently through the budget there are 2 staff members approved that may also be covered under the scholarship. The flight and the meals would be covered under the savings from the approved staff with the award of the scholarships. A motion was made Molinaro/Mode to approve out of state travel for an additional staff member. The motion passed 5-0.
10. **Discussion and possible action on changes to the Rules for Reimbursement of Expenditures.** Ben Wehmeier and Brian Lamers went through the changes that were proposed. A motion made Braughler/Hanneman to recommend approval of the changes and to forward to the County Board for approval. The motion passed 5-0.

- 11. Monthly Finance Report for Finance Department.** Brian Lamers went through the January 2014 report.
- 12. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier stated that the demolition should be complete by the end of the month. Discussions have been taking place with Ehlers on the timeframe for the 2014 bonding issue. Ben also stated there are several Highway facility packages that are currently being bid on.
- 13. Review and discussion on 2014 projections of budget vs. actual.** Brian Lamers explained that with the County currently in the process of closing 2013, it was too early in the year for projections for 2014. However, nothing has been flagged for areas of concern.
- 14. Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2014 general contingency of \$543,473 and the vested benefits balance of \$275,000.
- 15. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday, April 10, 2014 at 8:30 am. Agenda items will include an update on the Highway projects and a projection of budget vs. actual.
- 16. Payment of Invoices**-After review of the invoices, a motion was made by Mode/Braugler to approve the payment of invoices totaling \$674,639.39. The motion passed 5-0.
- 17. Adjourn** – A motion was made by Hanneman/Mode to adjourn 10:45 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll