

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 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Phil Ristow and Tammy Worzalla.
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 March 12, 2014.** A motion was made by Molinaro /Hanneman to approve the minutes of March 12, 2014. The motion passed 5-0.
7. **Communications** –None
8. **Discussion and possible action on funding for Citrix Safe Remote Connect System.** A motion was made by Mode/Hanneman to recommend approval by the County Board for SHI to provide option 3 which will be funded through the departments based on number of users and if the department goes over budget due to this additional charge it would come back to Finance for a contingency transfer. The motion passed 5-0.
9. **Discussion and possible action to approve a credit card to Genevieve Borich, Economic Development Director.** Ben explained that Genevieve, the new hire to replace Dennis Heling, is in need of a credit card for travel expenses. A motion was made by Molinaro/Braughler to approve the issuing of a new credit card for Genevieve Borich with the credit limit amount of \$3,000. The motion passed 5-0.
10. **Discussion and possible action on approving out of state travel for Finance department.** Tammy Worzalla discussed that a scholarship was awarded to Cindy Diestelmann for the cost of the conference fees to attend the GFOA (Government Financial Officers Association) in May. Other staff is already driving there and a hotel room can be shared so there will be no additional travel or lodging costs. The only additional cost would be for meals. A motion was made by Hanneman/Mode to approve out of state travel for an additional staff member. The motion passed 5-0.
11. **Discussion and possible action to approve the Debt Service Policy.** Ben explained that this is our current policy in written form. The Finance Department was looking for a formal

policy to include with our budget. A motion was made by Mode/Hanneman to recommend approval of the Debt Service Policy to the County Board in May. The motion passed 5-0.

- 12. Discussion and possible action to approve the Treasurer to open of a new bank account.** Ben discussed the need for a new account to be set up the handle direct deposits and withdrawals to further protect our main account. Motion was made by Hanneman/Mode to approve the Treasurer to open a new bank account. The motion passed 5-0.
- 13. Monthly Finance Report for Finance Department.** Tammy Worzalla went through the February 2014 report.
- 14. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben discussed that the next set of bonds are projected to be sold around July or August. The bid packages are being reviewed and will be forwarded to the County Board. The construction only for the new facility is projected to be around \$13.4 million. The goal is to keep the total cost of construction of the facility, a salt shed, and extra incidentals to approximately \$15 million.
- 15. Review and discussion on 2014 projections of budget vs. actual.** Ben explained that we only have two months to look at which can have many variations. He has noticed that the Sheriff's Department has already had a lot of training for February which has resulted in overtime to keep the staff up to minimums during those times.
- 16. Update on the 2015 budget process.** Discussion took place that the employee reclassification letters were sent out by HR and new position requests were due to HR from the departments by April 24th.
- 17. Update on contingency fund balance.** Tammy Worzalla 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.
- 18. Set future meeting schedule, next meeting date, and possible agenda items –** The next meeting is Thursday, May 8, 2014 at 8:30 am. Agenda items will include an update on the Highway projects and a projection of budget vs. actual.
- 19. Payment of Invoices-**After review of the invoices, a motion was made by Mode/Hanneman to approve the payment of invoices totaling \$613,486.74. The motion passed 5-0.
- 20. Adjourn –** A motion was made by Hanneman/Mode to adjourn 9:20 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/tlw