

Jefferson County
Finance Committee Minutes
November 13, 2014

Committee members: Braughler, James B (Vice Chair) Poulson, Blane
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

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, Blair Ward, Tammy Worzalla, John Jensen and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Review of the agenda**-No Changes
5. **Citizen Comments** – None
6. **Approval of Finance Committee minutes for October 9th, 2014.** A motion was made by Hanneman/Poulson to approve the minutes of October 9th, 2014. The motion passed 5-0.
7. **Communications** –It was just noted that the November 4th meeting was canceled due to no budget amendments.
8. **Monthly Financial Report for September 2014-Finance Department.** Lamers went through the September 2014 report. Nothing unusual noted.
9. **Monthly Financial Report for September 2014-County Clerk.** Nothing unusual noted.
10. **Monthly Financial Report for September 2014-Treasurer.** Lamers went through the report and explained that the interest on taxes and investment is below budget around \$61,000 however, the fair market value adjustment through September is approximately a positive \$97,000. Looking at collections in October for interest on taxes collected, this was about \$100,000 which should bring them closer to where they need to be to meet budget.
11. **Monthly Financial Report for September 2014-Child Support.** Lamers explained that the revenues are reimbursed quarterly so it is hard to determine what we will be receiving. The federal and state reimbursement is approx. 67% and there are usually no issues with expenditure overages. We have just received the third quarter and based on the analysis, they should be well under budget at year end.
12. **Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated that it was on task but there may be some use of contingency funds. There will be a joint meeting of the Highway and Infrastructure Committee set up to discuss the outlaying shops. The cost approved per shop was \$900,000. In January, there will be discussion with Ehlers on the next bonding issue. There was only one bid received by Maas Brothers for the salt sheds at \$871,000 each with the estimate being \$800,000. The county will work with the

WDOT to determine if we should go ahead with that bid. If we go out for bid again the price could be more.

- 13. Review and discussion on 2014 projections of budget vs. actual.** Lamers stated there is a concern with Register of Deeds revenues being down from the projected budget, currently the estimate is about \$50,000 to \$60,000. Lamers stated that the Sheriff is tracking at about a \$150,000 deficit for October but there are many variables that could change that result and many factors to consider in the estimate. A majority comes from the Jail with revenues being down and overtime. Discussion on the Treasurer was with the monthly financial report. Discussion regarding the Corp Counsel office and the overage that will have to be covered with the vested benefits contingency from retirement payouts.
- 14. Discussion and possible action on a contingency transfer for resolution for wage adjustment for Sworn, Non-represented Sheriff's Department Employees for 2014.** Wehmeier explained this is to match historically with the other county employees received when they started paying the employee portion of the Wisconsin Retirement System. It is anticipated that the Sheriff will not have any remaining funds in their current budget, therefore a contingency transfer is needed to pay for this resolution if approved by the County Board. After further discussion a motion was made by Braughler/Poulson to transfer from contingency in the amount of \$15,882 for the wage adjustment. The motion passed 5-0.
- 15. Discussion and possible action to recommend the resolution to reauthorize self-insuring workers' compensation liability.** Wehmeier explained that it is a requirement for the County Board to pass a resolution every three years to be self-insured with the Department of Workforce Development. He explained that the county works with an outside consultant to come up with an estimated premium from an outside provider. The county in the past 3 years has spent \$680,061 for claims. If the county would utilize an outside insurance provider the consultant came up with an estimate for 3-years to be \$1,860,885. A motion was made by Braughler/Hanneman to recommend the resolution to reauthorize self-insuring worker's compensation liability. The motion passed 5-0.
- 16. Discussion and possible action to recommend the resolution to consolidate employee dishonesty bonding insurance.** Discussion took place as to the current coverage that the county maintains and the cost and what the recommended change would be as discussed in the resolution. The estimate has not been received by the county yet with the changes that are being proposed. A motion was made by Schroeder/Poulson to recommend the resolution to consolidate employee dishonesty bonding insurance with the understanding that if the cost was a lot more than the current cost, that the Finance should hold another meeting to discuss before bringing it to the County Board. The motion passed 5-0.
- 17. Discussion and possible action regarding the investment policy for the County.** Lamers explained to the Committee the last time that a RFP went out for Investment Advisory Services was the end of 2006 and went through the fees at that time of the three responses. Discussion took place on our current advisor and the services we are now receiving. Jones felt that we should be going out for RFP again since it has been so long. The discussion took place as to when the responses are received that they will have to be looked at closely because of the difference between each advisory service. A motion was made by Jones/Hanneman that we go out for RFP for Investment Advisory Services. The motion passed 5-0.

- 18. Discussion regarding carryover request.** Lamers explained that we usually at this time ask the departments to do a preliminary non-lapsing carry over request which is hard for some of the departments to calculate and then we ask after year end to do a final. The question was asked to the committee if they feel if it is necessary for a preliminary request. The budget carryover policy was approved this year which states what should be allowed to be carried over. Most of the requests are restricted or by state statute. The committee after discussion agreed that the preliminary request was not needed to be presented to the committee.
- 19. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2014 general contingency of \$415,540, with the approval of item #14 would reduce the balance to \$399,658 and the vested benefits balance of \$275,000. Lamers explained that there are a couple of potential contingency transfers in 2014. The resolution to fund the secure remote access project (Citrix) was approved at County Board for \$162,605.13 with \$92,000 from carryover funds from Human Services and a transfer of the balance required from contingency at the end of the year for the various departments impacted. The other possible transfer would be for the Sheriff Department to cover the overage in salaries with the contract settlement if needed at year end. The vested benefits may need to be used in the Corp Counsel office with the payout of the retired Corp Counsel and the upcoming payout to the Assistant Corp Counsel.
- 20. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday, December 11, 2014 at 8:30 am. On the next regular meeting the agenda items will include an update on the Highway projects and projections of budget vs. actual. It was agreed upon that the meeting to close the books and approve the carryovers will be on March 6, 2015 at 8:30am.
- 21. Payment of Invoices**-After review of the invoices, a motion was made by Hanneman/Schroeder to approve the payment of invoices totaling \$736,845.66 for the main review and \$3,475,821.14 for the other payments and payroll deductions. The motion passed 5-0.
- 22. Adjourn** – A motion was made by Hanneman/Schroeder to adjourn at 9:35 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll