

Jefferson County
Finance Committee Minutes
May 14, 2015

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 8:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward and Brian Lamers. Others present were Ellen Roberts, Mark Mirsberger, Joe Veranth and Matt Slowinski from DANA Investment Advisors, also were Jeff Schroeder, Michelle Binns and Brian Della from PFM Asset Management LLC.
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. **Public Comments** – None
6. **Approval of Finance Committee minutes for April 9th, 2015.** A motion was made by Poulson/Hanneman to approve the minutes of April 9th, 2015. The motion passed 5-0.
7. **Communications** –None
8. **Presentation from DANA Investment Advisors.** Information was passed out by DANA Investment Advisors. Copy can be viewed in the County Clerk Office.
9. **Presentation from PFM Asset Management LLC.** Information was passed out by PFM Asset Management LLC. Copy can be viewed in the County Clerk Office
10. **Discussion and possible action on RFP's for Investment Services.** Jones had asked staff for their recommendation. Staff unanimously agreed that they felt DANA would be the recommendation. The Committee also felt DANA was the best choice for the County. Lamers passed out the draft Resolution and Contract to bring forward to the County Board. The Committee recommended a couple changes and directed staff to make necessary changes to the draft. A motion was made by Schroeder/Poulson to recommend to the Treasurer transitioning from our current Investment Advisor to DANA Investment Advisors, with confirmation that a contract to be forwarded to the County Board. The motion passed 5-0.
11. **Discussion and possible action on Purchase Card Policy and Procedures (P-Cards).** Lamers talked about the P-Card program explaining that the departments are starting to use them more. We will be training on the SmartData system that JP Morgan has available for the County to use and we are working with MIS to integrate with the JD Edwards Financial system. Discussion took place on the cards, limits on the cards and the uses of the cards. Lamers stated since we started in Finance paying for items with the P-Cards we have spent over \$978,000 on the card which gave us a rebate of 1.59% or \$15,558 rebate. Ward

expressed concern about the purchases prohibited with the purchase card in the policy. The committee requested Ward to work on the wording of the policy. Wehmeier explained there is a listing of prohibited purchases that are put in place by JP Morgan Chase and charges will not be accepted on certain categories. A motion was made by Poulson/Braughler to approve the Purchase Card Policy and Procedures (P-Cards) with possible wording changes to the listing of prohibited purchases by Corporation Counsel. The motion passed 5-0.

- 12. Monthly Financial Report for March 2015-Finance Department.** Lamers stated that there is really nothing out of the ordinary for the Finance Department.
- 13. Monthly Financial Report for March 2015-County Clerk Department.** Lamers pointed out that in BU 1202 Elections the expenses are higher because most of the maintenance on the election machines was paid in the beginning of the year.
- 14. Monthly Financial Report for March 2015-Treasurer Department.** Lamers stated that interest on taxes is higher than anticipated but that usually drops somewhat in summer. Currently it is at about 42% of the annual budget. Regular interest on investments is below budget by about \$28,000. Also noted was the fair market value adjustment of a positive \$84,500 which is adjusted monthly.
- 15. Monthly Financial Report for March 2015-Child Support Department.** Lamers stated revenue is low because we usually only receive state payments quarterly.
- 16. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated we received the remaining bonding funds this week. Lamers stated most of the subcontractors are paid except for the remaining paving and some smaller payments. We still have some remaining payments to Maas Construction and Sigma Group.
- 17. Review and discussion on 2015 projections of budget vs. actual.** Lamers stated at this point looking at March there is nothing out of the ordinary to report with being this early in the year. MIS is above their budget at this point and will continue to monitor it, mostly due to maintenance cost and other costs paid in the beginning of the year.
- 18. Update on the State Budget.** Wehmeier stated that the message was clear there is no new revenue. Joint Finance is continuing to meet and hoping to wrap up in June. Wehmeier discussed with the committee regarding the dissolving of the State Property Insurance which was voted on 16-0. WMMIC is moving forward with the combination of 3 companies to provide insurance to some municipalities.
- 19. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$441,049 however, with the approval of for fiber optic projects there is a possible reduction of \$86,191 and the vested benefits balance of \$270,000. Lamers discussed there has been 5 retirements in the Health department with a substantial payout for benefits. Wehmeier stated that currently there is enough carryover in the Health department from the prior year that we would look at using those funds to offset the payout.
- 20. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday June 11, 2015 at 8:30 am. The agenda items will include an update on the Highway projects, projections of budget vs. actual, updates on the state budget and initial discussion on the 2016 budget.

21. Payment of Invoices-After review of the invoices, a motion was made by Hanneman/Braugler to approve the payment of invoices totaling \$551,653.43 for the main review and \$2,882,491.04 for the other payments and payroll deductions. The motion passed 5-0.

22. Adjourn – A motion was made by Hanneman/Schroeder to adjourn at 10 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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