

Jefferson County  
Finance Committee Minutes  
December 12, 2017

Committee members: Jones, Richard (Chair) Kutz, Russell  
Rinard, Amy Jaeckel, George  
Hanneman, Jennifer (Vice Chair)

1. **Call to order** – Richard Jones called the meeting to order at 4:01 p.m.
2. **Roll call (establish a quorum)** – All committee members were present. No other County Board members were present. Staff in attendance were Ben Wehmeier, Blair Ward, Marc DeVries, John Jensen, Connie Freeberg, Barb Frank and Joe Nehmer. Members of the public present were Mark Lefebvre and Jennifer Dekray.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that the notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**- No changes.
5. **Approval of Finance Committee minutes for November 9, 2017.** A motion was made by Hanneman/Rinard to approve the November 9, 2017 minutes. The motion passed 5-0.
6. **Communications** – DeVries handed out a supplement to item number 12 on the agenda.
7. **Public Comments** – None.
8. **Discussion and possible action on foreclosing on tax delinquent properties.** The Committee reviewed the listing of tax delinquent properties provided in their packets. Blair Ward, Corporation Counsel explained the status of each of the properties to the Committee. Motion by Jones/Jaeckel to foreclose on all properties except for 1, 5, 16, 17, 31, 32, and 34, pending the receipt of any payments for these properties that have cleared the bank. If payment does not clear the bank, the properties will be foreclosed on. Motion passed 5-0. Moved by Hanneman/Rinard to authorize Corporation Counsel to foreclose on any outstanding 2016 properties that have not been foreclosed. Motion passed 5-0.
9. **Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties.** No action taken.
10. **Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties.** The Committee voted to convene into closed session. Moved by Jones/Rinard to convene into closed session. Motion passed 5-0 by roll call vote.
11. **Reconvene in open session.** The Committee voted to reconvene into open session. Moved by Jaeckel/Hanneman to reconvene into open session. Motion passed 5-0.

- 12. Discussion and possible action to extend current contract with Tyler Technologies and authorize contingency transfer** – Finance Director DeVries explained that the implementation of the Payroll and Human Resource modules in the new ERP system was running concurrently with the Financial modules. During implementation of the Payroll related modules it became apparent that the base package that the County had purchased was not sufficient to allow for the complex timekeeping and reporting needs associated with a 24-hour union shop such as the Sheriff’s Office. Using the base package the County purchased, while possible, would perpetuate manual timekeeping systems that currently exist and also would limit the County’s ability to track detail by specific pay type (such as types of overtime) in the system. Internal discussions among staff followed regarding whether there was a single system that was capable of including all timekeeping activity exclusive of the Highway Department and Department of Human Services (DHS) which already have systems that are uniquely tailored to the needs of those departments. It was discovered that the current Kronos system was not capable of this. The EDALs system used by DHS may be capable, however without further research and development staff could not be certain. There were two other systems that staff found are capable of meeting the County’s needs, Kronos Workforce Ready and Tyler Executime. Further, staff discovered that both packages also offered robust scheduling modules that could be integrated with timekeeping and could replace the software currently used in the Sheriff’s Office. The County formed an ad hoc committee consisting of members of Finance, Human Resources, Human Services, and the Sheriff’s Office to evaluate the two systems, finding that functionality did not vary significantly between the two. Based on price, and the fact that all data would be housed within one system (single entry point), the ad hoc committee is recommending to approve Executime, with funding of \$60,000 coming from 2017 contingency and \$60,000 coming from 2018 contingency. Ongoing maintenance fees beyond 2018 would almost be completely offset by the savings generated from no longer using the Kronos and ScheduleSoft applications. Discussion ensued on how to determine the proper vendor. Moved by Rinard/Jaekel to recommend to the County Board to extend the contract with Tyler to include the Executime product. Motion passed 5-0.
- 13. Discussion and possible action on amending County Ordinance 2008-12 – Ordinance Establishing Approval Authority and Bill Payment Procedure** – Finance Director DeVries explained that during the past few months the committee has been discussing how best to pay bills with the new ERP software. DeVries discovered an ordinance that was passed in 2008 that set forth procedures for bill payment. DeVries explained that the new system incorporated a system of electronic approvals and controls that allows for tighter security over County assets and a better audit trail. In past sessions the Committee viewed some of the security and audit functions of the new system. The functionality of the new system is changing the way the County does business and allowing for the restructuring of positions to become more strategic and less transactional in nature. However along with this shift, business processes must be streamlined and standardized to accommodate new responsibilities. As a result, the Finance Department is requesting the Committee to approve an amendment to County Ordinance 2008-12 that allows for weekly payment of claims against the County with retrospective oversight from the Finance Committee. A motion was made by Jaekel/Hanneman to forward the amended ordinance to the Board. The motion passed 5-0.
- 14. Discussion on transitioning purchasing card services from JP Morgan Chase to US Bank** – Finance Director DeVries explained that the purchasing card consortium that the County participated in recently embarked on a series of negotiations with its current vendor JP Morgan Chase to realize rebates that were competitive with those of the State’s purchasing card vendor (US Bank). The negotiations were unsuccessful and as a result the consortium is switching vendors to US Bank effective May 1, 2018, with the option to transition as of March 1, 2018 for participating

governments that chose to do so. DeVries is currently investigating how this translates into workload for Finance Department staff and will decide on a date in the near future. This item is informational only and no action was taken.

- 15. Review of the financial statements and department update for October 2017-Finance Department.** DeVries stated overall Finance is tracking well with budget.
- 16. Review of the financial statements and department update for October 2017-Treasurer Department.** DeVries stated that interest on taxes is higher than expected. Interest and dividends are also higher than budgeted, but the Treasurer's office continues to have a loss on its Fair Market Value Adjustment.
- 17. Review of the financial statements and department update for October 2017-Child Support Department.** DeVries stated revenue comes in quarterly which will usually be off from budget estimates.
- 18. Discussion on 2017 projections of budget vs. actual.** DeVries explained there were no areas of immediate concern.
- 19. Update on contingency fund balance.** DeVries directed the Finance Committee to the schedule showing the current balance of 2017 general contingency funds of \$400,112. The other contingency fund balance is \$8,000 and the vested benefits balance is \$290,000.
- 20. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities.** Wehmeier discussed the progress on the new highway satellite shops. Construction is progressing with the goal to be completed by the end of the year or shortly after.
- 21. Set future meeting schedule, next meeting date, and possible agenda items.** The next regular meeting was scheduled for Thursday January 18, 2018. Potential items for discussion are purchasing policy parameters.
- 22. Payment of Invoices-**After review of the invoices, a motion was made by Jaeckel/Kutz to approve the payment of invoices totaling \$3,323,249.23. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Jaeckel/Rinard to adjourn at 6:32 p.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz  
Finance Committee  
Jefferson County  
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