Jefferson County Finance Committee Minutes June 9, 2020

Committee members: Jones, Richard (Chair) Rinard, Amy Jaeckel, George (Vice Chair) Kutz, Russell (Secretary) Nelan, Conor

- 1. Call to order Finance Committee Chair Richard Jones called the meeting to order at 8:30 a.m.
- 2. Roll call (establish a quorum) Finance Committee members present were Richard Jones, George Jaeckel, Russell Kutz, Conor Nelan and Amy Rinard. Other board members present were Walt Christensen and Anita Martin. Staff in attendance were County Administrator, Ben Wehmeier; Finance Director, Marc DeVries; Assistant Finance Director, Tammy Worzalla; Human Resources Director Terri Palm, Human Services Director Kathi Cauley, Family Resource Division Manager Brent Ruehlow, and Paralegal Sarana Stolar. Members of the public present were Jacob Lenell and Jordan Boehm of CliftonLarsonAllen.
- **3.** Certification of compliance with the Open Meetings Law Finance Director DeVries certified compliance with the Open Meetings Law.
- 4. Approval of the agenda The agenda was approved.
- **5.** Approval of Finance Committee minutes for May 14, 2020 A motion was made by Rinard/Jaeckel to approve the minutes for May 14, 2020. The motion passed 5-0.
- 6. Communications None.
- 7. Public Comment None.
- 8. Presentation of the December 31, 2019 audit results by CliftonLarsonAllen Jake Lenell of CliftonLarsonAllen (CLA) reviewed the results of the annual audit. CLA has issued an unmodified (clean) opinion on the County's financial statements. There were no audit entries or internal control deficiencies to report. The County has adopted a new accounting standard that requires the disclosure of fiduciary activities. Also, the County changed its revenue recognition policy for nonexchange transactions.
- 9. Discussion and possible action on Accepting the Birth to Three Program Grant Family Resource Division Manager Brent Ruehlow explained that the County was fortunate to be awarded the Birth To Three grant. The grant will aid in the social-emotional development of children ages 0-3. Motion by Rinard/Nelan to approve the resolution accepting the grant award and recommend approval of this resolution to the Board of Supervisors. The motion passed 5-0.
- 10. Discussion and possible action on June Extension of Emergency Declaration Wehmeier explained that the Executive Committee had discussed the need to begin addressing how to reopen. One of the outcomes of the discussion was the need to extend the Emergency Declaration until the July board meeting, but with some provisions stricken. The recommendation from Wehmeier was to begin with striking the spending authority granted by the declaration. Removing this clause will

restore the authority to set legal spending limits back to the board and in some cases, the Finance Committee. Wehmeier noted that striking this provision does not restrict the County Administrator from making emergency purchases under the County's Purchasing Ordinance. Motion by Jaeckel/Kutz to approve the resolution extending the Emergency Declaration to the July Board of Supervisors meeting. The motion passed 5-0.

- **11.** Discussion and possible action on 2020 projections of budget vs. actual revenues and expenditures Wehmeier and DeVries gave a presentation on Financial First Aid which explained the financial plan to respond to the COVID crisis. No action was taken.
- **12.** Discussion and possible action on review of **2021** capital requests DeVries explained that no decisions have been made on the capital requests presented. No action was taken.
- **13.** 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 Wehmeier explained that a potential buyer had approached the County about the Ice Pump property on Racine Avenue in the City of Jefferson. The property would need to be advertised once more at the amount of the current tax/interest/penalty liability before we could negotiate any other amount. Motion by Jones/Rinard to direct the County Administrator to negotiate the sale of the property after meeting the legal requirement to advertise. The motion passed 5-0.
- 14. 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 and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County The Committee did not convene into closed session.
- **15.** Reconvene in open session for action on closed session items if necessary No action taken.
- **16.** Review of the financial statements and department update for April 2020 Finance Department No action taken.
- **17.** Review of the financial statements and department update for April 2020 Treasurers **Department** No action taken.
- **18. Review of the financial statements and department update for April 2020 Child Support Department -** No action taken.
- **19. Update on contingency fund balance** The balance of the 2020 contingency funds is \$568,824. There are currently no contingency funds budgeted in the other contingency line, and the vested benefits balance is \$300,000.

- **20.** Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities. Wehmeier updated the Committee on the progress of the old highway site.
- **21.** Set future meeting schedule, next meeting date, and possible agenda items The next meeting is scheduled for July 9, 2020 at 8:30 am.
- **22. Review of Invoices -** After review of the invoices, a motion was made by Jaeckel/Nelan to approve the payment of invoices totaling \$2,745,652.20. The motion passed 5-0.
- **23.** Adjourn A motion was made by Jaeckel/Kutz to adjourn at 10:50 a.m. The motion passed 5-0.

Respectfully submitted,

Russell Kutz, Secretary Finance Committee Jefferson County /mad