

Jefferson County  
Finance Committee Minutes  
February 7, 2008

Committee members: Buchanan, Ron (Chair)  
Mode, Jim  
Molinaro, John  
Rogers, Pamela  
Schmeling, Sharon L.

The meeting was called to order at 8:30 a.m. by Ron Buchanan. All committee members were in attendance. Also present were Dave Ehlinger, Barb Frank, Gary Petre, and Phil Ristow.

Gary Petre certified that the meeting was in compliance with the Open Meetings Law.

A motion was made by Mode/Molinaro to approve the minutes for the January 10, 2008 meeting. The motion passed 5-0.

Gary Petre and Phil Ristow presented the recommended draft resolution to (a) amend the purchase ordinance to allow the purchasing agent to purchase without bids from government contract sources and (b) consider waiver of bids from vendors offering better terms than government contract prices. A motion was made by Rogers/Schmeling to forward the resolution as amended by the Corporation Counsel to the County Board. The motion passed 5-0.

General discussion with both the committee and staff members present ensued regarding the following topics from the administrative audit.

1. Item 4.1-2a Develop standard financial summary report format for quarterly presentation to the County Board. This will be a task worked on by the County Clerk's office.
2. Item 5.1-1a Reassign responsibility for accounting and payroll functions to Administration. This project has been assigned to the Management Analyst to help facilitate the process.
3. Item 5.3-3a Eliminate government body/committee review of vouchers prior to payment. The departments that enter their own invoices into the JD Edwards system will be e-mailed to see how their home committee deals with review of invoices.
4. Item 5.3-3b Update policy regarding dollar threshold at which pre-approval of a voucher is required. The same e-mail as the above item will cover this topic.
5. Item 5.3-3c Develop a summary report of invoices paid for monthly distribution to oversight committees. A report is currently available and simply has to be modified for whatever department wishes to receive the report.
6. Item 5.3-4a Acquire scanners and image vouchers and supporting documentation in departments that directly enter accounts payable source data.

The County Clerk's office will work with the departments that do not currently scan vouchers to possibly implement with the 2009 budget.

7. Item 5.4-3a Seek bids for banking services

John Jensen discussed the current banking relationship with Premier Bank in regards to ease of interaction as well as minimal cost structure. General discussion on this topic ensued. A motion was made by Molinaro/Schmeling to remain with Premier Bank for banking services. The motion passed 3-0 with Jim Mode and Pamela Rogers abstaining due to possible conflict of interest.

John Jensen presented his quarterly investment review to the committee. No questions were brought regarding the current investments.

Barb Frank presented the proposal from Cambridge Integrated Services to remain as the third party workers compensation administrator for both 2008 and 2009. A motion was made by Rogers/Mode to recommend the contract as proposed by Cambridge to the County Board for their approval. The motion passed 5-0.

The committee received a brief demonstration from Barb Frank of the proposed voting system for the County Board. By general consensus, the committee requested that the funding for this purchase be placed on the February 14<sup>th</sup> agenda.

Barb Frank, Gary Petre, and Phil Ristow recapped a proposal from WMMIC (Wisconsin Municipal Mutual Insurance Company) and our insurance consultant (T.E. Brennan) to switch liability insurance coverage. WMMIC will analyze numbers and present a proposal at a future date regarding proposed savings as well as ownership investment needed by the County.

Dave Ehlinger recapped the need for an actuarial study regarding Other Post Employment Benefits (OPEBs) during 2008 under current accounting rules relating to retiree health insurance coverage. A motion was made by Rogers/Mode to contract with Milliman Inc for the range of \$2,500 to \$3,000 after Corporation Counsel has reviewed the contract. The motion passed 5-0.

A motion was made by Rogers/Schmeling to adjourn at 10:26 a.m. The motion passed 5-0.

Respectfully submitted,

Pamela Rogers  
Finance Committee Secretary  
Jefferson County