

Jefferson County
Finance Committee Minutes
April 10, 2008

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

The meeting was called to order at 8:31 a.m. by Ron Buchanan. All committee members were in attendance. Also present were Dave Ehlinger, Barb Frank, Gary Petre, Phil Ristow, and Paula Sumpter.

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

A motion was made by Schmeling/Rogers to approve the minutes of 3/13/08 as amended. The motion passed 5-0.

The District Attorney's office requested via e-mail a credit card for their office for instances where timely receipt of documents was needed for prosecution. A motion was made by Rogers/Mode to request a credit card from Premier Bank for the District Attorney's office with a credit limit of \$500. The motion passed 5-0.

The committee reviewed the tentative meeting schedule for 2008 and budget calendar for 2009. This item will be on the next agenda for approval by the new committee members.

Dave Ehlinger presented his request for overnight lodging at the Wisconsin Government Finance Officers Association (WGFOA) meeting in Janesville, WI in May 2008. Gary Petre indicated that Paula Sumpter may also be attending. A motion was made by Molinaro/Schmeling to allow overnight lodging for the County Clerk and Administration offices at the WGFOA conference in Janesville in May. The motion passed 5-0.

Dave Ehlinger presented the unaudited financial statements for 2007 in the format that Clifton Gunderson uses. Discussion ensued regarding the financial statements and audit field work beginning next week.

Barb Frank and Dave Ehlinger presented possible standard financial summary reports. After discussion, the committee agreed by consensus that the individual department heads should meet at least quarterly with their respective committees to discuss the revenue/expenditure reports currently being provided to the departments on a monthly basis.

Paula Sumpter briefed the committee on the status of the project for realignment of the financial function under the County Administrator.

Phil Ristow presented a draft ordinance for committee review of invoice procedures. Responses have been received from Countryside, Highway, and Human Services that need to be incorporated into the draft ordinance. A revised draft will be presented at the next meeting.

A motion was made by Rogers/Mode to approve payment of bills in the amount of \$387,830.14. The motion passed 5-0. Not included in that amount was a payment to "Shoe Box" for \$175 in relation to motorcycle boots. This item will be placed on the next agenda.

The next committee meeting was scheduled for Thursday, May 15th at 8:30 a.m. by consensus.

A motion was made by Molinaro/Schmeling to adjourn at 10:01 a.m. The motion passed 5-0.

Respectfully submitted,

Pam Rogers
Finance Committee Secretary
Jefferson County