

Jefferson County
Finance Committee Minutes
January 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, and Phil Ristow.

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

Under public comment, Rick Kuhlman (908 Steeplechase Dr, Watertown) spoke in opposition of providing funding for the County insert to the Jefferson County Official Guide.

Jim Mode indicated that the meeting minutes of 12/6/07 should be corrected to reflect Jim Mode as being a member and deleting Marv Munyon as a member. A motion was made by Mode/Rogers to approve the minutes of 11/7/07, 12/6/07, and 12/13/07 as amended. The motion passed 5-0.

Gary Petre and Donna Haugom informed the committee of the decision to move the Emergency Management offices physically into the Sheriff office. A request was made to transfer \$12,968.69 from the contingency fund as follows:

Emergency Mgmt (Bus Unit 51 and 52) office supplies	283.82
Emergency Mgmt (Bus Unit 51 and 52) small items of equipment	929.96
Emergency Mgmt (Bus Unit 51 and 52) computer equipment	2,052.60
Emergency Mgmt (Bus Unit 51 and 52) furniture and furnishings	6,102.31
Central Services (Bus Unit 1901) purchased construction services	<u>3,600.00</u>
Total	12,968.69

A motion was made by Rogers/Mode to approve the transfer as listed above from the contingency fund. The motion passed 5-0.

Yvonne Duesterhoeft, Dennis Heling, and Gail Towers-MacAskill presented their request to have the County place an insert in the Jefferson County Official Guide. A motion was made by Rogers/Molinaro to transfer \$11,000 from the contingency fund to the County Administrator's budget (Bus Unit 83) for the printing costs of these inserts. The motion passed 5-0.

Bill Kern presented a detailed handout on the Highway Department Equipment Fund. General discussion ensued regarding this handout. The committee requested that Bill share the report with the entire County Board.

Phil Ristow and Gary Petre discussed possibly revising the purchasing ordinance to allow the purchasing agent to purchase from various governmental contract sources as well as possibly waiving bids from vendors when vendor pricing is lower than contractual government sources. General discussion ensued regarding this topic. The committee requested that a draft of the proposed ordinance revisions be presented at the next committee meeting.

Sharon Schmeling indicated the methodology of the Administration and Rules Committee referring various items from the administrative audit to the various committees. General discussion with both the committee and staff members present ensued regarding the following topics:

1. Item 4.1-2a Develop standard financial summary report format for quarterly presentation to the County Board
2. Item 5.1-1a Reassign responsibility for accounting and payroll functions to Administration.
3. Item 5.3-3a Eliminate government body/committee review of vouchers prior to payment
4. Item 5.3-3b Update policy regarding dollar threshold at which pre-approval of a voucher is required
5. Item 5.3-3c Develop a summary report of invoices paid for monthly distribution to oversight committees.
6. Item 5.3-4a Acquire scanners and image vouchers and supporting documentation in departments that directly enter accounts payable source data.
7. Item 5.4-3a Seek bids for banking services

For items one through six, the committee requested that staff further discuss these issues and create recommendations for the committee. For the banking services item, the committee requested this item be added to the next committee agenda.

The quarterly investment review was not presented.

A motion was made by Rogers/Molinaro to pay bills in the amount of \$761,502.12. The motion passed 5-0.

The next meeting was set by consensus for Thursday, February 7th at 8:30 a.m.

A motion was made by Rogers/Mode to adjourn at 11:26 a.m. The motion passed 5-0.

Respectfully submitted,

Pamela Rogers
Finance Committee Secretary
Jefferson County