

Jefferson County
Finance Committee Minutes
July 9, 2015

Committee members: Braughler, James B (Vice Chair) Poulson, Blane
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward, Carla Robinson and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Review of the agenda**-No Changes
5. **Public Comments** – None
6. **Approval of Finance Committee minutes for June 9th, 2015.** A motion was made by Schroeder/Poulson to approve the minutes of June 9th, 2015. The motion passed 4-0 with Hanneman abstaining.
7. **Communications** –A copy of the CAFR and the Auditors Communications have been handed out to the Finance Committee. These will be addressed at the County Board next month.
8. **Discussion and possible action for out of state travel for four (4) Human Services employees that is grant funded.** Wehmeier explained the funding was 100% grant funded. A motion was made by Braughler/Poulson to approve out of state travel for Human Services employees. The motion passed 5-0.
9. **Discussion and possible action on resolution disallowing a claim received by Jefferson County for damages.** A motion was made by Poulson/Hanneman to disallow the claim received by Jefferson County for damages and to forward the resolution to the County Board. The motion passed 5-0.
10. **Discussion and possible action on resolution for budget amendment for rebate on P-cards and purchase of Administrative vehicle.** Lamers discussed that the county received a rebate from the P-card usage in 2015 of \$15,500 that was not budgeted. It was determined a good use of these funds would be to replace the current Administrative vehicle, but the total cost of the new vehicle would require an additional \$5,000 from contingency. A motion was made by Schroeder/Braughler to move the resolution to the County Board. The motion passed 5-0.
11. **Monthly Financial Report for May 2015-Finance Department.** Lamers stated that there is really nothing out of the ordinary for the Finance Department. Braughler asked about the registration fee being over budget. Lamers explained that we have to move the expenses for the Budget Award program which are part of the Administrative Department's costs.

- 12. Monthly Financial Report for May 2015-County Clerk Department.** Lamers pointed out that in BU 1202 Elections the expenses are higher because most of the maintenance on the election machines was paid in the beginning of the year. Braughler asked about the postage in the election business unit and Lamers said we would look at that and review.
- 13. Monthly Financial Report for May 2015-Treasurer Department.** Lamers stated that interest on taxes is higher than anticipated, but that usually drops somewhat in the summer. Currently, it is at about 52% of the annual budget. Regular interest on investments is on track with budget. Also noted was the fair market value adjustment of a positive \$74,482 which is adjusted monthly.
- 14. Monthly Financial Report for May 2015-Child Support Department.** Lamers stated revenue is low because we usually only receive state payments quarterly.
- 15. Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated that we are working on the finalization of the main facility. Design is still being worked on for the satellite facilities. There are title searches being done on the old facility.
- 16. Review and discussion on 2015 projections of budget vs. actual.** Lamers stated that looking at May, there is nothing out of the ordinary to report. Register of Deeds is below their revenue projection. The Medical Examiner may be over due to the amount of autopsies which cannot be controlled and the increase in the number of hours the medical examiner has worked due to getting new policies in place. Wehmeier discussed the Medical Examiner budget and looking forward into the 2016 budget and the changes being made within that office.
- 17. Discussion on the 2016 Budget.** Lamers pointed out that the departments received the levy targets and most of the departments have begun working on their budget. Some of the departments have already completed with them and submitted them for review. Jones asked about the levy target calculation. Lamers explained that we look at the prior year and increase for increases in wages and fringes, insurance, MIS chargebacks and anything that we are aware of that may adjust their budgets for example, County Clerk Department will increase for 2 additional elections in 2016. Wehmeier talked about the insurance being estimated by 7% increase which may be low. This includes the employee would be paying 95% of the lowest plan and sworn being 93% of the lowest plan. He feels we may be low on using 7% and for every 1% increase it would be around \$70,000.
- 18. Discussion and possible action on the Fund Balance Policy.** Lamers stated that our Fund Balance Policy has been adjusted for three main parts. The first was to recognize the initial investment in the Wisconsin Municipal Mutual Insurance Company (WMMIC) as part of the working capital. The WMMIC investment has been included in the working capital calculation in previous years. Our auditors felt that moving the funds from the unrestricted category of the Fund Balance to the nonspendable category was more appropriate. This resulted in changing our Fund Balance policy to maintain our working capital calculation. The second change was adding the option of using the County Board's ability to use working capital in event of an emergency situation. This was a topic of concern from the Task Force on County Operations & Organization that needed to be addressed. The third change was to eliminate the request from the departments to provide a preliminary non-lapsing request by December 1st and change the final request due date to mid-February instead of February 15th. This part of the policy was written before we had a formal policy on Budget Carryovers

where this area is now covered. While writing the Budget Carryover policy, it was felt that the preliminary request is unnecessary since it is more clearly stated in the policy what will be acceptable requests. A motion was made by Poulson/Braugler to forward to the County Board these changes to the Fund Balance Policy. The motion passed 5-0.

- 19. Update on the State Budget.** Wehmeier stated the Governor will be going through the bill and we will need to wait and see what will get vetoed. A couple of things will have an impact to the Human Services department that will need to be continually monitored. The Local Government Insurance Fund has been reinstated at this point, but we will still look at what would be the best option for the County going forward. Health Insurance and the prevailing wage continue to be in discussion and will continue to monitor them as well.
- 20. Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$441,049 which would be reduced to \$436,049 with the reduction of the \$5,000 for Administrative vehicle, however, with the approval of for fiber optic projects there is a possible reduction of \$86,191 and possible transfer of \$12,700 for the purchase of space for email retainage and the vested benefits balance of \$270,000.
- 21. Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday, August 13, 2015 at 8:30 am. The agenda items will include an update on the Highway projects, projections of budget vs. actual, updates on the state budget, Investment Policy review and initial discussion on the 2016 budget.
- 22. Payment of Invoices**-After review of the invoices, a motion was made by Poulson/Schroeder to approve the payment of invoices totaling \$402,313.45 for the main review and \$3,459,946.82 for the other payments and payroll deductions. The motion passed 5-0.
- 23. Adjourn** – A motion was made by Hanneman/Schroeder to adjourn at 9:25 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
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