

Jefferson County  
 Finance Committee Minutes  
 May 15, 2008

Committee members: Kuhlman, Rick  
 Mode, Jim  
 Molinaro, John  
 Rogers, Pamela  
 Schmeling, Sharon L

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

A motion was made by Mode/Schmeling to approve the minutes of April 30, 2008. The motion passed 5-0.

Gary Petre updated the committee regarding reimbursement requested from FEMA (Federal Emergency Management Agency) for the snow emergency as follows:

Department	Bus Unit	Labor	Equipment	Material	Total
Parks	1801	310.66	1,219.89		1,530.55
Central Services	1901	418.35	1,508.25		1,926.60
Sheriff	2001	842.53	255.36		1,097.89
Fair Park	6901	288.82	2,239.06	178.50	2,706.38
Human Services	5200	449.83	1,692.54	330.75	2,473.12
Countryside Home	3001	17.23	1,224.94		1,242.17
Highway	53313	3,970.79	14,771.80	9,252.34	27,994.93
Totals		6,298.21	22,911.84	9,761.59	38,971.64

Carla Robinson presented her request for a sound system and digital recording device for hearing room 124 as follows:

Sound system, Peak Systems Group, Reedsburg, WI (estimate 2373)	\$8,508
FTR Reporter Deck 2, HDI Technologies, Chicago, IL (quote 2/28/08)	3,995
Annual maintenance contract on reporting system	590
Two (2) USB headsets/foot pedal kits from HDI Technologies	<u>210</u>
Total	13,303
Less six (6) months contract court reporter not needed with purchase	<u>(4,500)</u>
Contingency transfer request	8,803

A motion was made by Kuhlman/Mode to transfer \$8,803 from the contingency fund as follows:

A/C 2401.529299	Purchase Care and Services	\$(4,500)
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A/C 2402.531314	Small items of equipment	4,205
A/C 2402.535242	Maintain machinery and equipment	590
A/C 2402.594810	Capital Equipment	<u>8,508</u>
A/C 9802.599900	Contingency fund	8,803

The motion passed 5-0.

Gary Petre presented his request for a transfer from the contingency fund for \$2,891 for video equipment in the County Board room (room 205). General discussion ensued as to whether to wait for year end to see if a transfer would be needed. A motion was made by Molinaro/Mode to transfer \$2,891 from the contingency fund to A/C 12.531303 for video equipment. The motion passed 5-0.

Phil Ristow and Barb Frank presented the analysis from Diversified Insurance Services regarding possible changes in the contract with Delta Dental. A motion was made by Mode/Kuhlman to authorize the County Clerk to enter into a contract with Delta Dental for dental insurance administration, subject to board approval if required. The motion passed 5-0.

Paul Milbrath and Kevin Stapleton spoke regarding uniform allowance for motorcycle boots. They indicated that the Sheriff's department has six deputies who use the motorcycles and that the deputies share the six pairs owned by the department. They also indicated the boots usually cost a minimum of \$200 per pair. A motion was made by Schmeling/Molinaro to pay "The Shoe Box" for the \$175 payment held at the April 10, 2008 meeting. The motion passed 5-0.

The committee reviewed the draft ordinance for payments with discussion following. Molinaro suggested that an explanation sheet accompany the ordinance when presented to the County Board. Gary Petre indicated that other ordinances will have to be looked at to ensure compliance with this proposed ordinance. A motion was made by Schmeling/Molinaro to approve the draft ordinance and forward to County Board. The motion passed 5-0.

General discussion ensued regarding departments reviewing financial statements with their reporting committees at least quarterly. A motion was made by Mode/Molinaro to have Dave Ehlinger set up with department heads to send monthly reports to be seen at a minimum of quarterly by their home committees. Barb Frank indicated that these reports are already being provided monthly to the departments. Gary Petre indicated that he would work with the department heads to have each department work with their respective reporting committee at least quarterly on the financial statements for the department.

A motion was made by Schmeling/Kuhlman to pay bills totaling \$658,191.33. The motion passed 5-0.

The next scheduled meeting is June 12, 2008 at 8:30 a.m.

A motion was made by Rogers/Molinaro to adjourn at 10:06 a.m. The motion passed 5-0.

Respectfully submitted,

Rick Kuhlman  
Finance Committee Secretary  
Jefferson County