

FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor East Conference Room of the Polk County Government Center at 2:00 p.m. on February 13, 2008.

Present: Gary Bergstrom Larry Jepsen Duana Bremer
 Neil Johnson

Absent: Mick Larsen

Also Present: Tonya Weinert
 Members of the Public
 Members of the Press

Chair Neil Johnson called the meeting to order at 2:09 p.m.

Moved by Jepsen/Bergstrom to approve the Agenda as published. Motion carried by voice vote.

Moved by Jepsen/Bremer to approve the Finance Minutes of January 23, 2008. Motion carried by voice vote.

Public Comment

A public comment was heard from by Jim Drabek regarding furniture for the Clerk of Court's office.

The committee members discussed upcoming calendar events and noted that the next Finance Committee Meeting was scheduled for February 27, 2008.

Information Technology

Finance Director Tonya Weinert reported that the Human Resources and Department of Administration offices were working together with the IT Department. The IT Staff introduced themselves to the Finance Committee. Programmer David Vollendorf reported on AABRA, PS SAM, the Surveillance project at Law Enforcement, the New World Jail implementation and the Swanson Commissary; the new Web Server, Dreamweaver training, remodeling projects including cabling; and testing for the Register of Deed's new RODdirect software. Weinert reported that AMCI of Amery, WI received the most recent equipment bid.

County Investments

Treasurer Amanda Nissen updated the committee members with the results of the on-line live auction bidding for Certificates of Deposit that had come up for renewal. Johnson, Bergstrom and the committee members entered into discussion regarding the delay between the initial request to renew the C/D's at the beginning of January 2008 and lapse of time resulting in two drops in the Federal interest rate. They further discussed the difference between Bank Securities and Government Securities and noted that the C/D's had been renewed at a lesser rate than the current County Checking Account was getting. Nissen reported that January and February had been busy with local municipalities and towns and the investments were not a priority. She also reported that they were not her governing committee and she didn't report to them.

Golden Age Manor

Golden Age Manor Administrator Gary Taxdahl handed out "Summary of Documents Copied for Broker" totaling \$1264.86 for the committee member's review. Taxdahl requested that those funds be paid through County Funds and not Golden Age Manor funds.

Policy 512 - County Business Travel and Expense Reimbursement

Weinert reported that Policy 512 had been moved on to the Personnel Committee for their recommendation.

Furniture Update

Weinert updated the Finance Committee members in regard to the Register of Deeds, County Treasurer and County Clerk office furniture status.

Department of Administration

Weinert reported on the audit and pre-audit work that had been done by LarsonAllen. She reported that LarsonAllen would be starting their audit work the week of February 18 at the Golden Age Manor. She also noted that the 2007 audits should be completed by June 30, or perhaps as early as the middle of May 2008. The committee members discussed the payroll software that had been inadequately set up as well as the general ledger software package designed for schools and it's inability to run simple financial reports resulting in extensive manual work and additional staff time.

The committee members reviewed Bills and Vouchers that had been paid since the previous Finance Meeting. **Moved by Bergstrom/Bremer to approve Vouchers Numbered 237216 - 237880. Motion carried by voice vote.**

Moved by Bergstrom/Jepsen to adjourn. Motion carried by voice vote.

Meeting adjourned at 3:24 p.m.
