

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 January 24, 2007.

Present: Gary Bergstrom Neil Johnson Mick Larsen
Larry Jepsen Gerald Newville

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

Chair Gerald Newville called the meeting to order.

Moved by Jepsen/Larsen to accept the Agenda as published. Motion carried by voice vote.

District Attorney - Victim Witness

District Attorney/Victim Witness Office Manager Jan Kelton had expressed concern to Finance Director and Department Head Tonya Weinert regarding unbudgeted 2007 funds for District Attorney's initial mandatory education expense in the amount of \$2500. **Moved by Bergstrom/Johnson to move \$2500 from the Contingency Fund to the District Attorney's 2007 budget for the purpose of education expenses. Motion carried by voice vote.**

Moved by Larsen/Jepsen to approve the previous minutes of January 10, 2007. Motion carried by voice vote.

The committee members and Corporate Counsel Jeff Fuge discussed an upcoming Resolution.

Finance Director Report

Weinert handed out a proposed *Polk County Procurement Card Manual* for the committee's review. Weinert reported that the Manual would not change *Polk County Credit Card Policy 914*.

Weinert reported that *Tracey & Thole, S.C., Certified Public Accounts*, had been purchased by *Larson Allen, Certified Public Accounts*. She reported that Polk County will benefit hugely by the merger as the County enters the next level of financial reporting.

Weinert reported that as part of the 2007 budget process, funds had been placed in the Contingency Fund for wage increases and cost of living increases. **Moved by Larsen/Jepsen to direct Weinert to move funds out of the Contingency Fund for the purpose of allocating wage increases and cost of living increases to 2007 department budgets. Motion carried by voice vote.**

Weinert handed out *Polk County Job Description - Director of Human Resources* for the committee's review. Weinert and the committee discussed Human Resources splitting out of the Department of Administration and various personnel needs. **Moved by Larsen/Bergstrom to forward Polk County Job Description - Director of Human Resources on to the Personnel Committee for review and then to forward on to**

***Bjorklund Compensation Consultant* for review and rating. Motion carried by voice vote.**

Weinert handed out *Polk County Job Description - Part-time, Non-limited Department of Administration A/P Secretary Position* for the committee's review. Weinert requested that the position be increased from a .8 FTE to a 1.0 FTE position due to additional duties to become effective as soon as possible. **Moved by Jepsen/Larsen to approve funding and the change in status of *Part-time, Non-limited Department of Administration A/P Secretary Position* from a .8 FTE to a 1.0 FTE effective immediately and to transfer funds from the Contingency Fund to the Department of Administration 2007 Personnel Budget for the increase. Motion carried by voice vote.**

Newville on behalf of the Finance Committee directed Weinert to continue research and fact-finding in regard to duplicate services with the Golden Age Manor including payroll and accounting and report to the Finance Committee on February 28, 2007 about the possibility of consolidation with the Department of Administration.

Bills and Voucher Report

The committee members reviewed the bills and voucher report dated January 24, 2007. **Moved by Larsen/Jepsen to approve the Bills and Voucher Report dated January 24, 2007. Motion carried by voice vote.**

Treasurer's Report

Treasurer Amanda Nissen submitted her report dated January 24, 2007. Nissen reported that her staff was expressing concern regarding ergonomics in the office environment. Nissen stated she would get a price to see what it would take to fix the problem and bring it back to Finance in a month or two. She further reported on outstanding tax certificates, interest earned on tax certificates, the cash balance and monthly interest in the county's checking account, the state investment fund and certificate of deposit status. She also reported that the 2006 sales tax number was \$2,343,644.77.

Information Technology

Department Head Todd Demers reported that the approximate funds of \$70,000 would be coming in over the next seven quarters for the Wireless E-911 Federal Grant. **Moved by Johnson/Bergstrom to approve Demers spending the grant money not to exceed \$70,000 for the purpose of purchasing equipment/completion of projects that had been rejected due to past budget constraints. Motion carried by voice vote.**

Moved by Larsen/Bergstrom to go into closed session - Performance Evaluation - pursuant to Wis. Stat. Sec. 19.85(1)(c). Roll call vote: Larsen, aye; Jepsen, aye; Johnson, aye; Bergstrom, aye; Newville, aye. 5-0, motion carried unanimously. (Present in closed session: Todd Demers, Gerald Newville, Larry Jepsen, Mick Larsen, Gary Bergstrom and Neil Johnson.)

Moved by Jepsen/Johnson to go into open session. Motion carried by voice vote.

Moved by Larsen/Johnson to adjourn. Motion carried by voice vote.

Meeting adjourned at 3:59 p.m.