

FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor North Conference Room of the Polk County Government Center at 2:00 p.m. on May 10, 2006.

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

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

Chair Gerald Newville called the meeting to order.

Moved by Bergstrom/Jepsen to accept the agenda as published. Motion carried by voice vote.

Moved by Larsen/Johnson to approve the previous Minutes of April 26, 2006. Motion carried by voice vote.

Public Comments

A public comment was heard from by County Board Supervisor Pat Schmidt.

Treasurer's Report

Treasurer Amanda Nissen submitted her report dated May 10, 2006 for the committee's review. Nissen reported on the status of Certificates of Deposit including interest earned in the amount of \$76,366.97. She further reported on outstanding tax certificates, cash balance and interest in the Checking Account and Investments. Nissen handed out her Annual Report for the committee's review. **Moved by Larsen/Jepsen to approve Polk County Treasurer's Office Annual Report. Motion carried by voice vote.** Nissen submitted a proposed *Job Description for Administrative Assistant, Treasurer's Office, .8 FTE* for the committee's review. **Moved by Jepsen/Newville to approve the proposed Administrative Assistant .8 FTE Job Description as presented. Motion carried by voice vote.**

Information Technology

Information Technology (IT) Department Head Todd Demers submitted his Finance Report for the committee's review. Demers further reported on optical imaging, audio systems/videoconferencing, BadgerNet Convergent Networks (BCN), network performance, advertising for the vacant IT Specialist 1 position and part-time clerical help. Demers reported that his budget would allow funding for a summer intern and asked for the committee's approval. **Moved by Bergstrom/Johnson to approve the hiring of a summer intern provided the funding for said position come from IT's budget. Motion carried by voice vote.**

County Clerk

County Clerk Cathy Albrecht submitted a proposed Job Description for the *Deputy County Clerk Part-time position* for the committee's review. **Moved by Jepsen/Larsen to approve the proposed Deputy County Clerk Part-time position Job Description as presented. Motion carried by voice vote.**

Lime Quarry

Finance Director Tonya Weinert reported that she would be working with the Bookkeeper/Office Manager from the Lime Quarry so that she would be available on the second meeting of each month to report financial information to the Finance Committee.

Mick Larsen left the meeting.

Administrative Reports

Weinert submitted two spreadsheets she had prepared regarding the Golden Age Manor's (GAM) un-audited December 2005 numbers.

Mick Larsen joined the meeting.

The committee members discussed the GAM's annual losses. Weinert reported that the GAM was expecting a loss in 2006 of \$460,000. Johnson requested that Weinert meet with Nursing Home Administrator Gary Taxdahl prior to the next Finance Meeting for the purpose of obtaining a monthly financial report format that could be provided to the Finance Committee.

Weinert introduced Bookkeeper Maggie Wickre to the Finance Committee members and turned the year-end closing discussion over to Wickre. Wickre gave an overview of the year-end closing procedure and reported that historically the auditors would be at Polk County for approximately four weeks to conduct the close but that the four weeks had been replaced with approximately four days. Weinert reported that Wickre has taken over many of the steps that the auditors used to perform and has done a tremendous job. She further reported that she would be relying heavily on Wickre as the County moves forward and has set a goal for next year to shorten the close so as to provide accurate numbers sooner.

Weinert reported she would be attending a Financial Officer's Meeting in Stevens Point on May 19 and would be sharing the travel and lodging expenses with St. Croix County. Weinert further reported she was a member of the National Association of Government Finance Officers Association (GFOA).

The committee members reviewed other committee minutes that may affect the Finance Committee.

Due to a schedule conflict, the committee agreed to have their next Finance Meeting on May 24 commencing at 4:30 p.m. to be held in the North Conference room of the Polk County Government Center.

The committee reviewed bills and vouchers that had been paid since the previous Finance Committee meeting.

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

Meeting adjourned at 5:00 p.m.