

## FINANCE COMMITTEE AGENDA

Polk County Government Center  
Second Floor **East** Conference Room  
100 Polk County Plaza  
Balsam Lake, WI 54810

**April 8, 2009 2:00 p.m.**

**Open Session**

**\*Amended April 6, 2009**

(A quorum of the County Board or Governing Committees may be present.)

Call to order  
Accept Agenda  
Approval of Minutes of the Previous Meeting  
Public Comments  
Committee Calendar/Agenda/s

*The Committee may take up any matter on this agenda at any time during the meeting regardless of the location of such item on the agenda.*

1. Information Technology – Todd Demers
  - Office Update
  - County E-mails addresses for County Supervisors & Committee Members
  - Draft E-mail Policy
2. County-wide Timekeeping System
3. Golden Age Manor
  - 2008 Fund Balance
  - HVAC Loan payoff as April 1<sup>st</sup>, 2009 - \$73,215.75
4. Budget Workshop on March 27<sup>th</sup>, 2009
  - Review of Budget Workshop
  - Consolidation of Financial Staff
5. County Investments –
6. Resolution - Approving the Completion of the State Loan Application  
Carpeting, Windows, & Timekeeping System
7. Department of Administration/Finance - Tonya Weinert
  - 2008 Audit Update
  - Lime Quarry Update
  - Bills and Vouchers
  - Office Update
8. Committee Observations
- \*9. County Clerk – Carole Wondra
  - Legal Publication RFP and possible recommendation

**Adjournment (Agenda not necessarily presented in this order.)**

**Copies to: County Clerk**

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715/485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

# 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 April 8, 2009.

Present for Finance:	Bryan Beseler Kathryn Kienholz	Gary Bergstrom Mick Larsen	Brian Masters
Also Present for Finance:	Tonya Weinert Carole Wondra	Amanda Nissen Members of Public	Todd Demers Members of Press

Chairman Gary Bergstrom called the meeting to order at 2:00 pm

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

**Moved by Bergstrom/Beseler to approve the Minutes of March 25, 2009 meeting. Motion carried by voice vote.**

**No Public Comments**

## Information Technology

Information Technology Department Head, Todd Demers handed out his Finance Report of a Total of \$3,454.93. AMCI \$1,595.00, CDW Government \$340.17, Connecting Point \$200.00 and Lakeland Telecom \$1,319.76. Todd Demers handed out Information of the Status of the I.T. Department. Virtual Networking is up and running and are using. Video conferencing for Justice Center, Law, Mental Health, and Public Health. Both Court rooms, holding room and training room are used for video conferencing. Camera quote came in and has been sent back per Todd Demers to work on numbers. Hipaa conference was held April 3rd. Todd Demers stated security is always a challenge but we are in compliant. Security power point, business association not accountable at this time but will continue to go after. Todd Demers stated we should have everyone finger printed including custodians. Ratio 40-2 need to meet requirements. Software encryptions might have to be purchased. Todd Demers stated Laptop passwords are in place now but the whole box should be encrypted. Health Aide Project of Personal Data Assistant continues to go well. Todd is hoping to have this project completed by end of May 2009. E911 Phone Project is still planning to go Live by the end of April 2009. Todd Demers attended the Kronos presentation and feels it can feel the needs of Polk County and Golden Age Manor. Todd Demers and Department are assisting Public Health Department in acquiring Credit Card payment process. Polk County currently allows public to pay Deeds and Taxes through on line credit processing. Todd Demers distributed Email Acceptable Use Policy 903, Draft 1. Board will review Policy and discuss at next meeting.

### County-wide Timekeeping System

Andrea Jerrick Employee Relations Director reported that the sub-committee is reviewing the Timekeeping System Project and its cost; which is estimated to be \$100,000. Clarification, \$90,000 is implementation, software and training. Maintenance is \$8,000 to \$9,000 per year. The use of the current County ID Badges with the "new system" is being researched. The plan is for GAM is be the first department as the pilot for this project and then a the other departments will be phased in.

### Golden Age Manor

The Finance Committee asked the Finance Director/Internal Auditor Tonya Weinert to find out the HVAC Loan payoff as of April 1st, 2009 is an estimated \$73,216. This Loan was taken out in 2005 as a 10 year loan and balloons in 2015. Ms. Weinert believes GAM has made a significant profit in 2008. **Motion Beseler/Masters** to pay off HVAC loan using a portion of the 2008 GAM profits. Motion carried unanimously by voice vote.

### Budget Workshop on March 27th, 2009.

Kathryn and Gary thought workshop went very well; Masters agreed. Beseler announced that on April 16th, 2009 at 3:00 the Executive Committee with meet to discuss: review the workshop, consolidation of departments, Policy 881, staffing options; includes the possible consolidation of the Financial Staff. Ms Jerrick discussed this with the Committee. There has been positive feedback from Personnel and the Union is not objecting. It will mean review of job descriptions and possible relocation of staff. **Motion by Bergstrom/Kienholz** for the Finance Committee to fully support the consolidation of the Financial Staff for county-wide consistency. To take advantage of efficiencies and to follow best practices with the industry asking Ms Jerrick to move forward with this concept. Carried unanimously by voice vote.

### County Investments

Treasurer Amanda Nissen and Finance Director Tonya Weinert have been working with Bob Moore from ICM. ICM has reviewed recent financial data with a number of banks. ICM is recommending investment of \$1.5M to \$2M in CD's not to exceed \$250,000 with maturity dates prior to December 31, 2009. Nissen and Weinert stated they are working with \$8M: recommending \$2M is placed in each US Bank and Bremer Bank; with an additional \$2M to \$2 1/2M is placed in US Treasuries to mature in August 2009.

### Capital Needs

Resolution on Approving the Completion of the State Loan Application has been signed by all Finance Committee members. Stimulus money under CDBG may be available but not necessarily. The use for this Stimulus money is for Energy Efficiency, new windows, HVCA systems etc. The GAM windows would qualify at 1/2. Move the resolution to the County Board, not knowing how the stimulus funds will work out, move forward with loan and repay early if necessary. **Motion by Beseler/Larsen.** Gary stated 2/3 votes on repairs are needed with a loan for GAM. Moving forward to board is okay but need alternative. Finance Committee will discuss in 2 weeks. Weinert states loan cannot be financed for longer then the life of the assets; such as carpeting depreciating in 5 years. **Carried by voice vote with Masters voting no.**

### Department of Administration/ Finance

Finance Director Tonya Weinert stated the Auditors are here this week and should complete field work by April 17<sup>th</sup>. The Audit is running smoothly and has positive feedback form the Auditors regarding Staff's response to their needs. By request Weinert explained the difference between a financial and single audit. Weinert reported the second week of May is the Cost Allocation Audit. Weinert said that she continues to work with Ms. Glenna regarding the internal controls and finances at the Lime Quarry and its going well. Weinert will be spending time next week creating accounts in Quicken and training Ms Glenna on how to record all sales in Quicken.

Ms. Weinert and the DOA staff will be hosting a multiple county financial training on July 23rd. A Representative from IRS and State of Wisconsin will be speakers. Several of the neighboring counties are planning to join us and will invite the financial staff of Polk County. This meeting will take place in the Sheriff's facility.

County Clerk

Carole Wondra County Clerk discussed Legal Publication for RFP and possible recommendation. Carole sent RFP to Leader Newspaper on Monday, April 6th, 2009. Larsen made the motion Kienholz 2<sup>nd</sup> to draft resolution designating the legal newspaper for publications for the County to be presented to the County Board on April 21<sup>st</sup> which could be amended on the floor as needed.

**Moved by Masters/Kathryn to approve Vouchers numbered 253982-254354 dated 4/8/09. Motion carried by voice vote.**

**Moved by Masters/Larsen to adjourn. Motion Carried by voice vote.**

Adjourned at 4:09pm