

FINANCE COMMITTEE AGENDA
Polk County Government Center
Second Floor **East** Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810
***** **(Second Amended)*******
October 28, 2009 2:00 p.m.
Open Session

(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. Chairman – Gary Bergstrom
Discussion of September 16th Finance Minutes
Re Approval of August 26 and 27th Finance Minutes

- *****2. Human Services – Pat Kirkwood & Sherry Gjonnes

3. County Clerk – Carole Wondra
Office Update

4. Treasurer – Amanda Nissen
Office Update
ICM

5. Information Technology – Todd Demers
Office Update
***** Recommendation on Resolution Adopting Identity Theft Policy (Federal Trade Commission Red Flags Rule)

6. Employee Relations – Andrea Jerrick
Kronos Update

7. Department of Administration/Finance – Maggie Wickre
Office Update
Bills and Vouchers
Status of Departmental Operations
Budget Update

8. Committee Observations

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 October 28, 2009.

Present for Finance: Gary Bergstrom Brian Masters
Kathryn Kienholz Mick Larsen Absent: Bryan Beseler

Also Present for Finance: Maggie Wickre Amanda Nissen Todd Demers
Carole Wondra Andrea Jerrick Member of Press

Chairman Gary Bergstrom called the meeting to order at 2:04 pm

Moved by Mick Larsen/ Brian Masters to approve the Agenda as published. Motion carried by voice vote.

Moved by Mick Larsen/ Kathryn Kienholz to approve the Minutes of October 7th, 2009 meeting. Motion carried by voice vote. Moved by Kathy Kienholz/ Mick Larsen to approve Attachment from September 16th meeting and Minutes of August 27th meeting. Motion carried by voice vote.

No Public Comments

Committee Calendar/Agenda/s: Cancel November 4th and 25th Finance meetings. Next Finance meeting November 18th at 2:00 pm.

Human Services

Fiscal Manager of Human Services Pat Kirkwood and Assistant Corporate Counsel Malia Malone discussed an amendment to correct budget for Human Services Department. Ms. Kirkwood handed out budget sheets and stated numbers are confusing from previous handouts. Numbers are \$295,800.00 different. Ms. Malone stated budget has to be in compliance 4.1800. A resolution will go to County Board to be in compliance.

County Clerk's Office

County Clerk Carole Wondra provided office update. Ms. Wondra stated her department has reached some of their annual goals already. DMV has cleared \$900.00 and department has eliminated some of their fax use to using email which savings are small at \$12.00 a month.

Municipal Clerks get together is at 4:00 pm today. Ms Wondra believes this is the first time of meeting. Discussion is elections.

Treasurer's Office

Treasurer Amanda Nissen stated new property tax lister starting Monday, November 2nd. Ms. Nissen spoke of ICM advisor and no written contract in the past. We have been with ICM since 2007.

Ms. Nissen handed out copy of Investment Advisory Agreement written contract with Institutional Capital Management (ICM). Cost is \$625.00 per month and billed quarterly. A 30 day termination either way is also available. Amanda will send this contract in PDF form to Corporate Counsel to look over. If no issues then Amanda will send on to ICM advisor.

Ms. Nissen also stated we receive monthly statements from Charles Schwab and auditors do confirmations, investments, banks and CD's.

Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of October 28, 2009 is \$20,163.25.

Department has been working on several projects such as Videoconferencing. Training is scheduled on Thursday, November 5th. Project cost \$17,500.00.

Timekeeping System is meeting today and going over consistent accuracy in what Kronos and ABRA reports. Kronos needs \$5,500.00 for more professional services and programming of approximately 30 hours of labor.

Mr. Demers stated the Storage Area Network (SAN) System is being purchased through the E911 Grant. The department has entered into a contract with Heartland Group. Material and equipment will be delivered mid November. Install, test and certification will happen November 30 through December 4th.

Cameras have been received for Lime Quarry. Installation will be scheduled.

Mr. Demers discussed converting to Wiscnet to CenturyTel for internet upgrade and mail filtering.

Policy # 603.J, Identity Theft Prevention program was handed out. Resolution to adopt was discussed. **Motion to move forward to County Board made by Mick Larsen/ Brian Masters. Voice vote carried.**

Department of Administration/Finance

Interim Finance Director Maggie Wickre discussed office update. Jamie Carlson out on maternity leave for approximately 8 to 12 weeks. Tammy Peterson is working full time to help out. Payroll department, Sue Reed and Barb Leach went to Employee Relations. Stephanie Fansler from County Clerk office helps on Mondays.

Ms. Wickre stated budgets have been the department's first priority. All departments will receive their own budget sheets to make sure all is correct and spreadsheet is posted on Web site.

Ms. Wickre handed out and discussed worksheets of Reduction of Health Insurance Expenses. Personnel reduced expense on Healthcare by 5.3%. A total of \$167,413 that comes off of levy.

Ms. Wickre discussed follow up on Library. Chairman Gary Bergstrom stated the County board needs a resolution to close as previously recommended. Mick Larsen, Gary Bergstrom and Brian Masters stated the closure position still stands. Kathryn Kienholz stated no.

Employee Relations Director Andrea Jerrick stated a resolution has been made for a 1.5 raise that will come out of Contingency Fund, general or levy for non rep employees. This resolution will be taken to County Board November 10th.

Committee Observations

Chairman Gary Bergstrom stated budget has been hard. Base on what the Finance Committee has received, example highway, we have done our job. There is a difference between audit and over sight.

Moved by Mick Larsen/ Kathryn Kienholz to approve Vouchers numbered 259899-261533 dated 10/28/09. Motion carried by voice vote.

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

Adjourned at 4:24pm