

FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor East Conference Room of the Polk County Government Center at 1:00 p.m. on January 23, 2008.

Present: Mick Larsen Larry Jepsen Duana Bremer
 Neil Johnson

Absent: Gary Bergstrom

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 Larsen/Jepsen to approve the Agenda as published and to move item number 6 to follow item number 4. Motion carried by voice vote.

Moved by Larsen/Bergstrom to approve the Finance Minutes of January 9, 2008 and January 14, 2008. Motion carried by voice vote.

The committee members discussed upcoming calendar events and agreed that the next Finance Meeting would be held on February 13, 2008.

Gold Age Manor

Corporate Counsel Jeff Fuge reported that his office had received notification that the County had been brought into an action challenging the sale of the GAM.

Treasurer

Treasurer Amanda Nissen handed out her report dated January 23, 2008 and reported on the reprinting of the tax statements and also reported she was \$29,384.00 over her Other Professional Services line item in her 2007 budget.

Fuge left the meeting.

Nissen further reported on the outstanding tax certificates, interest earned on tax certificates, the cash balance and monthly interest in the County's checking account.

Fuge rejoined the meeting.

Nissen updated the committee members with investment information and sales tax.

Fuge left the meeting.

Nissen requested that her Change Fund be increased. **Moved by Larsen/Jepsen to increase the Treasurer's Change Fund by \$300.00 and to revisit the matter in June or July 2008. Motion carried by voice vote.**

Policy 512 - County Business Travel Expense Reimbursement

Finance Director Tonya Weinert handed out a copy of "Policy 512 County Business Travel and Expense Reimbursement" with proposed changes for the committee's review. **Moved by Jepsen/Larsen to insert *This limit shall apply unless a greater amount is approved in advance by the supervisory authority to Policy 512-3 under "Meals"* and to forward on to the Personnel Committee with recommended approval. Motion carried by voice vote. Moved by Larsen/Bremer to approve the proposed**

change under "Meals" of Policy 512-3 to \$40.00 and to include tipping not to exceed 15 percent and to add the word *itemized* ahead of the word "Receipts of meal expenses" and to forward on to the Personnel Committee with recommended approval. Motion carried by voice vote.

Department of Administration

Weinert reported that the Maximus Contract was up for renewal and that she would be sending out a request for proposal to the remaining three firms that provide the same service and would bring the results back to the Finance Committee.

Weinert reviewed the difference between "Reserves" and "Designations". She also reported that "Internal Controls" will be added to the March Agendas.

Moved by Larsen/Jepsen to approve Vouchers 235020 - 237215. Motion carried by voice vote.

Moved by Larsen/Bremer to go into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e). Roll call vote: Bremer, aye; Larsen, aye; Jepsen, aye; Johnson, aye. 4-0, Motion carried unanimously.

Moved by Jepsen/Larsen to go back into Open Session. Motion carried by voice vote.

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

Meeting adjourned at 4:35 p.m.
