

## 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 July 9, 2008.

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

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

Chairperson Gary Bergstrom called the meeting to order at 2:00 p.m.

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

**Moved by Masters/Kienholz approve the previous Finance Committee Meeting Minutes of June 23, 2008.** Discussion followed. **Motion carried by voice vote.**

**Moved by Masters/Bergstrom to approve the Joint Finance Committee & Golden Age Manor Committee Meeting Minutes of June 23, 2008.** Discussion followed. **Masters withdrew his Motion and Bergstrom withdrew his second to the Motion. Moved by Larsen/Masters to approve the Joint Finance Committee & Golden Age Manor Committee Meeting Minutes of June 23, 2008 with the amendment of changing the seventh paragraph to read: "Mick Larsen joined the meeting at 1:15 p.m. Motion carried by voice vote.**

The committee members discussed upcoming calendar events. It was noted that the next Finance Committee Meeting will be held on July 23, 2008 to commence at 2:00 p.m.

### County Clerk

County Clerk Cathy Albrecht submitted "2008 County Clerk Organizational Chart" and "2008 Proposed Budget" for the committee member's review. Albrecht reported that her 2008 budget would be approximately \$25,000 over budget due to voting equipment and programming. **Moved by Larsen/Kienholz to approve the County Clerk's 2009 Staffing Plan and to forward on to the Personnel Committee.** Discussion followed. **Motion carried by voice vote. Moved by Larsen/Kienholz to approve the County Clerk's 2009 Budget and to forward on to the Department of Administration.** Discussion followed. **Moved by Larsen/Kienholz to amend the previous Motion to approve the County Clerk's 2009 Budget, and to amend/adjust the area for the dog expenditures to match the revenue side, and to forward on to the Department of Administration. Motion carried by voice vote.**

### Information Technology

Information Technology Director Todd Demers updated the committee members with expenditures. He also reported on the status of the IT Department including internet and public access, FSG and LEMS, Old Indentix System, Ghosting Integrator Computer, Email archiving Project, HIPAA records destruction training, advanced technical support, training and the 2009 budget process. Demers requested to use \$15,800 from the 911 Grant Funds for the purpose of purchasing SMS, Microsoft's System Management Server which supports county-wide computers. **Moved by Kienholz/Masters to authorize Demers to purchase a new SMS Microsoft System Management Server and to use \$15,800 of the 911 Grant Funds to go towards said purchase. Motion carried by voice vote. Moved by Larsen/Beseler to approve the Information Technology 2009 Budget, as previously submitted, and to forward on to the Department of Administration. Motion carried by voice vote.**

### Funding for Highway Heating and Cooling Engineer

Finance Director Tonya Weinert on behalf of Parks, Buildings and Recycling Director Debbie Peterson handed out "SEH Proposal for Architectural Services" dated June 25, 2008. **Moved by Larsen/Beseler to move, not to exceed, \$18,000 from the Contingency Fund to County Board Budget - Public Works Campus - Other Professional Services - for the purpose of installing a new HVAC System at the Highway Shop. Motion carried by voice vote.**

Weinert noted to the committee members that the \$18,000 was for the equipment and did not cover any installation costs.

#### Internal County Auditor

Weinert reported that the Internal County Auditor issue was still at the Personnel level and that Fuge was still waiting for direction/opinion from the Attorney General's office in Madison.

#### Policy 310 - Budget Overruns Policy

Weinert updated committee members with the status of Policy 310 - Budget Overruns Policy and the committee members agreed that they had reviewed the Policy at the Personnel Committee's request and to leave the policy as is.

#### Department of Administration

Weinert handed out "Policy 909 - Cell Phone Policy" for the committee member's review. She also handed out "Policy 908 - Cash Handling Policy." **Moved by Masters/Larsen to approve "Policy 908 - Cash Handling Policy" and to forward on to the full County Board with recommended approval. Motion carried by voice vote.** Discussion was held regarding County cell phone usage and it was requested that the matter be added to the July 23, 2008 Finance Agenda. Weinert handed out "Department of Administration 2009 Budget" for the committee member's review. **Moved by Beseler/Masters to approve the "Department of Administration 2009 Budget" with reducing the mileage line item total and to forward on to the Department of Administration. Motion carried by voice vote.** Weinert handed out "Department of Administration 2009 Staffing Plan" for the committee member's review. **Moved by Kienholz/Larsen to approve and forward on the "Department of Administration 2009 Staffing Plan" to the Personnel Committee. Motion carried by voice vote.**

#### 2009 Budget Discussion/Recommendation/s

Weinert requested the Finance Committee's assistance in reminding Department Heads and fellow supervisors about the 2009 Budget Schedule/dates.

**Moved by Larsen/Beseler to approve Vouchers numbered 243334-243761. Motion carried by voice vote.**

#### 2007 Audit Recommendations for Office of the County Treasurer

##### Closed Session

**Moved by Masters/Larsen to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(f) for the purpose of considering information that may involve the consideration disciplinary data of specific persons and preliminary consideration of specific personnel problems of specific persons, which if discussed in public, would likely have a substantial adverse effect upon the reputation of the person referred to in such discussions. Roll call vote: Larsen, aye; Kienholz, aye; Beseler, nay; Masters, aye; Bergstrom, aye. 4-1, Roll call vote carried by majority.**

**Moved by Beseler/Larsen to go back into open session. Motion carried by voice vote.**

The following two statements were given to the Minute Taker after the Closed Session: Amanda Nissen was indeed at work during the timeframe of May 2007. Research by the IT Director found that the tracking software was not turned on Ms. Nissen's new computer during May 2007. His further research confirmed that she was at work during May 2007.

All the 2007 Audit comments were discussed with the Treasurer, clarification of information was given. The Treasurer's office has put into place new safety measures and implemented new practices to prevent any future similar concerns.

**Moved by Larsen/Beseler to adjourn. Motion carried by voice vote.**

Meeting adjourned at 5:36 p.m.