

Polk County Finance Committee

Meeting date: January 9, 2013

Start time: 2:00 p.m.

Est. end time: 4:30 p.m.

Location: 2nd Floor West Conference Room, Government Center Building

Purpose: Report on 2012 and 2013

Meeting documents:

- None

1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

Finance Committee Chair/ 5
minutes

2. Public comment

3 minutes each/30 minutes
total

3. Old business

None

4. New business

4.1 County Clerk update

4.2 Auditors

4.3 Administration office update

Carole Wondra / 5 minutes

Dana Frey / 30 minutes

5. Ending items

5.1 Review action items (if any)

5.2 Committee member comments

5.3 Set next meeting date/agenda items

5.4 Adjourn

Chair /5 minutes

Committee / 5 minutes

Chair /5 minutes

(Agenda not necessarily presented in this order)

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

**DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING
January 9, 2013**

Polk County Government Center 2nd Floor, East Conference Room

Gary Bergstrom, Finance Committee Chair called the meeting to order at 2: PM

Present for Finance Committee: George Stroebel, Neil Johnson,
Kristine Hartung and Gary Bergstrom
Absent: Kathy Kienholz

Also present: Dana Frey, County Administrator
Maggie Wickre, Finance Manager
Jeff Fuge, Corporation Counsel
Carole Wondra, County Clerk

Motion by Hartung/Stroebel to approve the agenda: carried by voice vote.

Motion by Stroebel/Hartung to approve the minutes of November 7, 2012 meeting; carried by voice vote.

Public comment

None

New business

County Clerk update

Carole Wondra passed out annual fees report 2012 with an explanation of the activities expected in 2013.

Auditors

Dana Frey reported on the recent IRS audit preliminary results from the on-site audit were favorable. Maggie Wickre reported the details of the IRS audit. LarsonAllen auditors are expected in late January to start the 2012 audit.

Administration office update

Dana Frey gave a PowerPoint presentation called "Transition in Public Financial Management" which reported on fiscal discipline and what tasks have been completed, in progress, and remaining toward effective program management.

Corporate Counsel

Jeff Fuge commented about contract review and accounts receivable policy currently in progress. Jeff is attempting to review these contracts to analyze contracted versus employee, language what protects county liability risks and to begin to standardize all agreements with Polk County. Jeff will start with the new purchased services contracts and throughout the year be able to review all contracts before they are signed by Polk County personnel. The other project he is working on is forming an accounts receivable policy. A workgroup has been created and is involved in determining what processes are in place to assure that accounts receivable comes to collection. This process will also put into operation credit card and ATM usage at the county as well as front billing and other techniques that would allow for rapid collections.

Ending Items

Next meeting: TBD in February

Motion to adjourn by Johnson/Hartung at 3:30 PM; carried by voice vote.

