

Polk County Finance Committee

Meeting date: March 6, 2013

Start time: 2:00 p.m.

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

Location: 2nd Floor East 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 Cash Flow

4.2 Payment Disclosure as Required by Purchasing Policy

4.3 Auditors Schedule

4.4 Health Insurance Transition

4.5 Risk Management

4.6 2013 Budget Book

4.7 2014 Budget Schedule

Amanda Nissen/5 minutes

Gene Phillips/ 5 minutes

Dana Frey / 60 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

March 6, 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, Gary Bergstrom

and Kathy Kienholz

Also present: Dana Frey, County Administrator

Maggie Wickre, Finance Manager

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

Motion by Stroebel/Hartung to approve the minutes of January 9, 2013 meeting; carried by voice vote.

Public comment

None

Old Business

None

New Business

Payment Disclosure

According to Policy 912 Purchasing, purchases from county employees must be made with full disclosure at a meeting of the finance committee prior to the purchase. Human Services pays foster care services to an employee of Polk County. Details of the foster care payments were provided to the committee.

Auditors Schedule

County Administrator, Dana Frey, said that the auditors were here in January and will return in May for the 2012 audit.

Health Insurance Transition

Frey presented information on "Transition: Health Care Benefits" to the committee.

Risk Management

Dana Frey informed the committee of the workgroup for risk management that has recently been formed to deal with insurance costs and claims. Stated that IT has created a format to track insurance

claims for this workgroup which has been very helpful.

2013 Budget Book

Dana Frey stated that he has been working on a budget book which has become a 165 page book including descriptive review of the budget process, department programs and goals, logical framework analysis of our largest programs, economic and demographic information, prioritization of programs, and fiscal policies. It will be available at the March county board meeting.

2014 Budget Schedule

Dana Frey suggested that the committees review programs before the budget process starts. Shortly, a new budget calendar will be available showing an accelerated budget schedule which allows for committees more time for budget amendments and full budget consideration.

CGI film company has offered to come to Polk County and prepare a set of short videos made into a 10 minute video which will be available for viewing on our website. The plans for this film have been started and a date for the film crew to arrive has been set for July. Various committees will be contacted for impute for the contents of this film.

Ending Items

Review Action Items – non

Committee Members Comments

Discussion of the 2013 budget

Next Meeting Date

April 10, 2013

Adjourn

Motion by Johnson/Hartung to adjourn at 3:37 PM.