



Sawyer County Wisconsin



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Finance 02/17/2014

DRAFT - minutes of the meeting of the Finance Committee

Sawyer County Board of Supervisors

February 17, 2014; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Kathy McCoy (Vice-Chair), Dale Schleeter, Bruce Paulsen, Walt Jaeger

also present: County Board members Jim Bassett and Dean Pearson, Accounting Manager Melissa Roach, County Treasurer Dianne Ince, County Clerk Kris Mayberry

Motion by Paulsen, 2nd by Jaeger, to approve the meeting agenda. Motion carried.

Motion by Paulsen, 2nd by Jaeger, to approve the January 13, 2014 meeting minutes. Motion carried.

County Treasurer Dianne Ince requested approval to change the authorized signatories for the bank accounts controlled by the Clerk of Court's Office to reflect recent changes of personnel in that office. Motion by Paulsen, 2nd by Jaeger, to recommend County Board approval of the request. Motion carried.

Information Technology Department Director Mike Coleson presented the Courthouse Committee recommendation to approve a proposal from Solbrekk Business Technology Solutions for upgrading the County's email system. The upgrade would include adding the ability for users to respond to incoming emails automatically in their absence with messages, including a message to indicate that they are out of the office. Funds for the upgrade would come from the 2014 Information Technology Department budget. Motion by Jaeger, 2nd by Paulsen, to approve the recommendation. Motion carried.

The Committee discussed with Namekagon Transit Manager Karen Melasecca and Namekagon Transit Bookkeeper Julie Hofer information and computations concerning the settlement of financial matters for the separation of the accounting between Namekagon Transit and the Sawyer County Health and Human Services Department for 2012. Michael J. Hager, of Certified Public Accountants Anderson, Hager & Moe, was present for the discussion. Motion by Jaeger, 2nd by Paulsen, to recommend County Board approval to transfer \$100,000 (amount of payroll advance to Anderson, Hager & Moe) minus \$1,788.88 (amount due Health and Human Services Department from Namekagon Transit) for a net of \$98,211.12 from the Health and Human Services Fund to the Namekagon Transit Fund, and then for payment of the \$98,211.12 from the Namekagon Transit Fund to Namekagon Transit. The motion included that Namekagon Transit is responsible for any adjustments as determined by an audit of 2012 by the Wisconsin Department of Transportation. Motion carried.

Namekagon Transit Manager Karen Melasecca requested the transfer of 2013 Namekagon Transit capital project funds and operating funds to Namekagon Transit. The Committee discussed that charges for completion of the Namekagon Transit building project would be paid by the County and not transferred to Namekagon Transit for payment. Motion by McCoy, 2nd by Jaeger, to wait to transfer 2013 Namekagon Transit operating funds until the completion of the Wisconsin Department of Transportation audit of Namekagon Transit. Motion carried.

The Committee reviewed a proposed Addendum to the Assignment, Assumption, and Collection Services Agreement between Sawyer County and LifeQuest Services for the collection of charges to users of the Sawyer County Ambulance Service, and discussed policies relating to the collection of those charges. The Committee discussed that Accounting Manager Melissa Roach and Ambulance Service Department Director Laurie Smith are reviewing whether the Ambulance Service billing should be done by LifeQuest or done by County personnel.

Accounting Manager Melissa Roach presented a written report (on file with minutes), including preparation for the 2013 audit and cost allocation audit, development of County financial procedures, distribution of W2 forms to employees, annual reconciliation with the Wisconsin Retirement System, purchase of additional scanners for department scanning, plans for discussion with the primary users of the County's financial software concerning whether to consider a different software, department utilization of the central supply room, purchase card implementation, department insurance billing, and consideration of a print management system.

The Committee determined to meet on Friday, March 7, 2014, at 10 a.m. to work on development of County financial procedures.

The Committee discussed a document management system and determined to have department heads discuss this at their upcoming department head meeting.

The Committee discussed that an additional \$3,119.45 is needed for the purchase of new scanners for department accounting. Motion by Paulsen, 2nd by Jaeger, to recommend County Board approval to expend that amount from the Contingency Fund Account of the 2014 Sawyer County Budget for the purchase. Motion carried.

Accounting Manager Melissa Roach presented a summary of expenditures from the Contingency Fund Account of the 2013 Sawyer County Budget and a summary of expenditures to date from the Contingency Fund Account of the 2014 Sawyer County Budget.

The Committee reviewed a report of 2013 expenses and revenues through December of 2013 and a report of 2014 expenses and revenues through January of 2014.

County Treasurer Dianne Ince presented a County financial report through January of 2014 and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in January of 2014 - \$121,895.03
- distributed to Sawyer County in 2014 through January – \$121,895.03
- distributed to Sawyer County through same month in 2013 - \$103,387.95
- 2013 Sawyer County Budget sales and use tax revenue forecast - \$1,500,000

Committee member Bruce Paulsen presented a proposal for an Administrative Coordinator position for Sawyer County. Motion by Jaeger, 2nd by Paulsen, to recommend approval of the proposal to the Personnel and Administrative Committee. Motion carried.

The Committee reviewed the monthly department expense vouchers, including a voucher for payment of \$75 to Stellpflug Law for providing legal assistance to Sawyer County Corporation Counsel Thomas J. Duffy. Motion by Johnson, 2nd by Paulsen, to approve the vouchers for payment. Motion carried.

Motion by Jaeger, 2nd by Paulsen, to adjourn the meeting. Motion carried.