



Sawyer County Wisconsin



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Finance 03/17/2014

minutes of the meeting of the Finance Committee

Sawyer County Board of Supervisors

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

members present: Warren Johnson (Chair), Kathy McCoy, Dale Schleeter, Bruce Paulsen

also present: County Board Chair Hal Helwig, Accounting Manager Melissa Roach, County Treasurer Dianne Ince, County Clerk Kris Mayberry

Motion by McCoy, 2nd by Schleeter, to approve the meeting agenda. Motion carried.

Motion by Paulsen, 2nd by Schleeter, to approve the February 17, 2014 meeting minutes. Motion carried.

Emergency Government Department Director Pat Sanchez reported that there are remaining issues with the County's communication radio system that need to be resolved and that the contract with John Kruk to address those issues expired at the end of February. Ms. Sanchez requested additional funding for Mr. Kruk to continue working to resolve the issues. The Public Safety Committee recommends that Ms. Sanchez's request for additional funding be considered. Ms. Sanchez presented options to address the issues, including an extension of the contract with Mr. Kruk or approving the employment of Mr. Kruk as a full-time Paramedic allowing Mr. Kruk to work on the communication system issues 8-16 hours a week. Ms. Sanchez also suggested several options to seek funding from non-County users of the system to support the additional expenses of contracting with or employing Mr. Kruk. Ms. Sanchez indicated that she is organizing a meeting of the users of the communications system to be sure all the user issues are addressed. Motion by Paulsen, 2nd by Schleeter, to recommend County Board approval to extend Mr. Kruk's contract for an additional 3 months with the funds (\$4,200) to come from the Contingency Fund Account of the General Fund of the 2014 Sawyer County Budget. Motion carried.

Motion by Paulsen, 2nd by Johnson, to have Emergency Government Department Director Pat Sanchez present the option of employing a person to coordinate the County's communication system to the Personnel and Administrative Committee for consideration. Motion carried.

The Committee reviewed an email from National Counties Association (NACo) Membership Coordinator Alex Koroknay-Palicz providing requested documentation of the utilization of NACo's prescription medicine program by residents of Sawyer County and discussed whether to continue Sawyer County's membership in NACo. Motion by Johnson, 2nd by McCoy, to approve payment of the annual dues for Sawyer County's continued NACo membership. Motion carried.

The Committee discussed utilization of LifeQuest as a contractor for the collection of charges to users of the Sawyer County Ambulance Service and 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 by County personnel.

The Committee reviewed a summary of bids for the County's purchase of 80 cases of letter size office paper to be utilized by the departments of the County. Schilling Supply Company was the low bidder with a total bid of \$2,096.

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, work for the renewal of the County's property and casualty insurance coverage, plans for discussion with the primary users of the County's financial software concerning whether to consider a different software, adjustments to the proposed print management agreement with E.O. Johnson, department insurance billing, and meeting with Ambulance Service Department Director Laurie Smith to discuss in-house Ambulance Service billing. Motion by Paulsen, 2nd by McCoy, to recommend Personnel and Administrative Committee and County Board approval of the proposed print management agreement with E.O. Johnson. Motion carried.

The Committee discussed a document management system to be utilized by multiple County departments and determined to refer the matter to the April meeting of the Committee and to have Information Technology Department Director Mike Coleson develop a request for proposals for the procurement of a document management system.

Accounting Manager Melissa Roach presented a summary of expenditures from the Contingency Fund Account of the 2014.

The Committee reviewed a report of 2013 expenses and revenues and a report of 2014 expenses and revenues through February of 2014. County Clerk Kris Mayberry and Accounting Manager Melissa Roach noted that the 2013 report indicates an improved outlook for 2013 expenditures and revenues.

County Treasurer Dianne Ince presented a County financial report through February 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 February of 2014 - \$105,717.32
- distributed to Sawyer County in 2014 through February – \$227,612.35
- distributed to Sawyer County through same month in 2013 - \$201,053.77
- 2013 Sawyer County Budget sales and use tax revenue forecast - \$1,500,000

The Committee reviewed the monthly department expense vouchers. Motion by Johnson, 2nd by Paulsen, to approve the vouchers for payment. Motion carried.

Motion by McCoy, 2nd by Schleeter, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry