



Sawyer County Wisconsin



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Finance 04/14/2014

DRAFT - minutes of the meeting of the Finance Committee

Sawyer County Board of Supervisors

April 14, 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, County Board Supervisor Elect Iras Humphreys, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

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

Motion by McCoy, 2nd by Schleeter, to approve the March 17, 2014 meeting minutes. Motion carried.

The Committee reviewed the Public Safety Committee's approval for the Sheriff's Department to transfer \$10,645 from the squad car purchase line to the jail equipment line of the 2014 Sheriff's Department budget to purchase new Livescan fingerprint equipment to be used in the Sawyer County Law Enforcement Center. Motion by Schleeter, 2nd by Paulsen, to approve the transfer and expenditure of funds. Motion carried.

County Clerk Kris Mayberry reported that Rockford Map Company has been advertising on the radio and in the newspaper that they had produced (on their own and without Sawyer County's knowledge or participation) and will be selling a new 2014 Sawyer County plat book. They provided Sawyer County Surveyor/Land Records Department Director Dan Pleoger with a complimentary copy of the plat book. Mr. Mayberry suggested that any remaining 2011 Sawyer County plat books the County has be sold for \$15 as the demand for those plat books will now be minimal. Motion by McCoy, 2nd by Schleeter, to approve the suggestion and to get additional information as to how many of the 2011 plat books have been received and sold. Motion carried.

Emergency Government Department Director Pat Sanchez and radio and communication system consultant John Kruk presented information about the option of the County employing a full-time Radio and Communications System Technician to design, implement, and coordinate an ongoing communications management program for Sawyer County to assure compliance with applicable federal, state, and county regulations in all areas of communication systems; including radios, pagers, towers, and related equipment; and to maintain the entire emergency services communication system for Sawyer County. Included with the information was a projection of expenses and revenues for the position. The Committee requested that additional information concerning the projection of expenses and revenue be developed and presented to the Public Safety Committee.

Ambulance Service Department Director Laurie Smith presented information about the proposal to hire full-time paramedics as a component of Sawyer County's Ambulance Service. The Committee requested additional financial information and that a comprehensive plan for the proposal be developed.

The Committee discussed the request of Circuit Court Judge Gerald Wright and Circuit Court Clerk Claudia Burgan for authorization to hire a limited term employee for the Clerk of Court's Office during an anticipated extended employee medical leave. The limited term employee would have experience working in a clerk of courts' office and would assist in performing the duties of the office and in training the several employees of the office that have been recently hired. The Committee determined to have additional information developed concerning the expenses related to the request for presentation to the Personnel and Administrative Committee and the County Board.

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; completion of 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 (1st meeting April 30th); department insurance billing; meeting with Ambulance Service Department Director Laurie Smith to discuss in-house Ambulance Service billing; and development of a request for proposals for a document management system for department use. The Committee requested additional information about the option of in-house ambulance service billing, including details about penalties by Medicare and Medicaid for billing errors.

The Committee reviewed a proposed request for proposals for a document management system for department use developed by Accounting Manager Melissa Roach. Motion by McCoy, 2nd by Paulsen, to authorize that the request for proposals be sent to appropriate vendors. Motion carried.

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

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

The Committee reviewed County Treasurer Dianne Ince's financial report through March 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 March of 2014 - \$98,045.24
- distributed to Sawyer County in 2014 through March – \$325,657.59
- distributed to Sawyer County through same month in 2013 - \$294,762.04
- 2013 Sawyer County Budget sales and use tax revenue forecast - \$1,500,000

The Committee reviewed County Treasurer Dianne Ince's request for approval to attend the June conference of the Wisconsin County Treasurers' Association to be held June 11-13, 2014, in Oshkosh. Motion by McCoy, 2nd by Schleeter, to approve the request. Motion carried.

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

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

minutes prepared by Sawyer County Clerk Kris Mayberry