

1 **FINANCE COMMITTEE**

2
3 Courthouse
4 West Bend, WI

April 7, 2010
8:30 a.m.

5
6 Present: Richard Bertram, Leslie Borman, William Meyers, and Joan Russell.

7
8 Excused: Ralph Hensel.

9
10 Also Present: Finance Director Susan Haag, County Board Chairperson Herbert J. Tennes, Chief
11 Deputy County Clerk Mary Lemke, and Supervisors Peter Sorce and Paul Ustruck.

12
13 Vice-Chairperson Bertram called the meeting to order and read the Affidavit of Posting.

14
15 **MINUTES**

16 Moved by Ms. Russell, seconded by Mr. Borman to approve the Finance Committee minutes of
17 March 3, 2010. Motion carried.

18
19 Moved by Mr. Borman, seconded by Ms. Russell to approve the Finance Sub-Committee minutes of
20 February 24, March 10, 17, 24, and 31, 2010. Motion carried.

21
22 **START UP CASH FOR NEW CASH DRAWERS**

23 Ms. Haag reported that as part of the reorganization of the Probate & Juvenile Court Office and Clerk
24 of Court office, Clerk of Courts now has all of the financial responsibilities that were formerly done
25 in the Register in Probate & Juvenile Court office. Clerk of Courts is requesting an additional \$50 in
26 change for each of their three petty cash drawers.

27
28 Moved by Mr. Meyers, seconded by Mr. Borman to approve an additional \$150 in startup funds for
29 the Clerk of Courts-Probate/Juvenile Division. In addition, this Committee will review all cash funds
30 currently in place for all departments and establish guidelines for dispensing department cash funds.
31 Motion carried.

32
33 **JAIL ASSESSMENT FUNDS - REPLACEMENT CAMERA EQUIPMENT**

34 *Appearance: Sheriff Dale Schmidt*

35
36 Moved by Mr. Meyers, seconded by Ms. Russell to approve the purchase of a Multiplexer, using Jail
37 Assessment Funds, in the amount of \$1,350. Motion carried.

38
39 **HUMAN RESOURCES STAFFING PLAN**

40 *Appearance: Human Resources Director Peter German*

41
42 Mr. German is requesting a staffing change to upgrade one full-time H-4 Human Resources Assistant
43 to a full-time E-1 Employee Benefits Specialist, and change one ¾ time H-4 Human Resources
44 Assistant to part-time (20 hrs/wk). Upgrading the Human Resources Assistant position to an
45 Employee Benefits Specialist position will allow running the health care plan more effectively. Mr.
46 Tennes stated the information presented today is not the same that was presented to the
47 Administrative Services Committee on March 25, 2010.

1 Moved by Mr. Meyers, seconded by Ms. Russell to refer this item back to the Administrative
2 Services Committee. Motion carried.

3
4 **GRANT RESOLUTION - SHORELAND ZONING ORDINANCE - PLANNING & PARKS**

5 Moved by Mr. Borman, seconded by Mr. Meyers to approve a resolution authorizing the Land Use
6 Division of the Planning and parks Department to apply for the Expanded Ordinance Development
7 grant from the State of Wisconsin, DNR, in the amount of \$50,000, and forward to the County Board.
8 Motion carried.

9
10 **SEQUOIA CONTRACT FOR INDIRECT CHARGES PLAN**

11 Moved by Ms. Russell, seconded by Mr. Borman to approve the 5-Year Agreement with Sequoia for
12 the County's Indirect Charges Plan. Motion carried with Mr. Meyers voting no.

13
14 **HEALTH DEPARTMENT STAFFING PLAN**

15 *Appearance: Health Director/Health Officer Linda Walter*

16
17 Ms. Walter discussed an ordinance amendment that would add the following to the Health
18 Department staffing plan: one E-2, ¾ time WIC Registered Dietitian, and one E-2, as needed WIC
19 Dietitian Pool. These positions would only be authorized while appropriate non-county funds meet
20 the full cost of the positions.

21
22 Moved by Mr. Meyers, seconded by Mr. Borman to approve an ordinance amendment to 7.02 and
23 7.03 of the code relating to staffing plan and classification and compensation plan - Health
24 Department, and forward to the County Board. Motion carried.

25
26 **REPORT ON STATUS OF 2009 RESOLUTION 79**

27 Ms. Haag distributed the amended 2009 Resolution 79 (Advance from General Fund - Support for
28 Washington County Fair) and stated the County Board referred this back to the Finance Committee
29 for further review. Ms. Haag informed the committee that this will be presented at the next Finance
30 meeting for consideration.

31
32 **SALES TAX REPORT**

33 The total received in March for sales tax earned in January 2010, was \$665,541.65. Moved by Mr.
34 Borman, seconded by Mr. Meyers to accept the sales tax report. Motion carried.

35
36 **NEXT MEETING DATES**

37 The next regular meeting of the Finance Committee is tentatively scheduled for May 7, 2010. The
38 tentative April dates for the Finance Sub-Committee are: April 14, 21, and 28, 2010.

39
40 **FINANCIAL APPROVAL REPORT #39**

41 Moved by Ms. Russell, seconded by Mr. Borman to approve early release and presentation to the
42 County Board, Financial Approval Report #39 in the amount of \$10,650,072.30. Motion carried.

43
44 **VOUCHERS**

45 Moved by Mr. Meyers, seconded by Mr. Borman to approve the following:

46 **Miscellaneous** vouchers in the amount of \$23,782.77.

47 **General Accounts Payable** vouchers in the amount of \$2,242,719.07.

1 **Human Services Accounts Payable WISACWIS** vouchers in the amount of \$2,365.00.
2 **Jury** vouchers in the amount of \$7,584.72.
3 Motion carried.

4
5 Moved by Mr. Borman, seconded by Mr. Meyers to approve Mr. Bertram's expense voucher in the
6 amount of \$39.00. Motion carried.

7
8 Moved by Ms. Russell, seconded by Mr. Bertram to approve Mr. Borman's expense voucher in the
9 amount of \$142.00. Motion carried.

10
11 Moved by Mr. Bertram, seconded by Mr. Borman to approve Mr. Hensel's expense voucher in the
12 amount of \$26.00. Motion carried.

13
14 Moved by Mr. Borman, seconded by Ms. Russell to approve Mr. Meyers' expense voucher in the
15 amount of \$80.00. Motion carried.

16
17 Moved by Mr. Bertram, seconded by Mr. Borman to approve Ms. Russell's expense voucher in the
18 amount of \$57.00. Motion carried.

19
20 **ADJOURNMENT**

21 Moved by Mr. Meyers, seconded by Mr. Borman to adjourn at 10:16 a.m. Motion carried.

22
23
24
25

Brenda J. Jaszewski, County Clerk