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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

June 20, 2012
8:30 a.m.

Present: Leslie Borman, Ralph Hensel, Marilyn Merten, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, Treasurer Janice Gettelman, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Purchasing Agent Bill Kurer, and Richard Bertram.

Chairman Hensel called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Ms. Merten, seconded by Mr. Borman to approve the Finance Committee minutes of June 6, 2012, as presented. Motion carried.

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of June 13, 2012, as presented. Motion carried.

2013 BUDGET FOR DEPARTMENTS

Departments present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, Administrative Coordinator Doug Johnson, Chairperson Herbert Tennies, County Attorney Kim Nass, Treasurer Janice Gettelman, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, Veterans Service Officer Mark Baldwin, Human Resources Director Peter German, Associate Fair Park Manager Sandy Lang, Fair Park Executive Director Tera Greenland, ADRC Director Linda Olson, Medical Examiner Bob Posont, Planning & Parks Administrator Paul Mueller, District Attorney Mark Bensen, Administrative Assistant Judy Steinert, Register of Deeds Sharon Martin, Health Director Linda Walter, Facilities Manager Dave Loomans, Convention & Visitors Bureau Director Elaine Motl, Farm Business Educator Alan Linnebur, Emergency Management Coordinator Rob Schmid, Samaritan Accounting Supervisor Jeff Werner, Sheriff Dale Schmidt, Historical Society Director Patricia Lutz, Purchasing Agent Bill Kurer, Fair Park Accounting Manager Paul Zwack, Clerk of Circuit Court Theresa Russell, Human Services Director Jim Strachota, Highway Commissioner Jon Edgren, Assistant to the Highway Commissioner Tom Wondra, and I.S. Director Mike McGinnis.

Mr. Johnson gave a presentation on the 2013 budget and the budget packets were distributed to departments.

The meeting recessed at 9:32 a.m. and reconvened at 9:45 a.m. Department staff was excused.

AGRICULTURAL & INDUSTRIAL SOCIETY, INC. (AIS) 2011 AUDIT REPORT

Appearance: Fair Park Executive Director Tera Greenland, Associate Fair Park Manager Sandy Lang, and Fair Park Accounting Manager Paul Zwack.

The independent auditor's report indicated the financial statements presented fairly, in all material respects, the financial position of AIS, as of December 31, 2011 and the results of its operations and

1 changes in its cash flows for the year then ended in conformity with U.S. generally accepted
2 accounting principles.

3
4 Moved by Ms. Merten, seconded by Mr. White to accept the AIS 2011 audit report. Motion carried.

5 6 **REVIEW OF INVESTMENT POLICY**

7 Ms. Gettelman previously provided Washington County's current investment policy. Mr. White
8 requested Ms. Gettelman prepare a draft revision to the policy that would move more of our funds
9 into fully FDIC insured accounts and bring the revision to the August Finance Committee meeting
10 for consideration. Ms. Gettelman will work with the Finance Department to determine the
11 recommended amounts for inclusion in the policy revision.

12 13 **REVIEW OF CASH NEEDS BY MONTH**

14 This item will be discussed at the August meeting.

15 16 **COUNTY TREASURER'S DUTIES**

17 The duties and responsibilities of the County Treasurer's office were distributed at the last meeting,
18 and the Committee had no additional questions at this time.

19 20 **FINANCE DEPARTMENT DUTIES**

21 The duties and responsibilities of the Finance department were distributed at the last meeting, and
22 the Committee had no additional questions at this time.

23 24 **ACCEPT BID FOR INTERNAL AUDIT SERVICES**

25 Ms. Haag stated the County does not have the staff to conduct specific internal audits of cash
26 handling procedures and has sought bids to secure an internal audit for two departments this year.
27 At this time, she recommends conducting an audit of the ADRC and golf course, and at a later date,
28 determine which departments, if any, would be audited next year and in the future. Ms. Haag stated
29 the Finance department could cover the cost of this audit within the current 2012 budget, with the
30 use of funds from the Health Insurance accounts, and the Committee agreed with using these funds.

31
32 The Committee requested that if any procedural changes are recommended due to the results of the
33 audit, this Committee, as well as the appropriate liaison committee, be apprised of these
34 recommendations. In addition, follow up reports are to be made to both this Committee and the
35 appropriate liaison committee, from ADRC and the golf course regarding progress of any
36 recommended changes.

37
38 Moved by Ms. Merten, seconded by Mr. White to accept the bid of Wipfli, in the amount of
39 \$22,000, to conduct an internal control audit for ADRC and the golf course in 2012. Motion
40 carried.

41 42 **REQUEST TO PURCHASE VEHICLE FROM OUTLAY FOR I.S.**

43 Moved by Ms. Merten, seconded by Mr. Milich to approve the purchase of a used Sheriff's
44 Department vehicle from the I.S. Outlay account in the amount of \$3,500. Motion carried.

45 46 **SALES TAX REPORT**

47 No report.

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1 **NEXT MEETING DATES**

2 The Finance Committee will tentatively meet on Wednesday, July 25, 2012. The Finance Sub-
3 Committee will tentatively meet on Thursday, July 5, Wednesday, July 11, and Wednesday, July
4 18, 2012.

5

6 Mr. White was excused at 10:40 a.m.

7

8 **REPORT # 8 - FINANCIAL APPROVAL REPORT**

9 Moved by Mr. Borman, seconded by Ms. Merten to approve early release and presentation to the
10 County Board, Report #8 - Financial Approval Report, in the amount of \$2,184,107.52. Motion
11 carried.

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13 **VOUCHERS**

14 Moved by Ms. Merten, seconded by Mr. Borman to approve the following:

15 Miscellaneous vouchers in the amount of \$48,202.61.

16 Jury vouchers in the amount of \$5,681.06.

17 WiSACWIS vouchers in the amount of \$112,949.49.

18 General Accounts Payable vouchers in the amount of \$541,057.66.

19 Motion carried.

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21 Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Borman's expense voucher in the
22 amount of \$139.86. Motion carried.

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24 Moved by Mr. Borman, seconded by Mr. Milich to approve Mr. Hensel's expense voucher in the
25 amount of \$35.52. Motion carried.

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27 Moved by Mr. Borman, seconded by Mr. Hensel to approve Ms. Merten's expense voucher in the
28 amount of \$148.22. Motion carried.

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30 Moved by Mr. Hensel, seconded by Ms. Merten to approve Mr. Milich's expense voucher in the
31 amount of \$27.75. Motion carried.

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33 Moved by Mr. Borman, seconded by Mr. Hensel to approve Mr. White's expense voucher in the
34 amount of \$22.20. Motion carried.

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36 **ADJOURNMENT**

37 Moved by Mr. Borman, seconded by Mr. Milich to adjourn at 10:56 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk