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**WASHINGTON COUNTY  
FINANCE COMMITTEE**

Courthouse - Government Center  
West Bend, WI

December 3, 2013  
8:15 a.m.

Present: Leslie Borman, Raymond Heidtke, Ralph Hensel, Robert Milich, and Todd White.

Also Present: Finance Director/Interim Human Resources Director Susan Haag, Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, County Treasurer Jane Merten, and Interim Human Resources Division Manager/Employee Benefits Manager Michelle Hoey.

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

**MINUTES**

Moved by Mr. Borman, seconded by Mr. Milich to approve the Finance Committee minutes of November 13, 2013, as presented. Motion carried.

Moved by Mr. White, seconded by Mr. Heidtke to approve the Finance Sub-Committee minutes of November 20, 2013, as presented. Motion carried.

**PRESENTATION FROM PMA ON WISC FOR INVESTMENT OPTIONS**

*Appearance: Sara Schnoor, PMA Financial Network, Inc. (PMA)*

Ms. Schnoor distributed information regarding the investment advisory services offered through PMA. As a Fund Administrator and Marketer, PMA works with Wisconsin Investment Series Cooperative (WISC), who invests public funds. U.S. Bank National Association and RBC Global Asset Management serves as Fund Investment Advisors and U.S. Bank National Association serves as the Fund custodian. Washington County would enter into an intergovernmental cooperation agreement with WISC in order to participate in the investment programs. Some of the services offered include a managed/competitive bid program, investment in certificates of deposit and government securities, cash flow analysis, credit analysis, and financial advisory/investment banking services.

By entering into this agreement, Washington County would not be required to invest funds with WISC, but would have the opportunity to review information provided by PMA to determine whether or not we wanted to invest funds. PMA's compensation would be based on our investments and there are no separate fees or start-up costs associated with PMA or WISC. All County funds invested would remain in the name of the County and the County would be in charge of deciding upon the amounts to invest.

Ms. Haag distributed a draft resolution that would allow Washington County to enter into an intergovernmental cooperation agreement with WISC and authorize participation in the investment programs of the fund. Mr. Tennes requested this resolution and information be presented to the Executive Committee prior to taking action by the County Board.

**1 REPORT ON HEALTH CARE DATA SYSTEMS**

2 *Appearance: Human Services Director Jim Strachota*

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4 Mr. Strachota distributed a final report regarding the software that will take the current multiple  
5 Human Services Department databases and convert them into one Behavioral Health Database.  
6 Health Care Data Systems will be providing the software package and training for staff. The  
7 anticipated completion date is May 15, 2014.

**8  
9 RESOLUTION - GENERAL FUND TRANSFER - PAID TIME OFF (PTO)**

10 Moved by Mr. Milich, seconded by Mr. Borman to approve the resolution authorizing a transfer  
11 from the General Fund, in an amount not to exceed \$1,200,000, to make a cash payment to each  
12 eligible Washington County employee proportionate to the amount of leave earned for the time  
13 period of January 1, 2014, through June 30, 2014, and forward to the County Board. Motion  
14 carried.

**15  
16 OUT-OF-STATE TRAVEL REQUEST FOR COUNTY BOARD SUPERVISOR**

17 *Appearance: County Conservationist Paul Sebo*

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19 Moved by Mr. White, seconded by Mr. Borman to approve the out-of-state travel for Supervisor  
20 Peter Sorce to attend the National Association of Conservation Districts Annual Conference in  
21 Anaheim, California, February 2 - 5, 2014, at no cost to Washington County. Motion carried.

**22  
23 OUT-OF-STATE TRAVEL REQUEST FOR SHERIFF'S DEPARTMENT**

24 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

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26 Moved by Mr. White, seconded by Mr. Milich to approve the out-of-state travel for Radio Systems  
27 Administrator John Schrader to attend the International Harris User Group Conference from April  
28 26 to May 1, 2014, in Stone Mountain, Georgia, at a cost of \$1,168, plus airfare. Motion carried.

**29  
30 SHERIFF'S DEPARTMENT CONCERNS WITH INFORMATION SERVICES (IS)**

31 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*

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33 Sheriff Schmidt gave a summary of the concerns he has with the services provided by IS. Recently,  
34 the Sheriff's Department has outsourced the position of IS Technician in the Sheriff's Department,  
35 and is currently using a Technician from DataMax. Sheriff Schmidt has requested this Technician  
36 be provided authorities and access to servers and programs for the Sheriff's Department in order to  
37 manage their software programs, however, this request has been denied. Ms. Haag stated that  
38 currently, the County does not have the ability to separate the Sheriff's Department's servers and  
39 systems, and in order to provide the access and authorities requested by the Sheriff, the DataMax  
40 Technician would also have access to all of the County's servers and files. Ms. Haag expressed  
41 security concerns regarding a non-county employee having the access requested by the Sheriff's  
42 Department.

43  
44 Sheriff Schmidt and Captain Gonwa presented additional concerns regarding IS services and the  
45 lack of response from IS staff to various Sheriff's Department requests. He noted that these  
46 concerns were presented to the Public Safety Committee on December 2, 2013.

1 Mr. Tennes will meet with the Sheriff, Ms. Haag, IS staff, and Doug Johnson to try to resolve the  
2 issues addressed.

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4 **SALES TAX REPORT**

5 The total received in November, 2013 for sales tax earned in September, 2013 was \$880,843.93, for  
6 a 2013 total of \$7,306,236.97, net of Cabela's.

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8 **NEXT MEETING DATES**

9 The next regular Finance Committee meeting is tentatively scheduled for Wednesday, January 29,  
10 2014, at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, December 11,  
11 and 18, 2013, Thursday, January 2, 2014, and Wednesday, January 8, 15, and 22, 2014.

12

13 **FINANCIAL APPROVAL REPORT**

14 Moved by Mr. White, seconded by Mr. Heidtke to accept Report #28 - Financial Approval Report,  
15 dated December 3, 2013, in the amount of \$6,441,455.27, and forward to the County Board.  
16 Motion carried.

17

18 **VOUCHERS**

19 Moved by Mr. Heidtke, seconded by Mr. Borman to approve the following:

20 Miscellaneous vouchers in the amount of \$17,382.47.

21 WiSACWIS vouchers in the amount of \$13,539.46.

22 General Accounts Payable vouchers in the amount of \$213,560.39.

23 Motion carried.

24

25 **ADJOURNMENT**

26 Mr. Hensel adjourned the meeting at 10:47 a.m.

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Brenda J. Jaszewski, County Clerk