

Finance Committee
June 21, 2023

Present: Wallace Habhegger, James Kuhn, David Pierce, Toni Wissestad

Absent: Cedric Schnitzler

Others: Tina Osterberg, Diane Erickson, Debbie Carney, David Hesel, Eric Weihe, Tara Nichols, Judge Todd Ziegler, David Ohnstad, Tracy Thorsen, Chris Weaver, Wes Revels

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Vice-Chair Wallace Habhegger.

- Next Meeting Date – Wednesday, July 19, 2023 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Toni Wissestad to approve the 05/11 & 05/17/23 minutes. Carried 4-0.
- Public Comment – None.
- Budget Adjustments:
 - a. Solid Waste – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. David Hesel, Solid Waste Director explained 2023 adjustment in the amount of \$5,397.00 for filter system installations. Discussion. Carried 4-0. Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. David Hesel explained 2023 adjustment in the amount of \$266,711.00 for compliance requirement from the DNR to the long term closure account. Discussion. Carried 4-0.
 - b. Health Department – Motion by David Pierce second by James Kuhn to approve budget adjustment. Tina Osterberg, County Administrator explained 2023 adjustment in the amount of \$80,093.00 for Reducing Overdose through Community Approaches Grant. Carried 4-0.
 - c. WIC – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg, County Administrator explained 2023 adjustment in the amount of \$45,848.00 to update WIC budget. Discussion. Carried 4-0.
- Re-Purpose of Funds:
 - a. Sheriff – Motion by David Pierce second by Toni Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained 2023 adjustment in the amount of \$132,600.00 for three vehicles. Discussion. Carried 4-0. Motion by James Kuhn second by Toni Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained 2023 adjustment in the amount of \$40,503.50 for vehicle. Carried 4-0.
 - b. Highway – Motion by David Pierce second by Toni Wissestad to approve re-purpose of funds. David Ohnstad, Highway Commissioner explained 2023 adjustment in the amount of \$2,420.00 for replacement of backhoe equipment. Carried 4-0.
- Credit Cards:
 - a. Highway - Motion by David Pierce second by James Kuhn to approve credit card. David Ohnstad, Highway Commissioner explained credit card in the amount of \$1,000.00 for Fiscal Assistant. Carried 4-0.
 - b. District Attorney's Office - Motion by Toni Wissestad second by David Pierce to approve credit card. Toni Wissestad explained credit card in the amount of \$5,000.00 for Investigator. Discussion. Carried 4-0.
 - c. Human Services - Motion by David Pierce second by James Kuhn to approve credit card. Tracy Thorsen, Human Services Director explained credit card in the amount of \$1,000.00 for MHP. Discussion. Carried 4-0.
 - d. County Clerk - Motion by Toni Wissestad second by David Pierce to approve credit card increase. Shelley Bohl, Monroe County Clerk explained credit card increase from \$2,000.00 to \$5,000.00. Carried 4-0.
- Fiscal Note Approval on Resolution –

- a. Resolution Authorizing One Children's Long Term Support (CLTS) Social Worker Position in the Monroe County Human Services Department – Discussion. Motion by James Kuhn second by David Pierce to amend fiscal note by adding: if CLTS waiver funding is inadequate to cover the full cost of this position, this position will cease to exist. Carried 4-0. Motion by David Pierce second by Toni Wissestad to approve fiscal note as amended. Carried 4-0.
 - b. Resolution Authorizing Four Comprehensive Community Services (CCS) Social Worker Positions in the Monroe County Human Services Department – Motion by David Pierce second by James Kuhn to approve fiscal note. Discussion. Motion by Wallace Habhegger second by James Kuhn by amend fiscal note by adding: If Medicaid billable revenues and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program funding is inadequate to cover the full cost of these positions, these positions will cease to exist. Carried 4-0. Fiscal note as amended carried 4-0.
 - c. Resolution Authorizing a Behavioral Health Supervisor Position in the Monroe County Human Services Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Motion by Wallace Habhegger second by David Pierce to amend fiscal note by adding: If Wisconsin Medicaid Cost Reporting (WIMCR) program funds along with the current levy funding level are not adequate to cover the expenses of this position going forward, this position will cease to exist. Carried 4-0. Fiscal note as amended carried 4-0.
 - d. Resolution Designating Official Newspaper for Monroe County – Motion by James Kuhn second by David Pierce to approve fiscal note. Shelley Bohl, County Clerk explained cost savings as the number of publications would be reduced. Discussion. Carried 4-0.
- Resolution(s) –
 - a. Resolution Amending Monroe County Finance Policy and Finance Forms – Motion by David Pierce second by Toni Wissestad to place resolution on the floor. Carried 4-0. Motion to approve resolution by James Kuhn second by Toni Wissestad. Diane Erickson, Finance Director explained update to Finance Policy regarding line item transfers, re-purpose of funds and notice budget adjustments. Discussion. Carried 4-0.
- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline, Outstanding Years 2019 & 2020 – July 6th is the court case for 2018 delinquent parcels.
- Work Comp Rates, 2024 Budget – Diane Erickson, Finance Director provided insurance claims from 2016 – 2023. Discussion. Motion by James Kuhn second by Toni Wissestad to remain at 30% work comp rate for the 2024 budget. Carried 4-0.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Monroe County Accounting & Financial Policies and Procedures Manual Updates – Diane Erickson, Finance Director provided members with the Accounting & Financial Policies and Procedures Manual. Updates to the policy as follows:
 - Page 8 –“Tyler Accounting Software” update to represent Munis’ wording on this page and throughout the document.
 - Page 12 – Position titles updated on this page and throughout the document.
 - Page 49 – Capitalization changed to \$20,000 from \$5,000
 - Page 60 – Vendors without activity in 2 years instead of 1 year will be inactivated
 - Page 78 – Remove 2nd bullet point. Wording about single transaction limit
 - Page 102 – Capitalization changed to \$20,000 from \$5,000
 Motion by Toni Wissestad second by David Pierce to approve updates to the Monroe County Accounting & Financial Policies and Procedures Manual Updates. Discussion. Carried 4-0.
- Over/Under Payment Ordinance – No discussion. Will be revisited next month.

- Proposed Uses of Opioid Settlement Funds – Judge Todd Ziegler explained that this is a follow up discussion from the May meeting. The Opioid Fund workgroup wishes are the following:
 - #1 Full-Time Grant Writer Manager that falls within the Opioid Settlement Funds guidelines.
 - #2 Full-Time/Part-Time Justice Program Specialist.
 - #3 General Fund set aside for Opioid purposes.

Discussion. Tina Osterberg, County Administrator explained that there is no set deadline for the spending of opioid funds.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by James Kuhn second by David Pierce to approve notice of donations/user fees received budget adjustments. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by James Kuhn to approve Monthly County Per Diems and Vouchers. Discussion. Carried 4-0.
- Items for next month's agenda – Over/Under Payment Ordinance; Opioid Settlement Funds Discussion/Action.
- Wallace Habegger adjourned the meeting at 11:23 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder