

Finance Committee
August 21, 2019

Present: Cedric Schnitzler, Mark Halverson, Douglas Path, Wallace Habhegger; Pete Peterson absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Randy Williams, Chad Ziegler, Wes Revels, Rob Conroy, Diane Erickson, John Mehtala, Ron Hamilton, Sharon Nelson, Jeremiah Erickson, Charles Weaver, Ed Smudde, Levi Helgren

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – September 12, 2019 Meeting at the Monroe County Assembly Room at 9:00 a.m.

Future Dates to remember:	October 7	Budget Publication Approval
	October 16	Regular Meeting
	October 21	Budget Meeting
	October 22	Budget Meeting
	November 6	Annual Board Meeting
- Minutes Approval – Motion by Wallace Habhegger second by Mark Halverson to approve the 07/08 & 07/17/19 minutes. Carried 4-0.
- Public Comment – None.
- Health Department Line Item Transfer - Motion by Mark Halverson second by Douglas Path to approve line item transfer. Sharon Nelson explained the 2019 line item transfer in the amount of \$4,650.00 for county cell phones and preventative programs due to an increase in demand for Hepatitis A vaccine, Hepatitis B vaccine and upcoming flu season. Carried 4-0.
- Sheriff's Office Re-Purpose of Funds – Motion by Wallace Habhegger second by Douglas Path to approve Re-Purpose of funds. Wes Revels explained the 2019 re-purpose of funds in the amount of \$22,572.00 for Axon Lease. Carried 4-0.
- Credit Card Approvals –
 - a. Human Services – Motion by Mark Halverson second by Douglas Path to approve credit card requests. Ron Hamilton explained credit card request for three social workers in the amount of \$1,000 for CFS Social Worker, \$1,000 for CFS Social Worker and \$2,500 for CLTS Social Worker. Carried 4-0.
 - b. Land Records – Motion by Wallace Habhegger second by Mark Halverson to approve credit card request. Jeremiah Erickson explained his credit card request in the amount of \$1,000.00. Carried 4-0.
- Budget Adjustments -
 - a. Land Records – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Jeremiah Erickson explained the 2019 budget adjustment in the amount of \$5,950.00 for ESRI Software license. Discussion. Carried 4-0.
 - b. Veterans Service – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Charles Weaver explained the 2019 budget adjustment in the amount of \$1,500.00 for Varidesks for office personnel. Discussion. Carried 4-0.
 - c. Local History Room – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$1,576.64 to cover the costs to send the Local History Room Director to Philadelphia to receive the 2019 American Association for State and Local History Award of Excellence for the Monroe County A to Z exhibit. Carried 4-0.
 - d. Dispatch – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Randy Williams explained the 2019 budget adjustment in the amount of \$2,126.18 for NG 911 project costs. Carried 4-0.

- e. Information Systems – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$11,934.00 for e-mail security software. Discussion. Carried 4-0.
- f. Human Services – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$169,088.00 for additional funding received from DHS for another Case Manager/Social Worker in the Children's Long Term Support Waiver program. Carried 4-0.

Human Services – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$24,283.00 for additional funding received from the DHS allowing the Disability Benefit Specialist at the ADRC to increase hours to full time. Carried 4-0

Human Services – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$24,782.00 for technology items funded by the WREA Consortia. Carried 4-0

- g. Workers' Compensation – Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Diane Erickson explained the 2019 budget adjustment in the amount of \$100,000.00 for workers' compensation claims. Carried 4-0.

- Fiscal Note of Resolutions –

- a. Resolution Approving the Monroe County Forest Annual Work Plan 2020 – Motion by Mark Halverson second by Douglas Path to approve fiscal note. Chad Ziegler, Forestry and Parks Administrator explained grant revenue. Carried 4-0. Discussion.
- b. Resolution Authorizing ADRC Home Delivered Meal Driver Position Increase to Part Time - Motion by Douglas Path second by Mark Halverson to approve fiscal note. Ron Hamilton, Human Services Director explained funds will not affect levy. Discussion. Carried 4-0.
- c. Resolution Authorizing Psychiatric Advanced Practice Nurse Prescriber (PAPNP) Position in Monroe County - Motion by Mark Halverson second by Cedric Schnitzler to approve fiscal note. Ron Hamilton explained budget would be offset by costs already included in the budget; approximately \$189,933 will be offset at an estimate of \$165,502 in revenue and the remaining difference will continue to be county levy. Discussion. Carried 4-0.
- d. Resolution Authorizing the Establishment of a Patrol Officer Position in the Monroe County Sheriff's Department in 2020 - Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Wes Revels explained. Discussion. Motion by Wallace second by Douglas Path to amend the fiscal note: Total position cost is \$128,101.00; no more than \$32,148 to be placed on the county levy. Carried 4-0.
- e. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 21, 2020 - Motion by Mark Halverson second by Wallace Habhegger to approve fiscal note. The Chairperson would receive \$400 per month and the Vice-Chairperson to receive \$200.00 per month Discussion. Carried 3-1.
- f. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 21, 2020 - Motion by Mark Halverson second by Wallace Habhegger to approve fiscal note. Committee meetings to increase by \$10.00 and board meetings by \$25.00. Discussion. Carried 3-1.

- Resolution Establishing Ho Chunk Funds Allocation for 2020 Budget – Motion by Wallace Habhegger second by Douglas Path to approve resolution and forward to the full board for approval. Tina Osterberg explained funds for acquisition of mobile radios in the Sheriff's Department. Discussion. Carried 4-0.

- Treasurer

- a. Debra Carney provided the Monthly Treasurers Report.
- b. Treasurer Department Monthly Report.
- c. 2020 Budget Review.

- Finance

- a. Diane Erickson provided the Monthly Financial Report.

- b. Finance Department Monthly Report.
 - c. 2020 Budget Review.
 - d. Resolution Authorizing Purchase of Revolving Loan Fund – Motion by Douglas Path second by Mark Halverson to forward both resolution to the board for approval. The resolutions would approve return and buyout of the Revolving Loan Funds. Discussion. Carried 4-0.
 - e. CDBG Close Program Project Options – Several projects of interest have been provided. Fire District of Norwalk, Town of Wilton, Village of Wyeville, Monroe County Drug Court and Highway Project.
- Finance Committee Duties – This item will be revisited next month.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habhegger to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Mark Halverson to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Wallace Habhegger second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
 - Items for next month's agenda – Finance Committee Duties, General Fund Reserve Policy, Revolving Loan Fund Options - Discussion/Action
 - Motion by Wallace Habhegger second by Mark Halverson to adjourn the meeting at 11:11 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder