



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza

February 15th, 2012 3:00 p.m.

Open Session

(A quorum of the County Board or Governing Committees may be present.)

Call to order
Accept Agenda
Approval of **December 14th, 2011** Minutes
Public Comments

Committee Calendar/Agenda/s: Next Finance meeting March 7th, 2012. February County Board meeting canceled.

The Committee may take up any matter on this agenda at any time during the meeting regardless of the location of such item on the agenda.

County Administrator- Dana Frey
Travel Policy
Cell phone policy/discussion no action
Review and action on Policy 10
Awards for Excellence
Auditors
2013 Budget calendar
Capital revolving loan fund
Grant process
Year-end issues
Department update/status

Finance – Maggie Wickre
Goals and Objectives
Office Update
Vouchers

Committee Observations

Adjournment (Agenda not necessarily presented in this order.)

Copies to: County Clerk

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715/485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

**DEPARTMENT OF ADMINISTRATION
FINANCE COMMITTEE MEETING**
Polk County Government Center
2nd Floor, East Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810

Chairman Gary Bergstrom called the meeting to order at 3:00 p.m.

Present for finance committee	Brian Masters	Kathy Kienholz
	Gary Bergstrom	William Johnson

Absent	Neil Johnson
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Also present:	Dana Frey, county administrator
	Maggie Wickre, finance manager

Motion by W Johnson / Masters to approve the agenda; carried by voice vote.

Motion by Masters / W Johnson to approve the minutes of December 12, 2011 meeting; carried by voice vote.

Public comments.

None

Committee calendar.

Next finance committee meeting will be March 14th, 2012 at 3 p.m., subject to whether there is need for a meeting.

County administrator.

Travel policy; discussion, no action. Mr. Frey handed out the pocket guide to the travel policy and explained that we are following the State of Wisconsin travel policy; some adjustments need to be made to conform to Polk County's practices. The county car usage will be tracked by SharePoint, a software program being configured by the IT department. The goal is to obtain greater use of our cars through countywide scheduling and tracking.

Cell phone policy; discussion, no action. Mr. Frey explained that he is looking at our cell phone usage and working with a provider to centralize the cell phone contracts as a cost saving. Our current policy needs to be revoked immediately because of certain wording. He will be revising our cell phone policy.

Review and action on policies. Policy 10 sets the duties and responsibilities of governing committees. The draft policy is going back to the organizational committee for final approval. Finance reviewed the draft policy pertaining to its duties and responsibilities. **W Johnson /**

Kienholz to move to send this policy on to the organizational committee; carried by voice vote.

Investment policy; discussion, no action. Investment policy needs to be changed to conform to state law. The policy revisions will be presented to the finance committee at their next meeting.

Awards for excellence. Polk County recently received the *Certificate of Achievement for Excellence in Financial Reporting* from Governmental Financial Officers Association for our 2010 audit report. We also were informed that Polk County was awarded the *Certificate of Excellence in Citizen Centric Reporting* from the Association of Advancing Government Accountability, based on the citizen's guide to the budget on our website.

Auditors. CliftonLarsonAllen auditors were here in January. They are expected back in May to finish the 2011 audit.

2013 budget calendar. Mr. Frey handed out an updated calendar for the 2013 budget process and the committee reviewed the dates.

Capital revolving loan fund. Mr. Frey expects a policy outline to be completed in March. The policy will cover the criteria for expenditures from this fund. His basic criterion is that any money spent out of this fund must have a financial recovery that restores the borrowed funds.

Grant process. Policy 880 addresses the situation wherein a grant becomes available to Polk County mid-year and outside of the approved budget. Such a grant application must be approved by the county administrator. This process gives us an opportunity to track grants and expenditures and recover any indirect costs as applicable.

Year-end issues. Preliminary 2011 ending figures look good with one or two areas for concerns.

Office Update.

Ms. Wickre reported that the new software installation has started, with plans to provide current actual vs. budget information to departments soon.

Motion by W Johnson / Kienholz to approve vouchers numbered 286716 – 288530 and dated 2-14-2012; carried by voice vote.

Motion by Kienholz / W Johnson to adjourn, carried by voice.

Adjourned at 4:15 p.m.