



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
April 11th, 2012 @ 2:00 p.m.

Open Session

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

Call to order

Accept Agenda

Approval of March 20th, 2012 Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting April 25th, 2012 at 2:00 p.m.

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

Asset reserve account

SharePoint/Cars

Cell Phones

Copiers (EO Johnson)

Year end clean up

Affiliated organizations

Investment Policy

Grants

Risk Management Workgroup

Schedule Investment committee meeting

2012 Goals and Objectives

Department update/status

Information Technology- Todd Demers

2012 Goals and Objectives

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
April 11th, 2012

Polk County Government Center 2nd Floor North Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810

Vice Chairman Brian Masters called the meeting to order at 2:04 p.m.

Present for finance committee: Gary Bergstrom (late) William Johnson Neil Johnson Brian Masters

Absent: Kathy Kienholz

Also present: Dana Frey, county administrator
Maggie Wickre, finance manager
Jeff Fuge, corporate counsel
Todd Demers, information technology

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

Motion by W Johnson/ N Johnson to approve the minutes of March 20th, 2012 meeting; carried by voice vote.

Public Comments

None

Committee Calendar/Agenda(s)

The April 25th finance meeting has been canceled. The next meeting is May 9th, 2012 at 2 p.m.

County Administrator- Dana Frey

Mr. Frey spoke on many topics such as:

- a. A new policy will be written on the Asset reserve account.
- b. A handout on information for SharePoint/vehicle reservation. Tammy went over procedures, what is has to offer and what it looks like. Dana spoke on how it works and outcome he perceives.
- c. Dana stated that the old cell phone policy was suspended at last County Board meeting. A new definition on which employees qualify for cell phone is now following the IRS standards. All cell phone and contracts will go through Administration.
- d. Each department holds contracts of their own for leasing copiers. Such as Xerox and EO Johnson. Now all contracts will be consolidated for all departments and the contracts will be handled as one.
- e. There will be a resolution drawn up for the April County Board for approval which approves all the technical financial adjustments to the 2011 budget or carry over to 2012. This will be yearend clean up.

- f. Mr. Frey discussed affiliated organizations. Dana explained concerns about Endeavors getting behind on their rent and material charges to the County which has amounted to a default of their lease and a considerable advance on their charges. A letter from Corporate Counsel's office will be going out this week stating that they are in default of their lease. Dana has clearly stated that it is in the best interest of the county to make their organization succeed. Options for course of action were reviewed.
- g. Transportation Corp has also been discussed by Dana. It appears that the transportation corporation has been operating as if they were officially Polk County. We are looking into making them a county department to conform to how they have been operating.
- h. With the recent resolution on affiliated organizations, we will look at combining the request for financials with the budget process.
- i. Mid budget year grants are coming to Dana for approval. By doing this, we can see if there is any further funding that can be recovered for overheard expenses.
- j. Dana explained that we are creating a Risk Management Workgroup to review all insurance claims and this information is shared with the employees and departments who need to know.
- k. An investment committee meeting will be scheduled after the next Finance Committee meeting since the committees will be elected at the next County Board.
- l. One of the Department of Administrations 2012 Goals and Objectives is we have the ability to refinance one of our bonds at the end of this year. We were thinking about trying to increase our bond rating for the county.

Information Technology- Todd Demers

Department Head Todd Demers presented 2012 Goals and Objectives. Five goals were presented and reviewed.

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

Adjourned at 3:40 p.m.