

Polk County Finance Committee

*Amended- 6/12/2012 *

Meeting date: June 13, 2012

Start time: 2:00 p.m.

Est. end time: 3:45 p.m.

Location: 2nd Floor East Conference Room, Government Center Building

Purpose: Receipt of annual reports and update on budget execution and preparation

Meeting documents:

- *Resolutions for consideration at this meeting (under item 4.6, below)

1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

Finance Committee Chair/ 5 minutes

2. Old business

(none)

3. Public Comments

3 minutes

4. New business

4.1 Annual reports

4.1.1 Information Technology

IT Director/10 minutes

4.1.2 County Clerk

County Clerk/10 minutes

4.1.3 County Treasurer

County Treasurer/10 minutes

4.2 IT strategic plan update

IT Director/10 minutes

4.3 Human Services petty cash

Pat Kirkwood/10 minutes

4.4 Report on 2012 budget execution and 2013 budget preparation

County administrator/15 minutes

4.5 RFP for investment advisor

Finance manager/10 minutes

4.6 Resolution to Act on Funding for Jail Literacy and The Polk County Library Federation

County Administrator/ 15 minutes

5 Ending items

5.1 Review action items (if any)

Chair / 5 minutes

5.2 Committee member comments

Committee / 5 minutes

5.3 Set next meeting date/agenda items

Chair / 5 minutes

5.4 Adjourn

DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING
June 13th, 2012

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

Gary Bergstrom called the meeting to order at 2:00 PM

Present for finance committee: Gary Bergstrom Neil Johnson Kathy Kienholz
George Stroebel and Kristine Hartung

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

Motion by Hartung/Kienholz to approve the amended agenda: carried by voice vote.

Motion by N Johnson/Hartung to approve the minutes of May 9th, 2012 meeting; carried by voice vote.

New Business: Information Technology – Director, Todd Demers handed out the annual report. **Motion by Kienholz/Hartung to accept this annual report; motion carried by voice vote.**

County Clerk – Clerk, Carole Wondra, discussed the annual report for her office. **Motion by Johnson/Kienholz to accept this annual report; motion carried by voice vote.**

County Treasurer – Treasurer, Amanda Nissen, reviewed and discussed the department’s annual report. **Motion by Stroebel/Kienholz to approve this annual report; motion carried by voice vote.**

Information Technology discussed strategic plan update – Handed out programs and responsibilities of IT department of mandates internal and external.

Tammy Peterson has been working with Anne Thicke from Verizon. Ms. Thicke sent to the Department of Administration a summary of current cell phone plans so they can be part of our cell phone survey.

Public Comments

Brian Masters, Supervisor, addressed Finance on both Library resolutions.

Human Services

Pat Kirkwood, Finance Director of Human Services requested approval for increasing petty cash from \$200 to \$400. The additional \$200 would start another petty cash fund in a different location for their department.

Motion by Stroebel/Johnson to approve this petty cash request; motion carried by voice vote.

County Administrator- Dana Frey

Report on 2012 budget execution and 2013 budget preparation

Dana Frey, County Administrator, discussed the progress of our 2012 budget concerns. He also updated the committee on the progress of 2013 budget with worksheets, fee schedules, travel schedule, and capital purchases. Spreadsheets have gone out to departments and are expected back by the end of June. Mr. Frey discussed some major issues that needed to be addressed for 2013.

RFP for Investment Advisor

Maggie Wickre, Finance Manager handed out a preliminary RFP for Investment Advisor. Upon approval from the Investment Committee, this RFP will be posted on our website.

Resolution to Act on Funding for Jail Literacy and The Polk County Library Federation.

This is a new resolution to be presented concerning the Library at the June 19th County Board meeting. A schedule for 2013 Library expenses was handed out to further explain this resolution. **Motion by Hartung/Johnson that the Finance Committee recommends that the resolution not be approved; motion carried by a voice vote of 4 to 1.**

Committee Member Comments

Chairman Neil Johnson asked for an update on the situation with Endeavors. Dana Frey stated that a joint Property/Endeavors Committee will be meeting on June 25th, 2012. Endeavors recent financial statement was handed to the Committee.

Motion to adjourn at 4:30 pm by Johnson/Hartung; motion carried by voice vote.