



**** **SECOND AMENDED**** (December 10, 2010)**

DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810

December 15th, 2010 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 **November 17th** Minutes

Public Comments

Committee Calendar/Agenda/s

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.

****Corp Counsel – Jeff Fuge and Honorable Molly E. GaleWyrick**

County Court Services

- Discussion expanded use of court commissioner
- Discussion and approval of funding and expenditures for expanded use of family court commissioner for child support agency cases.

• ***Information Technology- Todd Demers**

Moving funds with in budget

County Administrator- Dana Frey

- Goals of Purchasing policy
- Requesting Financials from organizational companies who Polk County contributes

Department Update/Status

Finance – Maggie Wickre

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.

Polk County Finance Committee
Polk County Government Center, 2nd Floor East Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of December 15th, 2010 Meeting

Chairman Gary Bergstrom called the meeting to order at 2:01 p.m.

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

Also present: Dana Frey, county administrator Maggie Wickre, interim finance director
Jeff Fuge, corporate counsel Honorable Judge GaleWyrick
Todd Demers, information technology

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

Motion by N Johnson / W Johnson to approve the minutes of November 17th, 2010 meeting; carried by voice vote.

Public comment. None.

Committee calendar / agenda(s).

County board meeting is December 21st, 2010 at 6:00 p.m. Next finance committee meeting is January 19th, 2011 at 2:00 p.m. The committee will continue to meet once a month on the second Tuesday, with additional meetings scheduled as needed.

Honorable Molly E. GaleWyrick.

The Honorable Molly E. GaleWyrick discussed the need for additional hours for child support meetings, which are currently done by the judges. She proposed that family court commissioner Bruce Anderson take over this duty, which will require 24 hours annually, and reported that he is willing to do so. Total cost will be \$1680 (24 hours @ \$70/hour), of which federal funds will pay approximately two-thirds. She asked that the child support budget be increased by \$560 to cover the balance.

Motion by W Johnson / Kienholz to expand duties in child support for court commissioner Bruce Anderson, with the increased funding to come through the Child Support budget; carried by voice vote.

Information Technology.

IT director Todd Demers handed out his financial report as of 12/15/10 and a copy of his 2010 Mission and Goals.

Mr. Demers requested approval to move funds from his class 2 (operating) budget to his class 3 (capital) budget. After discussion the committee determined not to grant this request.

County Administrator.

County Administrator Dana Frey handed out and discussed information on:

- Current state of the review of all non-lapsing accounts, with the goal of rolling all unnecessary non-lapsing balances into the general fund;
- A list of all current finance-related policies;
- Projected health insurance fund balance by month;
- Revision of present purchasing policy;
- Examples of purchasing policies from other counties

Mr. Frey informed the committee of which departments he currently knows about that will be over budget for 2010. In public health, the immunization program will be over budget by approximately \$20,000; the home care program will be significantly over budget but the exact amount is unknown at this time. Family court will be over by approximately \$6,000.

Mr. Frey told the committee he plans to request financial statements from all outside organizations to which the county contributes funds.

Finance.

Finance Director Maggie Wickre gave her departmental update.

- She is chairing a work group that will address revising the purchasing policy; the group had its first meeting on Monday;
- Her department is looking into additional reporting capabilities in the county's current financial software as a way to provide more timely information to departments;
- Administration department personnel hosted the annual bookkeepers' meeting to provide guidance to all departments on the procedures for closing the county's books at year-end; bookkeepers seemed pleased by the meeting.

Motion by N Johnson / W Johnson to approve vouchers numbered 274628 – 275490 and dated 12/15/10; carried by voice vote.

Motion by Kienholz / W Johnson to adjourn; carried by voice vote.

Adjourned at 3:55 pm.