

MINUTES
MONDAY, JULY 15, 2015 – 9:30 A.M.
FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD SUPERVISORS
CONFERENCE ROOM #2009 – 2ND FLOOR COURTHOUSE BLDG “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us

COMMITTEE PRESENT: Lee Rymer, Paul Bednarik, Doug McMahon, Greg Sekela

COMMITTEE ABSENT: Tom Gryboski (excused)

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Teri Boos, Finance Director; Lisa Sherman, Business Manager; Kevin Noack, Maintenance Engineer; Tanya Peterson, Treasurer; Kim Pytleski, County Clerk; Supervisor Gary Frank; Paul Denis, Schenck Solutions Rep

TIME MEETING BEGAN: 9:39 a.m.

1. Approval of Agenda
 - A. Change of Sequence
Motion by McMahon, second by Bednarik to move Item 12 to after Item 2. Motion carried unanimously.
 - B. Removal of Items
None.
Motion by Sekela, second by McMahon to approve agenda as amended. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held June 8, 2015.
Motion by Sekela, second by Bednarik to approve the minutes of June 8, 2015 meeting. Motion carried unanimously.
3. Meet with Finance Director
 - A. Presentation of 2014 Audit Report 9:30 A.M.
Paul Denis of Schenck Solutions presented the 2014 audit. Overall, we are in good financial condition, even though we have drawn down on our various fund balances.
Motion by Bednarik, second by McMahon to accept the 2014 audit. Motion carried unanimously.
 - B. County Sales Tax Report
Collections up 5.5% over this time last year.
Estimated balance in the sales tax fund at end of 2015 is \$2,573,700.
 - C. Land Conservation Request – Petty Cash
As office has moved to Lena, Committee requests a petty cash fund of \$100 to be established.
Motion by Bednarik, second by Sekela to approve \$100 petty cash fund for Conservation Dept.
Motion carried unanimously.
 - D. Approve New Checking Account for Health & Human services Due to SOAR Grant
Requirement of grant is to have a separate checking account.
Motion by Sekela, second by Bednarik to establish separate checking account for the SOAR grant. Motion carried unanimously.
 - E. Internal Control Policy
Reviewed proposed policy. Discussed procedure for bank deposits. Finance Director to make policy changes and submit back to Committee in August for approval.
 - F. Approval to Hire Deputy Finance Director
Alice Caelwaerts resigned effective July 17. Position contingently offered to Sherry Schuh, currently an accountant in Health & Human Services. Position to start August 3.
Sherry Schuh at a Step 3 contingent upon approval by Personnel & Wages Committee.
Motion by Sekela, second by McMahon to approve hiring Sherry Schuh as Deputy Finance Director. Motion carried unanimously.
 - G. Request to Contact Milliman for Proposal to Conduct Actuary Cost for Post Employee Benefits to Comply with GASB 45
Finance Director to contact Milliman in order to get proposal for services to comply with GASB 45.

4. Communications
 - A. State Department of Veteran Affairs – 2015 Grant
Letter from the State Dept. of Veteran Affairs that we received our \$10,000 annual grant.
5. Meet with Administrative Coordinator
 - A. Review Insurance Claims Against County, if any
Reviewed three new workers compensation claims and 1 minor property claim.
 - B. Approval of Affordable Care Act Compliance & Services Agreement
Personnel & Wages Committee is recommending a contingency budget transfer of \$25,000 to cover cost to hire consultant to assist Oconto County in complying with the Affordable Care Act.
6. Meet with County Clerk
 - A. Discuss Solutions to Publication Cost Differences
No report.
7. Meet with Treasurer
 - A. Financial Report
Interest rates – First Merit – 0.20%; State Pool – 0.14%
Reviewed CD rates as \$1.5 million is coming due 7/19/15. Highest rate quoted for 12 months is at Laona State Bank at 0.60%. County Treasurer will renew CD at Laona State Bank for 12 months at 0.60%.
Motion by Sekela, second by McMahon to approve Treasurer's report. Motion carried unanimously.
 - B. Update on Credit Card System
System working well. Zoning Department will be added to the system shortly. After that, looking to add Health & Human Services Department.
 - C. Approve Stale Dated Checks
Twenty-six checks issued in 2012 have not been cashed, totaling \$4,456.53.
Motion by Bednarik, second by Sekela to approve voiding stale dated checks
 - D. Discuss Drop Box
Discussed having an outside drop box installed at Courthouse. Committee liked the idea and directed County Treasurer to work with Public Property Committee to get one installed.
8. State Budget Update
State adopted budget last week and Governor Walker signed on Sunday. Wisconsin Counties Association is putting their analysis of the adopted budget. They will have an on-line presentation of this on Tuesday.
9. 2016 Budget
 - A. Draft Budget Guidance Letter
Reviewed draft. Change letter to include Sheriff's Office in the 2% reduction as well as the outside agencies.
Motion by Bednarik, second by Sekela to recommend 2016 Budget Guidance letter. Motion carried unanimously.
 - B. Budget Review Timetable
Reviewed final hearing schedule.
 - C. 2016 Debt Levy
Discussed the timing and amount of the 2016 debt levy. Limit is 25 cents per adopted County Board Resolution. Reviewed cash flow for project which shows we need to adopt the full 25 cents for the 2016 tax year. Will act on this during the budget meeting.
10. Law Enforcement Budget
Discussed possible need for additional funds for Law Enforcement Center project. There is approximately \$2.5 million in the sales tax fund balance that could be used.
11. Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure
Request of the Law Enforcement Center financing is to have in place a policy for post-issuance compliance. Review draft from board counsel. Discussed which position to serve as compliance officer, who needs to keep and retain numerous documents.
Motion by McMahon, second by Sekela to approve policy. Motion carried unanimously.
12. Transfer Request Building C Window Project
13. Approve Reports, Ordinances, Resolutions, & Transfer for County Board Meeting Agenda
 - A. Agree to Join Northwoods Community Development Block Grant Region with Langlade County as the Lead County
Motion by McMahon, second by Sekela to approve resolution. Motion carried unanimously.

14. Authorization to Attend Meetings, if Any
None.
15. Audit all Current Claims and Accounts Against the County and the Dog License Fund; Approve Payment of Same and Authorize the Issuance of County Orders Therefore
 - A. Report of Vendors Paid 06/01/15 – 06/30/15 – All County Depts. except Human Services Reviewed.
 - B. Report of Vendors Paid 06/01/15 – 06/30/15 – Human Services Reviewed.
 - C. Report of Monthly Per Diem & Expense Reimbursements for Month of April (Paid 06/18/15) Reviewed.
Motion by McMahon, second by Bednarik to approve payment of bills. Motion carried unanimously.
16. Announcements/Information
Discussed results of Strategic Planning. This will also be on the next County Board agenda for discussion.
17. Set Next Meeting Date
Date of next meeting: Monday, August 10, 2015.
18. Adjournment
Motion by Bednarik, second by McMahon to adjourn meeting.
Meeting was adjourned at 12:15 p.m.

Kevin Hamann
KH/cah
Posted 07/21/15