External Audit Review Oversight Committee Minutes
March 15, 2016 – 10:00 A.M.

The meeting was called to order at 10:00 a.m. by External Audit Review Oversight Committee Chair, Donna Maly in Rooms H & I of the Administration Building.

Members present: Donna Maly, Russell Kottke, Glenn Stousland, David Frohling and David Godshall.

Also present were: James Mielke, County Administrator, Bonnie Budde, Chief Deputy Clerk, Dennis Schmidt, County Board Supervisor, Janet Wimmer, Human Services and Health Director, and Ken Kamps, Fiscal and Support Services Division Manager.

Maly certified that public notice was given for this meeting and complies with the requirements of Wisconsin's open meetings law.

There was no public comment.

A motion was made by Kottke and seconded by Stousland to approve the minutes of the November 2, 2015 and December 7, 2015 meetings. The motion passed by acclamation with no negative votes cast.

Maly called upon Wimmer who provided information on the Baker Tilly Operational Review chart in the packet. She stated she will address each item on the chart one by one and that no recommendations have been entirely completed at this time. She discussed the priority levels, the responsible persons involved in each recommendation, and where the department currently stands in the progress/implementation on each recommendation. Wimmer noted that significant progress on many recommendations will take place once the Netsmart software program is implemented on the go live date of July 1, 2016.

Clinical Services billing continues to make positive forward progress. Wimmer stated that segregation of duties has given more control over many processes and that all policy/procedure implementations will be brought before this committee for recommendation as they are put in place. She also stated that there are no signature stamps used and designees have been put in place to sign documents in her absence. After hours mental health services will be provided by Northwest Connections starting May 1, 2016. Clinical Services will no longer be responsible for managing and billing of these services.

Kamps reported that starting February 2016, all journal entries made will be reviewed by the Finance Department monthly, that a checklist for multiple person review has been put in place for grant reporting, and that there is a procedure in place to process/verify credit card purchases more efficiently. Representative payee accounts are currently tracked in QuickBooks but considerations of using Netsmart or current financial suite programs may be in the future.

Next suggested meeting is scheduled for Tuesday, July 12, 2016, at 10:30 a.m.

With no further business on the agenda, Chairman Maly declared the meeting adjourned at 11:48 a.m.

David Frohling

~~Glenn Stousland, Secretary~~ Chr.

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.