

Finance Committee Regular Meeting
Minutes of the May 10, 2016

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 8:00 a.m. on Tuesday, May 10, 2016 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, Uttke, and Benter.

Also present: County Board Chairman Russ Kottke, Mielke, Kolp, Ruth Otto, Ken Kamps, Makenzie Drays, Lifke, Jane Hooper, Bill Wiley, Scott Smith, Patti Hilker, and Dana representatives Joe Veranth, and Matt Slowinski.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Schaefer nominated Frohling as committee chairman. No other nominations were received. Motion by Adelmeyer and 2nd by Benter to close nominations and cast a unanimous ballot electing Frohling chairman.

Adelmeyer nominated Schaefer as committee vice-chairman. No other nominations were received. Motion by Adelmeyer and 2nd by Uttke to close nominations and cast a unanimous ballot electing Schaefer vice chairman.

Schaefer nominated Adelmeyer as committee secretary. No other nominations were received. Motion by Uttke and 2nd by Schaefer to close nominations and cast a unanimous ballot electing Adelmeyer secretary.

Motion by Uttke and 2nd by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried with unanimous approval.

Motion by Schaefer and 2nd by Uttke to approve April 12, 2016 regular committee meeting minutes as presented. Motion carried with unanimous approval.

Julie Kolp, Finance Director presented information on the GFOA Steering Committee. The committee met on May 2nd to discuss the organization chart provided by GFOA for the ERP project. The goal is to migrate all applications to the new ERP software and avoid duplication of software. The Steering Committee and project members will use "Basecamp," (project organizational website) for communications. The project will focus on consistency as well as efficiencies for all county departments in new ERP system. The first step of the process will be to map functions in all areas of Dodge County and then determine what could be handled by the new ERP system. The mapping process will begin in June with interviews beginning in July. Throughout the process, GFOA will be requesting numerous items from Dodge County. Kolp will be the Project Director with Project Managers for each function. Project management officers Ruth Otto, Julie Kolp, and Jim Mielke will have weekly meetings. A request was made on whether to have per diems for the steering committee and how to process. Motion by Schaefer and 2nd by Adelmeyer to approve Steering Committee per diem for the length of the project and to record it on the Finance Committee per diem document. The Steering Committee will meet the 1st Tuesday of every month with the GFOA Project kick-off meeting scheduled for June 7th.

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year 2018. The fiscal note was changed to from \$46,517 to \$55,000. Motion by Uttke and 2nd by Schaefer to approve the revised Resolution to create a new Assistant Project Director with a Fiscal Note of \$55,000.00 and to authorize and direct Finance Committee's Chairman to sign the Fiscal Note and to send Resolution to create a new Assistance Project Director position to the County Clerk. Motion Carried.

Kolp and Patti Hilker, Treasurer provided information regarding updating Purchase card Policies and Procedures. Hilker stated some of the language in the former policy and procedures didn't apply or needed to be dated. Kolp and Hilker updated the policies and procedures and employee agreement. They also included documentation on disputing a transaction. Some employees have been confused between US Bank disputes and internal disputes. The updated policy addresses these concerns. Hilker stated purchase cards are going well. Motion by Uttke and 2nd by Benter to approve the updated Purchase Card Policies & Procedures.

Dana Investment representatives Joe Veranth, Chief Investment Officer and Matt Slowinski, Portfolio Manager appeared to present information on the county's investment performance for first quarter 2016. Slowinski reviewed the Account Activity, Portfolio Allocation, and comparison of Annual Earned Yield to Local Government Investment Pool (LGIP). Topics discussed include:

- Post-recession Gross Domestic Product (GDP) growth has averaged 2.15% this quarter while 2015 GDP grew 2.4%
- Personal debt coming off recession is slowing growth.
- Global growth picture remains challenged – China and Europe's financial weakness is contributing to slow growth.
- Oil prices and foreign credit will affect Federal rate
- Inflation is holding its own, employment rates and auto industry coming back but housing isn't.
- Mean household income is around and/or as low as the past 15 years.

Veranth continued with information regarding Wells Fargo's role as custodian for the Dana accounts. According to Veranth, Wells Fargo isn't interested in maintaining this service so Veranth suggested TD Waterhouse and Charles Schwab. Neither group charges for custodian services but Charles Schwab has a \$15 transaction charge and TD Waterhouse has a \$25 transaction charge for investment activity. Dana will continue to maintain records and will assist with reconciliation. Dodge County usually purchases every 2-3 months and has an estimated of 5-10 transactions a year. It was recommended by Dana to retain Charles Schwab for custodial services. Net transactions fees for the year were estimated at \$200-\$300. Motion by Uttke and 2nd by Adelmeyer to change Dana Investment custodian service from Wells Fargo to Charles Schwab. Motion carried with unanimous approval.

Scott Smith, Chief Deputy Sheriff presented a request to purchase two sewing machine for the Jail with Jail Improvement funds. Funds are available and has been budgeted. Current equipment is 10 years or older. Replacing the sewing machines would save \$10,000-\$13,000 a year. Motion by Benter and 2nd by Uttke to approve the purchase of two sewing machines for \$1,178.00 from BU 1326.5819 – Other Capital Equipment and authorize payment of vouchers when received. Motion carried with unanimous approval.

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Mielke presented that Ethical Advocates will be operational by Monday, June 6th to employees. The system still needs to be tested to insure it works properly. Mielke reviewed what Ethical Advocates is for all new committee members. Mielke stated if there is a complaint about Human Resources, the complaint will go directly to Jim Mielke. All other complaints will go to Human Resources for review.


Frohling reported for the External Audit Committee. Human Services and Health will continue to be the focus of the next meeting that is being held in July. Executive Committee confirmed the next external audit will take place in a year.

Kolp reported the attorney contacted her and the IRS agent is recommending abatement of penalty. The recommendation still needs to be reviewed by the agent's supervisor. Final decision will be sent. According to the attorney, denial of the penalty is unlikely. \$10,000 will be returned.

Next regular meeting is scheduled for Tuesday June 14, 2016 at 8:00 a.m. in Room H & I – Auditorium on the 1st floor of the Dodge county Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:51 a.m.

Gerald Adelmeyer


Secretary