

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

December 10, 2019, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: Benter (Excused).

Supervisor Guckenberger arrived at 8:02 a.m.

Others present: Finance Director David Ehlinger; Deputy County Clerk Christine Kjornes; County Administrator Jim Mielke; Assistant Finance Director Eileen Lifke; Senior Accountant Makenzie Drays; Finance Administrative Assistant Deb Weber; Dodge County Veteran Service Officer Andrew Miller; Dodge County Treasurer Patti Hilker; Corporation Counsel Kimberly Nass; Clearview Executive Director Deanna Wilson; Clearview Director of Financial Services Nicole Grossman; Human Resources Director Sarah Hinze; Dodge County Land Conservationist John Bohonek; Dodge County Highway Commissioner Brian Field; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Tyler Technologies Project Manager Lindsey Fulton (by phone); County Board Supervisor MaryAnn Miller; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Thomas Nickel; County Board Supervisor Richard Bennett; County Board Supervisor Richard Greshay; County Board Supervisor Jeff Berres; and County Board Chairman Russell Kottke.

The following Non-Committee Member County Board Supervisors requesting payment for attending the meeting: Kira Sheahan-Malloy; Thomas Nickel; Richard Bennett; Richard L. Greshay; and Jeff Berres.

There was no public comment.

Motion by Caine, seconded by Schaefer to approve the October 29, 2019, November 5, 2019, and the November 12, 2019 minutes, as presented. Motion carried.

Tyler Technologies Project Manager Lindsey Fulton appeared by phone to provide updates on the ERP Project. Ms. Fulton reported the following:

- Three (3) weeks until the go live date of January 1, 2020.
- End User training continues.
- Tyler Technologies Implementation Consultant for Financials Mary Stimbirt will be onsite December 9-20, 2019.
- The team is working internally to resolve any issues.

Finance Director David Ehlinger provided an oral report to the Committee regarding the Dodge County Procurement Policy and the Accounts Payable Policy. Mr. Ehlinger reported that a change was made to page 8 of 10 of the Accounts Payable Policy, and this page was provided to the Finance Committee members at today's meeting.

Dodge County Finance Director David Ehlinger provided an oral report to the Committee regarding the Audit process and related timetables. Mr. Ehlinger reported that the role of the Audit Committee will not change with the new ERP system, and invoices will not be paid until the Audit Committee reviews them twice a month.

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Clearview Director of Financial Services Nicole Grossman provided an oral report to the Committee regarding a request for Clearview Write-offs. Ms. Grossman provided the following history of Clearview write-offs:

- \$417,000 was written off in the year 2017.
- \$336,000 was written off in the year 2018.
- \$77,000 was written off in the year 2019, and the request is to write-off an additional \$155,000.

Motion by Schaefer, seconded by Caine to approve the additional write-off in the amount of \$155,000. Motion carried.

County Administrator Jim Mielke provided an oral report to the Committee regarding the Purchasing Agent vacancy. Mr. Mielke reported that there have been preliminary discussions with Jefferson County on the possibility of sharing a Purchasing Agent position, and the recruitment process has not begun. Supervisor Guckenberger commented that the Finance Committee should be involved in the recruitment process. Mr. Mielke commented that the Purchasing Agent recruitment will be an item on the January 2020 meeting agenda of the Finance Committee, and on the January 6, 2020 Executive Committee meeting agenda.

Dodge County Treasurer Patti Hilker presented the October and November Statements of the Dodge County Treasurer to the Committee members.

There was no discussion on the County Sales and Use Tax Report.

There was no discussion on the following Intra-Department Fund Transfers, and Unbudgeted/Excess Revenue Appropriation Requests:

- i. DATCP – LED Watershed non-lapsing funds – Land and Water Conservation Department.

Mr. Ehlinger provided an oral report to the Committee regarding a Resolution Authorizing the Engagement of McGrath Human Resources Group for the Dodge County Compensation and Benefits Study. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. Mr. Ehlinger reported that sufficient funds, in the amount of \$100,000, are included in the 2020 Human Resources Department Budget. No motion needed, and the Finance Committee's Chairman signed the fiscal note. Supervisor Guckenberger asked Human Resources Director Sarah Hinze for a copy of the Request for Proposal (RFP).

Mr. Ehlinger provided an oral report to the Committee regarding a Resolution to Authorize Dodge County to Enter into an Agreement with the University of Wisconsin-Stevens Point for Countywide Groundwater Quality Monitoring Program. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. Mr. Ehlinger reported that the contracted amount with UW Stevens Point is \$32,653. The Land Conservation 2020 Budget includes \$32,000, and the Land Conservation Department will absorb the difference in its 2020 operating budget. Mr. Ehlinger further reported that the UW Stevens Point contract includes a 34% indirect cost allocation. No motion needed, and the Finance Committee's Chairman signed the fiscal note.

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There was no discussion on the Resolution Authorizing the Purchase of One 2020 John Deere 6120M 4x4 Tractor. Supervisor Frohling reported that the Highway Committee did not take action on the Resolution, and the Highway Department will continue to operate the existing tractor.

There was no discussion on the Resolution Authorizing the Purchase of Three (3) 66,000 Pound Tandem Truck Chassis. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. Sufficient funds in the amount of \$375,384 are included in the 2020 Highway Department Budget for the purchase of the three (3) trucks. No motion needed, and the Finance Committee's Chairman signed the fiscal note.

There was no discussion on the Resolution Authorizing the Purchase of a Used Gradall XL4100 Excavator. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. Sufficient funds in the amount \$257,846, are included in the 2020 Highway Department Budget for the purchase of the excavator. No motion needed, and the Finance Committee's Chairman signed the fiscal note.

Mr. Mielke provided an oral report to the Committee regarding the potential for a joint meeting of the Finance Committee and the Human Resources and Labor Negotiations Committee the week of January 6, 2020. Mr. Mielke reported if the County Board approves the Resolution Authorizing the Engagement of McGrath Human Resources Group for the Dodge County Compensation and Benefits Study at the December 17, 2019 meeting, the consultant for McGrath Human Resources Group would like to meet with the Finance Committee and the Human Resources and Labor Negotiations Committee on January 6, 2020, at 3:00 p.m.

Dodge County Highway Commissioner Brian Field provided an oral report to the Committee regarding the 2019 snow and ice budget. Mr. Field reported that as of December 2, 2019, the 2019 snow and ice BU is over budget in the amount of \$123,000. Mr. Field further reported that the Highway Department did reserve some of the fund balance to cover additional costs associated with snow and ice.

Mr. Mielke provided an oral report to the Committee regarding Liability Insurance. Mr. Mielke reported that the estimated year-end expense for Business Unit 806 – General Liability Claims may be \$340,000 - \$350,000. The anticipated overage is due to recent settlements related to claims originating in the years 2017 and 2018.

Human Resources Director Sarah Hinze appeared before the Committee to provide an update on legal expenditures. Ms. Hinze reported that there was an unexpected employee matter that occurred in November of 2019, but Ms. Hinze anticipates that the \$18,000 in contingency funds that the Finance Committee authorized at the October 8, 2019 meeting, should be sufficient in funding the 2019 estimated legal services shortfall.

Dodge County Deputy Sheriff Scott Mittelstadt provided an oral report to the Committee regarding the request to use Jail Improvement Funds for the purchase of eighty (80) replacement meal trays. Mr. Mittelstadt reported that meal trays need to be replaced due to normal wear and tear. Motion by Caine, seconded by Guckenberger to authorize the use of Jail Improvement Funds, in the amount of \$1,196.67, and authorize the payment of vouchers. Motion carried.

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Mr. Mielke reported that Physical Facilities Director Russ Freber was unable to attend the Finance Committee meeting today due to ERP Training, but the Building Committee did review the request to use Jail Improvement Funds to remove the existing carpet in the Dodge County Detention Facility Medical Department, and install rubber flooring. The cost of the rubber flooring is \$8,985.00, and the cost of carpet is \$4,206. Motion by Caine, seconded by Schaefer to authorize the use of Jail Improvement Funds, in the amount of \$8,985, to replace the carpet with rubber flooring, and authorize the payment of vouchers. Motion carried.

There was no discussion on the use of Jail Improvement Funds to purchase, install, and program fourteen (14) cameras in the Dodge County Detention Facility Kitchen. Motion by Caine, seconded by Schaefer to authorize the use of Jail Improvement Funds, in the amount of \$14,120.00, and authorize the payment of vouchers. Motion carried 3-1. Guckenberger opposed.

Mr. Ehlinger provided an oral report to the Committee regarding the Jail Improvement Fund Processes. Mr. Ehlinger reported that there is no County Board Rule regarding Jail Improvement Fund Processes, and the Jail Improvement Fund is the only fund that the Finance Committee has to approve every purchase. After Committee discussion, it was a consensus of the Committee to continue with the current process of reviewing each jail improvement purchase.

Mr. Ehlinger provided an oral report to the Committee regarding his request to attend the Government Finance Officers Association (GFOA) Annual Conference. Mr. Ehlinger reported that his request is to attend the GFOA Annual Conference in New Orleans, Louisiana, on May 16-20, 2020. Mr. Ehlinger further reported that he is the current president of the Wisconsin GFOA, and the Wisconsin GFOA will pay for his conference expenses. Mr. Ehlinger commented that Assistant Finance Director Eileen Lifke and Senior Accountant Makenzie Drays are checking their schedules to see if they are able to attend the conference. The 2020 Finance Department budget has sufficient funds to pay for the attendance of one person. Motion by Guckenberger, seconded by Schaefer to recommend to the Executive Committee that Mr. Ehlinger be allowed to attend the GFOA Annual Conference in New Orleans, Louisiana, on May 16-20, 2020, at no expense to the County. Motion carried.

Mr. Ehlinger provided an oral report to the Committee regarding the recording of the Indirect Cost Allocation Plan in the general ledger for all departments. Mr. Ehlinger reported that the External Audit Oversight Review Committee is in favor of the Indirect Cost Plan. Mr. Ehlinger further reported that the indirect costs would appear as a budget line item, and calculations of indirect costs would be done annually.

Mr. Mielke asked for feedback from the Committee regarding potential improvements to the budget process. The Committee continued with a discussion on potential options of improving the 2020 budget process. The discussion of potential improvements to the budget process will be included on future Finance Committee agendas.

There was no discussion on the Dodge County Vouchers \$10,000 or more Report.

Supervisor Berres requested a copy of the Procurement Policy, and the job description of the Purchasing Agent.

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The Committee had a brief discussion regarding the Purchasing Agent position. Ms. Drays commented that all purchases over \$5,000.00 will be reviewed by the Purchasing Agent.

A discussion regarding The Statement of the Treasurer Report will be a future Finance Committee agenda item.

Supervisor Frohling asked if the Finance Committee meetings could be changed to Mondays, instead of Tuesdays, starting in the year 2020. It was a consensus of the Committee to change to Monday meetings in the year 2020.

A potential joint meeting with the Human Resources and Labor Negotiations Committee is scheduled on Thursday, January 9, 2020, at 3:00 p.m.

The next regular meeting is scheduled for **Monday, January 13, 2020, at 8:00 a.m.**, in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:41 a.m.



Ed Benter,
Secretary

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