

Administrative Finance Meeting
April 13, 2012 – 8:00 a.m.
Room A160

Meeting was called to order by Chairman West at 8:02 a.m.

The meeting was properly noticed.

Roll Call: All members present. Others present were Lori Djumadi and two representatives from the Town of Rome.

Motioned by Kotlowski/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to approve the minutes of October 11th and March 9th. Motion carried by unanimous voice vote.

No correspondence.

Motioned by Kotlowski/Renner to deviate from the agenda and go to MIS – Rome Project. Motion carried by unanimous voice vote.

MIS: Tech Steering Committee

Rome Project

Dawn will contract with RMM and will direct them to the Town of Rome contact.

Rome representative stated that the State will assist us with the State Link. They need the application and a map where locations are. Rome has filled out their portion of the application, Sheriff Department their portion but Dawn has not received either. Both will be forward to her.

The County will own all equipment related to the project.

Town of Rome will pay \$400.00 towards the Firewall.

Band width and Badger Net need to be put in place.

Administrative Coordinator Larson will coordinate a conference call between Dawn, Town of Rome, Sheriff's Department and Chris at the State.

Copier/Printer Contract

This was referred back to the Tech Steering Committee and they will decide the best way for the County to move forward. Sue Brook, representing Bauernfeind, has been in contact with the committee.

Fixed Assets Software

Currently using Sage but will be switching to Skyward.

Highway Internet/Phones

MATC has fiber installed to the location and it would offer more efficient service. Dawn will handle with MATC.

MIS

Office activities. Work as usual.

Financial report was presented – no questions.

Help Desk Update. Dawn has forwarded the contract to Corporation Counsel for R&S for 6 months at the same price we have been paying. Surveys are being sent out to Departments regarding their needs.

Motioned by Kotlowski/Sebastiani to deviate and go to item 10 – County Clerk. Motion carried by unanimous voice vote.

County Clerk:

Office Activities. Are preparing for the upcoming recall election. JoEllen Foster has tendered her resignation effective April 20th. Will be conducting re-count this afternoon in the Town of Rome for District 17. Have been very busy.

Claim by Nancy & Thomas Kunkel & Attorneys. The Clerk explained what the claim was for. She forwarded it to the Insurance Company, Corporation Counsel and Treasurer. Corporation Counsel told the Clerk to stay out of the duties of his office. He did not request the claim be put on the County Board Agenda for denial by the Board. Motioned by Renner/Kotlowski to deny this claim. Motion carried by unanimous voice vote.

Deputy Clerk job description. Motioned by Ward/Renner to approve the job description as presented. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance

Office activities: Working on audit this week. Very positive comments from the Auditor. Balance sheets being brought up to date. Carryovers have been converted. GABS 54 – Trena stated that all carryovers have to be reported defining how the monies will be spent. Ward questioned this and asked that Trena check with the Auditors and forward a written report to Ward defining this item. The question was asked if this was not for monies on the tax levy that will be carryover for a specific use.

Cash Reconciliation: Working on March – should finish in a short period of time.

Contingency Fund and General Fund balances. The General Fund audited undesignated fund balance as of 1/1/2011 was \$3,756,181; 12/31/2011 estimated unused funds in 2011 \$0.00; funds used to date for 2012 -\$47,176 with an estimated 12/31/2012 balance of \$3,709,005. The Contingency Fund audited 1/1/2011 was \$865,307 with no utilization in 2011; estimated unused funds 12/31/2011 is \$274,588; funds used to date for 2012 is \$5000. The estimated 12/31/2012 Contingency Fund Balance is \$1,134,895.

Approve check register. Motioned by Renner/Sebastiani to approve – motion carried by unanimous voice vote.

Treasurer

Tax Deeded Property update. There are 210 foreclosures being processed.

Office activities. Mary Ann Bays stated to the Committee that she has filed non-candidacy papers and will not be seeking re-election. Office is going good.

County Dam Overdraft. Motioned by Ward/Renner to forward a resolution to County Board to take the amount out of the Contingency Fund to balance out the County Dam account. Motion carried by unanimous voice vote. Administrative Coordinator Larson will draft the resolution for the May County Board meeting. She will get the approval of Corporation Counsel on the wording.

Upcoming Agenda items. Rome Project; State Link; Fixed Assets Software; Dare account carryover; Administrative Coordinator/Director of Finance.

Next meeting date: May 4th at 8:00 a.m.

Motioned by Ward/Renner to adjourn. Motion carried by unanimous voice vote.

Meeting adjourned at 12:45 p.m.

Respectfully submitted,

Bev Ward, Acting Secretary