

FINANCE & INSURANCE COMMITTEE MEETING
Monday, August 10, 2009

MEMBERS PRESENT: Chairman Ted Cushing, Supervisors: John R Young, John Hoffman and Franklin Greb. Andy Smith – arrived 9:05 a.m.

OTHERS PRESENT:

Peter Wolk, County Board Supervisor
Marge Sorenson, Finance Director
Jeff Hoffman, Sheriff's Department
Kelly Gostisha, Dave Ness, M & I
Melodie Gauthier, Secretary

Robert Brusco, County Clerk
Brian Desmond, Corporation Counsel
Lynn Grube, ITS Director
Dave Maccoux, Schenck & Associates
Amber Danielski, Schenck & Associates

1. CALL TO ORDER

Chairman Cushing called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

2. APPROVE AGENDA

MOTION: (Greb/Hoffman) to approve the, August 10, 2009 agenda. All "aye" on voice vote, motion carries.

3. APPROVE MINUTES OF PREVIOUS MEETING (S)

MOTION: (Young/Hoffman) to accept minutes of July 27, 2009 Finance and Insurance Meeting. All "aye" on voice vote, motion carries.

Committee Agreed to Take Agenda Items Out of Order

4. NEW COUNTY SURVEY

Potters stated he is working on a new draft of the county survey with suggestions he has received to make the survey more user friendly. Supervisor Cushing stated he would like the question "How important is high speed broad band to you as a user and to the community?" to be added to the survey.

Potters states he will update the draft and return to the committee with the revised survey. Potters hopes to have a final copy completed by September 2009.

5. CONTRACT FOR COLLECTION SERVICES

Desmond explained while reviewing the A.G. Stark Contract, he found that there was not a firm amount on the commission rates stated in this contract. Desmond talked with A.G. Stark and was told they are charging 19% commission on the Clerk of Courts collections. For other County Departments, anything under \$300.00 they charge 25% commission and anything over \$300.00 they would charge 21% commission. It is not a 19% commission across the board as previously believed when voted on by the Committee.

Desmond states PPS Collection has met with the Sheriff's Department and the Clerk of Courts Department and is at 19% for jail collections. Desmond noted the Sheriff's Department and PPS Collections are meeting this coming week on their contract and

proposal and he suggests the Committee holds off making a decision until we compare A.G Stark with

PPS Collection's proposal. The Committee agreed with this decision and Desmond will return to the August 24, 2009 meeting with more information.

6. VOUCHERS, REPORTS AND PURCHASE ORDERS

County Clerk

Resolution for Domestic Partnership

Bruso presented a Resolution that would allow a waiver of the 5 day waiting period for issuing a Domestic Partnership.

MOTION: (Young/Cushing) to approve and sign the Resolution for Domestic Partnership allowing the 5 day waiting period and forward to the County Board. All "aye" on voice vote, motion carries.

Treasurer

Ostermann presented bills and vouchers for approval.

MOTION: (Hoffman/Smith) to approve the Treasurer's bills and vouchers as presented. All "aye" on voice vote, motion carries.

2010 County Treasurer's Budget

Postponed to August 24, 2009

2010 LTE Staffing Request

Ostermann is requesting the LTE Receptionist position be changed to an Account Clerk position. The Account Clerk position can be utilized more than the Receptionist position with more duties. The wage of the LTE Receptionist (\$8.63) will increase with the position change to (\$9.19) but the work hours will decrease from 90 to 85.

MOTION: (Hoffman/Cushing) to Change the Title and Wages of the LTE Receptionist to Account Clerk and forward to the LRES Committee. All "aye" on voice vote, motion carries.

Ostermann states she would like to increase the Deputy 1 position from 65% to maximum 80%. The Deputy 1 work load has increased due to new job duties and also the ability to increase the Deputy 1 hours as needed would help with replacement for Chief Deputy or Treasurer when one is out of the office.

MOTION: (Greb/Young) to Increase hours that can be worked for the Deputy 1 position and forward to LRES Committee. All "aye" on voice vote, motion carries.

2010 Furniture Request

Ostermann is requesting work stations and chairs for her two deputy clerks. Cost estimated at \$4340.64 for both.

The employees have ergonomic issues documented by risk management in early 2009.

MOTION: (Greb/Hoffman) to approve the work stations and chairs and forward to Building and Grounds. All “aye” on voice vote, motion carries.

Information Technology Services

Grube presented bills and vouchers for approval.

MOTION: (Smith/Cushing) to approve ITS bills and vouchers as presented. All “aye” on voice vote, motion carries.

Grube presented ITS July Monthly Statement.

MOTION: (Greb/Smith) to approve ITS July Monthly Statement as presented. All “aye” on voice vote, motion carries.

Tax Bill Printing Costs

Grube states she talked to a company that would print and process the County's Tax Billings at the cost of .60 cents a piece including mailing.

Grube gave a break-down of the cost for the County's labor, maintenance and printing on the tax bills per town and the cost is approximately .03 cents a piece per (53,767) tax bills, approximately \$1,664.63 per year. At this time, the County charges the towns for postage only and not for any processing.

The Committee discussed the costs of the tax bill printing and took no further action.

Finance

Sorenson presented bills and blanket purchase orders for approval.

MOTION: (Smith/Hoffman) to approve Finance's bills and blanket purchase orders as presented. All “aye” on voice vote, motion carries.

Presentation of 2008 Audit by Dave Maccoux, Schenck and Associates

Dave Maccoux and Amber Danielski presented the County's 2008 Audit and financial information. (See financial report for details in County Clerk's office – Finance and Insurance minute's book). The Committee took no action on the report.

Mccoux and Danielski will return and present this 2008 Audit information to the County Board on Tuesday, August 18, 2009.

Presentation of M&I Investment Portfolio

Dave Ness and Kelly Gostisha updated the committee on the Oneida County Investment Portfolio. (See portfolio for details in County Clerk's office – Finance and Insurance minute's book). The Committee took no action on the report.

Program Reduction/Revenue Generation Hearings-Letter from Finance
Sorenson presented a copy of the Program Reduction/Revenue Generation Hearings Letter for the committee to consider, sign and forward to the County Board and Department Heads.

7. LINE ITEM TRANSFERS

MOTION: (Smith/Cushing) to approve the line item transfers for Social Services and the Sheriff's Department. All "aye" on voice vote, motion carries.

8. RESOLUTION FOR LINE ITEM TRANSFERS

MOTION: (Cushing/ Greb) to approve the resolution for line item transfers and forward to the County Board for consideration. All "aye" on voice vote, motion carries.

9. ITS – Technology Plan - none

10. Strategic Planning Status Report – none

11. Public Comment – none

12. Items for Future Agendas

Family Resource Connection – Deb Blackstone - August 24, 2009 meeting

M & I – update October 12, 2009

Contract for Collections Services, Brian Desmond – August 24, 2009

13. ADJOURNMENT

MOTION: (Greb/Cushing) to adjourn at 10:50 a.m. All "aye" on voice vote, motion carries.

Ted Cushing, Chairman

Melodie Gauthier, Secretary