

Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Dick Miller, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: George Brandt, Paul Syverson, Jami Kabus, Rian Radtke, Deb Suchla, Cindy Currier, Shari Rhoda, Kevin Lien, Pat Malone, Linda Massman, Chuck Gauger

- 1 Meeting called to order by Chair Doug Winters at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, January 5th, 2015.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2nd by D. Miller/Aasen to adopt the amended agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by Aasen/D. Miller to adopt the minutes from the 12/1/2014 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handouts was reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. No action taken.
 - a. Funding request for Low Cost Conservation Projects: Lien reviewed the history of the County's cost share projects in the past that were cut over the years due to budget cuts. Effort to re-engage these practices and programs are proposed with low cost and high impact results. Zeglin would like maintenance practices in perpetuity a requirement. D. Miller is concerned with the number of other requests for County funds and would like to evaluate all requests before committing to this project. No action taken. Will bring back in February.
 - b. Funding Request for Well Water Testing: A resolution was distributed regarding a well water testing program. Brandt discussed the purpose for the request for funds for the testing program. Discussion was had regarding funding sources for this request, as well as other projects that will need funds from the General Fund. Discussion was had using monies being returned from Land Management and if this was a request for the initial project or on-going? **M/2nd Aasen/S. Miller to approve the resolution. Motion Carried.**
- 7 Department requests:
 - a. Quarterly Department Updates: County Clerk: Syverson advised activities in his department are going well. Handout distributed of Green Lake County ordinance.
 - b. Procedure for when active county employee passes away – D. Miller advised that there is a fund for memorials for County Board members passing, but nothing for active employees. He advised that he has purchased floral arrangements for the recent employee deaths on behalf of the County, but the County should have something in place to do this. Kabus shared with the committee a procedure for what to do in the event an active employee passes away. She could easily add a step to order flowers for the funeral and add such expenses to the HR budget. **M/2nd by D. Miller to establish a fund in the Human Resources Budget for the purpose of purchasing memorial floral arrangements for active County employees who pass away. Motion Carried.**
 - c. Discuss exceptions to in-county meal reimbursement policy – Audit flagged a bill from Public Health for purchasing lunch for attendees at a day-long meeting held at the Courthouse. Current policy restricts the reimbursement for lunch in County. **M/2nd D. Miller/Zeglin for Syverson to draft updated language and bring back to February Meeting. Motion Carried.**
- 8 HIPAA consultant phone conference – Privacy and Security Risk Assessment Findings: Chrisanne Lemery from Avastone Health Solutions presented a power point sharing the findings of the HIPAA Audit. Radtke shared cost and options to bring the County to a compliance status. A designation of a Privacy Officer would be needed. This item will be brought back at the February Meeting.
- 9 Closed session per IW Statutes 19.85(1)(c) to review applicants for the Veterans Service Officer Vacancy @ 11:15 am, **M/2nd by D. Miller/ Zeglin to go into closed session. Roll call was taken. Motion Carried.**

- 10 Reconvene into Open Session @1:14 pm by M/2nd S. Miller/Zeglien. **Roll Call taken, Motion Carried.**
- 11 2015 Official County Newspaper – The committee discussed the Newspapers used for publications and if they had to officially designate a paper annually. Radtke advised that it was not required to designate a paper. Gauger from the Trempealeau County Times was in attendance and shared rates and circulation information to the committee. No action taken.
- 12 Strategic Planning – WCA seminar 1/12/2015 – D. Miller advised that Wisconsin Counties Association will be holding a seminar on January 12, 2015 on Strategic Planning in Stevens Point. He advised that he and Pat Malone would like to attend and requesting approval from the committee to attend. Malone shared a handout regarding strategic planning process proposal for Trempealeau County. Further Discussion on Strategic planning will be brought back tot the February meeting. **M/2nd Aasen/Winters to approve D. Miller and Malone to attend. Motion Carried.**
- 13 Codification of Ordinances: The Committee reviewed an ordinance regarding regulations for large group gatherings. If the committee choses to maintain it, it would need to be updated. Radtke was asked by the committee to revive and update the ordinance and bring back to the February meeting.
- 14 Establish Book of Resolutions: No new update. This will be postponed indefinitely at this point.
- 15 Pump house issue update: Radtke advised that a permit application has been approved, but work may not happen until spring. No further reports needed going forward.
- 16 MCDC Compliance/Check List – Syverson advised he has nothing prepared and will bring to February meeting.
- 17 Items for next agenda: Funding request for Low Cost Conservation Projects, Discuss exceptions to in-county meal reimbursement policy, HIPAA, Strategic Planning, Codification of Ordinances, MCDC Compliance/Check List
- 18 Date for next regular meeting: 2/2/2015, 9:00 am
- 19 Chair Doug Winters adjourned the meeting at 1:14 pm.