

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Dick Miller, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: Paul Syverson, Jami Kabus, Rian Radtke, Deb Suchla, Cindy Currier, Shari Rhoda, Kevin Lien, Pat Malone, Linda Massman, Sheriff Anderson, Dan Schreiner, Ann Hempel, Laurie Halama,

- 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, February 2<sup>nd</sup>, 2015.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2<sup>nd</sup> by Aasen/S. Miller to adopt the amended agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2<sup>nd</sup> by D. Miller/Zeglin to adopt the minutes from the 1/5/2015 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 distributed a resolution for low cost conservation projects. He is requesting \$47,000 from the General Fund for several high-impact, low cost conservation projects that were outlined in the resolution. Lien advised that funding of these projects in the future would occur only if funds were available. He advised that excess funds were left in his 2014 budget, which is why this is being requested now. Zeglin wants to have some assurance that practices implemented stay in place, with a penalty if they are not maintained. **M/2<sup>nd</sup> Zeglin/Aasen to approve the resolution and forward to County Board. Motion Carried.**
  - b. Funding Request for Sheriff Impound Shed: Sheriff Anderson addressed the committee regarding the need for an impound shed. Discussion was had regarding size, layout, electrical and heating needs, etc. The committee questioned the need for it to be a commercial building and the cost. D. Miller expressed his concern about spending out of the general fund before the County knows how 2014 financials ended. Radtke advised the committee of the bidding process. **M/2<sup>nd</sup> by D. Miller/Zeglin to approve designating up to \$225,000 from the General fund for this project and move on to the County Board. Motion Carried.**
  - c. Funding Request for Dispatch Console: Schreiner advised that the current Dispatch Console is obsolete due to Microsoft no longer supporting the operating system since 6/2014. Parts and updates to the system are no longer available. Schreiner advised that we are currently being supported by Communication Services of Wisconsin. Discussion was had regarding the purchase of new hardware, which would include the expense of programming 3 computers, installation and software. D. Miller suggested that Currier be advised and included in the process. Radtke reviewed the County's Purchasing Policy and the bid process with the committee. Discussion was had on which procedures were appropriate processes to follow. D. Miller asked Schreiner and Currier to return next month with more information.
- 7 Department requests:
  - a. Quarterly Department Updates:
    - i. County Treasurer: Halama distributed a report to the committee on activity in her office. She also reviewed investments and spoke about foreclosures.
    - ii. Land Records: Hempel updated the committee on activities in her department. She advised on software needs that may need to occur in the future.
  - b. In-County Meal Reimbursement Policy: Syverson distributed a resolution regarding County meal reimbursement for special meetings. Syverson also advised that some departments have off- the book accounts that pay for cookies, coffees, donuts, etc. that are not included in the budget and is not appropriate. Discussion was had to define in the resolution what a special meeting is considered to be and that pre-authorization for purchasing meals would be required. **M/2<sup>nd</sup> Aasen/D. Miller to approve the resolution and forward to County Board. Motion Carried.**

- 8 HIPAA Privacy and Security Risk Officer: Radtke summarized where the County is at regarding the HIPAA project and the findings of the Consultant. He reminded the Committee that the County needs a Privacy Officer named and all the work that needs to be done to bring the County into compliance. The HIPAA consultant provided a quote for services to bring the County into compliance and services available for maintenance thereafter. Radtke reviewed who other Counties have named as the Privacy Officer. Radtke recommended the County designate Corporation Counsel as the Privacy Officer and have the affected offices designate a person to be the lead in that department for HIPAA. He also advised to hire the consultant to bring the County into compliance. **M/2<sup>nd</sup> D. Miller/Zeglin to name Cindy Currier as HIPAA Security Officer, Rian Radtke as HIPAA Privacy Officer, hire Avestone as the HIPAA Consultant to at \$36,975, which consists of 255 hours of service. Motion Carried.**
- 9 Submissions of the County Board Claims – Concerns were had regarding the timeliness of County Board Members turning in their member's claims. Some claims are turned in months afterwards and is difficult for the Audit Committee to process. Aasen would like the claims turned in more timely. D. Miller will announce at the County Board meeting that Claims should be turned in monthly, but no longer than quarterly.
- 10 Strategic Planning – Pat Malone addressed the committee, referencing a handout of the proposed strategic planning process for Trempealeau County. Malone reviewed the process with the Committee, who would be involved, the purpose to have and how it should be used in the future to help with the budgeting process. She is requesting direction from the committee as to how to proceed. **M/2<sup>nd</sup> D. Miller/Aasen to approve the Malone to move forward with the Strategic Planning Process for the County, as presented. Motion Carried.**
- 11 Codification of Ordinances: The Committee reviewed four ordinances relative to this committee-
  - a. Ordinance regulating large gatherings- Committee reviewed the ordinance. **M/2<sup>nd</sup> D. Miller/Zeglin to approve the ordinance with changes as recommended and required a \$2,500 base deposit for citations. Motion Carried.**
  - b. 9/21/92 Ordinance Providing for Return of tax Deeded Real Estate – Committee reviewed the ordinance. **M/2<sup>nd</sup> D. Miller/Winters to approve the ordinance with the correction of the name of the committee referenced and to strike section 6. Motion Carried.**
  - c. 9/25/1989 Ordinance dealing with the Sale of tax deeded lands – Committee reviewed the ordinance. **M/2<sup>nd</sup> D. Miller/Zeglin to approve the ordinance with the correction to the § typo, and correct the committee reference. Motion Carried.**
  - d. Revise local sales tax ordinance – Committee reviewed the ordinance. **M/2<sup>nd</sup> Aasen/Zeglin to approve the ordinance with the repeal of section 5. Motion Carried.**
- 12 MCDC Compliance Policy – Ehlers Contract. Discussion was had regarding the course to take for MCDC compliance in the future. Syverson is currently responsible for this now. Discussion was had to contract with a vendor to do this function at a cost of \$2,800 per year. **M/2<sup>nd</sup> Aasen/S. Miller to continue this function in-house by the County Clerk and adopting and following a policy and procedure to ensure compliance. Motion Carried.**
- 13 Items for next agenda: Dispatch Console, Land Records Computer Update (April Meeting) Strategic Planning
- 14 Date for next regular meeting: 3/2/2015, 9:00 am
- 15 Chair Doug Winters adjourned the meeting at 12:06 pm.