

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Dick Miller, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: Deb Suchla, Paul Syverson, Stacy Sylla, Rian Radtke, Steve Okonek, Pat Malone, Elsa Kulig, Michelle Weisenberger, David Lyga and Travis Ludvigson.

- 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, April 6th, 2015.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2<sup>nd</sup> by Aasen/D. 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 3/2/2015 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handouts were reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. No action taken.
- 7 Funding Requests:
  - a. Funding Request for Dispatch Console: not discussed. Put on agenda for next month.
  - b. Capital Project Needs and Funding: S. Okonek handed out a “Trempealeau County Project Initiation Form” to the committee. The workgroup put the form together to be used by departments when they have a new initiative/project they are working on. The form allows for everything to be in one place before it goes to the Committees for approval. **M/2<sup>nd</sup> D. Miller/Aasen to approve the form and process and move it to County Board. Motion Carried.**
  - c. Interim Veteran Service Officer Compensation: The County was without a Veterans Service Officer from 1/1/2015 until 2/27/2015 due to a retirement. The VSO Assistant carried the work load. In the past and in some instances, employees who have filled in for the vacant Department Head position were paid the minimum job grade rate. In this case, the VSO Assistant also put in some overtime. The 2015 VSO budget was passed with a lower rate of pay than the current VSO was hired at so there will be an overrun in that budget for 2015. The committee decided to wait until closer to the end of the year to determine if a resolution is needed to give the VSO more money in their budget. **M/2<sup>nd</sup> Aasen/S. Miller to approve paying the VSO Assistant the interim rate and to pay out the overtime accrued during the period of 1/1/15-2/26/15. Motion Carried.**
  - d. Ehlers Contract for Dissemination Agent: The \$2,800 for MCDC Compliance is in place to “safeguard Syverson and make sure he is doing everything correctly.” Health Care Center will pay for the bond.
  - e. 2014 Departmental Overruns: The Committee reviewed the handouts, as presented by Syverson. **M/2<sup>nd</sup> D. Miller/Aasen to approve the overruns. M/2<sup>nd</sup> Aasen/Zieglen to pay for Veterans Service Office overruns out of the unfunded retirement payout account. Motion Carried.**
- 8 Department requests:
  - a. Quarterly Department Updates:
    - i. Corporation Counsel: Radtke updated the committee on the duties and caseload of his department. He also listed some of the current projects and/or issues he has been working on: including the Codification project, tax foreclosures, HIPAA, and non metallic mining issues.
    - ii. Veterans Service Office: Ludvigson has been with the County just a little over one month and is settling in. He handed out his goals and objectives. He has meet with a lot of veterans and introduced himself at a Legion meeting. He has created a Trempealeau County Veterans Service Office Facebook Page and has been networking

with other VSOs in the State. He has added some wall partitions in his office/lobby area to add needed privacy.

- 9 Meal Reimbursement Resolution: Radtke explained why this item was on the agenda. The County Board revised the Meal Reimbursement Resolution in February. Syverson sent out the new resolution attached to an email that was misconstrued. The intent of the policy change was to allow for a meal to be paid for by the County for special meetings as long as there was approval the month prior. The confusion of this policy change made the Clerk's office question other food expenses that were being submitted through the audit process. It was determined that as long as there is money in the budget for the food expense there is not an issue. Having one standard reimbursement form was discussed. D. Miller will bring this up at the next Department Head meeting and will go over the intent of the policy change.
- 10 Strategic Planning Update: Malone updated on the Strategic Planning Committee's progress. They had their initial meeting, elected officers and broke into 3 action teams. She will update the Committee monthly.
- 11 Long Term Facilities Assessment: D. Miller will meet with Property Committee on this issue and keep E/F informed. Keep on the agenda.
- 12 2015-17 Governor's Budget Issues: D. Miller gets copies of Resolutions that other Counties send to the State. Does the County want to take a position?
- 13 Items for next agenda: Funding Request for Dispatch Console, Long term facility assessment, 2015-2017 budget, Strategic Planning Update.
- 14 Date for next regular meeting: 5/4/2015, 9:00 am
- 15 Chair Doug Winters adjourned the meeting at 10:57 am.