

Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: Kathy Zeglin, Elsa Kulig, Paul Syverson, Rian Radtke, Pat Malone, Vickie Stalheim, Cindy Currier, Laurie Halama, Jeremy Matheny, Ann Hempel

- 1 Meeting called to order by Chair Doug Winters at 9:00 a.m. in the WI Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, July 6th, 2015.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2nd by Zeglin/Aasen to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by Aasen/S. Miller to adopt the minutes from the 6/1/2015 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handout reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. No action taken.
- 7 Funding Requests: None
- 8 Department requests/Requests Quarterly Department Updates
 - A. County Treasurer: Halama provided a handout with statistics on it. The total 2014 taxes and fees for all taxing districts in the County is \$42,852,949.28. Municipal Treasurers collected \$27,757,119.91. \$15,095,829.27 was turned over to the County to collect. The County has 32,000 tax parcels resulting in a lot of tax bills printed out in December. There is \$9,025,280.16 in 2014 taxes still owed as of July 2, 2015 (9252 parcels). The Treasurer's office processes around 1000 accounts payable checks every month and around 600 payroll checks. They also process deposits. They are currently working on some tax foreclosures.
 - B. Land Records: Hempel updated the Committee on some of what she has been working on. She has collected \$400 on map prints so far in 2015 and has assigned 32 addresses. Trempealeau County was the "talk of the town" at the Land Information Council meeting she attended due to its remonumentation corners, section lines, and quarter sections being complete. This is a great accomplishment for a small rural county. She is working with townships on their comprehensive plans.
 - C. Park Worker Supervision: Matheny addressed the committee regarding the Park Worker. He has taken over the oversight of the Park Worker for the rest of the 2015 camping season as approved and assigned by the Parks Committee. Matheny has a good working relationship with the Park Worker and has helped get some things cleaned up and fixed at Pietrek Park. Jeremy spends around two hours per week at the Park (this is within his normal work schedule).
 - D. Project Initiation: Limited Term Employee in the Department of Land Management: Stalheim handed out the Project Initiation form along with a memo from the Environment and Land Use Committee. Stalheim introduced the form and memo. DLM has had interns in the past; the last ones being in the early 2000's. DLM is planning to budget annually for a LTE as they have an increased work load in the spring and summer, and it is a great learning experience for the individual. The Environment and Land Use Committee sent a memo to accompany the Project Initiation Form detailing its support of paying the current intern, as a Limited Term Employee, an hourly rate of \$9.25 from April 28, 2015 through August 28, 2015. **M/2nd Aasen/Zeglin to have a resolution drafted and presented at County Board to approve Project Initiation as presented. Motion Carried.**
- 9 HIPAA Policy Review and Approval: Radtke reviewed the following six policy drafts with the Committee.
 - A. Business Associate Agreement-Template: draft reviewed
 - B. Business Associate Agreement-Checklist: draft reviewed
 - C. Business Associate Agreement-Policy and Procedure: draft reviewed
 - D. Notice of Privacy Practices-Policy and Procedure-Flex Savings Account: draft reviewed
 - E. Notice of Privacy Practices -Flex Savings Account: draft reviewed
 - F. Notice of Privacy Practices and Policy and Procedure-Human Services/Health Department: draft reviewed

Radtke advised that as the delegated committee to review and approve the HIPAA project, he is requesting approval of the above six policies. **M/2nd Zeglin/Winters to approve the above HIPAA policies. Motion Carried.**

- 10 Increase Cost of Copies Charges: Currently the County has a resolution that says the cost of a copy is \$0.25. Radtke explained that Register of Deeds and Clerk of Court have fixed copy cost fees. Currier was asked to breakout the actual cost of a copy (including: paper, toner, electricity, maintenance) and report back to the Committee next month.
- 11 Trempealeau Pump Hose Removal update: Radtke advised that no recent update was available, but the project appears to be on track for completion.
- 12 Strategic Planning Update: Malone updated on the Strategic Planning Committee's progress. She advised that around 180 surveys have been returned of the 800 that were sent out to a random sample of people. They have been getting good results. They have advertised on Facebook, radio and done news releases. They are planning to set up focus groups throughout the County. They are looking for individuals who would be interested in being on the focus groups. Malone will update the E/F Committee monthly.
- 13 2015-17 Governors' Budget Issues: No update was available.
- 14 2016 County Budget: Syverson will be sending out the budget sheets to the Department Heads in two weeks.
- 15 Items for next agenda: Increase Cost of Copy Charges, Strategic Planning Update. Postage Due Account, Aerial Tour of Sand Mines
- 16 Date for next regular meeting: 8/3/2015, 9:00 am
- 17 Chair Doug Winters adjourned the meeting at 10:27 am.