

Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Jeanne Nutter, Mike Nelson, Ernie Vold, Paul Syverson, Rian Radtke, Pat Malone, Elsa Kulig, Rose Ottum, Mary Martin, Laurie Halama, Daryl Joten, Stacy Sylla.

- 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 1st, 2016.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Agenda – **M/2nd by Aasen/S. Miller 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 01/04/2016 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handout reviewed. No action taken. Zeglin would like to discuss at the March meeting the calculation of determining what to budget for incoming sales tax.
- 6 General Fund Update: Handout reviewed. No action taken.
- 7 Department Reports/Requests
 - A. CAPX2020 Funding Update: Malone gave an update on some of the projects that were given extensions.
 - B. Create Water Testing Non-Lapsing Fund-Pat Malone: Grant money of \$15,000 was given to the UW-Extension Office to do water testing. They have expended about half of it, and would like the remaining funds to be put into a non-lapsing fund for future water testing. They will be getting an additional \$5000 grant from the CDC. They have tested 95 homes and can do approximately 100 more with existing funds. This is a cost share expense with the homeowners 70/30. Malone's intent is to work with other departments to get a program together. **M/2nd by Zeglin/Aasen to approve the carry forward of unspent water testing funds. Motion Carried.**
 - C. Quarterly Department Updates
 1. Treasurer – Laurie Halama noted that the quarterly investment report was mailed to all members. She reviewed the report.
 2. Register of Deeds: Rose Ottum distributed a handout regarding electronic recordings. Trempealeau County started in 2012 with electronically recording. About 19% of documents are now e-recorded.
 - D. Highway Payroll Inquiry Only Access-Update: The Highway Department wants "look-see" access to view Highway employees and run current and prior year reports in the payroll system (ACS). Syverson indicated that ACS can be set it up that way, and they charge of \$155 onetime fee. Highway would also like to have access to Highway Admin payroll information, Paul will check to see if there is a charge for this. **M/2nd by Aasen/D. Miller to allow the Highway Department to have "look-see" access of ACS for payroll information of Highway Employees. Motion Carried.**
 - E. Auditor Management Letter Suggestion Regarding Payroll Update: Syverson and D. Miller talked to the auditors. D. Miller noted there are 3 levels of findings by the auditors and this is a middle level violation. An acceptable option is to place verification with Human Resources Department (HR) (look-see). This would give some separation and not cost anything. Syverson needs to get the HR Director and HR Specialist set up for look-see access. If implemented quickly then this would take care of issue in evaluation by the auditors in May. Kulig clarify that the HR Office will continue to send down payroll status change forms to the Chief Deputy County Clerk, the Chief Deputy County Clerk will continue to enter, and then HR will review the entry logs. **M/2nd by D. Miller/Aasen that the Human Resources Department have "look-see" access for the payroll portion of ACS, HR will continue their role of notification of payroll changes and will have verification responsibility of payroll changes. Motion Carried.**
 - F. County Board Notepads/WIFI/Costs: Daryl Joten handed out a quote for tablets and WIFI/Data costs for all County Board Members to receive a tablet and have internet access. Discussion was had regarding the benefits of all County Board members having a tablet. Syverson noted that many counties have gone this way. A policy would have to be developed. The committee asked the IT office to look into comparable pricing and they will talk about this next month.

- 8 **9:30 AM Joint Meeting with Personnel Bargaining Committee Regarding Elected Officials Salaries:**
 - a. Nutter called the Joint meeting to order @ 9:43 am. Motion Carried.
 - b. Syverson distributed copies of resolutions from 1989 to current. Ottum and Halama distributed a spreadsheet of internal and external comparables. Kulig distributed a spreadsheet of other County's salaries of Register of Deeds, Treasurers and County Clerks. Discussion was had regarding the possible increase amounts for the ROD, Treasurer and County Clerk, comparing to staff and other elected positions at the County. **M/2nd by D. Miller/Nutter to set the salary for the Register of Deeds and Treasurer at \$63,000 effective 1/1/2017 and approve a 2% increase on 1/1/2018, 1/1/2019 and 1/1/2020 and to set the salary of the County Clerk at \$65,000 effective 1/1/2017 and approve a 2% increase on 1/1/2018, 1/1/2019 and 1/1/2020. Motion Carried.**
 - c. Joint meeting was adjourned at 10:23 am.

- 9 County Credit Card Limit: Current card has a \$10,000 limit. It was maxed out in December. The committee agreed to leave the max at \$10,000 for the time being. Employees need to sign out the card as they take it and then return it to the County Clerk's Department. Departments should not keep copy of the card in their Department. Departments need to let the County Clerk's office know when they use the card.

- 10 HIPAA Policy Review and Approval
 - A. HIPAA Documentation Retention Policy and Procedure: This is a one page policy, for HIPAA purposes certain records have to be kept for 6 years.
 - B. Health Department External Medical Advisor: This policy sets forth that the Health Department's medical advisor not have access to PMI. This is how the Health Department does it now; this puts it in writing.
 - C. County Mail Routing P&P: Radtke explained that this involves the County Clerk's office as the mail processors. This policy addresses concerns with our current mail system. The County Clerk would be removed from the mail sorting process as that position can't be sanctioned. The policy indicates that the Health and Human Services mail will be hand delivered to their Department by the Deputy Clerk who sorts the mail. Syverson indicated concern with his staff hand delivering mail and that that his staff will wait in the mail room until the Health and Human Services Department picks up their mail. D. Miller indicated to do whichever is more time saving.
 - D. Physical Safeguards P&P: This policy notes the physical access to the building and those safe guards and sets forth a visitor log and sign in the Health Department and Human Services Department. **M/2nd D. Miller/Zeglin to approve the above HIPAA policies. Motion Carried.**

- 11 Items for next agenda: County Sales Tax Update, Calculation of Sales tax for next year, General Fund Update, Highway Payroll Inquiry Only Access, Implement Auditor Management Letter Suggestion Regarding Payroll, County Board using tablets

- 12 Date for next regular meeting: Monday, March 7, 9:00 am in the Wisconsin Room.

- 13 Chair Doug Winters adjourned the meeting at 11:30 am.