

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Paul Syverson, Rian Radtke, Pat Malone, Elsa Kulig, Dave Lyga, Mary Martin, John Kelly, Linda Mossman

- 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 4th, 2016.
- 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 Zeglin/D. Miller to adopt the minutes from the 12/7/2015 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handout reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. No action taken.
- 7 Strategic Planning Update: Malone reported that the Committee completed their work, and she will be sending out a summary of the project's high points. The County Board will be meeting to go through the Strategic Plan on January 28th. This will be an opportunity for the Board to study and talk over the Plan; action on the Plan may be taken at the next county board meeting in February. Malone thanked all those individuals who put time and effort into the study.
- 8 Department Reports/Requests
  - A. CAPX2020 Funding Update
    1. Requests for Extension: Malone explained that only one group did not apply for an extension the Independence Lions; Malone tried to contact them multiple times. If any other group did not apply for an extension, it was because they have completed their project. The Galesville Volunteer Trout Club is asking for approval to use the \$233 they have left to buy solar lights that will be used to attract bugs for the trout to eat. **M/2<sup>nd</sup> by D. Miller/Zeglin to allow the Galesville Volunteer Trout Club to use their remaining funds of \$233 to purchase solar lights. Motion Carried.** Malone's plan was to present the finished projects all at once. D. Miller asked her to present the projects as they are done.
  - B. Quarterly Department Updates
    1. Information Systems – Cindy Currier: Currier reported that her department has been very busy. They have been working on new software for Dispatch, Land Records, and County Clerk. The majorly updated website is complete; Kathy Harms did a great job. Currier thanked the committee for funding for some major fixes, and she and her staff are very appreciative of being moved upstairs. She has begun work on the facilities study committee. They are keeping up on the many day to day duties. D. Miller noted it is good policy to replace one thing that is a large IT expense at a time instead of so many at one time, and Exec/Finance should try to set aside some money each year to fund those expenses.
    2. County Clerk/Admin. Coordinator Paul Syverson: Syverson noted that there is a new schedule for department updates. Syverson reported that elections are in high gear in his office as there will be a February primary. His office is in process of cross training; everybody is working on payroll and journal entries. Research into the county board having tablets for electronic mailing has started.
  - C. TCCTV Director – John Kelly-2016 Budget Shortfall: Kelly made an error when budgeting for 2016. He did not take into account the resolution that was passed in February 2015 that included a wage increase effective 1/1/2016 for the TV Studio Director position. Kelly wanted to bring the error to the committee's attention as soon as he discovered it. D. Miller suggests the committee wait until the end of the year to see how the 2016 budget is doing and asked Kelly to come back in November to discuss this with the committee.
  - D. Highway Payroll Inquiry Only Access: D. Lyga requested for the Highway Department's Payroll Clerk/Assistant Office Coordinator to have "look-see access" only to Highway Department payroll data. This would increase their efficiency. Syverson has contacted ACS, ACS said this is something that they can do and there would be a charge for it. He is not sure of the cost. This will be on next month's agenda

- E. Implement Auditor Management Letter Suggestion Regarding Payroll: D. Miller noted that the auditors, in at least the last three years, have indicated in their report a deficiency that D. Miller thinks the Committee should act on. The Auditors suggest that instead of one agent in the courthouse entering employees into the pay system and also running payroll, that two different employees be involved in the process. One employee to be responsible for maintaining employee records, and then someone else to process payroll, check writing and verification of entry. D. Miller suggests now that the Human Resources Department is fully staffed this would be a good time to begin the process and to set a time table for which the process takes place. Syverson indicated that before Mary Martin performed both duties, but now that Personnel/Bargaining has asked him to have the employees in the Clerk's office cross trained that different people in his office can do the different aspects. D. Miller, Syverson and Kulig will talk with the auditors when they are in the Courthouse the week of January 11<sup>th</sup> to determine what will "satisfy" them. This will be on next month's agenda
- 9 Issue of Bottled Water Dispensers in the Courthouse: D. Miller talked to the District Attorney, Taavi McMahon. McMahon explained the water dispenser is in their waiting room, and the waiting room is used by victims, witnesses, spouses, petitioners for restraining orders, etc. His office staff does drink the water as well. **M/2<sup>nd</sup> by D. Miller/S. Miller to continue to allow the DA's budget to pay for the water dispenser in the DA's office due to the public using it. Motion Carried.**
- 10 Trempealeau Pump House Removal Update: Radtke reported the project will soon be complete. He will report back in May.
- 11 HIPAA Policy Review and Approval
- A. Access to Protected Health Information ("PHI") by Client Policy
  - B. De-Identification Policy and Procedure ("P&P") & Data Use Agreement
  - C. Amendment of PHI P&P, Amendment Request Form, & Amendment Letters
  - D. P&P Development, Implementation, Monitoring, and Maintenance P&P
- M/2<sup>nd</sup> Aasen/Zeglin to approve the above HIPAA policies. Motion Carried.**
- 12 Items for next agenda: County Sales Tax Update, General Fund Update, Highway Payroll Inquiry Only Access, Implement Auditor Management Letter Suggestion Regarding Payroll, County Board using tablets
- 13 Date for next regular meeting: Monday, February 2nd, 9:00 am in the Wisconsin Room.
- 14 Chair Doug Winters adjourned the meeting at 10:32 am.