

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Dick Frey, Rian Radtke, Pat Malone, Elsa Kulig, Dave Lyga, Cindy Currier, Travis Ludvigson, 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, March 7th, 2016.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2<sup>nd</sup> by D. Miller/Aasen to adopt the amended agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2<sup>nd</sup> by Aasen/Zeglin to adopt the minutes from the 02/01/2016 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handout reviewed. No action taken.
  - A. Calculation of Sales Tax for Next Year: Handout reviewed. Wisconsin Counties Association does an estimate the year before then revises it in the fall. The handout shows how WCA calculates sales tax. Syverson uses a “guesstimate” with past history included. Zeglin commented there is difficulty in estimating County Revenue, and it is bad to guess too high or too low. Zeglin noted his wish for accuracy.
- 6 General Fund Update: Handout reviewed. No action taken.
- 7 Department Reports/Requests
  - A. CAPX2020 Funding Update: There have been no more additional completions of projects since the last meeting. D. Miller noted that Kevin Lien may ask for an extension for the Pietrek Park money. Malone noted that Exec/Finance did not make a motion as to what to do with money not spent.
  - B. Quarterly Department Updates
    1. Corporation Counsel – Rian Radtke: Radtke noted that his office continues to work on HIPAA compliance, the ordinance project (draft document is coming together), contract reviews, RFPs, tax foreclosures, records requests, work with different departments, and the standard day to day duties.
    2. Veteran Services-Travis Ludvigson: Ludvigson did a presentation at the last County Board Meeting summarizing the VSO office. Zeglin congratulated Ludvigson on his proactive approach and asked him to “keep up the good work.”
  - C. Highway Payroll Inquiry Only Access-Update: Lyga said they are getting closer to having “look-see” Highway payroll access.
  - D. Auditor Management Letter Suggestion Regarding Payroll Update: Sylla and Kulig noted that Human Resources and the County Clerk’s Office have been working closely on having HR review the “logging files” of Sylla. The auditors have noted that what is now being done is a sufficient oversight.
  - E. County Board Notepads/WIFI/Costs: Currier handed out a Project Initiation Form detailing the costs of 17 tablets and data cards. Currier noted that clear parameters would need to be set and she is working on security policy to cover this. Currier noted some security concerns. Radtke recommend regular and comprehensive training of what can use the computer for. Pros and cons were discussed. S. Miller noted that it would be nice to consistently get emails, attachments and documents, and it would be beneficial to access previous meeting minutes for a refresher right in the meeting instead of pushing an item to next meeting. This came up due to slowness of posted mail. Some Supervisors may already have equipment and the internet at home they could use. Dick Frey noted that he uses the County’s website for agenda’s and minutes, and it can be frustrating when agendas are not posted on the County Website. Radtke noted that there could be a county ordinance that all agendas needs to be posted on line 24 hours before the meeting. Winters suggesting sending questionnaires to the 17 supervisors as to what they have. Next agenda-discussion on proper meeting notifications and agenda postings.
- 8 Annual HIPAA Compliance Report: Radtke gave an HIPAA annual summary. The County hired Avastone to help with the County’s HIPAA compliance. The privacy side is almost complete. The security side has begun to be worked on. The new policies are being put into practice and things are going well. Initial

training has been completed. This committee may see project initiation forms come before them with costs for security items that are needed to secure the Courthouse.

9 County Board Rules

- A. Responsibilities of Personnel/Bargaining Committee: Kulig explained that Personnel/Bargaining discussed this at their meeting and recommended moving it forward. This would clarify and clean up the list of duties under Exec/Finance and Personnel/Bargaining. It has been the practice of the Personnel/Bargaining Committee to evaluate and recommend policy and carrier changes for property and liability insurance but the County Board Rules do not reflect that. In January 2014, the County Board adopted the Salary Administration Policy which states the Personnel/Bargaining oversee the administrative process of that policy, and that has been the practice. **M/2<sup>nd</sup> by Aasen/Winters to approve deletion of number 14 from Exec/Finance- Jointly administer the non union Classification and Compensation Plan, under Personnel/Bargaining add property insurance and liability insurance to number 9, and delete jointly from number 10. County Board Rule Changes noted above. Motion Carried.**
- B. Requirement of Second Reading of Resolutions: Dick Frey asked that this be on the agenda as it goes along with the strategic plan of more transparency and accessibility to records. He mentioned that County Board Supervisors may only get the agenda packets with a day or two to review them. This requirement would give more time to review; he did note that there may be a need for exceptions. There would need to be clear guidelines on what exceptions if any there would be. This also allows the public time to look at resolutions and talk to supervisors in their district. Radtke mentioned that not a lot of counties still do second readings. He gave some examples of what other counties do, and stated that currently a County Board Supervisor can request a second reading of resolution if needed. D. Miller would like to hear the pros and cons of having a second reading and asked that this be put on department head agenda to get their input. The Committee asked Frey and Radtke to come with information and a proposal at next month's meeting.
- C. Resolution Submission/County Board Packet Mail out (Rule 31): This item it tied to things already discussed at the meeting as it pertains to County Board Supervisors not getting their agenda packets in a timely manner due to mail service. The possibility of adding the draft resolutions to the website was discussed. The committees could have the resolution in hand before being passed along to next committee. This may slow things down. This item will be on next month's agenda for further discussion.

10 Feasibility Study for Position of County Administrator-Discussion/Possible Action: Zeglin included a handout with general information with the agenda packet. This would be a change from the current structure. Pros and cons of having a county administrator were discussed. If approved, this employee would work closely with all department heads. Zeglin stated that this was a general overview and as the county keeps growing, the current structure is not growing to accommodate. He volunteered to write a letter asking other counties with a county administrator survey questions. He will bring a sample letter to the next meeting. Radtke mentioned that some counties will hire a consultant to do a study on this. This item will be on next month's agenda.

11 Comparison of Federal and State Metrics Related to Predicting Yearly Count Sales Tax Revenue-Discussion Only: Handouts were in the agenda packet. Zeglin noted that another possible way of predicting income is to use a national website with US Census data. This is his attempt to find a better way of determining what the county's revenue will be; this may be something to keep in mind during the next budgeting session.

12 Items for next agenda: County Sales Tax Update, Calculation of Sales tax for next year, General Fund Update, Highway Payroll Inquiry Only Access, County Board using tablets, RFP for Ventilation System, discussion on proper meeting notifications and agenda postings, Requirement of Second Reading of Resolutions, Resolution Submission/County Board Packet Mail out (Rule 31), Feasibility Study for Position of County Administrator-Discussion/Possible Action

13 Date for next regular meeting: Monday, April 4, 9:00 am in the Wisconsin Room.

14 Chair Doug Winters adjourned the meeting at 11:10 am.