

Trempealeau County Executive/Finance Meeting
MINUTES 9.7.2016

Committee Members: Tim Zeglin, Dick Miller, John Aasen, Sally Miller, Doug Winters. Others in attendance: Rian Radtke, Elsa Kulig, Paul Syverson, Deb Suchla, Dick Frey, Laurie Halama, Taavi McMahon, Cindy Currier, Debbie Foss, Amanda Mboga, Bea Van Tassel.

- 1 Meeting called to order by Chair Tim Zeglin at 9:05 am in the Packer Room of the Trempealeau County Government Center, Whitehall, Wisconsin on Wednesday, September 7, 2016.
- 2 Notice was posted according to open meeting law requirements, certified by the County Clerk.
- 3 Adoption of the Agenda – **M/2nd by Winters/D. Miller to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by S. Miller/D. Miller to adopt the minutes from the regular 8/1/2016 meeting. Motion Carried. M/2nd by Winters/D. Miller to adopt the minutes from the joint 8/1/2016 meeting. Motion Carried.**
- 5 Public Comment Period (15 Minutes) *Members of the public will have a 15 minute block of time to comment on today's agenda items. Members of the public must be present at the beginning of the meeting or comment period will be waived. Public comment period may be extended or curtailed at discretion of the chair and after advisement by the Exec/Finance Committee.:* No comments from the public were made.
- 6 County Sales Tax Update: Handout reviewed. No action taken. The county is behind where it was last year.
- 7 General Fund Update: Handout reviewed.
- 8 Exit Review of 2015 Audit-Kim Shult -Baker Tilly: Amanda Mboga from Baker Tilly met with the Committee to go over the 2015 Financial Statements and Communications booklets. The auditors will be giving a presentation and reviewing the documents at the next County Board meeting with the Supervisors.
- 9 Department Reports/Requests
 - A. Quarterly Department Update – Veterans Office-Travis Ludvigson: Ludvigson was unable to attend the meeting. An Office Update that Travis prepared was distributed. A flyer with details on the Veterans Expressing Themselves event that is on November 5th was also distributed.
 - B. Quarterly Department Update – Corporation Counsel-Rian Radtke: Radtke reviewed what his office has been working on – a large records request, tax foreclosures ordinance revisions and the usual duties for his department.
 - C. Treasurer & Corporation Counsel
 1. Tax Foreclosed Properties-Review/Award Bids: Radtke stated that there were bids received for all four properties.
Parcels:
016-00477-0001 **M/2nd Aasen/D. Miller to accept \$2 bid from Kevin Kuchar. Motion Carried.**
014-00559-0000 **M/2nd D. Miller/Aasen to accept \$2,101 bid from Skyview Acres LLC. Motion Carried.**
018-00717-0000 & 018-00719-0010 **M/2nd Aasen/D. Miller to accept \$15,000 bid from Nathan Rongstad. Motion Carried.**
026-00344-0005 **M/2nd D. Miller/Winters to accept \$12,100 bid from Andrew Pernsteiner. Motion Carried.**
 - D. District Attorney, Taavi McMahon – Funding Request: McMahon handed out his 2017 budget that includes wage increases for 3 staff in his office. The wage increases have passed Personnel/Bargaining; two are effective 1/1/2017 and one is effective 12/1/2016. McMahon stated that he does have enough money in his 2016 budget to pay for the increase that is effective 12/1/2016. The committee said they would review all budgets during the upcoming budget hearings.

- 10 Discussion and Possible Acceptance or Bid Proposal for Space Planning Study: **M/2nd by S. Miller/Aasen to discuss proposals. Motion Carried.** 4 bids were passed on from the Facilities Planning Committee for consideration: Potter Lawson Inc., Architectural Design Group (ADG), Ayres Associates, and FM Solutions. M/2nd by Winters/Aasen to allow each representative to give a 10 minutes presentation on their bid. 1 yes vote, 3 no votes and one person did not vote. Motion fails. All 4 companies had representatives at the meeting to answer questions. A overview was given of the Facilities Planning Committee's work and process to get to this point. It was made clear that the proposal was not just to look at the cost of a new building but to look at all options for space needs. The committee reviewed the bids. ADG's bid was the lowest. **M/2nd by Winters/Aasen to accept ADG's bid of \$29,100. Motion Carried.**
- 11 HIPAA Policy Review and Approval-Confidential Communication Requests Policy & Procedure: Radtke explained the needs for the policy. **M/2nd by Aasen/Winters to approve the HIPAA Policy. Motion Carried.**
- 12 County Policies Related to Use of Mobile Electronic Devices (County-Owned versus Personally-Owned) for Work Purposes: Radtke noted that the HIPAA Compliance Team needs direction from Exec/Finance and the County Board regarding the use of county owned personal devices. The Security and Technology Use Policy is being revised and this is part of that policy. A brief survey was conducted of department heads to get an idea of who uses devices for work purposes, who uses their own devices, and whether they could still do their job without a device. Some departments rely on remote devices and use them, while others use devices more as a convenience, while others don't use devices at all. Use of remote devices do pose a security risk. Discussion was had as to whether the county should allow employees to use their own personally owned devices for work purposes or whether the county should limit work on devices to only county-owned devices. The committee indicated that the HIPAA Compliance Team should continue to work on the policies accordingly and determine who needs devices and who does not so that the committee can know for the 2017 budget how much money needs to be set aside for such devices and to come back to them if there are issues with those determinations. The committee indicated that budgets are tight.
- 13 Trempealeau Pump House Update: Radtke noted that the pump house project is complete.
- 14 Discussion for County Administrator Feasibility Study-Pat Malone: A report that Malone prepared was distributed. The committee members will review the report and discuss this at the next meeting.
- 15 2017 Budget
 - A. Discuss 2017 Budget:
 - B. Set Budget Hearing Dates: Hearing dates are set at October 3rd 1-4, October 4th 9-4, October 5th 9-4, October 6th 9-4, and October 7th 9 until ?; this day will consist of call back meetings.
- 16 Items for next agenda: Public Comment Period, County Sales Tax Update, General Fund Update, County Administrator discussion.
- 17 Date for next regular meeting: Monday, October 3rd, 9:00 am in the Wisconsin Room.
- 18 Chair Tim Zeglin adjourned the meeting at 12:47 pm.