

## MINUTES

Eau Claire County  
Committee on Finance and Budget  
Thursday, January 12, 2017 / 4:30 pm

721 Oxford Avenue  
Eau Claire County Courthouse – Room 1273  
Eau Claire, WI 54703

Members present: Supervisors Robin Leary, Nick Smiar, Jim Dunning, Mike Conlin, Stella Pagonis

Staff present: Kathryn Schauf, County Administrator; Jamie Gower, Human Resources Director; Sharon Rasmusson

The meeting was called to order at 4:30 pm.

### **Public Comment**

No one from the general public was present.

### **Finance Department Transition Updates / Introduction of Marc DeVries, Sikich**

A phone conference was held with Marc DeVries, consultant from Sikich, Inc. He provided a brief background of himself and informed the committee of current practices he is engaged in with regard to finance department transition responsibilities, including purchasing and accounts payable. He is discovering opportunities for improvement in many areas and is attempting to segregate duties in the system – something that CLA recommended in their internal controls audit. DeVries highly recommends to automate the workflow. Jamie Gower, Human Resources Director, then spoke on the labor intensive issues with payroll. Electronic timekeeping is being reviewed for streamlining many payroll processes.

### **Correspondence from Ehlers / Discussion Only.**

No debt to be refinanced.

### **Review 2017 Budget Process**

County Administrator Schauf recommends no changes in the 2018 budget process.

### **Performance Management Initial Discussion / Discussion Only**

Departments would be able to identify key areas as well as what they have been doing. Keep on agenda for future meetings.

### **Strategic Plan / Discussion of Financial Stability Goals**

County Administrator to send out work plan.

### **Financial Activity Updates / Discussion – Action**

#### **County Sales Tax Report.**

Committee reviewed an updated county sales tax report.

**County Board Chair Vouchers.** None presented.

**Line Item Transfers.** None presented.

## **ADDENDUM**

### **Proposed Resolution (File #16-17/092) / “Authorizing the Cancellation of Checks That Are over Two Years Old; Directing That Said Total be Transferred to the Unclaimed Trust Account and Credited to the General Fund” / Discussion – Action**

Motion by Supervisor Conlin to authorize the cancelation of checks that are over two years old. Motion carried. (Note: it was learned later in the week that this resolution will not be moving forward at this time. County Treasurer noted she needs to send a notice to the Leader-Telegram. The county can move forward with canceling this checks in the fall of 2017.)

### **Proposed Resolution (File #16-17/091) / “Repealing Section 4.07.040 of the Code; Calculation of Rates and Hours” / Discussion – Action**

Motion by Supervisor Smiar to repeal Section 4.07.040 of the Code; Calculation of Rates and Hours. Identical language is in the employee policy manual; thus, can be deleted in the county code. Motion carried.

### **Review / Approval of Committee Minutes / Discussion – Action**

- a) December 6, 2016
- a) December 7, 2016
- b) December 14, 2016

Motion by Supervisor Conlin to approve of the December 6, 2017, December 7, 2016 and December 14, 2016 committee minutes as amended. Motion carried.

Next meeting is scheduled for Tuesday, February 9, 2017 at 4:30 pm. Items for discussion include: analysis regarding consultants hired and costs to date; update on policy manual.

Committee adjourned at 6:30 pm.

Respectfully submitted,

Sharon M. Rasmusson  
Committee Clerk