

MINUTES

Eau Claire County
Committee on Finance and Budget
Thursday, March 9, 2017 / 4:30 pm

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

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

Staff present: Kathryn Schauf, County Administrator; Sharon Rasmusson

Others present: Marc DeVries, Consultant with Sikich

Meeting was called to order by Chairperson Jim Dunning at 4:30 pm.

Public Comment Period

None.

2016 Final Budget Update / Annual Audit Status/Discussion-Action

Functional areas are doing well. Currently preparing materials for audit.

2017 Budget Status Updates / Issues / Discussion-Action

None.

Finance Department Process Analysis/ Discussion by Marc DeVries, Consultant

- Contract(s) Status/Financial Update
- Update on Internal Controls / Implementation
- Update on Finance Department Review
- Update on Accounts Payable Process
- Update on Payroll Process / Alio Implementation

Marc DeVries of Sikich provided a progress report; has met with department heads throughout the county. Studied user guides for Alio. Discovered many of the complaints were because Alio wasn't designed or set up properly. Also talked about ACH payments and bank reconciliations and the progress made on both of these areas.

Departmental reports for governing committees will be developed through Alio and will be the same throughout the county.

Performance Management Update / Discussion

TO DO: capital asset tracking, financial policy development, long range planning; grant compliance, internal control monitoring, economic development and citizen participation in the budget process.

Strategic Plan Update / Discussion of Financial Goals / Discussion-Action

- County Borrowing
- Develop a new tracking system for county wide capital improvement plan
- Create a reporting mechanism to better inform board, committees

No updates.

2018 Budget: Calendar and Priorities / Discussion – Action

- Review budget timeline

Calendar was edited and will be sent back to the committee. Budget survey was also briefly discussed .

Financial Activity Updates / Discussion – Action

- County Sales Tax Report – reviewed by committee
- County Board Chair Vouchers - none
- Line Item Transfers (if any) - none

Review / Approval of February 9, 2017 Committee Minutes / Discussion – Action

Motion by Supervisor Leary to approve of the February 9, 2017, committee minutes as written.

Schedule Next Meeting and Agenda Items

1. Invite Diane Cable (alternate care, mental health, CCS program; how state/federal revenue is coming in.
2. Sample financial report to be used by all departments.
3. County Treasurer financial update, etc. townships that are on line
4. Levy limits – WCA (get Kathryn's email)

Committee adjourned at 6:15 pm.

Respectfully submitted,

Sharon M. Rasmusson

Committee Clerk