



## MEETING MINUTES

**Committee:** Finance Committee  
**Date:** Friday, July 6, 2018  
**Time:** 9:00 a.m.  
**Location:** County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 9:00 AM by Chairman Don Scupien
2. Roll call was conducted:

FINANCE COMMITTEE			
Name	Role	Status	
Don Scupien	Chairman	present	
Doug Nonnenmacher	Vice Chairman	present	
Vernon Cahak	Member	present	
Sandy Fischer	Member	present	
Pete Pennington	Member	present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Janice Cahak	Interim Finance Director	Robin Stowe	Corporation Counsel
Sue Paycer	IT Department	Dominic Frandrup	APL Director
Mark Westen	Sheriff	Ron Barger	Health & Social Services Dir.
Reinhardt Balcerzak	County Board Supervisor	Judy Nagel	County Clerk
Elizabeth Gebert	District Attorney	Joe Martell	GIS Specialist
Duane Haakenson	Zoning Administrator	Nate Heuss	Facilities Management Dir.

3. Please silence all cell phones:
4. The Committee recited the Pledge of Allegiance.
5. **Approval of previous meeting minutes.** Motion by Pennington, second by Cahak to approve the meeting minutes for June 8, 2018, June 18, 2018 and June 21, 2018 Finance Committee meeting minutes. All ayes, motion carried.
6. **Recognition of others present and public comments on agenda items:** Chairman Scupien welcomed all to the meeting.
7. **Discuss and approve county credit card for District Attorney's Office, two cards, \$500 limit each:** District Attorney Gebert stated currently the District Attorney's office does not have a county credit card. Gebert is requesting two cards, for each of the office secretarial staff. Motion by Pennington, second by Cahak to approve two county credit cards for the District Attorney's Office, with a \$500 limit on each. All ayes, motion carried.
8. **Request from Social Services for county credit card for Social Worker, \$500 limit:** Health and Social Services Director Barger is requesting a credit card for the recent social worker hired, request approved by the oversight committee. Motion by Pennington, second by Cahak to approve a county credit card for social worker, with a \$500 limit. All ayes, motion carried.

## Meeting Minutes (Continued)

9. **Discuss IT Fund per June Finance Committee:** Discussion held on the IT Fund balance with IT Director Paycer and the Committee. Paycer suggested discussing this with the new finance director, as Paycer stated some computer costs are higher than other, possibly billing back the departments for the higher costs. Information only, as this will be on the August Agenda.
10. **Discuss and approve the purchase of a Mi-FI Unit for the Social Worker Aid in the CFS Unit:** Health and Social Services Director Barger is requesting this unit for the aid, as she is in need of access out in the field. Barger stated that the funding for this request will come from Social Services budget. Motion by Cahak, second by Nonnenmacher to approve the purchase of a Mi-FI Unit for the Social Worker Aid in the CFS Unit. All ayes, motion carried.
11. **Discuss proposed 2018 APL Capital Improvement Projects (CIP) such as storm water drainage, sidewalk and library parking area reconstruction, per June Executive Committee Minutes:** Antigo Public Library Director Frandrup, Facilities Director Heuss and Corporation Counsel Stowe explained to the Committee that this request for the Library, will be approximately \$7000 for Langlade County. Discussion held as to the location of the project. Motion by Pennington, second by Nonnenmacher to approve the 2018 APL CIP such as storm water drainage, sidewalk and library parking area and to take up to \$7000 from the Contingency Fund for such project. All ayes, motion carried.
12. **Discuss activity on the Tax Delinquent Land Sales Properties on Public Surplus, take possible action:** County Clerk Nagel stated that the properties listed on the Surplus site are selling, with one still in the bidding process, with each exceeding the reserve. Discussion held. The Committee requested a complete report at the August meeting. Information only, as this will be on the August Agenda.
13. **Discuss and approve the purchase of a scanner for the Finance Department:** IT Director Paycer has requested the scanner, with an estimated cost of \$2100/\$2200, for the Finance Department. Discussion held. Motion by Pennington, second by Nonnenmacher to approve the purchase of a scanner for the Finance Department, using IT Funds, but to reimburse the fund from the Finance Department by the end of 2018. All ayes, motion carried.
14. **Discuss staffing level in the IT Department with possible action for a third position:** IT Director Paycer stated that the County Board recognized in 2001 the need for three employees in the IT Department. Currently there are two employees in the IT Department. Sheriff Westen distributed a list of services and duties that interface IT with the Sheriff's Department; currently a deputy is conducting the IT updates and support issues, as the IT Department is short staffed. Discussion held as to the transfer of the IT employee and the funding for positions. Information only, as this will be on the August Agenda.
15. **Approve Information Technology (IT) Capital Improvement Plan for 2019-2023:** This item was completed at the June 2018 Finance Committee Meeting.
16. **Discuss and approve funding of additional hardware/software needed for the Wide-Area Network (WAN) and Records Management System (RMS) servers:** This item was completed at the June 2018 Finance Committee Meeting.
17. **Information Technology Director's report regarding the Information Technology Department:** IT Director Paycer stated the servers are set up and working with Superior to meet their requirements, allowing Superior Sirius remote access to transfer the servers. IT Staff is working with Child Support and Economic Support and the State on an interface project. Information only.
18. **Update on Finance Department Staffing:** Interim Finance Director Cahak stated that the new director will start July 23, 2018. Discussion held as to the current staff and duties. Schenk has been contacted as the books for 2017 remain open. Discussion held.

## Meeting Minutes (Continued)

19. **Finance Director's report regarding the finances of the County:** No report at this time.
20. **Verify date of next meeting:** August 3, 2018 at 9:00, County Board Room.
21. **Adjourn the meeting.** Motion by Nonnenmacher, second by Pennington to adjourn the Finance Committee Meeting at 10:10 a.m. All ayes, motion carried.

Minutes transcribed and submitted<sup>i</sup> by:

Judy Nagel

COUNTY CLERK

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