

MEETING MINUTES

Committee: Finance/Information Technology Committee
Date: Tuesday, March 9, 2021
Time: 3:00 PM
Location: County Board Room, Lower Level of the Safety Building

Please note that social distancing was observed. The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 3:00 PM by Chairman Medo
2. Roll call was conducted
3. Please silence all cell phones.
4. Recite the Pledge of Allegiance.

FINANCE COMMITTEE

Name	Role	Status
John Medo	Chairman	Present
Ben Pierce	Member	Present
George Shinnars	Member	Present
Robert Benishek	Member	Present
Don Scupien	Member	Present

Non-Committee Members Present

Name	Interest	Name	Interest
Reinhardt Balcerzak	Supervisor	Jason Hilger	County Manager
Sandy Fischer	Supervisor	Kim Bissonette	Assistant Finance Dir.
Joseph Novak, III	Supervisor, by phone	Sue Paycer	IT Director
Erik Rantala	Forest Administrator	Tammy Wilhelm	Treasurer
Ron Barger	Health & Social Services Dir.	Nico Elwardt	Nursing Student
Rebecca Rank	Dep. County Clerk (started clerking the meeting)	Judy Nagel	County Clerk/Recording Secretary
Sharon Wissbroecker	Citizen	Jamie Wirschem	Citizen
Carol Messer	For Scot Eldridge		

5. **Approve previous Finance Committee meeting minutes from February 2, 2021 and February 9, 2021:** Motion by Pierce, second by Benishek to approve the minutes. Discussion on the minutes. Motion by Benishek, second by Pierce to approve the changes to February 2, 2021 #10 Minutes, as printed. All ayes, motion carried.
6. **Recognition of others present and public comments on agenda items for future meetings:** Benishek discussed the Board of Health referral regarding funding the Veteran's budget that was transferred to the general funds. Deputy Clerk Rank stated Haakenson's Zoning Department Budget, money was also transferred that should not have been transferred to General Fund. Hilger addressed the Committee stating that when closing the 2020 books, these issues will be resolved.
7. **Discuss request from City of Antigo Residents regarding tax delinquent parcels: 201-2223 and 201-2686 & 201-2687. Discuss request from Town of Rolling delinquent parcels: 026-0165, 026-0166,**

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026-0162.001, 026-0162. Discuss request from Town of Ainsworth property owner, delinquent parcel: **004-0069.001.** Treasurer Wilhelm addressed the Committee, stating that the parties have contacted her office regarding payment plans for the delinquent taxes, both parties have applied to Rural Housing. Wissbroecker, Parcel #201-2223, owes \$1700 in delinquent taxes, willing to pay \$100 per month and looking at refinancing and Eldridge, Parcel #201-2686 & #201-2687, owes approximately \$1500, both past the deadlines. Discussion held, as Chairman Medo requested the Treasurer to draft an agreement for Ms. Wissbroecker agreeing to pay \$100 per month. Eldridge owing \$1500, was represented by his mother, agreeing to pay \$150 per month, and the Treasurer will draft the agreement. Treasurer Wilhelm discussed the Town of Rolling Parcels, owned by Dan Pregler, Parcel #026-0165, #026-0165, #026-0162.001, #026-0162 requesting to pay a large amount this week, and the balance by the end of the month. Treasurer Wilhelm discussed the Town of Ainsworth Parcel, #004-0069.001, since the agenda was printed, this has been paid.

8. **Update on discussions with Social Services regarding a Community Response Worker:** Barger addressed the Committee, requesting a transfer of funds from the Health Department to CFS DSS Budget, \$95,000, funding to cover the position from July 1, 2021 to December 31, 2022. Discussion on the Health Educator Position in the UW Extension Office working with the Community Response Worker to create a prevention aspect for Social Services. Discussion held on the position in the UW Extension Office, a fee for services program, as the County transferred funding within the UW Extension budget to provide additional funding to the Health Educator Position. Motion by Benishek, second by Pierce to approve transferring \$95,000 from the Health Department Budget to the Social Services Budget, CFS Portion, using \$31,667 in 2021 and \$63,333 in 2022, assuming the Community Response Worker position is approved by County Board. All ayes, motion carried.
9. **Discuss proposed permanent part-time position in the Forestry/Maintenance office:** Discussion on holding this until the April Agenda. Shinners discussed the need for this position in the Forestry/Maintenance Office. Chairman Medo will keep this on today's agenda. Rantala addressed the Committee, stating that the requested position is a 20 hour per week, with 70% time focused on maintenance and 30% time focused on forestry, 1040 hours per year, no benefits, currently not funded in the Maintenance or Forestry budgets, estimated between \$14,581 - \$17,946. Discussion held. Motion by Pierce, second by Scupien to approve the proposed permanent part-time position in the Forestry/Maintenance Office, contingent on a funding source and approval by the oversight committees, possibly finding the funding within the departmental budgets. All ayes, motion carried.
10. **Discuss transferring a portion of Resource Center cleaning budget towards Courthouse cleaning budget:** Shinners addressed the Committee regarding the shortage of funded hours budgeted for Courthouse cleaning, requesting transferring five hours a week from Resource Center cleaning budget to the Courthouse cleaning budget. Discussion held. Motion by Scupien, second by Benishek to approve transferring five hours a week from the Resource Center cleaning budget to the Courthouse cleaning budget. All ayes, motion carried.
11. **Discuss reinstating fund for outside legal fees for labor/employment specialist for the County:** Discussion on the Fund for Outside Legal Fees, \$10,000, that was in the budget after Act 10, which fund, over time this fund was cut from the budget. Discussion held. Hilger agrees to assist in reinstating the fund for Outside Legal Fees, either in the Corporation Counsel Budget or a Finance Contingency Fund. No action taken.
12. **Update on Sober Living Expenses:** Shinners discussed the Sober Living Project, stating that the project is near completion, estimated to cost \$97,899, with some outside projects to be completed later this year. Discussion on the opening, the interior furniture from NCHC, and the MOU to operate

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the Sober Living for 5 years. Discussion the remaining funding from the City/County. Information only.

13. **Discuss the oversight of Capital Improvement Projects, updated from Borrowing:** Chairman Medo discussed the borrowing projects for 2021, \$1.3 Million borrowed, reviewing each project progress, making sure the projects are moving. Bissonette distributed a handout giving the breakdown of the projects for the three borrowing projects.
14. **Update on new phones/upgrades to the Court Rooms (2) – Paycer & Judge Rhode:** IT Director Paycer discussed the proposed audio system that integrates with CCAP and video for the large Courtroom and move the current system to the hearing room, estimated to cost \$111,759.15. Discussion on the immediate need, as there is approximately \$56,000 in the funds from borrowing, possibly using General Fund. Motion by Pierce, second by Scupien to use funds from borrowing (\$55,526.15) and remaining from the General Fund (\$56,233). All ayes, motion carried. A Resolution will be drafted and sent to April County Board.
15. **Information Technology Update – Paycer:** Paycer discussed the number of new hires keeping IT busy; Land Shark and IT Protect Servers- one in place and one being prepared; Imaging servers still in production; cell phone contract being reviewed as the renewal is in June; discussing with the Sheriff on First Net. Paycer is planning for locked, closet areas for servers and switches in each building. Chairman Medo requests a list of areas that will have/need locked closets. Paycer explained the IT Priority list with the County Manager Hilger and the Committee. Paycer stated the servers are running out of space too early and looking at virtual servers; discussion on the conversion off the AS400.
16. **Discuss oversight of Cost Reduction items from the 2021 Budget Prep:** Move this to future agenda.

Motion by Scupien, second by Benishek to excuse Pierce at 4:50 p.m. All ayes, motion carried.
17. **Updates/requests from the Finance Department:** Benishek requested information on the County Auditor. **Update on Routes to Recovery and other Grants:** Bissonette: No changes since last report. Hotchkiss applied and received \$62,701 for Emergency Youth Aids.
18. **Finance Director's report regarding the finances of the County:** Hilger reviewed the Summary of Expenditures and Revenues by Department as of December 31, 2020. **Discuss Finance Department Re-Org Chart, current chart and future chart with reflections of the actions above.** Organization Chart was shared last month and will be discussed at a future meeting.
19. **Handout year to date department budgets of which the Finance Committee has oversight of:** Budget numbers are not ready yet.
20. **At approximately 4:30 p.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f)(e), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To review the FLSA exempt (salaried) status of position in the Finance Department (Dept of Administration; and to review proposals for temp compensation for the services provided by Interim Finance**

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Director. Motion by Shinners, second by Benishek to move into closed session at 4:45 p.m. Voice vote: Benishek, aye; Medo, aye; Shinners, aye; Scupien, aye. Those remaining in closed session: Hilger, Bissonette, Stowe, Balcerzak, Fischer, Novak (by phone) and Nagel. The Committee moved into closed session. The Committee requested Bissonette to be excused at 4:45 p.m. Bissonette requested to return to the Finance closed session. Nagel was requested to be excused at 5:10 p.m. Nagel was requested to return to the Finance closed session at 5:35 p.m.

21. **At approximately 5:00 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Benishek, second by Shinners to return to open session at 5:45 p.m. All ayes, motion carried. Motion by Scupien, second by Benishek to confirm that the interim appointments have ended, reverting hourly back to salary, moving the Assistant Finance Director from 35 hours weekly to 40 hours weekly and the Department of Administration is directed to take action as to what was discussed in closed session. All ayes, motion carried.
22. **Verify date of next meeting:** March Finance Committee Meeting will be April 6, 2021 at 3:00 p.m.
23. **Adjourn the meeting:** Motion by Scupien, second by Shinners to adjourn at 5:45 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Judy Nagel County Clerk/Recording Secretary