

FINANCE AND ACCOUNTING COMMITTEE

February 2, 2020

County Boardroom

7:00 p.m.

Members Present

Jerry Guth
Art Carter
Steve Borowski*
Jody Hoesly*
Dawn Sass

Others Present

Arianna Voegeli
Andrea Sweeney*
Dan Williams
Theresa Pax*
Brian Bucholtz*
Sherri Hawkins

*indicates virtual presence

The meeting was called to order by Chair Guth.

Motion by Borowski, seconded by Hoesly to approve the minutes of the December 1, 2020 meeting. Motion carried on a voice vote.

Treasurer Sherri Hawkins distributed and explained the Treasurer's report (Exhibit 1). Delinquent taxes from 2017 are decreasing. A new depository resolution will be required soon as Associated Bank has sold to Summit Credit Union. Hawkins advised that she will be closing some tax accounts and will be talking to local banks soon for investment purposes. She mentioned that the state legislature is looking to extend second tax installment payments to October 1, 2021 and that the committee will need to begin discussions related to this extension in March. **Motion by Sass, seconded by Carter to approve the Treasurer's Report as presented. Motion carried on a voice vote.**

Chair Guth introduced new IT Director Ryan Camron to the committee. Camron reported that the first full month as an in-house IT Department that himself and staff have completed system reviews, meetings with department heads to determine needs, consolidated printer and phone management, completed support and contract reviews, and consolidated maintenance from three vendors to one resulting in cost savings. He also reported that MUNIS will have a support increase in 2021. Camron reported on future project plans which include a Munis upgrade, a security assessment, and addressing courthouse network issues.

Theresa Pax, Pleasant View Business Administrator, requested authorization to open and utilize a debit card for the canteen account, which are funds that are donated to Pleasant View outside of the Pleasant View Foundation. Discussion took place. Finance Director Andrea Sweeney recommended setting up a new Tax ID number and switch the canteen account to the new Tax ID number so it is not part of the county. **Motion by Carter, seconded by Hoesly to allow Pleasant View to split the canteen account off in a separate Tax ID. Motion carried on a voice vote.**

Human Services Director Dan Williams updated the committee on Human Services billing and advised that 2020 billing is wrapping up. He briefly talked about restructuring of positions and creation of a Billing Specialist position.

Corporation Counsel explained that he wanted to review the bill/invoice approval process as he was unclear on what the auditors wanted with the billing process. Baker Tilly advised that we should be following our own code. Discussion took place regarding modifications to section 1-11-2 of the Green County Code: County Purchases and Contracts. **Motion by Borowski, seconded by Sass to direct Corporation Counsel to modify section 1-11-2 (A) of the Green County code. Motion carried on a voice vote.**

Finance Director Andrea Sweeney presented preliminary bond numbers for discussion. She explained that the original project cost for the courthouse roof and sprinkler system have increased significantly and an additional \$2.3 million is needed to complete the projects. Discussion took place. The consensus of the committee was to send the item back to the Property, Parks, and Insurance committee for discussion and possible action.

County Clerk Arianna Voegeli explained that an additional \$2,425.53 in CLOSE funds was available to the County and that she submitted an amendment to the state to allocate the funds to the engineering line item in the project budget.

Human Services Director Dan Williams notified the committee of a \$23,081 grant from the State Criminal Justice Coordinating Council to continue the Truancy Prevention Program (Exhibit 2).

County Clerk Arianna Voegeli notified the committee on behalf of Emergency Management Director Tanna McKeon of a \$10,947.76 Homeland Security Grant received by Green County Emergency Management.

County Clerk Arianna Voegeli notified the committee on behalf of Human Resources Director Delores Merrick of a \$1,000 grant from the Department of Employee Trust Funds Office of Strategic Health Policy. Human Resources will use the grant funds to purchase low-value thank you gifts for employees who opt to receive the COVID-19 vaccine in the 2021 calendar year.

Discussion took place regarding a grant policy. The committee directed the County Clerk and Corporation Counsel to work on a grant policy/code.

There were no resolutions, fund transfers, or travel requests for consideration.

Motion by Carter, seconded by Sass to approve the bills as presented (Exhibit 3). Motion carried on a voice vote.

Motion to adjourn by Carter, seconded by Borowski. Motion carried on a voice vote.