

Jefferson County
Finance Committee Minutes
April 12, 2012

Committee members: Braughler, James B.
Jones, Richard C.
Mode, Jim
Molinaro, John
Rogers, Pamela (Chair)

1. **Call to order** – Pam Rogers called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Jim Mode. Staff in attendance was Dave Ehlinger, Gary Petre, Phil Ristow and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No changes.
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for March 8, 2012** – A motion was made by Jones/Braughler to approve the minutes for March 8, 2012 as drafted. The motion passed 4-0.
7. **Communications** –
 - a. **Local government and related organizational responses to Government Accounting Standards Board regarding financial projections** – Dave Ehlinger noted that many professionals are against this proposal including the Government Finance Officers Association, multiple other organizations, and himself. The detail provided is for information only.
 - b. Pam Rogers added that she will be stepping down from the Finance Committee for the next term.
8. **Discussion and possible action on a request from the Human Services Director to send one staff member to an out-of-state training academy.** - Kathy Cauley explained that Brent Ruehlow was selected to attend the 2012 Leadership Academy in Denver, CO. There is no cost to the county. The training, hotel, and meals will be paid by the National Child Welfare Workforce Institute. A motion was made by Molinaro/Jones to approve the out-of-state travel. The motion passed 4-0.
9. **Discussion and possible action regarding contingency fund request from Emergency Management related to increased 2011 non-lapsing requests for Hazmat Operations** – Donna Haugom explained that the funds received in 2011 to support the Level B Hazmat team should have been requested to be carried forward into 2012. Unfortunately, this item was missed during that process. She is requesting the \$613.78 to be transferred from the contingency fund to 2706.531320 (Hazmat Operations – Safety Supplies). A motion was made by Braughler/Jones to approve the transfer \$613.78 from the contingency fund to A/C 2706.531320. The motion passed 4-0.
10. **Discussion and possible action regarding Sheriff Department budget amendments related to communication tower leases, shooting range utilities, and shooting range remodeling.** - Paul

Milbrath explained that in the 2012 budget process these costs were missed. He would like to have the following adjustments to his 2012 budget to account for these costs.

a.	Dispatch	2006.536539 – Other rents and leases	\$12,000.00
	Sheriff	2001.536539 – Other rents and leases	(\$12,000.00)
b.	Shooting range	2015.531351 – Gas/diesel	\$3,375.00
	Shooting range	2015.533221 – Water	\$1,000.00
	Shooting range	2015.533222 – Electric	\$3,375.00
	Shooting range	2015.533223 – Sewer	\$1,000.00
	Dispatch	2006.521292 – Dispatch/ Communications	(\$8,750.00)
c.	Shooting range	2015.531243 – Furniture and furnishings	\$5,000.00
	Shooting range	2015.535450 – Non-capital remodeling	\$5,000.00
	Sheriff	2001.594809 – Capital building	(\$10,000.00)

The bottom line will remain the same. A motion was made for the above budget transfer by Molinaro/Jones. The motion passed 4-0.

12. Discussion and possible action regarding contingency fund request from Sheriff Department related to courthouse security. – Paul Milbrath requested this agenda item to be withdrawn at this time.

Jim Mode arrived at 8:42am.

11. Discussion and possible action regarding County credit cards

- a. **Increase Fair Park Administrative Secretary limit from \$3,000 to \$5,000.**
- b. **Issue Fair Park Marketing Assistant card with a limit of \$3,000.** – A motion was made by Jones/ Braughler to increase the Fair Park Administrative Secretary limit from \$3,000 to \$5,000 and issue the Fair Park Marketing Assistant a credit card with a limit of \$3,000. The motion passed 5-0.
- c. **Cancellation of Fair Park Director card.** – This is for information only – no action needed.
- d. **Authorize issuance of County administrator Administrative Assistant Confidential credit card already in existence.** – A motion was made by Molinaro/Mode for the authorization of the issuance of a credit card to the County Administrator Administrative Assistant Confidential position. The motion passed 5-0.

13. Review and possible amendment of the 2013 budget calendar –Gary Petre made note of the scheduled budget hearing dates of Sept. 12, 14, 17, and 19. Also, the Finance meeting on Supervisor budget amendments is scheduled for Nov. 2. A motion was made by Molinaro/Mode to approve the scheduled dates. The motion passed 5-0.

14. Update on contingency fund balance – Dave Ehlinger directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance at \$355,748, the other contingency fund balance at \$324,701, and the vested benefits fund balance of \$260,706.50. The general contingency fund balance will be lower by \$613.78 for agenda #9 to a balance of \$355,134.22.

15. Payment of invoices – After review of the invoices, a motion was made by Rogers/Mode to approve the payment of invoices totaling \$885,614.41 and the invoices for the sheriff vehicles

paid before the Finance Committee meeting in the amount of \$185,006. These were previously approved by Pam Rogers via e-mail. The motion passed 5-0.

16. Set future meeting schedule, next meeting date, and possible agenda items – No changes at this time.

17. Adjourn – A motion was made by Rogers / Jones to adjourn at 9:12 a.m. The motion passed 5-0.

Respectfully submitted,

Jim Braugher
Finance Committee Secretary
Jefferson County

/tlw-dpe