PORTAGE COUNTY

PORTAGE COUNTY ANNEX
CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING MINUTES

FINANCE COMMITTEE

Monday, August 8, 2022 **5:00 PM**

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 331 384 533, then press #

To attend this meeting by video: Click here to join the meeting

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to finance@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

CALL TO ORDER

The Finance Committee meeting was called to order at 05:00 PM

Members Present: Jeanne Dodge, Larry Raikowski, Dave Ladick, Julie Morrow, Scott Soik
Attending In-Person: None
Attending Online: None
Members Excused: None
Members Absent: None

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

No one registered to address the Committee on specific agenda items.

APPROVAL OF MINUTES

1. July 11, 2022 Meeting Minutes

A motion was made by Julie Morrow, seconded by Dave Ladick, to approve meeting minutes. Motion to approve meeting minutes carried by voice vote, with no negative votes.

REPORTS

2. Vendor Invoice Lists

The Vendor Invoices Lists were reviewed by the Committee.

3. Treasurer

Treasurer Przybelski updated the Committee on tax deed parcels by tax year.

4. Information Technology

Director Gollnick updated the Committee on department staffing.

5. Purchasing

Director Schultz updated the Committee on an update to the BWBR agreement, recent RFPs including the HCC Facility CMaR RFP and Solid Waste RFP.

6. Finance

Director Jossie updated the Committee on sales tax collections, vehicle registration collections, staffing, upcoming capital plan and current capital projects, financial statements and audit updates including the Tax 16 filing, SLFRF project and expenditure report, risk management updates, potential securitization of opioid settlement, notice of approved gift cards, and quarterly collections by our collection agency.

7. County Executive

County Executive Pavelski updated the Committee on the 2023 budget process and facilities planning projects.

CORRESPONDENCE

There was no correspondence provided to the Committee.

DISCUSSION/POSSIBLE ACTION

8. Discussion and Possible Action Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

There were no special meeting requests.

9. Discussion and Possible Action regarding Grant Applications/Awards (Portage County Ordinance 3.8.14):

- Sheriff's Office - US Department of Justice grant award in the amount of $616,000
- Sheriff's Office - WI Department of Health Services EMS Flex grant application in the amount of $230,000
- Treasurer's Office - WI Department of Natural Resources Wisconsin Assessment Monies grant application - DNR required resolution

A motion was made by Jeanne Dodge, seconded by Dave Ladick, to approve the grant applications and awards. Motion to approve the grant applications and awards carried by voice vote, with no negative votes.

10. Discussion and Possible Action regarding Resolution Authorizing 2022 Budget Amendments and Transfers

A motion was made by Dave Ladick, seconded by Julie Morrow, to approve the resolution and forward to County Board. Motion to Approve passed by voice vote, with no negative votes.

11. Discussion and Review regarding Workers Compensation Rates

Director Jossie discussed the calculation for setting the workers compensation rates for the proposed 2023 budget.

12. Discussion and Review regarding 2023 Proposed County Budget

- 2023 Budget Assumptions
- Preliminary Estimates - Equalized Value and Net New Construction
- Sales Tax Estimates
- Tax Levy Limit Calculation & Tax Levy Scenarios
- Countywide 2023 Budget Progress
- Central WI Airport - Joint Meeting Update

Director Jossie provided a review and update on the 2023 budget process, budget assumptions, and early revenue estimates, including tax levy estimates based on preliminary equalized value and net new construction figures recently released from the WI Department of Revenue.

13. Discussion and Review Regarding 2023 Proposed Department Budget Requests
Additional information to be provided at meeting as requests are currently in process

- Finance
- Risk Management/Worker's Compensation
- Insurance
- Purchasing

- Information Technology

Director Jossie updated the Committee on the Finance, Risk Management, and Insurance budgets. Director Schultz updated the Committee on the Purchasing budget. Director Gollnick discussed the Information Technology budget with the Committee.

14. Discussion and Possible Action regarding Resolution Authorizing an Agreement with Wold Architects and Engineers for the Construction of a New Health Care Center Building

A motion was made by Jeanne Dodge, seconded by Scott Soik, to approve the resolution and forward to County Board. Motion to Approve passed by voice vote, with no negative votes.

15. Discussion and Possible Action regarding Authorizing the Tax Collection Agreement

A motion was made by Jeanne Dodge, seconded by Julie Morrow, to approve the revised agreement. Motion to approve the revised agreement carried by voice vote, with no negative votes.

16. Discussion and Possible Action regarding Countywide Program Assessment and Prioritization of County Programs

The Committee by consensus discussed the timeline for the process, the form and evaluation tool. Director Jossie will inquire with departments regarding number of programs, develop an updated timeline, and finalize the evaluation form for the next meeting.

17. Discussion and Possible Action regarding Prioritization of State and Local Fiscal Recovery Funds (SLFRF) Programs

The Committee discussed the application and evaulation of requests process and timeline. The Committee decided by consensus on a quarterly application and decision process, and further discussed how the evaluation process would work. Director Jossie will bring forward to the Committee a revised outline of the process to the next Committee meeting.

18. Discussion and Possible Action regarding Enterprise Resource Center Planning (ERP) Project Manager LTE Position

The Committee by consensus is in agreement with the addition of the LTE project manager and the work needed. Finance Director Jossie will bring forward a budget transfer (from Finance to HR budget) for the position later in the fiscal year based on what the actual expenses may be for the remainder of 2022.

NEXT MEETING DATE

19. September 12, 2022

The next meeting will begin at 4:30pm.

ADJOURNMENT

The meeting was adjourned by call of Chair Raikowski. Meeting adjourned at 07:21 PM

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.