

MINUTES OF THE FINANCE AND COMPUTER COMMITTEE MEETING

August 10, 2020

County Board Room

Meeting called to order by Chairman Tim Cottingham.

Present: Roy Granger, Jerry Niles, Lori Chipman, and Katie Steinke.

Also present were Ray Zipperer, Ed Wafle, Jim Parrett, Mike Kelley, Alan Peterson, Jim Rycezek, Lynn Willard, and Terry Kleifgen were also present for a joint meeting with the Personnel Committee.

Lori Lowe, Clerk of Court, was present to request a receptionist position for the 2021 budget. She discussed the fact that there used to be 2 receptionist positions and both were eliminated about 5 years ago. The committees asked if she had approval from the Executive Committee. She stated that she didn't know that she had to take it through her governing committee. Motion Zipperer, second Kelley to decline the request. All ayes, except for one nay. Motion carried.

Amanda Dederich, Health Officer, is requesting to eliminate the grade 6 Business Associate position and recreate a grade 9 financial position in her office. This is due to a resignation. Motion Parrett, second Wafle to approve the position at a Grade 9 pending the approval of the Health Committee. Roll Call vote: Cottingham-No, Niles-No, Granger-No, Zipperer-No, Wafle-Yes, Parrett-Yes, Rycezek-Yes, Kelley-No. 5 No, 3 yes, motion failed.

The Personnel Committee left the meeting.

Motion Granger, second Niles, to approve the minutes of the July 13 meeting. Motion carried.

Denise Giebel, County Treasurer, reviewed the cash on hand report.

Denise discussed the need to upgrade their tax collection software to allow the districts to have real time data and help prevent people from paying the incorrect tax amounts to the county. This system will have a credit card function attached to the software. Motion Granger, second Niles, to approve up to \$4,500 for the property tax system upgrade with the funds to come from the Treasurer's budget and the balance from IT non lapsing funds. Motion carried.

Amanda Dederich, Health Officer, was present to request 2 cell phones for the COVID LTE positions to be paid with grant funds. Motion Niles, second Granger to approve. Motion carried.

Dawn Buchholz, DHS Director, was present to request to purchase an additional zoom license. Currently, DHS has one and the county has one. As of last week, the variances for COVID have ended for some programs. CSP must meet daily now instead of once a week. The HIPPA compliant version costs \$20 per month. Motion Granger, second Niles to approve. Motion carried.

The Highway Department is requesting to purchase a trailer with funds earned from the sale of old equipment. Travis was unable to attend, but Granger explained. Motion Niles, second Granger to approve. Motion carried.

Lori Chipman, Finance Director, updated the committee on the hiring for the Data Entry Clerk. The first candidate wanted to start near the top of the scale, but was denied as that is not normal practice for a non professional position. The Finance Department has been working fine without the position and want to continue for a while that way and see if they really need to fill the position.

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Page 2

The Committee set the budget calendar for the 2021 budgets, with hearings to be held October 6<sup>th</sup> thru 8<sup>th</sup> in the mornings.

The preliminary 2019 lapsing and non lapsing was distributed to the committee to review for the September meeting.

Mike Hunkins, IT Director, is continuing to research the video conferencing equipment and will bring back in September for final approval.

The Committee adjourned to Tuesday, September 8 immediately following the Executive Committee meeting for the regular monthly meeting.

Respectfully Submitted,

Lori Chipman

cc: Committee, Co Board Chair, IT, Finance, Treasurer, County Clerk