

MINUTES OF THE FINANCE AND COMPUTER COMMITTEE MEETING

June 7, 2021

County Board Room

Meeting called to order by Chairman Tim Cottingham.

Present: Jerry Niles, Roy Granger, Alan Peterson, Denise Giebel, Mike Hunkins, Lori Chipman and Katie Steinke.

Motion Niles, second Granger, to approve the minutes of the May 10, 2021. Motion carried.

Al Manna, Building/Grounds Manager, was present to present his requests for the Ho Chunk funds that were not submitted due to a Finance Dept error. He is requesting to replace the drain traps in the courthouse basement to prevent sewer gases and smells from entering the building. The cost for those items are \$1,750. He is also requesting 2 robot vacuums for the Services Building to clean the hallways at night. Motion Granger, second Niles to both items with any leftover Ho Chunk funds and the balance to come from the Contingency Fund. Motion carried.

The Highway Department is requesting to upgrade one basic cell phone to a smartphone for the Parts Man, as he needs to be able to send and receive pictures. Motion Niles, second Granger to approve the upgrade with the funds to come from the current budget. Motion carried.

Brian Loyd, Forestry & Parks Administrator, was present to request to apply for a Menard Credit Card, as they are no longer allowing store charges. Al Manna was also present for this discussion as well. Brian also needs a credit card for some of his other vendors. After a discussion with the 2 departments, motion Niles, second Granger, to allow Parks and Forestry to apply for a general credit card and for Maintenance to apply for a Menards Credit Card. Motion carried.

Sheriff Brent Oleson and Jail Captain Colleen Beier, were present to request matching funds for a grant for a livescan machine. Their current machine will reach its end of life before the end of this year. The match requires a 10% match, which is approximately \$1,500 and they are planning to use funds from the canteen fund. Motion Granger, second Niles, to approve the grant submission and match from the canteen fund. Motion carried.

Denise Giebel, County Treasurer, presented the cash on hand report and noted that the County received the ARPA funds and they are deposited in a segregated account at the Bank of Mauston, and protected by collateral from the bank.

Lori Chipman, Finance Director, stated that she is monitoring the updates on what the money is allowed to be spent on.

Mike Hunkins, IT Director, updated the Committee that the line of sight and cameras are installed in the Jiffy project.

Amanda Dederich, Health Officer, was present to request a new smartphone for herself. She transferred her phone to one of the nursing staff who was doing contact tracing and did not have one. Motion Niles, second Granger to approve. Motion carried.

Dawn Buchholz, DHS Director, and Amanda were present to discuss the need for fax software to protect incoming faxes. Currently, faxes come through and sit on the machines that they were faxed to. This is a HIPPA problem as anyone walking by the machines can see them. This new software will send the fax to the

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Page 2

Cloud and then it will be store in folders. They can be then emailed to the correct person. Motion Granger, second Niles, to approve the purchase with 1/3 charged to Child Support and the other 2/3 to the Copier account. Motion carried.

The Committee adjourned to Monday, June 28th, at 8:30 a.m. to discuss finalizing the 2020 budget and Monday, July 12th at 9:00a.m. 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