

Finance Committee Meeting Minutes

January 16, 2020

The meeting was held in the Rusk County Government Center, Finance Conference Room #2.

Present: Tony Hauser, Randy Tatur, Mike Hraban and David Willingham.

Also present: Kitzie Winters and Andy Albarado

Chair Tatur called the meeting to order at 8:30 a.m.

No public was present for public comment.

Motion by Hraban second by Willingham to approve the minutes of December 19th, 2019. Motion Carries.

Carolyn Martin and Julia Hoover were present for the discussion on the CDBG contract. The Finance Director recommended all invoices and funds are under the County direction. A certificate of liability insurance will be looked into by Carolyn to meet standard County vendor guidelines. Loan monitoring will also be looked at. Carolyn requested closing of the NSP bank account to her for payment of filing the NSP annual report. Language will be adjusted and it will back on the agenda next month.

The committee discussed requiring committee approval to move budgeted funds from wage lines to other non-wage related expenses. **Motion by Hauser second by Hraban to amend Chapter 13 of the Financial Procedures manual as follows: *Line item transfer forms do not need to be submitted to Finance unless wage items are requested to be transferred to other expenses, such as supplies.* Motion Carries.**

A general discussion was held on new hires and finding a funding source that takes the continuing appropriations in consideration. No action was taken at this point.

Motion by Hraban second by Hauser to approve the Financial Procedures Manual as submitted. Motion carries.

The bonding resolution was discussed and will be presented at the County Board.

Andy discussed the leadership training for management staff at a cost of \$12,025. **Motion by Hraban second by Hauser to approve the leadership training program expenses of \$12,025 out of the contingency fund. Motion Carries.**

Motion by Hraban second by Hauser to approve the invoices paid from 2019-12-18 to 2020-01-12. Motion Carries.

Andy updated the Committee on the Personnel matters and Economic Development.

Kitzie Winters presented the Finance Director report.

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The County Clerk's report was reviewed by the committee.

The DA's report was reviewed by the committee.

The Treasurer's report was reviewed by the committee. The tax deed road will be added to next month's agenda.

The next Finance meeting will be held on Thursday February 20, 2020.

The meeting was adjourned at 1:00 pm. by consensus of the committee.

Kitzie Winters, Recording Secretary

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