

Finance Committee Meeting Minutes

April 13, 2022

The meeting was held in the Rusk County Government Center, Courtroom Conference Room, 3<sup>rd</sup> Floor.

Present: Randy Tatur, Michael Hraban, Tony Hauser, Thomas Hanson and David Willingham.  
Also present: Kitzie Winters, Jeremy Jacobs and Andy Albarado.

Chair Tatur called the meeting to order at 10:00 a.m.

No public was present for public comment.

Motion by Hraban second by Hanson to approve the Finance Committee Minutes of the March 17<sup>th</sup>, 2022 meeting. Motion Carries.

**Cash Receipting, Point & Pay**

Cash receipting within departments and our credit card vendor was discussed. Albarado recommended the switch from Point & Pay to MSB for increased functionality in addition to staff time and levy savings. Motion by Hauser second by Hraban to approve the MSB contract. Motion Carries.

**Ambulance RFP**

Ambulance Proposal Opening was held at 10:43 a.m. Andres Medical Billing submitted an RFP for the Committee to review. Motion by Hanson second by Hauser to authorize Winters to re-open the RFP process until the next Finance meeting to obtain further proposals. Motion Carries.

**2022 External Audit Contract**

Request by Winters to continue contract for external auditing services one additional year with Clifton Larson Allen at an increase of \$3,000. Motion by Hraban second by Hauser to approve the contract with Clifton Larson Allen for 2022 as quoted for an additional \$3,000. Motion Carries.

**Invoices**

Motion by Hanson second by Hraban to approve the invoices paid from 2022-03-13 to 2022-04-05. Motion Carries.

**Out of County Travel**

Mary Berg requested out of County training for the WROD conference in Pewaukee and FIDLAR training in Illinois at a cost of \$684.00 and \$430.50 respectively. Motion by Hraban second by Willingham to approve the out of county travel. Motion Carries.

Albarado updated the Committee on the Personnel Committee, Joint Management and Economic Development items.

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No Lighthouse Hot-line notifications were received to review year to date for County-related Financial items.

Opioid Settlement and ARPA funds were discussed. No action was taken.

Capital Projects, Hospital Building and IT Projects were discussed. No action was taken.

The Administrative Coordinator vacancy was discussed. No action was taken.

**Contingency Funds**

Contingency funds budgeted for 2021 were \$200,000. The following departments require contingency funds, and are within the 10% of the published budget. Motion by Willingham second by Hanson to approve the contingency fund transfers as requested. Motion Carries.

(200,000.00)	CONTINGENCY BUDGETED
28,976.47	CIRCUIT COURT
46,394.10	MEDICAL EXAMINER
12,078.71	DISTRICT ATTORNEY
16,610.74	TAX DEED
13,445.78	INSURANCE
6,169.07	AUDIT
60,503.05	JAIL
1,987.02	EMERGENCY GOV.
1,802.55	ADMIN. COORDINATOR
922.07	ANIMAL SHELTER
4,269.32	IT
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(6,841.12)	Balance Left Unused

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The Committee reviewed Treasurer's report.

Winters presented the Finance Director Report.

The next monthly Finance meeting will be held on Thursday May 19<sup>th</sup> at 8:30 a.m. in the Finance Conference Room, Suite L337.

The meeting was adjourned at 1:48 p.m. by consensus of the committee.

Kitzie Winters, Recording Secretary