

FINANCE COMMITTEE
Minutes –February 4, 2016

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, February 4, 2016, in Conference Room N-1, Courthouse East.

Committee Members Present. Supervisors Mawhinney, Kraft, Beaver, Fox and Podzilni.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Mickey Crittenden, Information Technology Director; Lisa Tollefson, County Clerk; Jodi Millis, Purchasing Manager; Shilo Titus, Purchasing Specialist; Michelle Schultz, Real Property Lister.

Others Present: None.

Approval of Agenda. Chair Mawhinney said there were two additions: 1) a transfer for General Services; and 2) bills for Planning & Development. Supervisor Fox moved approval of the agenda with these additions, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements. Ms. Oja introduced Mr. Titus, the new Purchasing Specialist.

Approval of Minutes – January 14, 2016 and January 21, 2016. Supervisor Fox moved approval of the minutes of January 14, 2016 and January 21, 2016 as presented, second by Supervisor Kraft. ADOPTED.

Committee Review and Approval of Per Meeting Allowances. Supervisor Podzilni moved approval of per meeting allowances in the amount of \$13,227.14, second by Supervisor Beaver. ADOPTED.

Transfers and Appropriations.

General Services

FROM

| <u>Account #</u> | <u>Amount</u> |
|-------------------------|----------------------|
| 18-1810-0000-62203 | \$29,000 |
| Natural Gas | |
| 18-1810-0000-62461 | 2,000 |
| Elevator Repairs | |
| 18-1810-0000-62400 | 10,000 |
| R&M Services | |
| 18-1810-0000-62112 | 1,600 |
| Security Services | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-------------------------|----------------------|
| 18-1810-0000-63500 | \$31,000 |
| R&M Supplies | |
| 18-1810-0000-62160 | 11,600 |
| Cleaning | |

Supervisor Fox moved approval of the above Transfers and Appropriations for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

County Clerk

FROM

| <u>Account #</u> | <u>Amount</u> |
|----------------------------|----------------------|
| 14-1410-0000-61100 | \$ 1,280 |
| Regular Wages | |
| 14-1411-0000-63107 | 1,365 |
| Public & Legal Notices | |
| 14-1411-0000-63100 | 2,400 |
| Office Supplies & Expenses | |
| 14-1410-0000-61610 | 17,000 |
| Health Insurance | |
| 14-1410-0000-61100 | 2,000 |
| Regular Wages | |
| 14-1410-0000-61100 | 1,300 |
| Regular Wages | |

TO

| <u>Account #</u> | <u>Amount</u> |
|---------------------------|----------------------|
| 14-1410-0000-61108 | \$ 1,280 |
| Seasonal Wages | |
| 14-1411-0000-62210 | 1,365 |
| Telephone | |
| 14-1411-0000-64200 | 2,400 |
| Election Training Expense | |
| 14-1411-0000-61103 | 19,000 |
| Legal Forms | |
| 14-1411-0000-62491 | 1,300 |
| Software Maintenance | |

Public Health Department

FROM

| <u>Account #</u> | <u>Amount</u> |
|-------------------------|----------------------|
| 31-3000-0000-61100 | \$25,000 |
| Regular Wages | |

TO

| <u>Account #</u> | <u>Amount</u> |
|-------------------------|----------------------|
| 31-3000-0000-67130 | \$25,000 |
| Terminals / PCs | |

Supervisor Kraft moved approval of the above Transfers and Appropriations for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Bills and Encumbrances - 2015

| | |
|------------------------|-------------|
| Information Technology | \$ 7,771.94 |
| IT Cross Charges | 9,989.01 |
| Elections | 401.93 |

Bills and Encumbrances - 2016

| | |
|------------------------|-------------|
| Information Technology | \$ 3,319.94 |
| IT Capital Projects | 96,400.00 |
| IT Cross Charges | 11,722.57 |
| County Clerk | 190.00 |
| County Treasurer | 100.00 |

Supervisor Beaver moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Bills Over \$10,000

| | |
|--------------------------------|--------------|
| Opportunities Inc. | \$ 12,746.16 |
| Secured Living LLC | 83,332.56 |
| Abilities Inc. | 22,896.10 |
| Lutheran Social Services | 41,288.96 |
| Alpha Homes of WI Inc. | 46,235.04 |
| REM Wisconsin II Inc. | 89,917.15 |
| Productive Living Systems Inc. | 22,001.98 |
| Wisconsin Partnership for Hous | 11,435.04 |

| | |
|---------------------------------|-----------|
| Childrens Service Society of WI | 16,488.00 |
| Childrens Service Society of WI | 16,528.00 |
| Clearview North | 10,075.00 |
| Energy Services Inc. | 32,523.51 |
| Foley Electric Inc. | 13,600.20 |

Supervisor Fox moved approval of the above Bills Over \$10,000 for the Finance Committee, second by Supervisor Beaver. ADOPTED.

Encumbrances Over \$10,000.

| | | |
|----------------------------------|----|-----------|
| Community Coordinated Child Care | \$ | 29,688.00 |
| Trane Company | | 19,072.11 |
| Eptec Inc. | | 18,715.00 |

Supervisor Fox moved approval of the above Encumbrances Over \$10,000 for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

Pre-Approved Encumbrance Amendments. None.

Approval of Bills for Other Departments.

Planning & Development - 2015

| | | |
|--------------------------------|----|--------|
| Housing Grant Clearing Account | \$ | 300.00 |
| Board of Adjustment | | 154.00 |

Supervisor Fox moved approval of the above Bills and Encumbrances for the Planning and Development Committee, second by Supervisor Beaver. ADOPTED.

Semi-Annual Resort – Attendance at Conventions / Conferences. The Committee accepted the reports for the County Clerk, Finance, Information Technology, Land Records, Register of Deeds, and Treasurer’s offices.

Resolution.

Amending the County’s Personnel Ordinance

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2016, does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

CHAPTER XVIII
PERSONNEL ORDINANCE

18.626 *Travel*

The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and normal place of employment are not reimbursable. All travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of any out of

County travel plans. There will be no reimbursement for meals within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile. Employees shall be required to complete an expense voucher before reimbursement will be made. All automobile allowances in all County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

~~Meals allowed while in travel status:~~

- ~~• Breakfast — up to \$8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.~~
- ~~• Lunch — up to \$10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.~~
- ~~• Dinner — up to \$20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.~~

~~The above are maximums and it is not the intent that the employees should always spend the maximum allowed.~~

~~Meals are allowed when an employee is on County business out of Roek County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.”~~

Ms. Oja went over the changes with the Committee.

Discussion on how the funds will be spent on the meals; employees taking advantage of the reimbursements; and how to handle if meals are included as part of the conference/training costs.

Chair Mawhinney said she felt we should give these changes a one year period to see how it is working and if it should be revisited.

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Fox.
ADOPTED.

Committee Approval.

To Recognize Additional Funding from Revenue from State (WIMCR) and Amend the 2015 Developmental Disabilities Board Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby approve the additional \$95,031 payment to CESA-2 and amend the 2015 budget as follows:

...”

Supervisor Kraft moved Committee approval of the above resolution, second by Supervisor Fox. ADOPTED.

Authorize Purchase of a Turf Mower and Amend DPW Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby approve the purchase of one replacement Toro Groundmaster Turf Mower and for the Department of Public Works Budget be amended as follows:

...

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Public Works Committee.”

Supervisor Fox moved Committee approval of the above resolution, second by Supervisor Beaver. ADOPTED.

Review and Possible Action on Changes to the Rock County Administrative Policy and Procedure Manual Ms. Oja handed out copies of the website to obtain the IRS per diem rates (www.gsa.gov/portal/content/104877), Policy 2.16, and Policy 2.05.

Ms. Oja said Vicki Brown, County Treasurer, would like to change Policy 2.05 as follows: “The County Treasurer balances out at ~~3:00~~ 2:30 p.m. daily. Therefore, to maximize potential interest earnings, all departments should make their deposits no later than ~~2:30~~ 2:00 p.m. daily.”

Supervisor Podzilni moved to change the times for the Treasurer’s Office to balance out and for all departments to have their deposits to the Treasurer’s Office up by one half hour, second by Supervisor Beaver. ADOPTED.

Ms. Oja said she would like to have the Travel and Meal Reimbursement policy (policy 2.16) changed to have the meals reimbursed at the IRS allowed per diem rates; to accept original receipts that are not itemized; to have all travel vouchers on the intranet form, not hand written; to add that only employee meals are reimbursable; and add an Air Travel section to the policy (attached).

Supervisor Podzilni moved approval of the policy changes to the Rock County Administrative Policy and Procedure Manual, second by Supervisor Fox. ADOPTED.

Adjournment. Supervisor Fox moved adjournment at 8:36 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Travel and Meal Reimbursement

The County will reimburse employees for actual and reasonable itemized travel costs incurred while on official County business.

GENERAL GUIDELINES

1. All travel must be authorized by the Department Head and submitted on the official County travel voucher form in order to be reimbursed. The voucher form can be found on the Intranet. *Handwritten voucher forms will not be accepted.*
2. Department Heads shall inform the County Administrator of any out-of-County travel.
3. Original ~~itemized~~ receipts are required for air, train, bus, or taxi travel, hotels/motels, conference registration, and meals.

MILEAGE

1. Mileage when traveling by personal automobile on official County business shall be reimbursed at the IRS allowed rate. Section 18.626 of the Personnel Ordinance requires mileage reimbursement be paid through the payroll system. Parking and tolls may also be reimbursed through the payroll system on a non-taxable basis. Employees are encouraged to obtain receipts where possible.
2. Commuting expenses between an employee's residence and his/her normal place of employment is not reimbursable. This includes reporting to the work site on a non-scheduled day of work.
3. Department Heads and supervisors who have an office in Beloit and Janesville shall **not** be reimbursed for mileage from one of those offices to their residence.
4. If an employee is directed to a work site other than their "normal" site for a period of days (more than 1 day), then that employee will not be eligible for mileage. In this case, the employee was transferred, albeit for a short period of time. That short-term transfer means that the new work site becomes their "normal" work place.

5. When traveling out-of-County (i.e., conference in Madison, etc), mileage will be computed from the employee's residence or normal work site, whichever is the shortest distance. If there is a question on this, the County will use MapQuest to determine the shortest distance.
6. Internal Revenue Service Regulations require substantiated reimbursable expenses must be adequately accounted for within a reasonable amount of time to be considered under the Accountable Plan rules. Amounts paid under an Accountable Plan are not wages and are not subject to taxes. A reasonable amount of time depends on the facts and circumstances. Generally, it is considered reasonable if employees adequately account for the expenses within 60 days after the expenses were paid or incurred. Reimbursement requests for county business expenses, such as mileage or meals, that are not accounted for within the 60 days "reasonable time" limitations will be included in the employee's taxable wages. In addition, the county will be required to pay the employer's share of FICA taxes (currently at 7.65%). Employees are expected to turn in substantiated reimbursable expenses within the reasonable time limits established by the IRS.
7. If an employee is out in the field at the end of their workday, they are to only submit mileage either back to the work site or their residence – whichever is the shortest distance.
8. For departments that have motor pool cars, employees are required to follow department policy regarding the use of these vehicles prior to using their own personal automobile.

MEALS

1. Meals are allowed when you are on County business out of Rock County. Out of County meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at www.gsa.gov/perdiem. Original receipts are required for all meals. Please refer to the Personnel Ordinance, Section 18.626 for the maximums allowed. It is not the intent that employees should always spend the maximum allowed.
2. Maximum meal reimbursements include tips. Tips shall not exceed 20% of the total cost of the meal and non-alcoholic drink. Tips exceeding the 20% maximum shall be at the employee's expense.
3. Only employee meals are reimbursable.
4. No reimbursement shall be authorized for alcoholic beverages.

5. There is no reimbursement for meals within Rock County, unless the meal expense is covered as part of a registration fee, or except as authorized by the Board Chair or Vice Chair.
6. Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with ~~the~~ original receipts attached. The voucher form can be found on the Intranet. Handwritten voucher forms will not be accepted.
7. Refer to **the Taxability of Meal Reimbursement Policy No. 2.14** as to the taxability of employee meal reimbursement. This procedure was initiated to give written guidelines for the inclusion or exclusion of meal cost reimbursement in County employees' taxable wages. This procedure gives specific examples; however, does not address all situations.

AIR TRAVEL

1. Reimbursement for commercial air travel shall be limited to the least costly coach fare that uses a regularly scheduled commercial carrier and that prohibits preference for any airline, type of aircraft and connecting airports. Flights shall be purchased far enough in advance so as to achieve the lowest possible fares.
2. The additional cost of premium class (first class or business class) travel is not reimbursable. If a situation should arise where premium class travel is the only alternative available, such travel must be cleared by the Finance Director prior to booking the flight.
3. No other upgrades will be reimbursed. Fees such as for advanced boarding or seat assignments will not be reimbursed.
4. Flight/travel insurance will not be reimbursed.