The meeting was held in the Law Enforcement Center meeting room.

Present:  Randy Tatur, Eldon Skogen, Cliff Taylor (at 8:44 a.m.), and Phil Kaiser.  
Excused:  Jim Platteter.  Also present:  Denise Wetzel and Rosemary Schmit.

Chair Tatur called the meeting to order at 8:32 a.m.

**Skogen/Kaiser made a motion to approve the November 19, 2008, minutes. Motion carried.**

Vouchers paid December 1, 2008, to December 16, 2008, were reviewed, discussed, and signed. Vouchers to be paid following the meeting were reviewed, discussed, and signed. **Taylor/Skogen made a motion to approve paying the bills. Motion carried.**

Chapter 7 of the Financial Procedures Manual was reviewed. It was the consensus of the Committee that meals for juries and bailiffs are covered under State Statutes, and there is no need to list these as an exception. **Taylor/Kaiser made a motion to amend Chapter 7 of the Financial Procedure Manual to say “D. Proper documentation is required to be attached to all travel and training vouchers or no reimbursement will be given. Proper documentation for meal reimbursement is a detailed restaurant receipt. A credit card slip showing only the total charged does not constitute proper documentation. E. There will be no reimbursement for in-county meals except as required by State Statutes. F. Employees are not allowed to charge personal meals on the county credit cards or direct bill to the hotel. Room service meals (charged to the room) must be paid for by the employee prior to checking out.” effective immediately. Motion carried.** It was the consensus of the Committee that if an exception is needed for reimbursement of an in-county meal that request can be brought to the Finance Committee for approval.

**Skogen/Taylor made a motion to approve the mileage reimbursement for the Home Care worker beyond the 60 day procedure with this being the first time that this is approved for this employee; and if it occurs again, it will not be approved. Motion carried.**

The Old Creamery Building in Sheldon was discussed. This item will be placed on next month’s Finance agenda to allow Dave Kaiser to appear and provide more information on this property.

Ed Wundrow and Nanci Mertes were present to discuss the Management Letter. The Highway Department and Auditors Office will work with the external auditor to ensure that proper documentation will be attached to the vouchers. The Highway Department is working on procedures to address the inventory and depreciation issues. The Highway Department will draft a response to the management letter comments and will give this response to the Auditor’s office. Schmit informed the Committee that the upgraded software does not allow the overrides that the old software did. Next month the Finance Committee will discuss contracting with an actuary to address the OPEB reporting comment.
Tatur will ask Wisconsin Counties Association if they have a resolution for tax intercepts for collection of court fees.

Tatur provided information on a discount prescription drug card. Tatur will take this information to the next Health and Human Services meeting.

Line item transfers were reviewed as follows: Treasurer, Auditor, Animal Shelter, WIC, and HHS Services. **Skogen/Taylor made a motion to approve the line item transfers as presented. Motion carried.**

Contingency fund requests were reviewed as follows: Clerk of Circuit Court, $12,000.00; and District Attorney, $13,175.00. **Taylor/Kaiser made a motion to approve the contingency requests as presented. Motion carried.**

The Committee reviewed resolutions to present to the County Board to amend the 2008 budget for the following: Indigent/GAL, Plat Book Fund, Ambulance Training Grant, Wellness Fund, Airport, Fairgrounds, Fund Raiser Neuter Program. **Skogen made a motion to forward the resolutions to the County Board using the resolution requesting $36,000.00 from the contingency fund for the Indigent/GAL budget. Motion carried.**

Joanne Phetteplace presented the Treasurer’s report.

Andy Albarado presented the Economic Development report.

Taylor left the meeting at 12:42 p.m.

Wetzel presented the Clerk’s report. The notices are going out today for the 2005 taxes that were not paid. There were 74 marriage license sold this year. The November election information is complete. Wetzel is working on HAVA checks from the November election and setting up for the February 2009 election.

Schmit presented the Auditor’s report which included the sales tax report, insurance report, and collection of back taxes.

The Finance Committee is scheduled to meet with the Stark Agency on January 7, 2009, at 2:00 p.m.

The next regular Finance Committee meeting is Wednesday, January 21, 2009, at 8:30 a.m. **Skogen/Kaiser made a motion to adjourn. Motion carried.** The meeting was adjourned at 1:11 p.m.

Rosemary Schmit, Recording Secretary