

## FINANCE COMMITTEE MINUTES

**DATE OF MEETING:** January 16, 2018 at 600 p.m. County Building

**MEMBERS PRESENT:** Camille Redman – Chair, David Newberg, Cris Rogers, Melonie Tilley and Terry Ferguson. Also, present Dee Rentmeister, County Administrator.

**MEMBERS ABSENT:** None

### **SUMMARY OF DISCUSSION:**

- Motion by Newberg, 2<sup>nd</sup> by Tilley to approve last months' minutes. Voice vote, motion carried.
- Motion by Tilley, 2<sup>nd</sup> by Ferguson to approve the claims. Voice vote, motion carried.
- Received a request from the Dan Markwell, State's Attorney, asking for reimbursement for his assistant for dinner reimbursement over the allotted amount per policy in the amount of \$6.21 while attending conference in Chicago. Motion by Newberg, 2<sup>nd</sup> by Ferguson to approve the additional reimbursement for dinner expense to Lars Dunn in the amount of \$6.21. Voice vote, motion carried.
- General discussion on allowing lodging for one-day conferences out of state. Will be reviewed on a case by case basis. Committee members indicated that they had received an email from the state's attorney indicating that he will be attending a conference in St. Louis in April and will be requesting approval to stay overnight at a rate of \$129.00. Will address next month due to it not being on the agenda.
- Discussion on training on the Identity Protection Policy that was adopted last month. Dee indicated that she had received an email from the Sheriff inquiring about the training as stated in the policy. The committee indicated that they felt that the training occurred when the department head/elected official reviewed the policy in full with their staff. The county's representative from ICRMT stopped by Dee's office today and asked if the county had adopted a policy and he also indicated that the training would be completed when the office holder/elected official reviewed the policy with staff. The policy as written covers all the requirements on how to handle identity protection. Will send notice to all office holders/departments indicating how the training would be accomplished.
- Review and discussion on the proposed sexual harassment policy. Discussed changing the reporting procedure from the public safety committee to the finance chair or the county board chair to mirror the same reporting of harassment in the county's current policy. Motion by Newberg, 2<sup>nd</sup> by Tilley to recommend to the full board to adopt the Sexual Harassment policy with the changes as discussed. Voice vote, motion carried.
- General discussion on requiring all employees to sign off on the Personnel Policies - chapter 38 – annually. This will ensure that the employees refamiliarize themselves with the policies and any updates that were made during the year.
- Redman asked all committee members to review all claims prior to signing off on them.
- Dee informed the committee that Lana Ophorst, EMA assistant, has tendered her resignation effective March 1. Committee indicated that the EMA Director could proceed with the process to find a replacement as soon as possible to give time for training. Will discuss further next month.
- General discussion on the order of items on the full board agenda for Thursday night.
- Motion by Tilley, 2<sup>nd</sup> by Newberg to adjourn at 6:39 p.m. Voice vote, motion carried.

### **COMMITTEE ACTION:**

Approve last months' minutes.

Approve claims.

Approve the additional reimbursement for dinner expense to Lars Dunn in the amount of \$6.21.

Recommend to the full board to adopt the Sexual Harassment policy with the changes as discussed.

**RECOMMENDATIONS TO THE FULL BOARD:**

Recommend to the full board to adopt the Sexual Harassment policy with the changes as discussed.

**DATE OF NEXT MEETING:** February 20, 2018 at 6:00 p.m.

## AGENDA FOR THE FINANCE COMMITTEE

Date and Time of Meeting: January 16, 2018 at 6:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
  - a. Dan Markwell – Employee Travel Policy
3. Items for Discussion and Possible Action
  - a. Approve last months' minutes
  - b. Approve claims
  - c. Reimbursement of meal expense over the stated amount per policy
  - d. Clarification/interpretation of Employee Travel Policy involving lodging for one day seminars out of state
  - e. Clarification on training as addressed in the Identity Protection Policy
  - f.
  - g.
4. Items for Discussion Only (No Action Requested)
  - a.
5. Executive Session
  - a.
6. Motion to adjourn

Posted: January 10, 2018 at 3:30 p.m.

By: Dee Rentmeister

2017 PUBLIC DEFENDER  
TOTALS

2017							
<i>YEAR START</i>		182	239	45	55	96	43
<i>OPEN</i>							
		<u><i>Clients</i></u>	<u><i>Cases</i></u>	<u><i>CF / MR</i></u>	<u><i>CM</i></u>	<u><i>TR / DT</i></u>	<u><i>JA / JD / J</i></u>
JANUARY		31	35	10	9	12	4
FEBRUARY		19	28	7	3	16	2
MARCH		43	54	10	13	22	9
APRIL		25	33	5	4	21	3
MAY		49	58	22	16	18	2
JUNE		37	44	8	13	15	8
JULY		25	33	4	11	12	6
AUGUST		39	44	11	6	18	9
SEPTEMBER		39	45	10	13	15	7
OCTOBER		31	39	6	5	22	6
NOVEMBER		46	68	16	8	39	5
DECEMBER		29	39	9	5	19	6
	<b>YEAR TOTAL</b>	<b>413</b>	<b>520</b>	<b>118</b>	<b>106</b>	<b>229</b>	<b>67</b>
<i>CLOSED</i>							
		<u><i>Clients</i></u>	<u><i>Cases</i></u>	<u><i>CF / MR</i></u>	<u><i>CM</i></u>	<u><i>TR / DT</i></u>	<u><i>JA / JD / J</i></u>
JANUARY		44	51	13	13	19	6
FEBRUARY		35	42	9	12	20	1
MARCH		31	45	12	11	15	7
APRIL		29	33	4	8	16	5
MAY		35	44	14	12	12	6
JUNE		27	30	7	8	8	7
JULY		23	34	10	11	9	4
AUGUST		28	43	6	6	28	3
SEPTEMBER		27	37	9	12	11	5
OCTOBER		36	40	11	12	12	5
NOVEMBER		24	24	9	2	10	3
DECEMBER		12	14	5	1	4	4
	<b>YEAR TOTAL</b>	<b>351</b>	<b>437</b>	<b>109</b>	<b>108</b>	<b>164</b>	<b>56</b>