

Lincoln County Finance & Insurance Committee
3rd Floor Conference Room, Social Service Building
Friday, June 02, 2006
7:30 a.m.

- 1. Meeting called to order** by Chairman Lee at 7:30 a.m. member present- Lee, Lussow, Simon, Berndt & Weaver
Visitors – Leydet, Bergstrom, Kunkel, Lemmer, Kurszewski, Lemmer, Powell, Sladek, Meehean
- 2. Minutes** of May 5, 2006 were approved as printed by Motion/Second, M/S – Lussow/Lee – All voting Aye.
- 3. Treasurer’s Report** was presented by County Treasurer Lemmer. Distributed for committee review was Investment and Checking Account activity Report ending May 31, 2006, no significant activity. M/S – Lee/ Lussow to place report on file – All voting Aye.
- 4. Pine Crest Audit Report** – Pine Crest Administrator Meehean presented and discussed Pine Crest Nursing Home Financial Statements and Additional Information Year Ending December 31, 2005 and 2004. Additionally Mr. Meehean presented Cash Report for December 2005, 2005 Budget to Actual Summary Report and discussed trends in the Nursing Home industry, funding sources, County tax levy, and other related topics. Further the trend from institutional to community-base settings as related to the need for Capitol Improvement Project to upgrading the therapy space was highlighted.
- 5. Safety Program Update** – Safety Coordinator Sladek presented a positive outlook for the Safety Program. The Courthouse work group will be meeting to work on summarizing the Workers Compensation process, related forms and information with the goal of placing the package of information on-line in electronic format for easy use by all departments. Also on that agenda will be emergency procedures in the courthouse.
- 6. Accepting ADA Voting Equipment Proposal** – County Clerk Kunkel received one bid from Election Systems & Software. The equipment from ESS is compatible with the existing equipment in the County Clerks Office. M/S Lussow/Simon to accept bid in the amount of \$110,150.00, with terms of contract with ESS to be reviewed and approved by Corporation Counsel. All voting Aye.
- 7. Child Support Monthly Report** – Department Head Kurszewski reported that staffing issues addressed in his June 2, 2006 written report were not as significant as described.
- 8. Federal Aid Reduction Impact on Child Support Operations for 2007** – Mr. Kurszewski still projects State and Federal aid reductions to begin impacting the Child Support Operation in the last quarter of 2007. Finance Director Leydet presented the budget formulas under the Deficit Reduction Act and the resulting short fall. The committee requested to be kept current on the budget reduction issue.
- 9. 2007 Finance Department Preliminary Budget** – Finance Director Leydet presented the Finance Department 2007 Preliminary Budget Projection along with the Budget Reduction Scenarios to comply with the 2% budget cap.

10. Creating a Capital Project Fund for Construction Committee's Expenditures

– By M/S – Lussow/Simon the Committee directed Finance Director Leydet and Administrative Coordinator Mulder to:

* Create a Capital Project Fund, a Governmental Fund, which will receive designated funds from the General Fund and segregate costs for building projects. The amount of fund balance to designate to the building project will need to be determined once the building committee has cost estimates.

* Draft documents declaring the Counties intent to borrow money for building projects. All voting Aye.

* This scenario anticipates borrowing money before the end of 2006, meeting with bond counsel at the August Finance Meeting, receiving architect estimates/proposals September – October.

11. May 2006 Year-to-Date Budget Report – The committee reviewed over all County Year-to-Date Report prepared by Leydet at the request of the Administrative Committee to be distributed to all County Supervisors on a monthly basis.

12. RLF Loan Review Committee – Referred to next regular meeting agenda, July.

13. CIP Update – Building Project capital improvement project needs to be added to list of projects.

14. Finance Director Report –

* **2006 Year-to-date Budget to Actual Report – Finance Department** – No significant deviations.

* **2005 Audit Update** – Finance Director Leydet distributed and highlighted specific areas for the committee's attention of Management's Discussion and Analysis which is a narrative overview and analysis of the financial activities of Lincoln County for year ending December 31, 2005. This document is included in the 2005 Audit Report.

15. Review Correspondence/Communications – Leydet distributed selections from the North Central Health Care Facility's (NCHCF) 2005 Audit Report. Leydet noted that Lincoln County's equity in NCHCF grew \$33,680 even though the County budgeted for a \$32,518 loss.

16. Review vouchers – Voucher summary made available for committee review.

17. Set next Meeting Date – Next regular meetings – Friday, July 7, 06 at 7:30 a.m. and Friday, August 4, 06 at 7:30 a.m.

18. Adjourn – M/S Lussow/Weaver to adjourn – all voting Aye.

Submitted by,

Robert Weaver
Secretary