

EMS/Judicial Committee
Service Center Room 248
Wednesday July 8, 2015
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chair Lee
Members Present – Zeitz, Lee, Loka, Schwartzman, and Caylor
Visitors Present – Leydet, Savone, Byer, Spoehr, and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Loka/Zeitz to approve minutes of June 10, 2015 – All voting aye.
3. **Tomahawk Report** - Report was included in the packet. The report showed expenses of \$59,472 for the month of June. A total of sixty-three runs were reported with gross billings of \$46,274. Budget is on target for 2015. M/S Caylor/Schwartzman to place report on file – all voting aye.
4. **Merrill Report** – Written reports were presented to the Committee by chief Savone. The department had one hundred and fifty-two patient contacts with gross billings of \$111,075.10 in June. Expenses totaled \$68,604.40 for the month of June. 45% of the 2015 budget has been spent. M/S Caylor/Schwartzman to place report on file – all voting aye.
5. **Contingency Fund Request for Digital Audio Recording Equipment for \$10,974**– Byer explained the request for the digital recording equipment which would be used in the event that a court reporter was not available. Supervisor Lee questioned why this was not included in the 2015 or 2016 budgets. Byer explained that the issue arose after the 2015 budget was finalized. Leydet stated that the 2016 budget is already over the budget target by \$191,000. Leydet also expressed a concern about the State pushing costs onto the County. Discussion followed. M/S Zeitz/Caylor to approve and forward to Finance and Insurance Committee – all voting aye.
6. **Contingency Fund Request for Digital Dictation Equipment** – Byer presented the request which would save time for the judicial assistants and allow for easier data storage. Discussion followed. M/S Caylor/Loka to approve and forward to Finance and Insurance Committee – all voting aye.
7. **Monthly Charge Report, Write-offs, and Collections** – Leydet presented the 2015 June charge report, accounts receivable balance reports and write-off report. Leydet reported one hundred and seventy-nine runs billed for the month of June. The Accounts receivable balance is \$328,734.11 at the end of June and is current. Write-offs in the amount of \$7,910.27 are being requested. Discussion followed. M/S Loka/Schwartzman to approve write-offs and place reports on file – all voting aye.
8. **Review Year-to-Date Budget Reports** –Leydet reported that no budget concerns have been brought to his attention. Discussion followed. M/S Lee/Caylor to place reports on file – all voting aye.

9. Set Next Meeting Date – August 12, 2015 at 8:30a.m.

10. Adjourn – M/S Caylor/Schwartzman to adjourn at 8:50 a.m. – all voting aye.

**Minutes prepared by,
Dan Leydet, Finance Director**