

EMS/Judicial Committee
Service Center Room 257
Wednesday October 9, 2013
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee
Members Present – Giese, Loka, Zeitz, Caylor, and Lee
Visitors Present – Leydet, Duchac, Scholz, Jankowsky, Dunphy and Savone
2. **Approval of Minutes** – Motion/Second (M/S) Giese/Loka to approve minutes of September 11, 2013 – All voting aye.
3. **Replace Authorized Position(s) in District Attorney's Office** –Dunphy explained that the Program Assistant and Legal Secretary positions are vacant due to resignations. Dunphy requested that both positions be filled. This was supported by Schulz. Discussion followed. M/S Loka/Zeitz to fill the Program Assistant and Legal Secretary positions in the District Attorney's Office – all voting aye.
4. **Tomahawk Report** - The Tomahawk report was provided to the Committee. The report showed expenses of \$59,056 for the month of September. A total of ninety-eight runs were reported with gross billings of \$62,393.20. 71.66% of the 2013 budget has been spent (under budget). M/S Caylor/Giese to place on file – all voting aye.
5. **Merrill Report** – Written reports were provided to the Committee. Chief Savone summarized the detailed reports for the Committee. The department had one hundred and fifty-one patient contacts with a gross billing of \$109,956.20. Expenditures totaled \$70,847.42 for the month of September which is at 69.48% of budget (under budget). M/S Caylor/Zeitz to place on file – All voting aye.
6. **Possible Ambulance Outlay Grant** – Savone reported to the Committee that he has access to grant funding to cover the projected shortfall anticipated for the ambulance purchase. The shortfall is anticipated to be around \$30,000. The grant would also require that the new ambulance be housed in Merrill. Discussion followed. No action was taken to pursue the grant.
7. **Circuit Court Budget Modification** – Jankowsky explained that changes in the chart of accounts and moving the law library budget in the Circuit Court Budget are the causes for the line item adjustments. M/S Caylor/Lee to approve and forward the budget modification to Finance and Insurance Committee – all voting aye.
8. **District Attorney Budget Modification** – Jankowsky reported that unforeseen travel and a larger than anticipated paper order caused the needed line item adjustments. M/S Loka/Zeitz to approve and forward the budget modification to Finance and Insurance Committee – all voting aye.
9. **Clerk of Court Budget Modification** – Jankowsky explained that a change in the chart of accounts in the Clerk of Court Budget has created the need for the line item transfers. M/S Zeitz/Loka to approve and forward the budget modification to Finance and Insurance Committee – all voting aye.
10. **Monthly Charge Report, Write-offs, and Collections** – Leydet reported 178 runs for the month of September. The County is running one hundred runs higher than in 2012. The

receivable balance is \$566,105.03 at the end of September. Write-offs in the amount of \$83.32 will need to be made. M/S Caylor Loka to place reports on file and approve write-offs – all voting aye.

11. Review Year-to-Date Budget Reports –Leydet reported DA temp employee account over budget. No action needed now. M/S Loka/Caylor to place reports on file – all voting aye.

12. Set Next Meeting Date – November 13, 2013 at 8:30 a.m.

13. Adjourn – M/S Loka/Giese to adjourn at 9:21 a.m. – all voting aye.

Minutes prepared by,

**Dan Leydet
Finance Director**