THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)
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MINUTES of the HUMAN SERVICES BOARD

☐Regular Board Meeting ☐Special Board Meeting ☒ Committee Meeting

Type of Committee: Finance Committee

Date and Time of Meeting: Wednesday, September 16, 2020 at 5:15 PM

Person Taking Minutes: Jessica Kaul
**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Bill Korrer, Bob Thome, Cheri Collins, Cindy Gretzinger, Maggie Peterson

Members Excused: Ronald Kressin, Alan VanRaalte

Members Absent:

Staff Present: Tamara Feest, Keith Haselton (via phone), Jessica Kaul

Others Present:

I. MEETING CONVENED

The meeting convened at 5:15 P.M. by Chair Korrer and it was noted that the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Thome, second by Gretzinger to:
APPROVE THE MINUTES AS PRESENTED FROM AUGUST 13, 2020.
All ayes, motion carried.

III. REVIEW AND CONSIDERATION OF INVOICES OF THE HUMAN SERVICE CENTER: ACTION ITEM

The committee was provided with a check run summary and a detailed report of checks from 08/10/20 to 09/09/20. The committee reviewed the expenditures. Motion by Gretzinger, second by Collins to:
APPROVE THE 08/10/20 to 09/09/20 INVOICES OF THE HUMAN SERVICE CENTER IN THE AMOUNT OF $471,309.56.

APPROVED

All ayes, motion carried.

IV. 2020 YTD FINANCIAL UPDATE

Haselton was in attendance via phone to provide the committee with a 2020 year-to-date financial update. The members were given a handout that outlined the Statement of Net Position and Statement of Activities by program. Haselton reported that through July, the agency is still operating with a surplus. He also noted that programs are running as expected.

Haselton reviewed the Local Government Investment Pool (LGIP) interest rate, which dropped to 0.14% in July, and explained that the agency was able to negotiate a "floor rate" of 0.5% until the LGIP rate goes back up. Haselton, who was speaking via phone, reported the rates but the connection was poor. Feest requested that the rates be sent out in an email after the meeting so that all the committee members had the numbers. Kaul to follow up by sending out an email with the interest rate numbers as reported.

V. PAYROLL TAX DEFERRAL: ACTION ITEM

Korrer presented background and information on President Trump's Executive Order to defer payroll taxes through the end of 2020. He noted that as it stands, the current order is for a deferral only, meaning that any amount deferred would need to be paid back in January 2021. Currently, employers can decide to make the deferral mandatory or voluntary, and although it is in violation of the Order to not enforce the deferral, there is no penalty. Feest presented a handout from the attorney regarding the details of the deferral and the committee reviewed. The committee discussed the deferral and it was noted that it could potentially put a financial burden on the agency as they would ultimately be responsible if any amount deferred was not paid back in a timely manner. Haselton also noted that the payroll software had not yet been updated to allow for the deferral, meaning it would be a difficult administrative task to change withholding amount individually, burdening the agency. It was noted by Haselton and Feest that, should the deferral become permanent, the agency can and will reimburse any taxes that employees paid in that would have otherwise been withheld during the deferral period.

The committee discussed the details and how best to move forward.
Motion by Thome, second by Peterson to:
NOT IMPLEMENT AN AGENCY-WIDE PAYROLL TAX DEFERRAL AS OUTLINED IN THE PRESIDENT'S EXECUTIVE ORDER, BUT HANDLE ANY APPEALS MADE BY EMPLOYEES ON A CASE-BY-CASE BASIS.
All ayes, motion carried.

VII. NEXT MEETING DATE

October 15, 2020 at 4:00 PM

VIII. ADJOURNMENT

APPROVED

Chair Korrer adjourned the meeting at 5:39 P.M.

Respectfully submitted,

Jessica Kaul
Administrative Assistant

APPROVED