

AUDITING, BONDING & CLAIMS COMMITTEE

May 17, 2022

**Green County Courthouse
Finance Conference Room**

1:30 p.m.

Jerry Guth
Peg Sheaffer
Isaiah Carlson

The meeting was called to order by County Clerk Arianna Voegeli.

Motion by Sheaffer, seconded by Carlson to nominate and elect Jerry Guth for Chair of the Auditing, Bonding and Claims committee. Motion carried.

Motion by Guth, seconded by Carlson to nominate and elect Peg Sheaffer for Vice-Chair of the Auditing, Bonding and Claims committee. Motion carried.

Motion by Carlson, seconded by Sheaffer to approve the minutes of the April 14, 2022, meeting. Motion carried.

Statement of purpose of closed session given by the Chair as follows: Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – Audit client specific bills for payment pursuant to Sec. 19.85(1)(f), Wis. Stats. **Motion by Sheaffer, seconded by Carlson to go into closed session. Motion carried.**

Motion by Guth, seconded by Sheaffer to reconvene in open session for matters discussed in closed session. Motion carried.

The committee reviewed all bills presented. **Motion by Carlson, seconded by Sheaffer to approve all bills. Motion carried.**

The committee discussed the Accounts Payable Policy. Witness Fees and State Payments with Specific Due Dates (IE Fines, Fees, Forfeitures) were added to the policy and K2ITS was deleted. Treasurer Sherri Hawkins would like anyone requesting checks through inner-office be required to sign a document listing the requested checks to be sent back to the department. The signed document will be returned to the Treasurer's office, *see attached*.

The next meeting is set for Tuesday, June 14, 2022, 9:00 a.m. in the Finance Conference Room.

Motion by Sheaffer, seconded by Carlson to adjourn. Motion carried.