

RESOLUTION NO. 2012-62

RESOLUTION BY THE EXECUTIVE COMMITTEE AND THE FINANCE AND HUMAN RESOURCES COMMITTEE ESTABLISHING PROCEDURES FOR OVERSIGHT AND REVIEW BY THE FINANCE AND HUMAN RESOURCES COMMITTEE OF PAYMENT OF CLAIMS AGAINST BUDGETED ACCOUNTS

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, Chapter 7, Article VI, Division 2, of the Racine County Code of Ordinances establishes certain financial procedures for Racine County, including procedures for payment of claims against budgeted accounts; and

WHEREAS, the Racine County Board of Supervisors is committed to maintaining vigorous oversight of the county's financial transactions, while at the same time avoiding unnecessary delay in such transactions and unnecessary burdens on the time and workload of county staff.

NOW THEREFORE, BE IT RESOLVED by the Racine County Board of Supervisors that the procedures set forth in Exhibit A hereto, which is incorporated by reference herein, shall define the respective responsibilities of county staff and of the Finance and Human Resources Committee in complying with the requirements of the ordinances relating to procedures for payment of claims against budgeted accounts.

Respectfully submitted,

EXECUTIVE COMMITTEE

1st Reading \_\_\_\_\_

2nd Reading \_\_\_\_\_

\_\_\_\_\_  
Peter L. Hansen, Chairman

\_\_\_\_\_  
Russell A. Clark, Vice-Chairman

Adopted \_\_\_\_\_

For \_\_\_\_\_

Against \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Robert N. Miller, Secretary

VOTE REQUIRED: Majority

\_\_\_\_\_  
Katherine Buske

Prepared by:  
Corporation Counsel

\_\_\_\_\_  
Mark M. Gleason

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Kenneth Hall

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Ronald Molnar

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Q.A. Shakoor, II

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Pamela Zenner-Richards

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12 **FINANCE AND HUMAN RESOURCES COMMITTEE**

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Robert N. Miller, Chairman

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Q.A. Shakoor, II, Vice-Chairman

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Thomas Pringle, Secretary

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Gilbert Bakke

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Jeff Halbach

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Donnie Snow

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John A. Wisch

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37 **The foregoing legislation adopted by the County Board**  
38 **of Supervisors of Racine County, Wisconsin, is hereby:**

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40 **Approved:** \_\_\_\_\_  
41 **Vetoed:** \_\_\_\_\_

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43 **Date:** \_\_\_\_\_,

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**James A. Ladwig, County Executive**

## **PROCEDURES FOR FINANCE AND HUMAN RESOURCES COMMITTEE OVERSIGHT OF PAYMENT OF CLAIMS AGAINST BUDGETED ACCOUNTS**

- Every Friday, Finance Department staff shall distribute via email to each and every member of the Finance and Human Resources Committee all necessary information regarding bills intended to be paid on the following Monday. Except in extraordinary circumstances, such information shall be distributed prior to 2:00 PM.
- At any time after distribution, and up until 10:00 AM on the following Monday, any committee member may submit questions concerning the bills to be paid, via telephone or email to assigned Finance Department staff.
- The Finance Department shall, in general, answer questions in the order received, with the understanding that more complex questions and/or questions that require follow-up with other departments may be answered out of order.
- If a committee member desires that a particular payment be held pending further clarification or explanation, the committee member shall make such a request through the committee chairperson. If the committee chairperson concludes that the member's concern cannot be resolved before the payment would normally be made, the chairperson will so notify Finance Department staff. In turn, the Finance Department will hold payment, pending resolution of the concern.
- In the event a committee member has a concern with one or more bills that cannot be resolved by either the department or the committee chairperson, the chairperson may schedule the matter(s) to be considered by the Finance and Human Resources Committee at its next regularly scheduled meeting.
- For purposes of application of these procedures, the following rules apply:
  - In the event that the Finance and Human Resources Committee chairperson is unavailable, the vice-chairperson or, in that person's absence, the secretary may carry out the chairperson's duties.
  - In the event that the Finance Director is unavailable, the Deputy Finance Director, or other senior member of the Finance Department staff designated by the Finance Director, may carry out the Finance Director's duties.
  - In the event that a holiday falls on a Monday, requiring postponement of the payment day until the following Tuesday (or Wednesday), committee questions may be posed until 10:00 AM of the actual payment day.
  - In the event that a holiday falls on a Friday, bill paying information shall be distributed to committee members on the last workday preceding that holiday.
  - The Finance Director shall designate subordinate staff to whom questions may be posed and shall ensure that all committee members are aware of the name(s) and contact information for such person(s).

### **EXHIBIT A**