



FY 2020 Progress Report

Johnson County Finance Department

Accomplishments

- Received our fifth consecutive GFOA award for Excellence in Financial Reporting for Johnson County's FY2018 Comprehensive Annual Financial Report (CAFR) submission, Johnson County is one of only seven Iowa counties to receive this prestigious award
- Received our fifth consecutive GFOA award for Distinguished Budget Presentation for the FY2020 budget year. Johnson County is one of only three Iowa counties to receive this prestigious award
- Submitted the County's 2019 CAFR to GFOA for award consideration and currently we're compiling, updating and reviewing the FY2021 Budget Presentation for submission to the GFOA for award consideration
- Assisted the Board of Supervisors office staff in the preparation and submission to GFOA for award consideration of our county's Popular Annual Financial Report (PAFR) for FY2018 & FY2019. Johnson County is one of only three Iowa counties to receive this award

Accomplishments

- Participated in numerous training opportunities including diversity and inclusion training, management training, accounting & financial reporting training, passed 3rd CPFO certification module and plan to test for the 4th and the 5th modules by 12/31/2020 if possible
- Served as a resource of information to both the public and the press
- Participated on various committees including Finance, Space Needs, Diversity, Green Team, Sustainability, Property Group/Capital Improvement, Safety & Risk Management
- Implemented Caseware software solution and we continue to incorporate its use effectively into our annual audit and budget processes.
- Represented the department at the County Fair booth

Accomplishments

- Continued to work with the BOS, ECR and project manager to implement the plan for mental health care provision and the financing of the Access Center via the ECR and other local governments during FY2020, FY2021 and beyond
- Continued to work with PD&S staff to help identify needs and leverage the use of funds within the Energy Reinvestment fund
- Continued to develop and refine our department's website focusing on ease of use, information quality & transparency
- Continue to manage and plan the financial aspects of the collaborative Watershed Management grant projects and added another Watershed District's activities to our growing list of responsibilities as a fiscal agent
- Provided a testing site for GFOA/CPFO certification program testing during the year

Accomplishments

- Successfully transitioned the County's payroll and benefits budgeting from the Auditor's office to Finance with the goal of more accurate projections and estimates in FY2021, with review only conducted by the Auditor's staff
- Continued the use of elements of multi-year budgeting into the budget planning phase, brought county department heads and elected officials together to discuss FY2021 overall budget priorities and initiatives
- Transitioned the responsibilities of the presentation of the FY2021 proposed budget for the annual public hearing over to the Finance department
- Successfully implemented a plan to address the shortcomings in our federal grant compliance procedures, incorporated a grant compliance specialist to lead the process and to help develop the related procedures and policies

Accomplishments

- Proposed and had the Board of Supervisors adopt a purchasing policy specific to grant funded procurement and purchasing activity at Johnson County
- We continue to work on developing a knowledge center for purchasing decisions across the County that are compliant with federal and state law and follows the guidance of County policy and approved processes
- Collaboratively worked with our independent auditors to continue the refinement of our accounting, process and fiscal oversight of the county
- Amended the FY2020 budget in both the fall and the spring amendment process
- Facilitated with the proposed FY2021 budget & bond hearings and the associated presentations

Accomplishments

- Assisted with the implementation of the intergovernmental loan and urban renewal agreement between the county and the city of Shueyville, Iowa
- Compiled and transmitted budget vs. actual reports monthly and reported the results quarterly during informal Board meetings
- Assisted in making recommendations for and changes to the budgeting process for Economic Development and Quality of Life Grant Programs
- Helped successfully transition the county to the fiscal agent role for the ECR. Assisted the State Auditor with their FY2018 audit process with their investigation of the accrued revenues and expenses that flowed through our G/L system and assisted our independent auditors with their auditing activities of the ECR related to FY2019

Accomplishments

- Implemented our role as a fiscal agent for the Lower Cedar Watershed Management Authority.
- Implemented a process with Conservation to ensure the proper receipting and recording of wetland credit sales to both the county funds and the now established wetland permanent trust
- Compiled and submitted records of bond activity and related debt repayments and tax receipts for the last ten fiscal years to our bond compliance consultant
- Worked with County Attorney staff to begin addressing the county's expectations for reporting, auditing and the resulting contract agreements related to the proposed Guideway Center's activities

Accomplishments

- Continued to incorporate risk management priorities into the Safety Committee's agendas. Revised Emergency Procedures policies and protocols with assistance from Emergency Management and the County Attorney's offices. Assigned over 800 online training topics to employees since the COVID-19 pandemic onset with over 735 completed as of June 15th, 2020. Initiated and actively participated in the County Re-Opening Task Force to coordinate efforts with communication and safety supplies to safely open to the public by appointment only on June 8th, 2020. Hosted 5 viewings at county locations of "All the Queen's Horses" to emphasize the importance of establishing and maintaining adequate internal controls and the oversight of financial activities and responsibilities.
- Reported to the Board of Supervisors of potential economic impact on the county's revenue estimates for the remainder of FY2020 and FY2021
- Continued to work with safety committee and our risk management team to keep our work compensation program and general liability insurance premiums as low as possible
- Successfully established the county's Amazon Business account for all county departments and offices, assisted county employees in establishing account usage rights and methods of internal oversight and resolving any technical or purchasing issues. This implementation has been successful in establishing organizational oversight, reduced or eliminated shipping charges and the complete elimination of unnecessary state and local sales taxes being charged to the county

Future Goals & Initiatives

- Complete a 6th annual Budget Presentation (FY2021) for submittal to the GFOA for Excellence Award consideration
- Submit our 7th consecutive CAFR (FY2020) to the GFOA for Excellence in Financial Reporting Award consideration
- Continue to work with our insurance professionals, Risk Management & Safety committee members and the county's Risk Management Specialist to further refine our plan for Johnson County's risk management and safety priorities and eventually draft effective county-wide policies for Board adoption
- Continue to cross train our staff in our core areas of responsibility to enhance all of our abilities to continue the work of the department regardless of emergencies and staff availability to avoid potential disruption of our office's duties
- Think creatively about ways in which the County can become more efficient in its use of resources and make recommendations for potential cost saving measures

Future Goals & Initiatives

- Continue to work with other County offices in identifying those areas of budgeting, purchasing, financial management, daily workflow and financial reporting that can be streamlined and improved working within the Innoprise G/L system and create in-house training when appropriate or needed
- Continue to explore new and creative ways to engage the public in the County's budgeting process, financial management and governance
- Continue to explore opportunities to enhance the usability of the County's transparency portal and availability of information
- Continue to pursue and obtain professional training and certification in all of our core competencies and expand our abilities to respond to the financial demand of our County government

Future Goals & Initiatives

- Continue to develop and effectively implement the Caseware CAFR software suite and use it more expansively in our upcoming audit/CAFR and budgeting cycles
- Develop, design and implement a centralized procurement “knowledge center” intranet page and establish uniform processes for purchasing across all county departments and offices
- Continue to develop and support the role of our grant management specialist. Continue to facilitate in the development of their role and responsibilities and aid them in the formation of effective and uniform policies and procedures across all county departments and offices.
- Continue to work with the BOS in implementing their Strategic Plan and participate as an active partner in realizing those goals and initiatives

Thanks!

My many thanks to the Board of Supervisors and their staff, all of the County's departments and offices, but especially the Treasurer & Auditor offices that we work so closely with throughout each year. Without their cooperation and collaborative effort our results would simply not be possible

I also want to thank John Hannaford & Dan Grady for their tireless work, positive attitude and their professional competency. The success of the Finance department relies so much on their continued effort and I'm proud to be able to work with both of them