



# **FY 2021 Progress Report**

## Johnson County Finance Department



# Accomplishments

- Received our sixth consecutive GFOA award for Excellence in Financial Reporting for Johnson County's FY2019 Comprehensive Annual Financial Report (CAFR) submission, Johnson County is one of only seven Iowa counties to receive this prestigious award
- Received our sixth consecutive GFOA award for Distinguished Budget Presentation for the FY2021 budget year. Johnson County is one of only three Iowa counties to receive this prestigious award
- Submitted the County's 2020 CAFR to GFOA for award consideration and currently we're compiling, updating and reviewing the FY2022 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 FY2019 & FY2020. 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 4th & 5th CPFO certification modules and was awarded the Certified Public Finance Officer certification in December 2020
- 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



# 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 Guidelink Center via the ECR and other local governments during 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
- Participated in the Climate Change Adaptation Planning workshops
- 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 more activities to our growing list of responsibilities as a fiscal agent for these projects



# Accomplishments

- Continued managing the County's payroll and benefits budgeting with the goal of more accurate projections and estimates in FY2022, with minimal review conducted by the Auditor's office
- Continued the use of elements of multi-year budgeting into the budget planning process
- Presentation of the FY2022 proposed budget at the annual County budget public hearing
- Continued to emphasize the importance of grant compliance at all levels of the county, continue to lead the process in collaboration with our grant compliance specialist and to help develop the related procedures and policies that will achieve our goals of 100% compliance



# Accomplishments

- Proposed and had the Board of Supervisors adopt a general purchasing policy for Johnson County to provide countywide guidance on the process
- Finally starting the development of a knowledge center (intranet) 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, audit process and fiscal oversight of the county
- Amended the FY2021 budget in both the fall and the spring amendment (pending) process
- Facilitated with the proposed FY2022 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 the County's budget vs. actual monthly reports
- Helped successfully transition the county to the fiscal agent role for the local Iowa Workforce Development grant programming
- Worked with County Attorney staff and managing entity to finalize the county's expectations for reporting, auditing and the resulting contract agreements related to the Guideway Center's activities
- 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



# Accomplishments

- Continued to incorporate risk management priorities into the Safety Committee's agendas. Provided traction gear to employees to minimize slips and falls during inclement weather
- Reported to the Board of Supervisors of potential economic impact of the ongoing pandemic on the county's revenue estimates for FY2021 and continue to monitor revenue trends for potential relief payment under ARPA
- 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
- Continued management and oversight of 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.



# Accomplishments

- Assisted along with HR & BOS in moving forward the initiative of expanding employee group life insurance benefits soon to be rolled out for employee enrollment
- Participated in the process of evaluating our duties and responsibilities of providing deferred compensation programs to our employees, evaluated options going forward and helped to formulate recommendations to the BOS for future program changes
- Began planning with our ad hoc committee in preparation of ARPA grant programming opportunities, administration and compliance matters with an eye toward collaborative programming with other local governments and evaluating input and proposals from our stakeholders, community partners and our citizens
- Continue to monitor grant program submissions, compliance and progress of completion for grant activities related to the CARES Act, FEMA, and insurance proceeds received from the derecho event last summer



# Future Goals & Initiatives

- Complete a 7th annual Budget Presentation (FY2022) for submittal to the GFOA for Excellence Award consideration
- Submit our 8<sup>th</sup> consecutive CAFR (FY2021) 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
- Initiate, coordinate and navigate the county through the process of developing a comprehensive risk management plan that addresses the needs of the county and pursue best practices to minimize risk exposure and potential loss
- Continue to pursue and obtain professional training and certification in all of our core competencies and expand our abilities to respond to the financial demands of our County government



# Future Goals & Initiatives

- 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
- Help to manage our way through the ARPA grant process, with a focus on the coordination of sub-recipient monitoring and compliance, financial reporting and the evaluation of proposals and working with other local governments to best serve our communities as a whole



# Thanks!

My many thanks to the Board of Supervisors and their staff, particularly my liaisons, 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