

Waukesha County Board of Supervisors

Minutes of the Executive Committee Monday, June 20, 2022

Chair Decker called the meeting to order at 8:30 a.m.

Present: Supervisors Paul Decker, Keith Hammitt, Jim Heinrich, Jacob LaFontain, Tom Michalski, Larry Nelson, and Peter Wolff.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, Director of Administration Andy Thelke, Accounting Services Manager Danielle Igielski, Fiscal Specialist Laurie Wirth, Press Secretary Nicole Armendariz, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Senior Human Resources Analyst Natalie Durr, Health & Human Services Director Liz Aldred, Health & Human Services Deputy Director Lisa Roberts, Budget Management Specialist Stephanie Hall, Business Application Support Administrator Sandra Masker, Clinical Services Manager Kirk Yauchler, Facilities Manager Shane Waeghe, and Bridges Library Director Karol Kennedy.

Approve Minutes of May 16

MOTION: Wolff moved, second by LaFontain to approve the minutes of May 16. Motion carried 7-0.

Next Meeting Date

- July 18

Announcements

Decker asked supervisors to regularly check their email for County Board updates, etc. He noted that expense sheets should be turned in at the end of June and end of December each year and starting July 1st they should use the new form. Spaeth advised of the upcoming 177-178 County Board portrait.

Discuss And Consider Ordinance 177-O-025 Modify The 2022 Department Of Administration – Special Purpose Grant Fund By \$315,000 And Increase American Rescue Plan Act Funding To Redesign Current Webpage And Transition To Cloud Environment

Thelke, Igielski, and Armendariz were present to discuss this ordinance which modifies the 2022 Department of Administration budget to appropriate \$315,000 of additional expenditure authority in the Special Purpose Grant Fund and increases general government revenue of \$315,000 from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. This ordinance is addressing the funding objective of public sector effective service delivery. The department is proposing a redesign of the County website and transition to a cloud-based environment to improve stability, version control, and cyber security. There are instances where CSLFRF will be accounted for outside of the Special Purpose Grant Fund. In instances where Waukesha County claims base budget expenditures in departments, a separate revenue account is used to track use of these funds.

This project is being proposed through ordinance versus in the 2023 budget process due to timing related to hiring a contractor and completing the work required to make this transition. The estimated annual ongoing impact of enhanced functionality and transitioning the County website to a cloud environment is \$65,000.

MOTION: Hammitt moved, second by LaFontain to approve Ordinance 177-O-025. Motion carried 7-0.

Discuss And Consider Ordinance 177-O-026 Modify The 2022-2026 Capital Plan For The Creation Of Capital Project #202215 Enterprise Resource Planning System Replacement And Modify The 2022 Department Of Administration – Special Purpose Grant Fund By \$200,000, Funded With American Rescue Plan Act Funding Revenue

Igielski, Gage, and Thelke discussed this ordinance which modifies the 2022-2026 capital plan to create capital project #202215 Enterprise Resource Planning System Replacement. This ordinance also modifies the Department's 2022 to appropriate \$200,000 in additional expenditure authority in the Special Purpose Grant Fund and increases general government revenue of \$200,000 from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program.

This ordinance is addressing the funding objective of public sector capacity – effective service delivery. This project meets the County objective of cost avoidance/ROI through replacement of our current Human Resource Information System, Time and Attendance System, and a Financial System. Two of these systems will no longer be enhanced and are required to be replaced (Human Resource Information System and Financial System) and the third system (Time and Attendance) does not meet the operational needs of departments with 24/7/365 operations. These funds will be used to engage a consultant to assist in the analysis of current process and procedures and assist the county through the vendor selection process.

The net annual ongoing impact of these systems is estimated at approximately \$95,000 (after deducting ongoing software maintenance fees for the current systems, which will go away). It is expected that the County will gain efficiencies through process improvements, centralization of databases, minimization of shadow- or paper-based systems, implementation of electronic workflows, enhanced communication, streamlined processes, better reporting tools, and development of mobile applications.

MOTION: Heinrich moved, second by Michalski to approve Ordinance 177-O-026. Motion carried 7-0.

Discuss And Consider Ordinance 177-O-027 Modify The 2022-2026 Capital Plan And 2022 Capital Project Budget To Modify Scope For Capital Project #202014 HHS Technology System Enhancements, Funded With American Rescue Plan Act Funding Revenue

Aldred, Igielski, and Masker were present to discuss this ordinance which modifies the scope of capital project #202014 HHS Technology System Enhancements to convert current paper forms into electronic forms. In addition, this ordinance modifies the 2022 capital project budget for #202014 HHS Technology System Enhancements to appropriate \$52,000 of additional expenditure authority and increases general government revenue by \$52,000 from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program.

This project is eligible for ARPA-CSLFRF funding through the objective of Public Sector Capacity and Effective Service Delivery for Health and Human Service System enhancements. The department currently utilizes approximately 400 distinct paper forms to collect client data. Staff are requesting to convert these paper forms into electronic forms to allow for direct entry of client data into existing systems. This initiative would reduce the amount of paper forms collected, handled, and stored by the department by nearly 300,000 paper forms annually.

This project is being proposed through ordinance versus in the 2023 budget process to provide sufficient time to hire a contractor and for the contractor to build the 400 electronic forms into the existing system.

This project is expected to generate operational benefits, including more efficient access to client records, easier cross-division collaboration, and a reduction in physical storage needs. The transition to digital forms will also marginally reduce office supply costs.

MOTION: Heinrich moved, second by Hammitt to approve Ordinance 177-O-027. Motion carried 7-0.

Discuss And Consider Ordinance 177-O-028 Modify The 2022-2026 Capital Plan And 2022 Capital Project Budget To Create Capital Project #202217 Mental Health Center Remodel, Funded With American Rescue Plan Act Funding Revenue

Aldred, Igielski, and Yauchler were present to discuss this ordinance which modifies the 2022-2026 Capital Plan to create capital project #202217 Mental Health Center Remodel. This ordinance also modifies the 2022 Capital Project budget to increase expenditures \$875,000 in the Department of Health and Human Services – Special Purpose Grant Fund.

The County currently operates a Mental Health Center (MHC) inpatient hospital for acute crisis care with a physical capacity of 28 beds. For several years, the MHC has operated with significantly fewer clients than capacity allows for. The Department of Health and Human Services (HHS) indicates that this is due to a number of factors, including utilizing HHS- and other community-provided resources to more effectively transition patients back to the community following an acute inpatient stay and identifying alternatives to inpatient care. In addition, the county has had difficulty recruiting positions at the MHC, including psychiatrists and nurses, which limits the capacity for coverage.

Lower MHC census levels have made it difficult for the department to generate client fee revenue to cover its fixed costs. The proposed project would remodel the facility to be more in-line with actual census levels, from a 28-bed facility down to a 16-bed facility. Staff believe that the smaller capacity should be able to absorb patient caseloads going forward because a new subacute Crisis Stabilization service unit will allow to more quickly transition patients out of the inpatient hospital into a more appropriate level of care.

This is estimated to reduce program costs at the MHC by about \$760,000 which includes a reduction in staffing of about 9 FTE, including fewer psychiatric technicians, registered nurses, and other positions. There would also be smaller reductions in variable operating expenses including lower prescription drug costs, and reductions in interdepartmental charges, largely from lower technology costs related to fewer staff. Similarly, budgeting for fewer clients would result in lower budgeted client fee revenue of about \$382,000. This would be partially offset by an expansion in Medicaid eligibility for clients. Department management indicates that the county would receive additional Medicaid revenues, estimated at \$158,400, as a result of reducing the existing MHC acute crisis inpatient hospital capacity. Under current regulations, clients aged 21-64 are not eligible for Medicaid reimbursement for treatment at inpatient facilities larger than 16 beds. By reducing the capacity of the facility, the County would begin to receive revenue for clients in this age range that otherwise had no funding source (e.g., private insurance). Overall, there is a projected net favorable levy impact of \$536,000 from reducing the size of the inpatient hospital.

Staff anticipate requesting to use most of these savings to help fund its proposed new subacute Crisis Stabilization unit at the MHC. It is estimated that this new program area would cost approximately \$1,036,000 which includes additional personnel costs for a human services supervisor to oversee the operation, contracted staffing to serve clients and other operating expenses, and related interdepartmental charges, mostly for technology and collections services. Operational expenses would be partially offset by projected client fee revenues of about \$588,000, resulting in an increase in net levy

need of about \$448,000. The total impact of these changes is estimated to reduce tax levy need by about \$88,000 annually when fully operational. Staff anticipate making most of these changes in the 2024 budget to align with the completion of the capital project. This capital project would be funded through the American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Fund (CLSFRRF) program which makes funding available to address prevention, treatment, recovery, and harm reduction for mental health, substance use, and other behavioral health challenges.

The department is seeking approval for this capital project outside of the normal capital plan review schedule to help ensure that there is enough lead time to complete construction and prepare operations for the 2024 budget. Recent supply chain issues have extended the timeline necessary to acquire materials for construction.

MOTION: Nelson moved, second by Hammitt to approve Ordinance 177-O-028. Motion carried 7-0.

Overview of Bridges Library System

Kennedy distributed informational handouts and gave a general overview of the Bridges Library System including number of system libraries, technology and programs/courses available to residents, and staffing.

Discuss and Consider the Following Appointments: 177-A-011 Amy Barrows to the Silver Lake Management District; and 177-A-012 David Eubanks to the Middle Genesee Lake Management District

MOTION: LaFontain, second by Hammitt to approve the above-listed appointments. Motion carried 7-0.

Standing Committee Reports

Committee chairs gave reports on their respective meetings and Decker highlighted the meetings of which he is a member including the PACE Commission and WOW Workforce Development Board.

MOTION: Wolff moved, second by Michalski to adjourn at 10:18 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff

Peter M. Wolff
Secretary