

Minutes of the Finance Committee

Wednesday, January 22, 2020

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, and Ted Wysocki. Dondlinger left the meeting at 9:00 a.m. and returned at 9:25 a.m. Foti left the meeting at 9:15 a.m. **Absent:** Richard Morris.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Human Services Manager Ron Pupp, Purchasing/Risk Manager Laura Stauffer, Business/Collections Services Manager Lyndsay Johnson, Business Services Administrator Donn Hoffmann, Senior Correctional Facility Manager Angela Wollenhaupt, Director Federated Library Connie Meyer, Facilities Manager Shane Waeghe, Business Manager Josh Joost, Principal Information Technology Professional Zack Tremaine, Senior Civil Engineer Ed Hinrichs, Human Resources Manager Renee Gage, Employee Benefits Administrator Andrea Mohr, Senior Human Resources Analyst Teri Henning, Budget Management Specialist Bill Duckwitz, Senior Financial Analyst Clara Daniels, and Accounting Services Coordinator Lisa Davis.

Approve Minutes of December 11

MOTION: Paulson moved, second by Michalski to approve the minutes of December 11. Motion carried 6-0.

Next Meeting Date

- February 19 (Heinrich absent)

Chair's Executive Committee Report of January 20

Heinrich said the Executive Committee heard an overview of the Independent Business Association of Wisconsin, an update on the County's customer service program, committee reports by committee chairs, and Chair Decker's report on the Joseph Project and multimodal transportation.

Contract Procurement Process for Intensive Supervision

Pupp indicated this five-year contract was awarded to Wisconsin Community Services, Inc., the only vendor to respond to the Request for Proposal, for a total contract cost of \$857,516. The first year cost is \$171,516 as is the first year budgeted amount.

MOTION: Paulson moved, second by Dondlinger to approve the contract procurement process for Intensive Supervision. Motion carried 6-0.

Annual Report on the Disposal of Surplus Property

Stauffer discussed her report which included items transferred to trash, recycled surplus, sold surplus, departments transferring property to surplus, and departments accepting property from surplus. Revenues resulting from sold and recycled surplus in 2019 totaled \$4,672.69.

MOTION: Wysocki moved, second by Paulson to accept the annual report on the disposal of surplus property. Motion carried 6-0.

Request by the District Attorney's Office to Increase Cash Drawer Float

Johnson was present to discuss this item and indicated the increase, from \$20 to \$100, is being requested so individuals paying restitution will no longer need to come in with exact change.

MOTION: Paulson moved, second by Wysocki to approve the request by the District Attorney's Office to increase their cash drawer float. Motion carried 6-0.

Contract Procurement Process for Cloud Computing Provisioning

Hoffmann indicated the contract was awarded to Ardent Management Consulting and SHI International, the two highest rated vendors, for a total contract cost not to exceed \$228,000, the budgeted amount. Four vendors submitted proposals for consideration.

MOTION: Michalski moved, second by Dondlinger to approve the contract procurement process for Cloud Computing Provisioning. Motion carried 6-0.

Contract Procurement Process for Jail Security Surveillance

Wollenhaupt and Joost were present to discuss this item. The contract was awarded to Presidio Infrastructure Solutions LLC, the highest rated proposer, for a total contract cost of \$59,100. The budgeted amount is \$80,000. Three vendors submitted proposals for consideration.

MOTION: Dondlinger moved, second by Paulson to approve the contract procurement process for the jail security surveillance system. Motion carried 6-0.

Dondlinger left the meeting at 9:00 a.m.

Contract Procurement Process for the Bridges Library System Phone App

Meyer indicated this three-year contract was awarded to Capira Technologies LLC, the highest rated proposer, for a total contract cost of \$77,250. The first year cost is \$34,400 and the first year budgeted amount is \$35,000. Two vendors submitted proposals for consideration.

MOTION: Michalski moved, second by Paulson to approve the contract procurement process for the Bridges Library System phone app. Motion carried 5-0.

Contract Procurement Process for Courthouse A/V, Capital Project #201418 (Courthouse Project - Secure Courtroom Construction)

Waeghe indicated the contract was awarded to Conference Technologies, Inc., the highest rated proposer, for a total contract cost of \$1,675,000. The budgeted amount is \$2,000,000. Four vendors submitted proposals for consideration.

MOTION: Foti moved, second by Michalski to approve the contract procurement process for audio/visual equipment, installation and maintenance for the Secure Courtroom Facility. Motion carried 5-0.

Foti left the meeting at 9:15 a.m.

Ordinance 174-O-082: Modify 2019 Capital Budget To Increase Expenditures For Capital Project 201814: County Trunk Highway KF / JK Intersection

Hinrichs discussed this ordinance as outlined which modifies the 2019 Capital Project budget to increase expenditure authority by \$120,000 for the CTH KF, JK Intersection project (#201814).

The ordinance also increases the use of Capital Project Fund balance by \$120,000 to fund these expenditures. Project costs are higher than anticipated due to unique grades and cross slopes, poor soil conditions, and other construction complexities. Capital project fund balance is used to fund this cost increase, resulting in no additional tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Ordinance 174-O-082. Motion carried 4-0.

Ordinance 174-O-083: Approve Vacation Accrual For Non-Represented Employees Who Are On Military Leave

Gage and Mohr discussed this ordinance as outlined which allows non-represented regular full-time and regular part-time Waukesha County employees to accrue vacation benefits while on unpaid military leave. In prior years since 2015, Waukesha County has had two non-represented employees actively deployed, both taking place in 2018. This included a period of 7 to 12 months of unpaid leave. Employees accrue vacation according to length of service under the approved vacation policy ranging from 10 to 25 days annually. Vacation accrued would be available upon the employee return to work in accordance with the leave policy. Military training involving periods less than the majority days of the month do not affect vacation accrual. Planned staffing models do not consider military leave and positions are fully budgeted for paid time off. Departments manage position costs and position benefits within existing overall personnel budget appropriations resulting in no direct tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 174-O-083. Motion carried 4-0.

Fund Transfer 2019-360-3 (Health & Human Services) – Transfer funds from Operating Expenses to Interdepartmental Charges

Davis discussed this fund transfer totaling \$2,775 to fund a budget shortfall for postage and cell phone charges due to the deployment of additional phones. Funds are available due to underspending in contracted services as there have been delays in implementing certain initiatives.

MOTION: Wysocki moved, second by Michalski to approve Fund Transfer 2019-260-3. Motion carried 4-0.

Dondlinger returned at 9:35 a.m.

State Legislative Update

Spaeth covered issues remaining in this legislative session and said CHIPS and related programs are being monitored. Proposed bills include water quality funding and marriage license registration location flexibility among others.

MOTION: Paulson moved, second by Michalski to adjourn at 9:45 a.m. Motion carried 5-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary