

**Executive Committee Meeting Minutes**  
**February 20, 2017**

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

**Committee Members Present:** Chair Paul Decker, Supervisors Dave Swan, Dave Zimmermann, Jim Heinrich, Larry Nelson, and Christine Howard. **Absent:** Peter Wolff

**Others Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Supervisor Paulson, Supervisor Michalski, Supervisor Wysocki, Supervisor Morris, Internal Audit Manager Lori Schubert, Principal Financial Project Analyst Danielle Igielski, President & CEO of Bronner Group Giela Bronner, Bronner Group Staff Scott Bailey and Ryan Kenny, Director of Emergency Preparedness Gary Bell, Information Technology Manager Mike Biagioli, Solutions Administrator Dave Kragenbrink, Principal Business Analyst Tony Limoni, Business Services Administrator Donn Hoffmann, IT Infrastructure Administrator Al Mundt, Principal Business Analyst Donna Zawistowski, and Collections/Business Services Manager Andy Thelke.

Minutes Recorded by Beth Schwartz, County Board Office.

**Approve Minutes of January 13, 2016**

MOTION: Howard moved, second by Zimmermann to approve the minutes of January 13, 2017. Motion carried 6-0.

**Future Meeting Date:** March 20, 2017

**Discuss and Consider the Financial Management Information System Operations (FMIS) Audit**

During the course of the audit representatives from the Accounting Services Division, the Treasurer's Office, and the IT Solutions and IT Infrastructure teams were interviewed to evaluate the impact and vulnerability of the operational risks identified, both quantitative and qualitative factors. Heinrich asked if user access is dictated by individual position, which Kenny and Igielski said not every account clerk has the same amount of access and it is person specific.

Zimmermann asked for clarification on the P-Card. Schubert said the County consistently looks for ways to increase savings potential by taking advantage of rebates for P-card purchases. A review of the County's P-card activity for the ASD financial analysts alone revealed that the County has received an estimated \$74,000 in rebates calendar year to date (CYTD) through October 2016.

The first finding is that approximately 24 vendors are receiving multiple checks per week, with the most extreme case resulting in more than six checks per week when averaged across the year. Paulson asked why it took an audit to change to paying electronically. Schubert said there were some security concerns preventing the County from jumping into paying electronically in such a large scope. The second finding is that a substantial number of County employees still receive hard copy payroll checks as opposed to direct deposit. The third finding is the employees owe the County approximately \$8,486 for outstanding unreconciled travel advances. The fourth

finding is that FMIS does not have hard controls that require key data for vendor records. The fifth finding is the segregation of duties for approval, review and recording process for journal entries is not appropriate and creates potential for misappropriation of public assets, embezzlement, and malfeasance. Heinrich and Zimmermann asked for clarification about the journal entry process, and Igielski said she approves and reviews them. The sixth and final finding is the Principal Financial Project Analyst oversees the creation and maintenance of the user account register for FMIS and controls over this process can be improved.

MOTION: Heinrich moved, second by Zimmermann to approve FMIS Audit. Motion carried 6-0.

**Discussed and Considered the Following Appointments:**

- a. **171-A-032: Gary Glojek To The Airport Operations Commission**
- b. **171-A-033: Chuck Wood To The Health & Human Services Board**
- c. **171-A-034: Robert W. Merry As Waukesha County Surveyor**

MOTION: Heinrich moved, second by Nelson to approve Appointments 171-A-032, 171-A-033, 171-A-034. Motion carried 6-0.

**Heard an update and Status Report on the Fire Department Study**

Bell said Executive Farrow's initiative to answer if there is a better way to provide the same or greater level of service to citizens while becoming more efficient is projected to be complete by May 15, 2017. In some cases, data has been difficult to attain as the Communications Center has a large amount of data without the reporting capabilities. Zimmermann asked if they would consider sending someone into the field to obtain the information. Bell said it is not the kind of information that can be attained by looking, for example, they know the number of hoses and fire trucks but not how old they are. Howard commented that with the overlap there could be a fear of collaboration and giving up control. Paulson asked what the status is as of now, and Bell said several fire chiefs expressed they do not want to be obstructive to the data but cannot handle taking on the time and labor involved in researching the information needed. Within the next month he expects it to be decided how the data will be gathered.

**Discussed the Proposed Scope on the Sheriff's Department Audit**

Schubert said the Sheriff's Department services including operation of the Jail and Huber Facilities, patrol services, court security, and investigations, result in overtime as a cost of operations. This audit is contracted via the County's RFP process. The Proposed Scope of this RFP is projected to be completed by late April or early May, and the fieldwork will begin after July 1, 2017. It will analyze the reasonableness of overtime in the department, including such factors as the cost effectiveness of the current staffing levels and overtime usage, and the staffing levels of the main operations incurring overtime (Patrol, Main Jail and Huber Facilities). It will also analyze the major causes of overtime and their impact including an assessment of the effect of vacancy and turnover and the subsequent hiring and training of new employees. Heinrich said the cost of overtime in the department is significant and this audit could help the department make things better, not just look for all the negatives. Answering Nelson's question Schubert said an audit of Sheriff's department overtime has not been done since 1995.

MOTION: Heinrich moved, second by Howard to approve the proposed scope of the audit on Sheriff's department overtime. Motion approved 6-0.

### **Heard an Update on Information Technology Projects**

Thelke discussed the Sharepoint Project, which moves from printing and storing of paper to utilize scanning of documents and sharing that information through links to those documents stored within SharePoint. The team is currently working on workflow projects, e-signatures, enterprise search and repository management. In the process of making everything as paperless as possible, they've been able to upload file cabinets worth of documents, but explained that this is still a paper world. Once the document is in Sharepoint many people can view it and it is never lost. Thelke said that the records management retention schedule is reviewed with departments and then submitted to the State for approval. They have completed about 75% of the County.

Mundt explained that in the Communications Center and Courthouse a number of servers in the data center built with full tolerance in case of an emergency or outage. He believes all the bugs have been fixed, but it is difficult to test unless in a real emergency. Business continuity activities go out to the northwest side of the campus, so when planning that location is isolated and kept in mind. Decker asked about network security and Mundt said in an emergency security would need to stand on its own.

Zawistowski explained the Register of Deeds Back File Scanning and Redaction Project. An RFP was issued on behalf of the Purchasing Division. The County requested and received proposals from qualified firms with specific expertise in redaction, scanning and indexing documents from various formats and converting them to a digital format for the Register of Deeds. US Imaging Systems, Inc. (USI) was awarded the contract.

Hoffmann said the HHS Enterprise Core System project will replace the PeopleLink system and add the following functions: accounts payable, accounts receivable, case management, electronic health records, e-prescribing, e-signatures, physician order entry, patient scheduling, records management, patient demographics, master client index, and HIPAA/HITECH requirements. The scope will include the conversion of all necessary historical data from current systems into the new system. Additionally, the project will require a hardware re-assessment and the interfacing of the new system with existing County project initiatives (Countywide Cashiering, FMIS, etc) and State systems.

Biagioli discussed the updates to the County Boardroom sound system to fix problems with the equipment originally installed as faulty. The Boardroom technology environment was upgraded to better support Supervisor vote tracking on agenda items, audio transmission of floor debates, and visual presentation of vote tallies as well as visual presentation of supporting documents and public presentations. The project replaced the former vote tally board with a wireless voting system that digitally presents the supervisor vote selections, and digitally records those vote selections. The dot matrix printer became unserviceable and was replaced. The wired microphone environment was replaced with a digital microphone system which digitally records the audio portion of the board meetings and digitally archives the audio, making the audio available to the public for an appropriate period of time via the Internet. Live Internet audio transmission is accommodated by the system.

### **Heard an Update on WCA Legislative Exchange**

Nelson and Decker updated the committee on the major initiatives including state self-insurance, welfare reform, tax reform, transportation funding, k-12 funding, and state prevailing wage repeal. For Land Use, the WCA requests maintaining funding for county land conservation staffing and cost sharing grants and appropriating an additional 2.2 million to allow for 9.3 million in annual funding. Current transportation proposals include \$300 million tax cuts to offset new transportation revenue, long term funding solution through growing state transportation fund, and the SWAP bill federal exchange program. For Judicial and Public Safety, the WCA suggests modernizing Wisconsin 911 services through ESInet next generation using voice, text or video. For County Organization and Personnel, the WCA requests legislation specifying local government with a grievance procedure for employees, which includes language pertaining to termination and workplace safety. For Health and Human Services, WCA requests 10% increase in children and family aids, supports treating 17-year-old offenders as juveniles but the policy change must be funded, and asks for \$500,000 annually to deal with significant backlog and an increased number of fraud referrals.

### **Legislative Update**

Spaeth reported on several bills moving through the Legislature. She discussed the civil asset forfeiture reform bill, which would alter fundamental aspects of the current asset forfeiture practice. One of the changes is forfeitures would have to be tied to a criminal conviction and would have to be proportional to the offense. Another change is that all proceeds from forfeitures would go to Wisconsin's schools fund. Sheriff Severson wrote a letter not to support the bill. Spaeth said many Senators she spoke with were unaware that assets are often seized to de-incentivize the crime and break up well organized crime rings. Sheriff's Department programs rely on asset forfeiture money including tactical enforcement and computer forensics. The bill brings up a constitutional issue over due process. Spaeth also mentioned an upcoming airport lobbying day as well as inviting the legislators to the Communications Center to explain the ESInet funding needed to get the County to Next Generation 911.

### **Heard an Update on Regional Transit Leadership Council Executive Committee**

Decker said the committee is working on the versatility and connection of the fixed bus route system, for example, Milwaukee County Transit's connection to Brookfield. The committee's priority is how to bring the regional transit system together to help the workforce, both the business community and the workers.

### **Heard an Update on Wisconsin Workforce Development Association Board**

Decker reported this board is working with employees and regional transit to organize a study. This study encompasses how far workers are willing to travel depending on the amount they earn, and if they would increase their skill set in order to earn more money. The Board also discussed how important a gradual increase in pay is to ensure a smooth transition over the poverty line and the loss of public programs like welfare. April 25-26 The Collabor8 2017 statewide business services summit will be held in Stevens Point. Attendees will hear a variety of relevant topics including trends shaping the future of work, pitfalls in today's diverse workplace, and integrating strategies for reentry to the workforce from the Department of Corrections.

**County Board Committee Reports by Committee Chairs for the Following Meetings:**

Parks, Land Use & Environment of January 17- Zimmermann reported the committee discussed and considered an ordinance, and heard an overview of the Community Development Block Grant and HOME Consortium Programs.

Finance of January 18- Heinrich reported the committee nominated and elected the committee secretary, discussed and considered an ordinance, heard an annual report on the disposal of fixed assets, discussed a fund transfer, reviewed several Contract Procurement Processes, and heard an educational presentation on the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and review guidelines for road expansions.

Public Works of February 16- Swan reported the committee considered several bids, discussed and considered an ordinance, heard an overview of the Engineering Services Division, and heard an update on the Traffic Safety Commission.

Health and Human Services (HHS) of February 16- Howard reported the committee discussed the heroin and opiate crisis in the County including the Wisconsin Prescription Drug/Opioid Overdose-Related Deaths Prevention Project and an ordinance to create a new position and modify the budget for this project. The committee also discussed a foster care recruitment event.

Judiciary and Law Enforcement of February 17- Schwartz reported the committee discussed two ordinances from the Sheriff's Department, heard an update on Evidence Based Decision Making, heard an update about the Communications Center and received a tour of the facility.

MOTION: Swan moved, second by Howard to adjourn the meeting at 12:11 p.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff

Secretary

