

Minutes of the Finance Committee

Wednesday, October 19, 2016

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

Present: Supervisors Jim Heinrich (Chair), Tom Michalski, Richard Morris, Duane Paulson, Ted Wysocki, and Bill Zaborowski. **Absent:** Tim Dondlinger (monitored by phone).

Also Present: Chief of Staff Mark Mader, Budget Manager Linda Witkowski, Register of Deeds Jim Behrend, Deputy Register of Deeds Beth Zimmermann, Budget Manager Linda Witkowski, Judiciary Committee Chair Peter Wolff, District Attorney Sue Opper, Office Services Coordinator Dani Danielski, Victim Witness Program Coordinator Jen Dunn, Medical Examiner Dr. Lynda Biedrzycki, Office Services Coordinator Nicole Bauer, Clerk of Courts Kathy Madden, Business Manager Bob Snow, Judge Jennifer Dorow, Sheriff Eric Severson, Business Manager Lyndsay Johnson, Deputy Inspector Torin Misko, Financial Analyst Josh Joost, Operations and Training Manager Sherri Stigler, Risk/Purchasing Manager Laura Stauffer, Deputy Treasurer Terry Schultz, Human Resources Manager Jim Richter, Senior Human Resources Analyst Teri Henning, and Senior Financial Analysts Rob Dunn, Clara Daniels, Mark Yatchak, and Steve Trimborn. Recorded by Mary Pedersen, County Board Office.

Schedule Next Meeting Date(s)

- October 21 (Morris advised he will need to leave the meeting at 10:15).
- October 24

Approve Minutes of October 5, 11, and 12 (2 sets)

MOTION: Paulson moved, second by Wysocki to approve the minutes of October 5, 11, and 12 (2 sets). Motion carried 6-0.

Chair's Executive Committee Report of October 17

Heinrich highlighted the following items discussed at the last Executive Committee meeting.

- Approved ordinances and appointments.
- Discussed tax foreclosure properties and approved values for auction purposes.
- Heard standing committee reports.

Discuss and Consider the 2017 Operating Budget for the Following Departments:

Register of Deeds

Behrend, Dunn, Zimmermann, and Wysocki discussed the proposed 2017 operating budget for the Register of Deeds Office as outlined in the budget book including the financial summaries, current capital projects, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$1,321,732 – a decrease of \$16,077 or 1.2% from the 2016 budget. The County tax levy shows a credit of \$1,989,301 – a zero increase. The positions summary shows a decrease of 0.98 for a total of 16.72 full-time equivalent (FTE) positions.

MOTION: Paulson moved, second by Michalski to tentatively approve the 2017 operating budget for the Register of Deeds Office. Motion carried 6-0.

District Attorney

Opper, Danielski, Dunn, and Wolff discussed the proposed 2017 operating budget for the District Attorney's Office as outlined in the budget book including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$2,687,006 – an increase of \$174,130 or 6.9% from the 2016 budget. The County tax levy totals \$1,823,337 – a decrease of \$10,000 or 0.5%. The positions summary shows an increase of 1.75 for a total of 32.05 FTE positions.

MOTION: Paulson moved, second by Wysocki to tentatively approve the 2017 operating budget for the District Attorney's Office. Motion carried 6-0.

Medical Examiner

Biedrzycki, Bauer, and Wolff discussed the proposed 2017 operating budget for the Medical Examiner's Office as outlined in the budget book and a handout including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$2,194,809 – a decrease of \$7,850 or 0.4% from the 2016 budget. The County tax levy totals \$985,610 – an increase of \$30,000 or 3.1%. The positions summary shows an increase of 0.05 for a total of 16.78 FTE positions.

MOTION: Wysocki moved, second by Morris to tentatively approve the 2017 operating budget for the Medical Examiner's Office. Motion carried 6-0.

Circuit Court Services

Madden, Snow, Dorow, and Wolff discussed the proposed 2017 operating budget for Circuit Court Services as outlined in the budget book and a handout including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$9,301,881 – a decrease of \$39,500 or 0.4% from the 2016 budget. The County tax levy totals \$5,476,181 – a decrease of \$64,000 or 1.2%. The positions summary shows a decrease of 0.75 for a total of 89.46 FTE positions.

MOTION: Morris moved, second by Paulson to tentatively approve the 2017 operating budget for Circuit Court Services. Motion carried 6-0.

The committee recessed at 11:39 a.m. and reconvened at 12:00 p.m.

Sheriff

Severson, Johnson, and Wolff discussed the proposed 2017 operating budget for Circuit Court Services as outlined in the budget book and a handout including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Both revenues and expenditures total \$39,625,753 – an increase of \$609,527 or 1.6% from the 2016 budget. The County tax levy totals \$28,001,481 – an increase of \$229,659 or 0.8%. The positions summary shows an increase of 1.46 for a total of 370.07 FTE positions.

MOTION: Morris moved, second by Michalski to tentatively approve the 2017 operating budget for the Sheriff's Department. Motion carried 6-0.

Review Recommendations to Revise Department of Administration Purchasing Policies

This item was not addressed. The related ordinance that follows this item was pulled for consideration at the request of Department of Administration staff which Stauffer explained further. It will be re-addressed next month.

Ordinance 171-O-052: Amend Waukesha County Code Of Ordinances Section 7-87 Pertaining To County Finance Committee Review Of Professional Service Contract Procurement Process

This ordinance was pulled for consideration at the request of Department of Administration staff and will be re-addressed next month.

Ordinance 171-O-055: Cancel 2013 Unredeemed Checks Issued By County Treasurer

Schultz discussed this ordinance as outlined. Upon its approval, uncashed checks on the list referenced by the ordinance will be cancelled and funds totaling \$21,413.44 will be placed in a liability account of the Unclaimed Property Fund. Pursuant to Wisconsin Statutes, any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the investment income earned will be allocated to the General Fund. This ordinance requires no additional tax levy.

MOTION: Paulson moved, second by Morris to approve Ordinance 171-O-055. Motion carried 6-0.

Ordinance 171-O-053: Authorize Vacation And Sick Leave Benefits For Newly-Hired, Certified Deputy Sheriffs

Richter and Henning were present to discuss this ordinance. Effective November 1, 2016, this ordinance would authorize the Sheriff's Department to offer initial vacation and sick leave benefits to newly hired Deputy Sheriffs meeting certain experience criteria. Law enforcement officers with at least three years of appropriate experience would be eligible for up to ten days of paid vacation and up to forty hours of sick leave in their first year of County employment.

Providing an accelerated benefit program may allow the department to hire individuals who are certified law enforcement officers, thereby eliminating the costs associated with compensating non-certified newly hired Deputy Sheriffs while they attend recruit school. In addition, hiring certified law enforcement officers can reduce on-the-job training time. The amount of savings would depend on the number and timing of hires under this program. This ordinance requires no additional tax levy.

MOTION: Michalski moved, second by Wysocki to approve Ordinance 171-O-053. Motion carried 6-0.

MOTION: Michalski moved, second by Morris to adjourn at 1:58 p.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski
Secretary