

Minutes of the Finance Committee

Wednesday, March 20, 2019

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

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, Richard Morris, and Ted Wysocki.

Also Present: Chief of Staff Mark Mader, Medical Examiner Dr. Lynda Biedrzycki, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Clinical Services Manager Joan Sternweis, Accounting Services Coordinator Lisa Davis, Administrative Services Manager Randy Setzer, Business Manager Lyndsay Johnson, Financial Analyst Josh Joost, Inspector Jim Gumm, Deputy Inspector Patrick Esser, Budget Manager Linda Witkowski, Community Development Manager Kristin Silva, Business/Collections Services Manager Andy Thelke, Budget Management Specialist Bill Duckwitz, Administration Director Norm Cummings, Springsted, Inc. Chairman David MacGillivray, Principal Financial Projects Analyst Bob Ries, Emergency Preparedness Director Gary Bell, Corporation Counsel Erik Weidig, Assistant Corporation Counsel Chris Morgan, and Senior Financial Analysts Rob Dunn, Steve Trimborn, and Mark Yatchak.

Approve Minutes of February 20

MOTION: Paulson moved, second by Dondlinger to approve the minutes of February 21. Motion carried 7-0.

Next Meeting Date

- April 17

Ordinance 173-O-107: Approval Of Agreement With American Tissue Services Foundation To Obtain And Act Upon Tissue Donor Referrals From The Medical Examiner's Office Examiner's Office

Biedrzycki discussed this ordinance which approves an agreement for American Tissue Services Foundation to obtain and act upon tissue donor referrals from the Medical Examiner's office and to utilize Medical Examiner's office space and staff for this purpose. Fees for use of the facilities are reviewed and adjusted as part of the annual budget process. The terms of this agreement are set for five years beginning on April 1, 2019. The 2019 adopted budget includes tissue contract related revenue budgeted at \$140,655, assuming 75 tissue recoveries and some corresponding after-hours staffing charges, conservatively budgeted below the 2016-2018 three-year average of 80 recoveries.

The committee delayed the vote on this item to confer with Corporation Counsel.

MOTION: Dondlinger moved, second by Paulson to approve Ordinance 173-O-107. Motion carried 7-0.

Report on Alcohol Treatment Court Fees and Revenue Goals

Luczaj discussed her report titled "Alcohol Treatment Court Program Fee Revenue Summary 2009-2019." Revenues at the end of 2018 totaled \$38,939 which exceeded the budgeted amount of

\$24,564. Revenues for January and February of 2019 totaled \$8,823. The current caseload (as of February 2019) is 34 participants while the caseload capacity is 40. These include tax levy-funded 3rd and 4th OWI offenders and high-risk offenders. Revenues from 2009 through February of 2019 total \$356,418.

MOTION: Paulson moved, second by Morris to accept the report on Alcohol Treatment Court fees and revenue goals. Motion carried 7-0.

Ordinance 173-O-109: Modify The Department Of Health And Human Services 2019 Budget To Increase Expenditures Using Additional General Fund Balance Related To Unanticipated 2018 State Revenue Allocations

Davis and Setzer were present to discuss this ordinance which modifies the 2019 Department of Health and Human Services budget to increase expenditures \$402,300 and increases the use of general fund balance. This fund balance resulted from one-time state funding received in 2019 and accrued back to 2018 for an unanticipated increase in the State Income Maintenance allocation. The funding will address Children's Long Term Support (CLTS) waitlists expected to be eliminated and allow some staffing flexibility to address an increase in vacancies in the Economic Support program. At this time, these expenditures will not be needed in 2020. It will also address the continued review and phase-in of staffing required to effectively provide State mandated 24/7 crisis intervention services. The Department will consider these positions in the 2020 budget process along with overall department needs. These funds will also fund a software enhancement that is expected to reduce future costs.

Personnel costs are proposed to increase \$222,500 including \$130,500 to fund two crisis overflow positions for eight months, and \$92,000 to fund extra help (1.33 full-time equivalent positions) to assist with staffing for Economic Support services. The ordinance increases operating expenses by \$179,800. This includes contracted services of \$104,800 to fund two CLTS contract caseworkers for eight months to assist in processing the backlog of clients on the waitlist and \$10,000 for additional ESS staff training. Additionally, \$65,000 will be used to fund a contract developer to implement customized software screens and voice-to-text interface for psychiatrists to reduce transcription costs and assist with implementing the Electronic Medical Record. The proposed ordinance increases the use of general fund balance by \$402,300 which resulted from unanticipated 2018 revenue. This ordinance results in no direct levy impact.

MOTION: Dondlinger moved, second by Paulson to approve Ordinance 173-O-109. Motion carried 7-0.

Contract Procurement Process for Medically Monitored and Transitional Residential Care

Setzer indicated this five-year contract was awarded to Lutheran Social Services of Wisconsin and Upper Michigan, the highest rated proposer, for a total contract cost of \$2,981,560. Three contractors submitted bids for consideration.

Foti indicated he would abstain from voting at the advice of Corporation Counsel.

MOTION: Morris moved, second by Michalski to approve the contract procurement process for medically monitored and transitional residential care. Motion carried 6-0.

Fund Transfer 2019-200-01: Sheriff's Department – Transfer Funds from Personnel Expenses to Operating Expenses

Johnson, Gumm, and Esser discussed this fund transfer of \$104,080 to implement voice-to-text software. The quote included an estimate for the purchase of equipment, licenses, and software maintenance. Although still in the process of bidding the software out, it appears that the one-time cost of the software implementation is \$91,525 and the on-going cost of the software implementation is \$12,555 for a total implementation cost of \$104,080. Funds for this expenditure are available in the Personnel Expenses account.

MOTION: Michalski moved, second by Morris to approve Fund Transfer 2019-200-01, Sheriff's Department. Motion carried 7-0.

Annual Update on Grant/Sunset Positions

Witkowski discussed her report titled "2019 Sunset Position Changes as of February 2019." There was an increase of 12 positions in the Health & Human Services Department, 3 in the Sheriff's Department, and 1 in the District Attorney's Office. Sunset positions are typically created via ordinance with grant funds or they are contracted and if those funds are reduced or eliminated, the position is reduced accordingly.

MOTION: Paulson moved, second by Dondlinger to accept the annual report on grant/sunset positions. Motion carried 7-0.

Ordinance 173-O-106: Amend The 2019 Budget Of The Community Development Program For Additional Home Investment Partnership (HOME) Program Income Funds And Community Development Block Grant (CDBG) Program Income Funds

Silva discussed this ordinance which modifies the 2019 budget for Parks and Land Use Department – Community Development Fund to appropriate additional federal funds of \$1,228,942 including \$688,553 for the HOME program and \$540,389 for the CDBG program. The additional budget expenditures is offset with the related program income resulting in no tax levy impact.

MOTION: Paulson moved, second by Dondlinger to approve Ordinance 173-O-106. Motion carried 7-0.

Year-End Collections Report

Thelke discussed his report titled "Collections Division Delinquent Collection/Referral Analysis: 2018 Year End Report." Total 12-month collections increased 1.1% from 2017 and 0.1% from 2016. Total collections in 2018 were \$3,641,562 and of that, the County retained \$2,297,516. The division serves 72 municipal entities. New municipal customers in 2018 include Western Lakes Fire District, Osceola Area Ambulance, Merton School District, Wauwatosa School District, and Village of Elmwood.

MOTION: Paulson moved, second by Michalski to accept the year-end Collections report. Motion carried 7-0.

Capital Projects Cost Performance Report and Approve Closeout Reserves

Duckwitz discussed the report titled "Capital Projects 2018 Year End Report as of 2/27/19" which included information on project title, project status, percent complete, original appropriations, and fund balance. He asked that the highway project reserve account be increased \$40,000 for the Bark

River Bridge and Ashippun River Bridge. After these funds have been reserved, the two projects will be closed.

MOTION: Dondlinger moved, second by Paulson to accept the Capital Projects Cost Performance Report and approve closeout reserves. Motion carried 7-0.

Ordinance 173-O-104: Authorize The Issuance Of Not To Exceed \$17,500,000 General Obligation Promissory Notes For Capital Projects

MacGillivray, Cummings, and Duckwitz discussed this ordinance which authorizes the issuance of \$17.5 million General Obligation Promissory Notes for Capital Projects included in the County's 2019 Capital Projects Expenditure Plan consisting of justice and law enforcement projects, public works projects, and parks, environment and education projects. Duckwitz distributed a handout dated March 15, 2019 pertaining to the promissory issue.

MOTION: Wysocki moved, second by Morris to approve Ordinance 173-O-104. Motion carried 7-0.

Ordinance 173-O-102: Amend Waukesha County Code Of Ordinances To Modify Waukesha County Investment Policy

Ries and Cummings discussed this ordinance which will amend the Waukesha County Investment Policy as it relates to Corporate/University Bonds or Securities. Staff believe it will be beneficial to permit the investment manager to purchase these bonds from non-United States issuers as long as said securities are denominated in United States Dollars, as it will create additional investment opportunities for the County's investment portfolio. Any Corporate/University Bonds of non-United States issuers that are purchased by the County's investment manager will be rated in the highest or second highest rating category as assigned by the nationally recognized rating agencies, will have a maturity of seven years or less at the time of purchase.

MOTION: Dondlinger moved, second by Michalski to approve Ordinance 173-O-102. Motion carried 7-0.

Ordinance 173-O-108: Accept State Of Wisconsin SIMCOM Exercise Program Funding And Modify The Emergency Preparedness 2019 Budget To Appropriate Grant Revenues And Expenditures For Emergency Responder Training

Bell discussed this ordinance which authorizes the Department to accept a SIMCOM (simulated communications) Exercise grant from Wisconsin Emergency Management. The ordinance also appropriates \$6,800 in expenditures to purchase lunches, beverages, and snacks for approximately 400 program participants during the planned exercise May 1-3 at the Waukesha Expo Center. The use of grant funds results in no direct impact to the County general tax levy.

MOTION: Wysocki moved, second by Paulson to approve Ordinance 173-O-108. Motion carried 7-0.

Closed Session

MOTION: Paulson moved, second by Wysocki to convene in closed session at 11:20 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral advice concerning strategy to be adopted with respect to the potential compromise of

pending litigation, Michele Cooper vs. Waukesha County and Randy Grulke vs. Waukesha County, and to approve the closed session minutes of October 17, 2018. Motion carried 7-0.

Open Session

The Committee reconvened in open session at 12:00 p.m.

Approve Settlement Agreement: Randy Grulke vs. Waukesha County

MOTION: Morris moved, second by Michalski to approve the settlement agreement for Randy Grulke vs. Waukesha County as recommended by Corporation Counsel Erik Weidig. Motion carried 7-0.

MOTION: Paulson moved, second by Dondlinger to adjourn at 12:01 p.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary