

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, January 19, 2022

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

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tyler Foti, Joel Gaughan, and Larry Nelson. **Absent:** Ted Wysocki.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, Purchasing/Risk Manager Laura Stauffer, Senior Financial Analysts Alex Klosterman and Clara Daniels, Business Manager Steve Trimborn, Budget Management Specialist Michelle Beasley Knuese, Financial Analyst Britan Smith, Emergency Preparedness Director Gary Bell (via phone), Emergency Management Coordinator Gail Goodchild, District Attorney Sue Opper, Office Services Coordinator Julie Moelter, Paralegal April DeValkenaere, Human Resources Manager Renee Gage, and Budget Manager Bill Duckwitz.

Annual Report on Disposal of Surplus Property

Stauffer discussed this report which included information on sold and recycled surplus, items transferred to trash, departments transferring/accepting surplus property, and electronics recycling.

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

Approve Minutes of December 15

MOTION: Paulson moved, second by Nelson to approve the minutes of December 15. Motion carried 6-0.

Next Meeting Date

- February 16

Executive Committee Report of November 8

Heinrich said the Executive Committee, at their last meeting, approved one ordinance and three appointments and heard a presentation of the Internal Control Risk Assessment Report with Wipfli staff and an update on the 2022 Audit Plan.

Fund Transfer 2021-PLU-01: Parks & Land Use – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Trimborn discussed this item which involves transferring \$22,000 to accommodate interdepartmental charges, mainly for work performed by Central Fleet staff, repairing and

servicing vehicles and equipment operated by the department throughout the year. Vehicles and equipment were utilized heavily over the last two years largely due to record breaking attendance by park patrons in the 2020 and 2021 seasons. Based upon existing supply levels, the department underspent several small tool and operating supply accounts throughout the park system making \$22,000 available for transfer.

MOTION: Michalski moved, second by Nelson to approve Fund Transfer 20212-PLU-01. Motion carried 6-0.

Ordinance 176-O-103: Modify The 2022 Department Of Emergency Preparedness Budget To Create 1.00 FTE Programs And Projects Analyst Position And Unfund One Regular Full-Time Telecommunicator Position

Bell and Goodchild discussed this ordinance to unfund a currently vacant Telecommunicator position, Open Range 6 (\$23.27/hour minimum, \$27.03/hour mid-point, \$30.78/hour maximum) and create one Programs and Projects Analyst position, Open Range 10 (\$28.29/hour minimum, \$32.85/hour mid-point, \$37.40/hour maximum). The previous incumbent in the now-vacant Telecommunicator position was providing support to the Disaster Management division. Staff believes the nature of the work is more appropriately carried out by a Programs and Projects Analyst.

The 1.00 FTE Programs and Projects Analyst position is estimated to cost \$93,150. The 1.00 FTE unfunded Telecommunicator position is currently budgeted at \$72,300. The remaining expenditure authority to fund this position will consist of a \$20,850 transfer from operating expenses to personnel expenses to cover the remaining costs. The operating accounts that are being reduced in the Communication Center's budget includes \$12,000 from telephone line expenses resulting from receiving preferable pricing through an alternative vendor and \$8,850 from a software maintenance account, which staff anticipate will be underspent. This ordinance results in no tax levy impact.

Heinrich expressed concerns with eliminating a Telecommunicator position when there is a shortage due to turnover. Bell and Goodchild discussed the duties and responsibilities and the justification for the change. He said they are working on solutions to address this labor shortage, a nationwide problem. Paulson echoed these concerns but said he would vote to approve the ordinance.

MOTION: Foti moved, second by Nelson to approve Ordinance 176-O-103. Motion carried 6-0.

Ordinance 176-O-104: Modify The 2022 District Attorney's Budget To Accept The Bureau Of Justice Administration Smart Prosecution Grant, Appropriate Grant Expenditures And Create One Regular Part-Time Grant Funded Sunset Position

Opper and Valkenaere discussed this ordinance which authorizes the District Attorney's Office to accept \$340,000 of Smart Prosecution grant funding from the Bureau of Justice Assistance (BJA). This ordinance also modifies the 2022 District Attorney budget by increasing personnel costs by \$43,984, operating expenses by \$111,467, interdepartmental charges by \$14,549, and

general government revenues by \$170,000. The grant period is through 9/30/23 and the remaining \$170,000 of this grant will be included in the department's 2023 budget request.

Personnel costs include the creation of one new regular part-time Administrative Assistant and 0.25 FTE of temporary extra help. The Administrative Assistant is a sunset position and will be reduced or eliminated when funding is reduced or eliminated. Operating expenses include \$96,157 for a contracted ADA Prosecutor provided through the state, \$14,471 for software and computer equipment, and \$839 of other operating expenses. Interdepartmental charges consist of indirect cost recovery of \$14,549. This ordinance does not result in a direct tax levy impact.

MOTION: Paulson moved, second by Nelson to approve Ordinance 176-O-104. Motion carried 6-0.

Future Agenda Item

- Discuss Contract to Process County Tax Bills (Michalski)

Legislative Update

Ignatowski gave an update on current state legislation including some related to law enforcement, redistricting at the state supreme court level, ballot drop boxes and other changes to election laws, and stalled bills pertaining to adoption.

MOTION: Foti moved, second by Gaughan to adjourn at 8:52 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary