

**Minutes of the Executive Committee
Monday, February 18, 2008**

Chair Dwyer called the meeting to order at 8:32 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present: County Board Supervisors Jim Dwyer, Jim Behrend, Pat Haukohl, Ken Herro (arrived at 9:19 a.m.), Bill Mitchell, Bonnie Morris, Duane Paulson.

Also Present: UW-Extension Director Marcia Jante, Community Development Coordinator Glen Lewinski, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha, Chief of Staff Lee Esler, Financial Analyst Bill Duckwitz, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

Approve Minutes of February 4, 2008

MOTION: Paulson moved, Haukohl second, to approve the minutes of February 4, 2008. Motion carried 6-0.

Meeting Approval

MOTION: Haukohl moved, Morris second, to approve attendance of the Executive Committee at Waukesha County in an Innovation Age presented by WCEDC on March 4, 2008 if a reduced price is given to elected officials. Motion carried 6-0.

Future Agenda Items

- o Clarification of IT systems
- o Coverage of emergency radio systems in Waukesha County.

Discuss and Consider Ordinance 162-O-099: Modify Waukesha County University of Wisconsin Extension Office 2008 Budget to Appropriate Funding Received from the University of Wisconsin System to Subcontract for the Latino Culture Education Projects

MOTION: Paulson moved, Morris second, to approve Ordinance 162-O-099.

Jante said when she was a child she visited her grandparents. One day her grandma asked her to get ice cream out of the freezer. Jante was amazed to see a mason jar full of money in the back of the freezer. Every time she visited her grandparents from that point forward, she would sneak into the freezer to see if it was still there. Her department can boast of this type of depression era mentality. Over the last few years, they have been able to save for a rainy day. Jante went on to explain the ordinance. This ordinance authorizes the appropriation of \$7,779 remaining from prior year revenue received from the UW-Extension System to complete a project designed to educate and train Waukesha and Milwaukee County agencies and community partners to improve cultural understanding of the growing Latino population. This also includes participation in the development and expansion of the Quad County (Milwaukee, Racine, Kenosha and Waukesha) Latino Advisory Committee, oversee training and help build lasting relationships with the Latin community. Project staff has begun training sessions and collected data from audiences to evaluate and modify the Latino curriculum. The Quad County Latino Advisory Committee has been assembled and expanded, providing the UW-Extension staff additional networking opportunities with Latino organizations. Funding will be used to continue training sessions with the goal of expanding to more outside organizations. The Department believes continuing cultural

education will help county agencies and other organizations more effectively cooperate with and serve the Latino Community. In addition, the department intends to incorporate a train-the-trainer component to allow continuing cultural training and education following this project's formal completion.

Jante distributed brochures for the program titled *Walk One Hour in my Shoes (Camina Una Hora en Mis Zapatos)* which is in its second year. The curriculum was finalized in June and training started in July/August. They are marketing the program to health and human services organizations, law enforcement, the religious community, etc.

Swartz said originally a balance sheet or deferred revenue account was set up to capture funds from the sale of pesticide manuals. One to two times per year, we'd pay the state for their portion of manual sales. The account was used properly for years. As the UW-Extension budget was tightened, staff put receipts in this account and drew from it rather than putting the money through the regular budget process. Budget staff became aware of this account totaling \$82K at the end of 2007 and closed it. We analyzed the account to identify grant requirements and obligations the county needed to fulfill. Two ordinances on the agenda today are the first of several to spend down these funds.

Jante said the deferred revenue account was set up 14 years ago as a result of an audit recommendation to eliminate our checkbook which had been used to pay the state revenues from pesticide manual sales. Over the years other revenues were put in the account. Jante explained that revenues in excess of program costs go to fund balance. They were looking for ways to capture revenues for future years.

Dwyer asked was the grant money accepted by ordinance in 2006? Swartz said no. Jante said the grant funds came through the university. Swartz said the grant money and expenses went through the deferred revenue account which should have zeroed out the account. Dwyer said these ordinances clean up the books and identify where money is coming and going.

Paulson asked why didn't this go through the normal process? Jante said this was a vehicle to deposit. UW-Extension staff is meeting with accounting staff to examine their accounting procedures.

Mitchell asked what happens to these funds if this ordinance is not approved? Swartz said if these ordinances are not approved, another ordinance would have to be written and approved to send the money back to the state. Mitchell said he would treat this as an accounting correction rather than focus on programs.

Behrend asked from a budgetary standpoint do we amend the budget to recognize the revenues? Swartz said no because associated expenses are paid for from this account. We don't do this in any other department. No one told UW-Extension it wasn't ok. Behrend said if it's a correction then the programs don't need to be debated. The county should recognize the funds and put them on the books. We should send the money back to the state if it's not used. If everyone started to do that, maybe it would help.

Esler said the essence of an appropriation is to have a purpose and an amount. Maybe this is a policy issue to be debated on the board floor needing 24 votes. How much was the original grant? Jante said it was \$50K. We didn't receive as much as we requested so the program was scaled down. Esler said of the \$50K received, \$15K was available through last year leaving \$8K to be spent for Waukesha and Milwaukee Counties as outlined in this ordinance. Jante agreed with Esler's summation.

Herro arrived at 9:19 a.m.

Haukohl said this is a budget and accounting issue that needs to be corrected. Mitchell agreed it should be handled as an accounting issue. Swartz said this was reviewed with Corporation Counsel and they said it should be appropriated through an ordinance.

Motion carried 7-0.

Discuss and Consider Ordinance 162-O-100: Modify Waukesha County University of Wisconsin Extension Office 2008 Budget to Appropriate Funding Received from the University of Wisconsin System to Subcontract for the Hunger and Food Insecurity Project

MOTION: Paulson moved, Herro second, to approve Ordinance 162-O-100.

Jante distributed a handout titled *Banting School Survey of Household Food Needs*. She explained this ordinance authorizes the appropriation of \$21,293 remaining from prior year revenues received from the UW-Extension System to complete a project to assess school based food security by survey in cooperation with the Waukesha School District. The funding will allow the completion of a final report (to be released in April), develop recommended action steps, and presentation of the information and findings. The funding is expected to address the second phase of the project which includes the design and implementation of a second survey, conducting interviews with clients who utilize existing community food service programs, data entry, analyzing the survey results and developing appropriate reporting tools.

Morris said the survey is excellent for school age children. How else will you reach low income families in Waukesha County? Jante said through home delivered meal programs, WIC, Loaves and Fishes, elderly meal programs. The Nutrition Coalition helps us to identify where we could go with our surveys.

Motion carried 7-0.

Discuss UW Extension Carryover Funds from 2007 Unexpended Appropriations to 2008 Budgeted Appropriations

Jante explained UW-Extension has a total carryover of \$108,940. Some of the programs couldn't begin until staff was hired so they started late.

Dwyer asked if there is a plan to spend down this year? Jante said the money will be spent. Funds from CDBG continue to decrease every year. Dwyer asked what will happen if this money dries up? Is there an exit strategy from some program areas? Jante said one approach is to look at specific project funds to determine which programs could be funded. We could look at separate funding to augment funds previously provided by CDBG. Dwyer asked are we gleaning off other successful programs and are other programs using ours as models? Jante said that is correct. Every quarter we have a telephone conference with leaders/directors in urban areas in the state to talk about programs and issues. The challenge we have is programs usually start in southeastern Wisconsin and trickle elsewhere. We don't get a lot from them but they get a lot from us. The Latino Leadership program was built nationally to share information. Dwyer asked do any of our staff people contract with other areas to provide our programs? Jante said Juana Avila's contract has been bought out five to ten percent by the state for her time in the Strengthening Families program. We've been a leader in that area. She will consult with other programs around the state to share our models.

Esler said in general terms this year's carryovers were half of what they were last year. From a policy standpoint, the pot of money is diminishing.

Mitchell asked why wouldn't money for the Going Solo program be used if it is successful? Jante said recruitment for the program has been a challenge. It is targeted to Hispanic families and others. Recruiting Hispanic families for programs is different than recruiting Anglo families. First a relationship must be built with the Hispanic family. We worked with Whiterock School but recruitment fell through. A church worker at St. Joes who is trusted by the community is an excellent recruiter. The program was accepted and 15 families were in the program within a few weeks. Medina's gym also helped. It takes a long time to build trust. Avila's cultural training program is one of the reasons we're successful. She is also well known in the community and has established credibility.

Discuss Community Development Block Grant Carryover Funds from 2007 Unexpended Appropriations to 2008 Budgeted Appropriations

Lewinski distributed a memo titled *Request of 2007 Funds to be Carried Over* dated February 4, 2008 to the committee. He explained the ordinance provides justification explaining why CDBG money is being carried over. The number and amount of carryovers has been reduced compared to past years due to the recent change in policy requiring grants to be spent within a two year period. Money received in 2007 must be spent by December 31, 2008. There are no grants open prior to 2004. Most of the open grants are for nonprofits that will spend the money, have already bid the projects out or have small balances. One of the projects carried over is for the City of Oconomowoc for facade design assistance. The community is currently redoing the main street and businesses are reluctant to work on their facades until the street is done. The Historic Spring project in the City of Waukesha needed to save grant money for several years in order to have enough to do the project. The project has been bid out and work will be done in the spring. The Historic Museum project in the Village of Mukwonago was completed eight months ago. The construction company was paid by the Village. The county cannot pay the village until they provide the payroll records from the construction company. Some projects are for ADA required improvements that can't be done until spring/summer when the weather improves.

Lewinski is concerned with the WCEDC funds. WCEDC Executive Director Bill Mitchell has 25-30 loan applications, a balance of \$425K and is not generating as much revenue as he used to. With the current situation with economic development, few loans are going out today and credit is tightening. This will reverse once interest rates go down and foreclosure problems clears up. WCEDC Executive Director Bill Mitchell has to make some difficult decisions.

Esler said the amount of carryover has decreased for both UW-Extension and CDBG. Are the increases in HOME and CHODA reserves due to conservativeness? Lewinski said Waukesha County has decided to allocate funds for rental or facility rehabilitations. The board will approve the remaining \$150K to go to the Marion House for renovation of an eight-person facility for senior, disabled people.

Committee Reports by Committee Chairs for the Following Meetings:

February 5, 2008 – Personnel – Paulson said the county is negotiating.

February 7, 2008 – Land Use – Mitchell said the committee handled one ordinance.

February 14, 2008 – Public Works – Herro said the committee reviewed Public Works capital projects. CTH TT was put on hold by Bolte because the state isn't doing anything on the project even though there's money (\$280K) for it. The committee denied a request from the Village of Chenequa to eliminate all parking in the village including Hwy 83.

February 18, 2008 – Judiciary – Morris said she attended a public hearing in the City of Oconomowoc regarding the regional mall at Pabst Farms. Funds for the project will not be released until the names of

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the stores to be located in the mall are given. The committee approved Ordinances 162-O-101 and 162-O-102. The committee amended Ordinance 162-O-103 to reduce expenditures by \$7,500 because item #21 (furniture) on the yellow-copied listing was eliminated. The committee discussed 2007 Sheriff's Department carryover funds as outlined in Ordinance 162-O-106. The committee would like the county to submit a resolution requesting the Legislative Audit Bureau to do an audit of Probation and Parole. Swan requested start and end times be listed on all county board and committee agendas. He feels supervisors will speak and act more quickly in order to finish by the posted end time.

Legislative Update

Krahn said the 10K pound gorilla is the budget repair bill needed for the \$630 million hole in the current budget. Krahn wonders what cuts will take place to fill the gap. Senator Decker reminded Assembly leadership they previously claimed "no new taxes" and wondered where \$630 million in cuts would come from. Republicans in the Assembly have said they will stop all bills that have new taxes. Krahn said we were told counties will have to share in the pain but it's not the counties that will suffer but rather the taxpayer who takes the hit. The deficit will come out of the taxpayers' pockets at sometime. Counties will be the last to be included in the process. More press will come forward as information is released. The Senate is also working on a version of the water compact bill with Gunderson. There is real disagreement on it. The compact will be amended because we're not going along with one governor, one veto.

Krahn distributed a handout titled *2007 State Legislation 2.18.08* and briefly reviewed the following bills: SB 203, SB 335, SB 401, SB 446, SB 458, SB 497, AB 553, AB 662, AB 678, AB 718, AB 802, AB 805, SB 29 and SB 17.

MOTION: Behrend moved, Morris second, to adjourn the meeting at 11:20 a.m. Motion carried 7-0.

Respectfully submitted,

Bonnie J. Morris
Secretary