

Minutes of the Executive Committee
Monday, May 19, 2008

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

Committee Members Present: County Board Supervisors Jim Dwyer, Pat Haukohl, Bonnie Morris, Fritz Ruf, Tom Schellinger, Dave Swan. **Absent:** Duane Paulson.

Also Present: WCFLS Executive Director Tom Hennen, Information Technology Manager Mike Biagioli, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha, Chief of Staff Lee Esler, County Architect Dennis Cerreta, Director of Public Works Rich Bolte, Buildings Operations Manager Mark Keckeisen, Financial Analyst Bill Duckwitz, Judge Michael Bohren, Budget Management Specialist Linda Witkowski, Judge Mac Davis.

Correspondence

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

Approve Minutes of May 5, 2008

MOTION: Ruf moved, Swan carried, to approve the minutes of May 5, 2008 as amended. Motion carried 6-0.

Meeting Approvals

MOTION: Swan moved, Haukohl second, to attend the Public Policy Forum for the Local Government Awards on June 19, 2008. Motion carried 6-0.

Future Agenda Items

- Update on future building projects at UW-Waukesha with Dean Patrick Schmidt.

Legislative Update

Krahn said there is a budget repair bill with major vetoes but none that impact county government. There is extra funding for county highway maintenance, delayed payments to schools and an attempted fix to the tobacco securitization funds. The legislature cleared out the federal real ID program. The governor vetoed a controversial low income housing credit which is very complicated and doesn't belong in a budget repair bill. The legislature is scheduled to meet next week to take care of veto overrides but Krahn doubts there will be such a meeting. They may go into session to approve labor contracts. The next budget will be really tough especially if we can't raise taxes. The Water Compact was approved and the governor will sign it soon. Two or three states are finishing their approval of the compact. The legislature is finished until January 2009.

On the federal level there is funding for Byrne Grants and educational funds for vets. Attention needs to be paid to domestic grants. There's language in the budget resolution for child support funding.

Discuss and Approve Ordinance 163-O-003: Endorse the Receipt and Expenditure of Federal Funds to Provide Library Services to Persons with Mental Health Issues and Modify the 2008 Federated Library System Budget

MOTION: Swan moved, Haukohl second, to approve Ordinance 163-O-003.

Hennen said this ordinance doesn't affect the levy. Funding comes from a competitive federal grant with the state administering the funds. Nancy Fletcher, the author of the grant, spends one-third of her

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time working on the library website and the rest of the time working with special needs patrons. Libraries are magnets for people with mental health issues. Staff needs to know how to work with all sorts of people. The intent of the grant is to providestaff training , updated materials and staff counseling by Nancy Fletcher. The timeline for this grant was delayed because the ordinance missed a submission deadline and then the transition to the new county board.

Haukohl asked will this provide workshops to train staff to work with people who have mental health issues? Hennen said yes. Haukohl said the fiscal note states there is a non-mandatory component of the grant application matching 780 hours of the project coordinator hours. Are those hours part of the budget? Hennen said Fletcher's time is in the budget and this work will be part of her normal workload. Haukohl asked how are the costs broken down? Duckwitz said the special needs librarian will work approximately 780 hours at a cost of \$23,500.

Morris asked can homeless people spend all day at the library? Hennen said it depends. They can stay if they behave and aren't disruptive.

Motion carried 6-0.

Report on Completed Information Technology Projects

Biagioli said IT completed 83 projects in 2007 and 2008. The division normally completes 60 to 70 projects annually ranging from 100-hour initiatives to capital projects requiring many staff hours. Per the request of the county executive in January 2007, IT staff spent 15 hours setting up broadcasts of county board meetings over the Internet. The largest number of people to listen to a meeting has been 38. The topics of discussion directly impacts the number of people listening to meetings. Copies of the recordings are not retained by IT. We've shared our knowledge with other government bodies so they too can broadcast meetings.

During this time period IT staff developed systems to mask social security numbers and automate employee services records for human resources. Before they streamlined the process, staff typed all employee records. Thirty-five to 40 internal staff hours were spent developing a sustainability initiative website for the county executive. IT staff completed a small project for the Clerk of Courts adding commissioners to the agenda postings. The project was set up so the Clerk of Courts IT person can update the files.

A lot of work was done for HHS to become HIPPA compliant including an HL7 interface for inpatient and outpatient mental health. AvatarPM was upgraded to 2004 and 2006 versions. One hundred hours were spent adding National Provider Identifications which are special identifiers for providers needed to submit bills, for Medicare, Medicaid, Managed Care and Commercial insurance carriers. AvatarPM RAD/Plus 2004 and 2006 and AvatarPM Cache were upgraded. Staff also updated the state mandated system called HSRS. Significant upgrades and an interface to the general ledger were made to SAMS, a Senior Services system . IT will continue to work with Senior Services and HHS during the transition to the ADRC.

The migration from Business Objects to Business Objects Enterprise took 300 hours and \$60K in licensing fees. The new system, first used in the jail, will make reporting easier. County departments are being asked to convert to it. The computer room received a major renovation. The servers were moved to a different location so the floor could be buttressed to relieve cracking. The room also received new wiring and appropriate air conditioning. The federal change of date for daylight savings caused staff to upgrade systems. Host software for the web was converted to Ektron saving the county \$32K annually. The return on investment for the software is 18 months. Departments are now able to update their own Web pages. We received a 10% discount on the software by purchasing it through our

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help desk, referring Milwaukee County to their services and having them sign onto CopyCom (our help desk vendor). Before switching to CopyCom, Waukesha County paid \$232K annually for help desk services. We currently pay \$87.5K annually. Phase I of the Microsoft migration, email migration, is completed.

IT staff helped Parks and Land Use move to an email subscription program for Retzer and the golf courses saving money on printing and postage. IT staff also got the Clinician Alert Network running for Public Health. This system sends automated text messages to doctors throughout the county alerting them of public health issues. Most work done for public safety is related to Spillman. Waukesha and Milwaukee Counties are dispatch back ups for each other in the event of a disaster. Both counties have room for three out-of-county dispatchers in case of an emergency. IT was able to help jail staff by placing roll call information on the intranet. They also completed a Cobra/Spillman interface for the Sheriff's Department commissary. Work at the Register of Deeds office became a lot easier when IT staff made enhancements to the tract index system.

Biagioli has 38 FTEs working for him and three desk-side contractors, four interns two of which are LTEs and receive no insurance benefits.

Discuss and Consider the Following Appointments:

- 163-A-001: Appointment of Rick Stevens to the Community Development Block Grant Board
- 163-A-002: Appointment of Douglas Bartmann to the Community Development Block Grant Board
- 163-A-003: Appointment of Bonnie Morris to the Silver Lake Management District
- 163-A-004: Appointment of Janel Brandtjen to the Health & Human Services Board
- 163-A-005: Appointment of Michael Stivoric to the Community Development Block Grant Board
- 163-A-006: Appointment of Fritz Ruf to the Waukesha Housing Authority
- 163-A-007: Appointment of Lillie B. Wilson to the Community Development Block Grant Board
- 163-A-008: Appointment of Gilbert Yerke to the Community Development Block Grant Board
- 163-A-009: Appointment of Jim Jeskewitz to the Health & Human Services Board
- 163-A-010: Appointment of Dennis Farrell to the Health & Human Services Board
- 163-A-011: Appointment of Flor Gonzalez to the Health & Human Services Board
- 163-A-012: Appointment of Joseph A. Vitale to the Health & Human Services Board
- 163-A-013: Appointment of Peter Wolff to the Federated Library Board
- 163-A-014: Appointment of David Falstad to the Ashippin Lake, Lac La Belle and Fowler Lake Management Districts
- 163-A-015: Appointment of David Falstad to the Airport Commission

MOTION: Ruf moved, Morris second, to approve all of the above listed appointments. Motion carried 6-0.

Committee Reports by Committee Chairs for the Following Meetings:

May 7, 2008 – Finance – Haukohl said Heinrich was elected vice chair and Meyer was elected secretary. The committee reviewed fund balance policies and year-end proprietary and special revenue funds reports. They approved the contract procurement process for integrated cashiering system.

May 16, 2008 – Judiciary – Morris said the committee heard department introductions of the District Attorney's office, Circuit Court Services and Medical Examiner's. They approved three ordinances, the 2007 Waukesha County Jury report and reauthorization for short-term detention in the detention facilities.

May 6, 2008 – Land Use – Ruf said the committee approved the appointment of Bonnie Morris to the Silver Lake Management District. They also received an overview of the Parks and Land Use Department.

Discuss Historical and Long Term Plans for Building, Renovating and Maintaining the Courthouse

Bolte said the Courthouse will celebrate its 50th anniversary in October 2009. He had suggested to his boss that at the anniversary plans should be made for the next 50 years of the Courthouse. They decided there should at least be a 30-year plan. The Courthouse is well built, structurally sound and will be used as a courthouse for quite some time. It was built to be a courthouse in a configuration popular for that time.

Bolte said it isn't in the nature of government to be good at long term planning. It is difficult for governments to plan and administer plans when times and elected officials change. We have a five-year capital plan for the short term but we need have to a 20 to 30-year building plan. Bolte distributed a list of possible building improvements to the Courthouse. He said these are improvements that have been discussed at one time or another and not recommendations. Some projects don't make sense and he would not propose them. Not included on the list are additional courtrooms and day-to-day projects such as painting, carpeting, tuck pointing, etc. If we do need more courtrooms, he would suggest the Kimme addition. A sprinkler system will have to be added to the building if more than 50% of the space is remodeled. Presently 45% has been remodeled. An energy creation and distribution program should be considered. The mechanical infrastructure consists of a re-piping water distribution system for heating. We could replace pipes as they fail but if we're going to be here long term, the pipes should be replaced before they fail. A new roof would also be needed if we plan to stay for 50 more years. Several projects would be extremely disruptive to business. A possible solution for completing major and disruptive projects would be to build the new HHS building, move all Courthouse staff to the new HHS building, complete the Courthouse projects, move Courthouse staff back to the Courthouse, then move HHS staff into the new HHS building.

Bolte said the challenge is how to capture an innate capital project this large. Most projects cover a single activity. How do you put together a plan for the next seven, ten or 15 years, keeping in mind the need to do discreet projects along the way? We need to set money aside regularly for maintenance and improvements. He'll leave it up to DOA to figure out the financial end of the problem. The building is functioning adequately so it makes sense to continue investing in the building. What other options are there? It would cost approximately \$40 to \$60 million to replicate the building depending on details.

Dwyer said we'll continue to use the Courthouse. Moving staff into a new HHS building while the Courthouse is being updated will cost twice as much as just building it for our needs. If we randomly complete projects without a plan, they will be redone later. We are locked into leaving the courts here and learning to function within the parameters. What can we do to make the building more functional? Bolte's staff could put together a plan for the next 20 to 30 years including options, costs, savings, extra expenses, etc. if they had the time and vision. Even if major work is done during off-business hours, there's still a lot to work around but the work has to be done. There needs to be a long-term plan that makes sense. With a 2% cap in the levy, other projects need to be moved around. Bolte said he agrees. We make a lot of plans and then build only a portion of them. Secured courts were part of the jail expansion but we backed down when confronted with the total costs. The board did speak that this would be the Criminal Justice Center.

Dwyer said we didn't build the Administration Building to last 100 years. Tying administration to the courts is limiting the possibilities. We have to look at spatial needs in the future. The county has a countywide land use plan. What is the vision of the board? Are we in concurrence with the past board(s)? What are the steps and what order do we do them?

Haukohl asked why wouldn't we move HHS staff to the their new building and put administration and courts staff in the old HHS building? Why don't we build a new administration building at another

location? This is good courthouse. The judges like it here. Bolte said another issue that needs to be addressed is, is there going to be a huber jail and where would it be? There are so many things to talk about.

Dwyer said as a leader Bolte should start up the ship up and tell us how we're going to get there and what to do first. All of our questions may not even be issues in a few years. Bolte said the first test is whether the new HHS building will remain in the plan.

Ruf asked how much space does the county board use in the Courthouse? Bolte said very little. His long-term plan would include moving IT and the county board to the Administration Building. Ruf asked can administration be removed from the Courthouse without causing any difficulties? Bolte said Corporation Counsel would want to be near the courts since they're so connected. He sees the county board as separate and distinct from the courts but that view isn't shared by everyone.

Morris said the Sheriff's is not excited about moving prisoners through the hallways. Bolte said he doesn't think secure connectors will go away. His job is to propose jobs that make sense to the county. It is the county board's job to approve the jobs that make the most sense. He's not saying the secure connector won't be in the plan. If the board wants it there, it will be there. He's only an advisor.

Dwyer said we won't add secure courts if we agree with the secure connector. Bolte said we may feel the secure connector is important today but in the future we may need secure courts and abandon the connector. Dwyer asked would it be better to spend the "secure connector" money on the courts expansion? What makes the most sense? We can make plans but the legislature could change laws and inevitably our direction. There's no real vision. From a mechanical standpoint, there may be steps you have to take in order to achieve the next step.

Swan said in the future everything should lead to our vision. Will everyone agree we need security? Bolte said yes. Swan said if that's true then the county board needs to agree with it. What if we switch the public and private entrances with Administration Center and the Courthouse. People want to be dropped off at flat entrances. Why are the majority of people visiting the Courthouse? Bolte said for court related functions. We looked at switching entrances but it doesn't make sense. The Administration Center entrance is buried at the side of the building and there's less close parking. No one is saying to build a new lobby. The board asked us to go forward with a budget and concept. We are no where near making any decisions on the lobby. There are some options that will present a very visible entrance to the building.

Haukohl said she would like to see a composed and orderly plan so everyone is on the same page. Bolte said the Courthouse is not getting any bigger and we're not adding any more courtrooms unless the state adds additional circuit court judges. The sheriff doesn't find it acceptable to move prisoners through the halls. What do we do? Build a connector? Everyone views this problem with a different agenda.

Mader said since we have a tax freeze, we shouldn't do anything beyond reasonable functional and security needs unless there is a positive cost benefit. If it doesn't result in cost savings, we should only do the minimum. Thankfully we're in good shape and with basic functional and security enhancements we'll be ok.

Esler said the past is the prolog to the future. In the past the board made decisions to stay in the Courthouse regardless of function, reasons, vision, etc. We will be in the Courthouse. Bolte said the board decided to vacate the HHS building based on the cost benefit of retrofitting the building for 30 years. The consensus says security is needed at the front door so therefore something needs to be done

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with the front entrance. You need vision to have a 30-year commitment. This county has not failed to plan. There have been a half dozen plans which have been ignored. Esler said a committee formed 20 years ago by a resolution decided to vacate all staff but justice from the Courthouse. That decision was abandoned when it was decided the Administration Center was to be built. Esler agrees with Bolte. The board made a policy decision to vacate the HHS building. What do you have to do to make it work? If you have a 30-year plan, what happens in the 31st year?

Bolte said not every decision the board makes will have a cost benefit. Sometimes a project is the right thing to do now. Other times the projects are abandoned.

Krahn suggested a 30-year study commission with representatives from all the parties coming up with a plan and then presenting it to the county board and executive.

Haukohl said Finance Committee members have blanket approval to attend all other committee meetings. It is important for all supervisors to hear the discussions. Why don't we have a discussion with the entire county board on capital projects? The results of any study commission need to be well-communicated to the whole board or people feel left out. She doesn't want anyone to feel left out.

Esler said the board can legislate changes if they want them. It should be done.

Committee Reports by Committee Chairs for the Following Meetings:

May 15, 2008 – Health and Human Services – Esler said the committee worked with the board to prioritize 2009 HHS needs. They authorized member attendance at a lunch on Thursday, May 22 with the county executive and the HHS board to discuss needs for the 2009 budget. The committee also approved a few ordinances, toured the HHS facilities and heard a report by Esler on the recent WCHSA conference in Wausau.

MOTION: Haukohl moved, Morris second, to adjourn the meeting at 11:57 a.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary