

Minutes of the Executive Committee

March 29, 2010

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

Executive Committee Members Present:

Jim Dwyer
Fritz Ruf
Bonnie Morris

Dave Swan
Tom Schellinger
Duane Paulson

Absent:

Pat Haukohl

Also Present:

Treasurer Pam Reeves
Legislative Policy Advisor Sarah Spaeth
Internal Audit Manager Lori Schubert
Collections & Business Services Manager Sean Sander
Land Information Systems Manager Don Dittmar
Information Technology Manager Mike Biagioli

Chief of Staff Mark Mader
Solutions Administrator Dave Kragenbrink
Business Services Administrator Donn Hoffmann
Programs and Policy Advisor Windy Jicha
Infrastructure Administrator Al Mundt
Principal Business Analyst Toni Limoni
Emergency Preparedness Director Richard Tuma

Correspondence

A list of correspondence was distributed to committee members. The following was reviewed but not included in the list distributed to committee members: Public meeting notice for March 29, 2010, Village of Big Bend, regarding project ID 1090-23-71, Rock Freeway, WIS 164 interchange, I-43 in Waukesha County.

Approve Minutes of March 15, 2010

MOTION: Paulson moved, Ruf second, to approve the minutes of March 15, 2010. Motion carried 6-0.

Legislative Update

Spaeth distributed a list of state legislation and reviewed the following bills: AB 159 (signed into law), AB 230 (signed into law), AB 633 (Waukesha County supports this bill), AB 661 (strongly favored by Waukesha County), AB 781 (hearing scheduled), AB 824 (opposed because it is an unfunded mandate), AB 823 (opposed because it is an unfunded mandate), AB 843 (opposed by Waukesha County), SB 263 (signed into law March 15, 2010 and effective 2012), SB 569, SB 570 and SB 620.

Update on the Following Information Technology Projects:

CAD Geo-Based System Selection- Tuma said financials are being reviewed on the chosen vendor, Intergraph. A site visit to Montgomery, PA will be conducted in a couple of weeks. The county will send out questionnaires to agencies using Intergraph's system who are similar to Waukesha County in order to provide an indication of the system's capacity. Contract negotiations will begin once these steps are completed.

Dwyer said at the last Executive Committee meeting, staff expressed they were not pleased with any of the vendors. Tuma said the county has since received more information on what Intergraph can do. The questionnaire answers and site visit will help determine if the company is appropriate. Dwyer asked if there are other places that use the grid address system. Tuma said there are three single municipalities in Wisconsin that use a grid address system. Searches have not revealed any communities using grid addressing with multiple jurisdictions.

Sander said the county is going to require proof of concept and there will be no financial commitment from the county. The vendor's solution will have to comply with the county's needs or the county can walk away from the product. Performance will be tied to a \$2.5 million bond and specific requirements. Intergraph believes they can produce a system that will handle the grid addressing system in Waukesha County. The vendor will integrate the specifically built Waukesha County system into the total system.

Paulson asked should Waukesha County change its addressing system? Tuma said it is an option but Intergraph believes it can build a system that works. Grid addressing is just one of the issues that need to be tackled. The

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company will also deal with jurisdiction on over/underpasses, identification of roads and railroads, lake addresses, etc. Paulson said issues with under/overpasses have been going on a long time. It is an issue of turf protection rather than dispatcher frustration. Sander said under/over pass issues are not unique to Waukesha County but grid addressing is. Intergraph will be asked if the system built for Waukesha County could be used if grid addressing changes.

Dwyer said he could not imagine a company putting up a \$2.5 million bond on their performance. Is the bond a deal breaker? Sander replied it is a deal breaker that would cause the county to review Spillman again.

Paulson asked how often are there problems with addresses? Tuma said it is not just addressing that provides problems since only 41% of Waukesha County addresses are grid. There are problems with the entire geo based module. Biagioli said dispatchers are entrusted to figure which addresses are correct. There has to be a better system out there.

Countywide Cashiering and Tax System- Sander said no departments have been added to the countywide cashiering system since the last Executive Committee meeting update (January 25, 2010). Staff is working with existing departments for countywide cashiering integration with the register of deeds and the treasurer's systems. He, IT staff and Lori Schubert are working with the vendor on a temporary workaround for the treasurer. To date the treasurer has not been consulted on the workaround but will be presented with a solution once it is found. The vendor will provide an update during the third quarter of 2010. We want to go live with the system this year and get off the P390.

Swan asked is there any connection between the cashiering and tax collection systems? Sander said that piece of code is newly released. There could be a temporary workaround for the process and testing is needed. Dwyer asked if finishing by the treasurer's next tax collection is realistic. Hoffmann said it is doable if staff continues to work with the vendor. Dwyer said there are a lot of systems and issues associated with countywide cashiering. Are there enough people to juggle all of the priorities? Are the goals realistic? Biagioli said the strategy is to pick critical items, get them done, put things aside when necessary, close projects and move onto the next project. Basically, it is testing, signing off, testing, close items and the move on. No additional resources will be added and no projects will be ignored. Staff will focus on critical items. Distractions are reviewed and decisions are made regarding whether issues can be put off until a future date. This strategy was successfully followed with Health and Human Services computer systems.

Reeves said this is the first time she has heard of the workaround Sander, IT and Schubert are working on. She should have been asked for input before development started. Sander said Active is not developing the workaround but telling the county how to assemble it. He is working with internal audit to make sure the solution is agreeable before it is presented to Reeves because she is busy.

Dwyer asked Biagioli to give Jicha a list of primary and secondary issues for the minutes. The next Executive Committee will review the list and hear updates. Biagioli agreed.

Morris asked Sander when he would ask the treasurer for her input in the workaround. Sander said the plan would be presented to her when it is done. He thinks she will like the solution. Morris asked why not include Reeves in the planning now? Sander said Reeves is busy and we do not want to bother her. The people working on it have time to take care of it. Morris said it seems everyone should be involved in the planning from the beginning. Hoffmann said IT usually works out the bugs first. IT staff will review the construction plans so Reeves is not burdened with a plan that might not work. Once the plan is developed, it will be presented to her for feedback. If Reeves says the plan will not work, IT staff will begin the process all over again. Sander said the idea is not to burden the treasurer until there is a problem free end. Reeves said this is not consistent with past practices. In the past, she drew the blueprints, the vendor provides a solution, Treasurer's Office staff tests the solution and reports what is wrong for the vendor. No one does quality control before it is given to her and her staff. Hoffmann said all work from the vendor is applied to the test environment. Sander said the vendor does testing too.

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Tract Index System- Sander said there are problems with the general ledger relative to conversion, integration of systems and escrow. The Register of Deeds Office staff has done testing on recording imaging done outside of the county. Biagioli said the tract index system has been in production since November 2009. Waukesha County staff continues to work with Manatron on ongoing issues.

Hoffmann distributed a complete list of IT projects. Biagioli said capital projects and related materials are on the county's intranet so staff can access reports about the active projects. Dwyer asked how are projects prioritized? Biagioli said projects are reviewed and prioritized by the technology advisory committee, a group of 34 staff.

Swan asked if staff thought a countywide cashiering system could work? Sander said he thinks it will.

Future Agenda Items

- IT update – May 2009

Discuss and Consider the 2010-2012 Audit Plan

Schubert gave the committee an update on the current Internal Audit projects and reviewed the 2010-2012 Audit Work Plan. Schubert is working with departments on issues related to the new cashiering system and then she works with IT staff to resolve the issues. The cashiering project is a long-term project that will be ongoing until 2011 or until the last department is added to the system. The amount of time spent on this project varies according to Schubert's workload.

Swan asked will this project work? Schubert said she and Sander are not completely on the same page about the system. Issues that are being addressed with the vendor that must be resolved to complete the project. There are connection issues with the remotely located ice arenas and possibly golf courses. (Parks administration is using the cashiering system.) A connection to the courts will depend on whether the state allocates time to build an interface between CCAP and the cashiering system.

Schubert said preliminary work is done on the Community Development Block Grant (CDBG) Audit. The project remains on hold until other audit priorities including development of RFPs are completed which should be in June 2010. Fieldwork is complete on the HHS Accounts Receivable/Billing System Audit. The report will be done next month and presented to the Executive Committee in June 2010. Schubert is acting in a limited advisory role on the tax listing project by verifying the reconciliation between the old and new systems to make sure all data is secure.

Dwyer said Wipfli, the vendor for the HHS Audit, is contracted to make one presentation so a joint meeting of the Executive, Finance and HHS Committees will be held to hear the report.

Schubert said the proposed 2010-2012 Audit Work Plan includes a mixture of internal and outside contracted projects. Schubert contracts audits that are easier to scope and put into contract form. She completes the preliminary work, analysis and scope for all contracted audits. Paulson asked why is the county contracting audits? Schubert said it is a combination of not having specific expertise in areas such as dispatch and limited staffing. She cannot do it all by herself.

Paulson asked what will be reviewed in the Employee Flexible Spending Account Audit? Schubert said it will be an internal, financial controls audit focusing on how the county administers the fund.

Schubert asked committee members to send her questions, ideas or suggestions relating to the Audit Work Plan.

MOTION: Paulson moved, Ruf second, to approve the 2010-2012 Audit Plan. Motion carried 6-0.

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Discuss and Consider the 2009 Cash Count Report

Schubert said she does cash counts sporadically throughout the year. The 2009 report is smaller than past years because her focus has switched to working with departments on countywide cashiering. She found no variances in the 29 cash counts totaling \$625,336.68 she completed.

Reeves asked why were the cash counts only done on constitutional officers' areas? Schubert said it was purely coincidental. The bulk of the money collected in the county is in these departments. Reeves said she thinks the time of day the cash counts are completed should be included in the report. Cash counts done early in the day with fewer transactions may not catch as many variances as those done later. Schubert said her counts are done at the end of the day except for the Sheriff's Department registers, which close in the morning. Reeves said she welcomes cash counts. Schubert said she usually tries to do two cash counts per year. This year she was unable to complete the usual amount because of the additional time she spent on other projects such as countywide cashiering. She is effective in her task because she gets into the departments, sees the process, lets staff members know she exists and checks on department cash counts, and talks to staff. Overages and shortages in the major county operations are rare.

MOTION: Morris moved, Swan second, to approve the 2009 Cash Count Report. Motion carried 6-0.

Discuss and Consider the Appointment of Kathleen Cummings to the Waukesha Housing Authority

MOTION: Swan moved, Ruf second, to approve the appointment of Kathleen Cummings to the Waukesha Housing Authority. Motion carried 6-0.

Discuss and Consider the Appointment of Jayne Thoma to the Ethics Board

MOTION: Paulson moved, Ruf second, to approve the appointment of Jayne Thoma to the Ethics Board. Motion carried 6-0.

Committee Reports by Committee Chairs for the Following Meetings:

Land Use – March 16, 2010- Ruf said all items reviewed by the committee were approved by the county board.

Personnel – March 16, 2010- Schellinger said the committee heard reports on employee retirement sick leave payouts, employee performance evaluations and awards, and workers compensation claims.

Health and Human Services – March 25, 2010- Paulson said all items reviewed by the committee were taken care of on the board floor. Ordinance 164-O-112, included in the current cycle, deals with the purchase of an air conditioner for La Casa for one of the congregated meal sites. La Casa provides space for the meal program free of charge, no charges for cleaning and the use of a telephone.

MOTION: Morris moved, Paulson second, to adjourn the meeting at 10:14 a.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary