

## **Minutes of the Finance Committee**

**Wednesday, November 19, 2008**

Chair Haukohl called the meeting to order at 8:30 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bill Zaborowski, Steve Wimmer, Pamela Meyer, and Jean Tortomasi. **Absent:** Rob Hutton and Jim Heinrich.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Ann Olson, Principal Financial Projects Analyst Bob Ries, Budget Manager Keith Swartz, Senior Financial Analyst Lyndsay Johnson, Senior Financial Analyst Bill Duckwitz, Emergency Management Coordinator Bill Stolte, Emergency Management Programs Assistant Kathy Schwei, Business Manager Bob Snow, Administration Director Norm Cummings, Aging & Disability Resource Center Director Cathy Bellovary, Nutrition Services Supervisor Mary Smith, Senior Buyer Karen Bollinger, Business Manager Tom Koth, Sheriff Dan Trawicki, Inspector Steve Marks, Corporation Counsel Tom Farley, and Risk/Purchasing Manager Laura Stauffer. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of Previous Meeting(s)**

MOTION: Wimmer moved, second by Tortomasi to approve the minutes of October 22 (public hearing). Motion carried 5-0.

MOTION: Tortomasi moved, second by Wimmer to approve the minutes of October 22. Motion carried 5-0.

MOTION: Meyer moved, second by Wimmer to approve the minutes of October 23. Motion carried 5-0.

MOTION: Zaborowski moved, second by Tortomasi to approve the minutes of October 27. Motion carried 5-0.

MOTION: Wimmer moved, second by Zaborowski to approve the minutes of November 5. Motion carried 5-0.

### **Schedule Next Meeting Dates**

December 10<sup>th</sup>

### **3<sup>rd</sup> Quarter Status Report on Investments**

Ries reviewed his reports as outlined including the highlights, valuation at cost, valuation at market, average daily balance, the County's investment portfolio, etc. The return for the 3<sup>rd</sup> quarter was down six basis points from the last quarter, to 0.88%. Ries noted that with the ongoing credit crisis, he expects returns to drop even further going into the 4<sup>th</sup> quarter. The overall return on investments for the County for the last four quarters was 4.03%, down 35 basis points from the 2<sup>nd</sup> quarter, and down from 4.56% in the 3<sup>rd</sup> quarter of 2007. Total interest earnings for the quarter were \$1,817,332, up \$99,351 from the 2<sup>nd</sup> quarter, and down \$466,467 from the 3<sup>rd</sup> quarter of 2007. The average invested balance increased by approximately \$23 million in the 3<sup>rd</sup> quarter from the previous quarter, and was approximately \$13.9 million higher than the 3<sup>rd</sup> quarter of 2007.

### **3<sup>rd</sup> Quarter Status Report on General Funds**

Swartz and Johnson reviewed their report entitled “9 Months – 2008 Budget Monitoring Summary Report – General Fund Operations.” Expenditures at the end of the 3<sup>rd</sup> quarter were \$68.3 million compared to \$65.0 million for the same period in 2007. Expenditures were 70.5% of the 2008 modified budget versus 73.5% for the same time period in 2007, as percentage of total 2007 actuals, based on a higher 2008 modified expenditure budget base. Total year 2008 expenditures are estimated at \$94.1 million versus \$96.9 million estimated for the 2008 modified budget. Revenues at the end of the 3<sup>rd</sup> quarter were \$68.3 million compared to \$65.0 million for the same period in 2007. Revenues were 64.9% of the 2008 modified budget compared to 66.4% of total 2007 actual revenues. Total year 2008 revenues (excluding tax levy and fund balance) are estimated at \$38.3 million versus \$40.2 million estimated for the 2008 modified budget.

Overall, year-end projections indicate a favorable general fund result estimated at \$840,000. However, \$435,000 is from E-911 grant funds exceeding the budget and are planned to be reserved for future Communication Center equipment replacements. Swartz went on to advise of requested fund transfers, most of which are on today’s agenda.

#### **Fund Transfer 08-241200-01: Emergency Preparedness – Transfer Funds from Operating Expenses to Personnel Costs**

Stolte, Schwei, and Johnson were present to discuss this fund transfer which involves transferring \$25,759 of budgeted operating expense dollars to the personnel cost appropriation to cover temporary extra help costs.

MOTION: Wimmer moved, second by Zaborowski to approve fund transfer 08-2412000-01, Emergency Preparedness. Motion carried 5-0.

#### **Fund Transfer 08-241200-02: Emergency Preparedness – Transfer Funds from Operating Expenses to Personnel Costs and Interdepartmental Charges**

Johnson discussed this fund transfer involves transferring a total of \$15,770; \$10,000 to cover increased health insurance costs, and \$5,770 to cover overtime expenses not covered by FEMA.

MOTION: Tortomasi moved, second by Wimmer to approve fund transfer 08-2412000-02, Emergency Preparedness. Motion carried 5-0.

#### **Fund Transfer 08-223000-01: Medical Examiner – Transfer Funds from Personnel Costs to Operating Expenses and Interdepartmental Charges**

Johnson reviewed this fund transfer which involves transferring \$27,500 to pay for contract coverage needs while the medical examiner is on vacation or unavailable due to the vacancy of a forensic pathologist position. Of that amount, \$3,500 will be used to address higher than budgeted vehicle fuel expenditures.

MOTION: Wimmer moved, second by Zaborowski to approve fund transfer 08-223000-01, Medical Examiner. Motion carried 5-0.

**Fund Transfer 08-212120-01: Clerk of Courts – Transfer Funds from Interdepartmental Charges and Personnel Costs to Operating Expenses**

Snow discussed this fund transfer in detail which involves transferring \$129,000. Of that total, \$89,000 will be used for court appointed counsel which is County paid due to court order and artificially low state indigency thresholds. The remaining \$40,000 is for costs related to psychological and psychiatric examination services performed in criminal court cases and in involuntary commitment cases. The majority of the money (\$105,000) is available due to vacant positions they have held open. Snow said they will work to resolve these issues on their own in the future, however, he anticipates coming back in January with another fund transfer request.

MOTION: Zaborowski moved, second by Tortomasi to approve fund transfer 08-212120-01, Clerk of Courts. Motion carried 5-0.

**Fund Transfer 08-202480-03: Sheriff's Department – Transfer Funds from Operating Expenses and Fixed Assets to Personnel Costs**

Trawicki, Marks, and Koth were present to discuss this fund transfer as outlined which involves transferring \$81,000 for overtime related to coverage needs and projected comp time payouts. Funds are available due to reductions in per meal costs from the food service contract, lower than anticipated vehicle-related expenses, and savings in the small equipment area. Trawicki said they may be back at year-end with another fund transfer.

MOTION: Tortomasi moved, second by Meyer to approve fund transfer 08-202480-03, Sheriff's Department. Motion carried 5-0.

**Fund Transfer 08-120000-01: UW-Extension – Transfer Funds from Personnel Costs to Operating Expenses**

Duckwitz explained this fund transfer which involves transferring \$1,682 to help cover contracted educator costs of the Community Resource Development Educator. Funds are available due to unspent temporary extra help funds.

MOTION: Meyer moved, second by Wimmer to approve fund transfer 08-120000-01, UW-Extension. Motion carried 5-0.

**Contract Procurement Process for Senior Dining Catering Services**

Bellovary and Smith were present to discuss this issue. Revised post composite scoring sheets were distributed. The contract was awarded to Taher, Inc., the highest rated proposer, for a total contract cost of \$2,070,316.04 for three years. The first year budgeted amount was \$663,944 and the first year cost is \$656,721.98. Four vendors attended the pre-conference but only Taher submitted a proposal for consideration. Basically the other vendors' kitchens were too small to accommodate the contract.

MOTION: Meyer moved, second by Tortomasi to approve the contract procurement process for Senior Dining Catering Services. Motion carried 5-0.

**Fund Transfer 08-015000-01: Department of Administration – Transfer Funds from Operating Expenses and Interdepartmental Charges to Personnel Costs**

Cummings explained this fund transfer in detail which involves transferring \$99,000 to cover estimated costs exceeding budget for salaries by \$60,000 and health insurance by \$39,000. This is due to lower than anticipated employee vacancy and turnover, and due to additional health insurances costs related to employee plan selections. Funds are available due to lower than budgeted spending for contracted services and postage and telephone costs.

MOTION: Meyer moved, second by Wimmer to approve fund transfer 08-015000-01, Department of Administration. Motion carried 5-0.

**Closed Session**

MOTION: Meyer moved, second by Wimmer to go into closed session at 10:37 a.m. pursuant to State Statute 19.85 (1)(g) regarding strategy with respect to litigation the County is involved in: John Kelley vs. Waukesha County and Michael Kubiak vs. Waukesha County; and to approve the closed session minutes of September 17, 2008. Motion carried 5-0.

The committee returned to open session 11:10 a.m.

**Future Agenda Items**

Review Policies Which Determine County Investments (Haukohl)

MOTION: Wimmer moved, second by Tortomasi to adjourn at 11:11 a.m. Motion carried 5-0.

Respectfully submitted,

Approved on: \_\_\_\_\_

Pamela Meyer  
Secretary