

## **Minutes of the Finance Committee**

**Wednesday, March 18, 2009**

Chair Haukohl called the meeting to order at 8:31 a.m.

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

**Also Present:** Chief of Staff Mark Mader, Emergency Preparedness Director Rich Tuma, Emergency Management Coordinator Bill Stolte, Senior Financial Analyst Lyndsay Johnson, Business Manager Betsy Crosswaite, Waukesha Metro Transit Director Bob Johnson, Waukesha Metro Transit Deputy Director Andrew Johnson, Wisconsin Coach Lines Vice President Tom Dieckelman, Community Resource Development Educator Jerry Braatz, Office Services Coordinator Karen Cooper, Administration Director Norm Cummings, Principal Financial Projects Analyst Bob Ries, Community Development Block Grant Coordinator Glen Lewinski, Senior Financial Analyst Clara Daniels, Business Manager Tom Koth, Deputy Inspector Eric Severson, and ADRC Director Cathy Bellovary. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 3-4-09**

MOTION: Wimmer moved, second by Zaborowski to approve the minutes of March 4. Motion carried 5-0.

### **Schedule Next Meeting Dates**

- March 24
- April 1 (rescheduled from April 8)

### **Chair's Executive Committee Report of 3-16-09**

Haukohl advised of the following issues discussed at the last Executive Committee meeting

- Approved the ordinances, resolutions, and an appointment that were included in the last yellow packet, some of which are on today's agenda.
- Heard a report by County Board members on the National Association of Counties Conference recently held in Washington, D.C.

### **Review Correspondence**

- March 24 Finance Committee agenda (copies distributed).
- Revised fiscal note and additional information for Resolution 163-R-009 (copies distributed).
- Email from Karen Cooper of UW-Extension on 2009 budget appropriations relating to Ordinance 163-O-103.

### **Announcements**

Haukohl advised of a public hearing on the State budget on March 25 at State Fair Park, however, she was unsure of the meeting format. Mader thought Dave Krahn might have additional information.

**Ordinance 163-O-104: Homeland Security-Urban Area Security Initiative FY2007 Program Funding Award And Modify The Emergency Preparedness 2009 Budget To Appropriate Grant Revenues And Expenditures For Radio Reprogramming**

Tuma and Stolte discussed this issue which involves accepting a \$29,680 federal Homeland Security grant to pay Waukesha County Radio Services to reprogram 410 radios with mutual aid radio frequencies so they are compliant with the newly developed Common Communications Plan for Waukesha County. This plan requires additional talk groups on the countywide 800 MHz trunked radio system to ensure interoperability within the system. The reprogramming process will also include interoperability channels and frequencies such as hailing frequencies, tactical communications frequencies, and the mutual aid box alarm system.

The fiscal notes states the grant will be used to reprogram 410 radios at an average cost of approximately \$72 per radio. Tuma explained that Radio Services will cut their costs in half and use the funds to offset what Radio Services would lose. Normally they would charge \$72 per radio program and instead they will charge \$34.50. This way everybody benefits and they don't have to pick and choose which radios to reprogram.

MOTION: Zaborowski moved, second by Wimmer to approve Ordinance 163-O-104. Motion carried 5-0.

**Ordinance 163-O-102: Eliminate Transit Transfer Fee And Zone Fare Charges On Mass Transit System**

Crosswaite, B. Johnson, and A. Johnson discussed this ordinance which involves eliminating the transfer fee and zone fare charged on Transit Routes 1 (Waukesha Metro to Brookfield Square), 10 (Brookfield Square extension into Milwaukee), and 218 (New Berlin Industrial Park Shuttle). The elimination of the transfer fees are projected to result in about a 5% to 7% increase in ridership and be revenue neutral due to the ridership increases. They project that the elimination of the zone fares will result in an immediate gain in ridership of 10% to 20% but a 5% to 7% decline in revenue. However, ridership will continue to build over time and will most likely mirror 2005-2007 growth resulting in a revenue neutral situation or even a small revenue increase within 12 months, assuming there are no other changes to service or fares.

Haukohl asked staff how confident they were that ridership would increase. Crosswaite and B. Johnson said very confident. Crosswaite said we saw this happen with Route 10. Years ago they eliminated zone fares from the budget and reintroduced them in the 2008 budget at which point, ridership decreased. The intent of this ordinance is to increase ridership whereby B. Johnson said if ridership does not increase, revenues will continue to decline. A. Johnson advised when zone fares were reintroduced, ridership declined 6.3% or about 1,000 riders per month. Staff advised that we would lose about \$3,000 per year by eliminating the transfer fee. To answer Wimmer's question, staff said a bus fare is \$2. Wimmer said considering we lost about 12,000 riders per year, we need to gain about 1,500 of those back to break even. He suspects we will make up at least that number. Some committee members felt it would have been helpful had this information been included in the fiscal note.

MOTION: Heinrich moved, second by Wimmer to approve Ordinance 163-O-102. Motion carried 5-0.

**Ordinance 163-O-103: Authorize The Waukesha County University Of Wisconsin Extension Office To Enter Into A Contract From The City Of Waukesha For Comprehensive Planning Facilitator Services**

Braatz and Cooper said this ordinance authorizes UW-Extension to enter into a contract with the City of Waukesha to facilitate the update of the City's Comprehensive Plan for \$30,225. UW-Extension's 2009 adopted budget already includes revenues and expenditure authority to cover Community Resource Development Educator Braatz's and administrative support staffing costs for this project, estimated at \$26,248. However, the 2009 budget did not anticipate or include spending authority to cover various other costs associated with this project, including office supplies, copies, planning books, mileage reimbursement, etc. estimated to total \$3,977. As a result, this ordinance only appropriates \$3,977 of spending authority not already included in the department's 2009 adopted budget.

Haukohl said she inquired at Executive Committee and received an email from Karen Cooper who explained where these revenues were accounted for in the 2009 budget as Other Revenue. The revenues were budgeted in other state aid and expensed in contracted services for Braatz's time.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 163-O-103. Motion carried 5-0.

**Resolution 163-R-010: Designate Working Bank For The Period Of August 1, 2008 Through July 31, 2013**

Cummings discussed this resolution as outlined. In accordance with the Waukesha County Code of Ordinances, proposals for providing banking services in conjunction with the County's Financial Management Program were received through the contract procurement process from six eligible banks. An analysis of the proposals indicated that the proposal by JP Morgan Chase Bank is most advantageous to the County and will be designated as the working bank for Waukesha County. Cummings said this should have come forward earlier for approval by the County Board and this was an oversight. Ries advised that six banks submitted proposals for consideration.

MOTION: Heinrich moved, second by Meyer to approve Resolution 163-R-010. Motion carried 5-0.

**Resolution 163-R-009: Authorize Submission Of Application From State Of Wisconsin – Department Of Commerce, CDBG – Emergency Assistance Program**

Lewinski distributed accompanying information and discussed this resolution as outlined which authorizes the County Executive to execute documents related to the HUD Emergency Assistance Program (EAP) application with the State Department of Commerce. Federal funding of \$49 million has been distributed to the State to be distributed to 31 counties for past flood issues. The total amount applied for throughout Waukesha County is \$22,861,653.

Lewinski said this resolution authorizes the submission of the application and was a requirement of the State. He noted sometimes this is a requirement and sometimes it is not. A future ordinance to appropriate grant funding will be presented to the County Board for approval if the Emergency Assistance Grant is awarded. Lewinski advised CDBG submitted one application on behalf of the residents of Waukesha County for housing rehabilitation that was not reimbursed by FEMA. Lewinski referred to the list of applications from various communities. The State requires that all of

these go through Waukesha County. The resolution's original fiscal note was only for the housing portion. The revised fiscal note includes the entire list of applications totaling \$22,861,653 and this is what was submitted to the State. The State has not yet determined how they will allocate the funds and Lewinski thought this could take 30 to 90 days.

MOTION: Heinrich moved, second by Wimmer to approve Resolution 163-R-009. Motion carried 5-0.

**Ordinance 163-O-106: Accept 2009 Wisconsin Office Of Justice Assistance Custodial Interrogations Grant Award And Modify Waukesha County Sheriff Department's 2009 Budget To Authorize Grant Expenditures**

Koth and Severson were present to discuss this ordinance which authorizes the Sheriff's Department to accept an Office of Justice Assistance Custodial Interrogations grant award in an amount up to a maximum of \$9,150. The funds will be used to purchase recording substation equipment in interview rooms at the Sheriff's Department and the Sussex Substation. These upgrades will make Waukesha County compliant with state law which mandates that law enforcement agencies electronically record juvenile interrogations and adult interrogations on felony cases, and encourages the recording of all adult interviews. Ongoing operational costs are expected to be nominal and will be absorbed in their base budget.

MOTION: Wimmer moved, second by Zaborowski to approve Ordinance 163-O-106. Motion carried 5-0.

**Ordinance 163-O-105: Accept 2009 Joint Federal Justice Assistance Grant And Modify Waukesha County Sheriff Department's 2009 Budget To Authorize Grant Expenditures**

Severson explained this ordinance which involves accepting \$9,515 of federal Edward Byrne Justice Assistance Grant (JAG) funds. In order for the City of Waukesha to receive JAG funds, they had to partner with Waukesha County which entitled the County to 50% of the grant award.

They are requesting to purchase two computers to complete interrogation recording upgrades at the Sheriff's Department and Sussex Substation, and a five-year maintenance contract for CelleBrite equipment which they are applying for through an Innocent Justice Foundation Grant. This will allow the Computer Forensics Unit the ability to extract data from cellular phones, purchase 50 additional rechargeable batteries for hand-held radios, a replacement fax machine (upgrade), and computer software. This will allow Sheriff's Administration, Process, Warrants, and Records to increase efficiencies by issuing checks using a computer instead of a manual process. The estimated additional ongoing impact for these purchases is \$500 per year.

Staff will submit a revised fiscal note as it currently indicates the radio batteries are replacements.

MOTION: Meyer moved, second by Zaborowski to approve Ordinance 163-O-105. Motion carried 5-0.

**Tour the Aging & Disability Resource Center (ADRC) and Update on ADRC Activities and Structure**

Bellovary led the committee on a tour of the lobby, access rooms, caregiver library, Information & Assistance area, general offices, and the Brookfield Room. Bellovary indicated that a new benefits

specialist will start in April. She asked committee members to keep in mind, for their constituents, that there is a drop-off box for retired flags at the east parking lot. Accessibility for wheelchair bound individuals has improved greatly since the move and the bus stop is just outside the ADRC doors, making it convenient for those clients as well. Bellovary noted they work quite often with Veterans' Services so it's great having them right down the hall, same with the Alzheimer's Association and the Economic Support staff. She advised the ADRC has 1,800 volunteers – 1,200 of whom are involved with the nutrition program.

The ADRC opened April 1<sup>st</sup> and Family Care started on July 1<sup>st</sup>. Also involved are Community Care and Care Wisconsin – the managed care organizations. These are the individuals who decide what one's care plan should be. Bellovary said they are pleasant to work with. There have been some billing and work schedule issues although things are improving. The Long Term Care Manager position will not be filled at this time and those duties have been absorbed by other staff. Bellovary indicated almost every new client that has come in also has a mental health or substance abuse issue, in addition to their disability or being elderly. This is a concern, financially, and they do work closely with Mike DeMares' unit. Bellovary said the ADRC is a great resource and the kudos they are receiving from the community and across the state have been wonderful. Regarding the governor's budget for ADRC's around the state, they should be okay this next year but the new ones will struggle. They would like to see more money for elderly and disability benefits specialists but things should work out.

Bellovary said when the ADRC started May 1, 2008, there were 850 on the wait list and 1,400 people were transitioned over from CIP/COP to Family Care. That went very smoothly – July through December. They started working on the wait list in July as well. 1/24<sup>th</sup> of the wait list was transitioned over each month to Family Care with an equal distribution of target groups, elderly, developmentally and physically disabled. That has been going very smoothly as well. This was a huge endeavor for the ADRC staff as well as the Managed Care Organizations. They are finishing the initial wait list, now 138, and beginning to transition clients from the transitional wait list to Family Care. There are 149 elderly, 49 physically disabled, and 100 developmentally disabled on this list. The State has made a change in their new budget proposal and starting May 1<sup>st</sup>, 1/36<sup>th</sup> of the wait list will be transitioned each month to Family Care instead of 1/24<sup>th</sup>. This is unfortunate but the state wants to slow down the process. Entitlement is proposed for July, 2011 instead of 2010 as well. This will pose problems for those who run out of assets by the 2010 date that had been initially announced. The ADRC will let individuals and families know of these changes.

### **Future Agenda Items**

- Update on Alcohol Treatment Fees after Implementation (Zaborowski)

MOTION: Wimmer moved, second by Heinrich to adjourn at 11:45 a.m. Motion carried 5-0.

Respectfully submitted,

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

Pamela Meyer  
Secretary