

Minutes of the Finance Committee

Friday, October 20, 2017

Vice Chair Paulson called the meeting to order at 9:30 a.m.

Present: Supervisors Duane Paulson, Tom Michalski, Tim Dondlinger, and Richard Morris. Steve Whittow arrived at 9:41 a.m. and Morris left the meeting at 10:50 a.m. **Absent:** Chair Jim Heinrich and Ted Wysocki.

Also Present: Chief of Staff Mark Mader, UW-Extension Director Jerry Braatz, Budget Manager Linda Witkowski, Human Resources Committee Chair Larry Nelson, County Board Supervisor Darlene Johnson, Chief of Staff Shawn Lundie, County Clerk Kathleen Novack, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Maureen Atwell, Financial Analyst Kim Ho, Labor Relations Manager Jim Richter, Senior Human Resources Analyst Renee Gage, and Senior Financial Analysts Mark Yatchak, Steve Trimborn, and Clara Daniels. Recorded by Mary Pedersen, County Board Office.

Schedule Next Meeting Date(s)

- October 23

Announcements

Michalski referred to his comment at the October 18 Finance Committee meeting when he thought counties could not carry over tax levy. He indicated that the State changed this law about four years ago whereby counties can now do so.

Paulson said it is important that sunset positions be eliminated or reduced once funding is reduced or eliminated accordingly.

Whittow arrived at 9:41 a.m.

Discuss and Consider the 2018 Operating Budget for the UW-Extension Office

Braatz discussed the proposed 2018 budget for the UW-Extension Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights. Both revenues and expenditures total \$461,077 – a decrease of \$49,396 or 9.7%. The County tax levy totals \$346,763 – an increase of \$2,000 or 0.6%. The number of full-time equivalent positions decreased 1.20 for a total of 10.60. No major concerns were voiced.

MOTION: Michalski moved, second by Dondlinger to tentatively approve the 2018 operating budget for the UW-Extension Office. Motion carried 5-0.

Discuss and Consider 2018 Operating Budgets for the Following Departments:

County Board

Mader discussed the proposed 2018 budget for the County Board Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity/workload data. Revenues, expenditures, and the County tax levy each total

\$1,068,236 – a decrease of \$2,356 or 0.2% from the adopted 2017 budget. The number of FTE positions remains unchanged at 5.50. No major concerns were voiced.

MOTION: Morris moved, second by Whittow to tentatively approve the 2018 operating budget for the County Board Office. Motion carried 5-0.

County Executive

Lundie discussed the proposed 2018 budget for the County Executive's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Revenues, expenditures, and the County tax levy each total \$568,865 – a zero increase from the adopted 2017 budget. The number of FTE positions remains unchanged at 4.69. No major concerns were voiced.

MOTION: Whittow moved, second by Morris to tentatively approve the 2018 operating budget for the County Executive's Office. Motion carried 5-0.

County Clerk

Novack discussed the proposed 2018 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activities. Total all funds, revenues and expenditures total \$673,299 – an increase of \$61,919 or 10.1% from the adopted 2017 budget. The County tax levy totals \$348,810 – a decrease of \$32,000 or 8.4%. The number of FTE positions remains unchanged at 5.57. No major concerns were voiced.

MOTION: Morris moved, second by Whittow to tentatively approve the 2018 operating budget for the County Clerk's Office. Motion carried 5-0.

Morris left the meeting at 10:50 a.m.

Corporation Counsel

Weidig discussed the proposed 2018 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity/workload data. Total all funds, revenues total \$2,764,700 – an increase of \$25,735 or 0.9% from the adopted 2017 budget. The County tax levy totals \$1,289,247 – a decrease of \$4,000 or 0.3%. Expenditures total \$4,053,947 – an increase of \$21,735 or 0.5%. The number of FTE positions increased 0.90 for a total of 41.65. No major concerns were voiced.

Nelson indicated that Supervisor Jennifer Grant, at a Human Resources Committee meeting, voted no on this budget as she felt 2018 operating expenses should have been reduced to better reflect past usage.

MOTION: Dondlinger moved, second by Whittow to tentatively approve the 2018 operating budget for the Corporation Counsel's Office. Motion carried 4-0.

Ordinance 172-O-046: Approve 2018 Position Changes through Creation, Abolishment, Reclassification & Equity Adjustment

Gage discussed this ordinance which creates 11.5 full-time equivalent (FTE) positions and abolishes 6 FTE positions for a net increase of 5.5. It was noted that 5.5 FTE positions are associated with

mandates and contracted services. The net levy cost impact associated with the creation and abolishment of positions for 2018 is \$233,800. This takes into account \$544,200 in grants, contract funding, and matching child support funding revenues. This also includes a reduction of \$296,500 associated with the abolishment of 6 FTE positions. One FTE position abolishment was not funded in the 2017 budget, therefore, it has no cost savings impact in the proposed 2018 budget but it did have cost savings in prior budgets of over \$40,200. The 11.5 new positions include:

- 1 FTE Buyer position in Department of Administration Purchasing division which is offset with the abolishment of an Administrative Assistant position.
- 1 FTE Senior Collection Specialist position (under filled as a Collection Specialist in the 2018 budget) which will be covered by collection revenue.
- 1 FTE Program and Project Analyst in Circuit Court which is offset with the abolishment of 3 FTE Administrative Assistant positions of which, one was unfunded in the 2012 Budget.
- 1 FTE Senior Attorney position (under filled as an Attorney position in 2018). 0.50 FTE of this position will be in the Child Support Division and two thirds of one-half of the cost of this new position will be offset by Child Support matching revenues.
- 3.5 FTE Clinical Therapist positions will be partially funded by \$237,300 of grant and other revenues. 1.5 FTE are sunset positions.
- 1 FTE Human Services Supervisor position which is offset with the abolishment of a Senior Substance Abuse Counselor.
- 1 FTE Senior ADRC Specialist (Marketing Coordinator) to comply with new state requirements. This is a sunset position
- 1 FTE Information Technology Analyst in Health & Human Services which is offset with the abolishment of a Senior Administrative Specialist position
- 1 FTE Lieutenant which will be funded with Sussex contract revenues.

In addition to the positions in this ordinance, there are 5 FTE positions that are proposed to be unfunded in the 2018 budget with an estimated tax levy savings of \$355,600. This is offset by the refunding of a position at a cost of \$79,500 for a net savings of \$276,100.

The estimated net County tax levy impact in 2018 for proposed reclassifications is \$21,500. There are no estimated net County tax levy impacts in 2018 for a proposed equity adjustment and changing the title of Collections/Business Services Manager to Business/Collections Services Manager.

MOTION: Michalski moved, second by Whittow to approve Ordinance 172-O-046. Motion carried 4-0.

MOTION: Dondlinger moved, second by Michalski to adjourn at 11:54 a.m. Motion carried 4-0.

Respectfully submitted,

Thomas A. Michalski
Secretary