

Minutes of the Finance Committee

Wednesday, October 16, 2019

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, Richard Morris, and Ted Wysocki. Dondlinger left the meeting at 9:00 a.m., returned at 10:05 a.m., and left the meeting at 12:30 p.m.

Also Present: Chief of Staff Mark Mader, Health & Human Services (HHS) Committee Chair Christine Howard, HHS Board Chair Larry Nelson, HHS Director Antwayne Robertson, HHS Deputy Director Laura Kleber, Accounting Services Coordinator Lisa Davis, Intake & Support Services Manager Kathy Mullooly, Child & Family Services Manager Lisa Roberts, Adolescent & Family Services Manager Ron Pupp, Aging & Disability Resource Center (ADRC) Manager Mary Smith, HHS Coordinator Lisa Bittman, Economic Support Coordinator Bob Klingforth, Veterans Services Officer Mike Johannes, Public Health Manager Ben Jones, Justice Services Coordinator Rebecca Luczaj, Clinical Services Manager Joan Sternweis, Mental Health Center Administrator Jeff Lewis, Outpatient Services Administrator Bill Seymour, Administrative Services Manager Randy Setzer, Judiciary Committee Chair Peter Wolff, Clerk of Circuit Court Gina Colletti, Business Manager Bob Snow, Circuit Court Supervisor Wendy Muelling, Judge Jennifer Dorow, Executive Committee Chair Paul Decker, Federated Library Director Connie Meyer, Budget Manager Linda Witkowski, Financial Analyst Cathy Kienast, and Senior Financial Analysts Clara Daniels, Steve Trimborn, and Stephanie Kirby.

Approve Minutes of Previous Meeting(s)

MOTION: Paulson moved, second by Morris to approve the minutes of October 2 and 9 (2 sets). Motion carried 7-0.

Schedule Next Meeting Date(s)

- October 18 & 21

Chair's Executive Committee Report of October 14

Heinrich said the Executive Committee, at their last meeting, approved an ordinance amending the Code and they heard standing committee reports and the Chair's report on economic development and transportation issues.

Discuss and Consider the 2020 Operating Budget for the Department of Health & Human Services

Davis, Robertson, Kleber, Setzer and division managers discussed the proposed 2020 budget for the Health & Human Services Department as outlined in the budget book including functional area budget highlights. Total all funds, department-wide, revenues total \$59,289,170 – an increase of \$5,477,277 or 10% from the adopted 2019 budget. The County tax levy totals \$26,263,978 – an increase of \$60,000. Expenditures total \$85,916,015 – an increase of \$5,469,299 or 7%. The number of full-time equivalent (FTE) positions increased 2.31 for a total of 436.65. No major concerns were voiced.

Dondlinger left the meeting at 9:00 a.m. and returned at 10:05 a.m.

Luczaj covered the amendment for the Mental Health Collaboration Program Grant which will be considered by the Finance Committee at their October 21 meeting.

MOTION: Paulson moved, second by Foti to tentatively approve the 2020 budget for the Health & Human Services Department. Motion carried 7-0.

Ordinance 174-O-063: Modify The Department Of Health And Human Services 2019 Budget To Accept The Crisis Quality Improvement Rapid Cycle Funding

Davis discussed this ordinance which authorizes the department to accept \$20,000 in Crisis Quality Improvement Rapid Cycle funding from the State which seeks to provide meaningful change by developing and expanding crisis services through evidence based practices and strategies. The department plans to use the funding for training for Question, Persuade, Refer (QPR) Train the Trainer and training on the Collaborative Assessment and Management of Suicide (CAMS-Care). General government revenues are increased by an equal amount resulting in no additional tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Ordinance 174-O-063. Motion carried 7-0.

The committee recessed at 12:30 p.m. and reconvened at 1:45 p.m. Dondlinger left the meeting at 12:30 p.m.

Discuss and Consider the 2020 Operating Budget for Circuit Court Services

Colletti, Snow, Dorow, and Muelling discussed the 2020 operating budget for the Clerk of Courts Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Both revenues and expenditures total \$9,959,813 – an increase of \$524,600 or 5.6% from the adopted 2019 budget. The County tax levy totals \$5,500,813 – an increase of \$100,000 or 1.9%. The number of FTE positions decreased 1.00 for a total of 84.71. No major concerns were voiced.

MOTION: Morris moved, second by Paulson to tentatively approve the 2020 budget for Circuit Court Services. Motion carried 6-0.

Discuss and Consider the 2020 Operating Budget for the Bridges Library System

Meyer discussed the proposed 2020 operating budget for the Bridges Library System as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Total all funds, revenues total \$2,503,655 – an increase of \$157,334 or 6.7% from the adopted 2019 budget. The County tax levy totals \$3,538,749 – an increase of \$15,225 or 0.4%. Expenditures total \$6,026,104 – an increase of \$170,829 or 2.9%. The number of FTE positions increased 1.07 for a total of 7.70. No major concerns were raised.

MOTION: Wsocki moved, second by Michalski to tentatively approve the 2020 budget for the Bridges Library System. Motion carried 6-0.

Contract Procurement Process for Professional Design Services for CTH XX, Bridge over Pebble Brook, Capital Project #201402

Yanny indicated this contract was awarded to GRAEF, the highest rated proposer, for a total cost of \$52,890. The budgeted amount is \$65,000. Five contractors submitted proposals for consideration.

MOTION: Morris moved, second by Foti to approve the contract procurement process for professional design services for CTH XX, bridge over Pebble Brook, Capital Project #201402. Motion carried 6-0.

Ordinance 174-O-061: Amend Sheriff's Department 2019 Budget For Expenditure Of Donated Funds

Joost, Esser, and Kienast were present to discuss this ordinance which modifies the 2019 Sheriff's Department budget by authorizing additional expenditure appropriations of \$4,000 in the Operating Expense appropriation unit and increasing Other Revenues from donated funds by \$4,000. The increased expenditures will allow an existing dog to be trained with another handler due to a staff change.

MOTION: Paulson moved, second by Morris to approve Ordinance 174-O-061. Motion carried 6-0.

Ordinance 174-O-062: Accept Four Donated Outdoor Kennels For The Canine Unit

Joost, Esser, and Kienast were present to discuss this ordinance which allows the Sheriff's Department to accept four outdoor kennels from the Waukesha Deputy Sheriff's Association with an estimated value of \$15,000. These kennels are replacements of existing kennels located at the handler's residence. Current kennels are deteriorating and need to be replaced. This ordinance results in no additional direct tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 174-O-062. Motion carried 6-0.

Ordinance 174-O-065: Cancel 2016 Unredeemed Checks Issued By County Treasurer

Schultz discussed this ordinance as outlined and said upon approval, uncashed checks on the list referenced in the ordinance will be cancelled and funds totaling \$21,783.01 will be placed in a liability account of the Unclaimed Property Fund. Pursuant to Wisconsin Statue 59.64(4)(e), any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the investment income earned will be allocated to the General Fund. This ordinance requires no additional tax levy.

MOTION: Foti moved, second by Wysocki to approve Ordinance 174-O-065. Motion carried 6-0.

MOTION: Morris moved, second by Michalski to adjourn at 4:10 p.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary