

## **Minutes of the Executive Committee**

**Monday, October 1, 2018**

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

**Present:** Supervisors Paul Decker, Jim Heinrich, Dave Swan, Christine Howard, Peter Wolff, Larry Nelson, and Dave Zimmermann. Wolff left the meeting at 2:20 p.m.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Administration Director Norm Cummings, Internal Audit Manager Lori Schubert, Wipfli Director Jeanne Chapdelaine, Health & Human Services Deputy Director Laura Kleber, Administrative Services Manager Randy Setzer, Revenue Cycle Coordinator Cliff Hoeft, Public Health Manager Ben Jones, UW-Extension Director Jerry Braatz, Bridges Federated Library System Director Connie Meyer, Health & Human Services Board Member Tim Whitmore, County Board Supervisors Darlene Johnson, Budget Manager Linda Witkowski, Collections/Business Services Manager Andy Thelke, Register of Deeds Jim Behrend, and Senior Financial Analysts Mark Yatchak, Clara Daniels, and Steve Trimborn.

### **Approve Minutes of September 17, 2018**

MOTION: Swan moved, second by Zimmermann to approve the minutes of September 17. Motion carried 7-0.

### **Future Meeting Date**

- October 15, 2018 (a.m./p.m.)

### **Discuss and Consider the 2019 Non-Departmental Budget**

Cummings and Yatchak discussed the proposed 2019 Non-Departmental budget as outlined in the budget book including the program/activity financial summary and 2019 specific activities and purpose. Both revenues and expenditures total \$1,862,600 – a decrease of \$143,300 or 30.1% from the adopted 2018 budget. The County tax levy totals \$60,100 – an increase of \$13,000 or 30.1%. No major concerns were voiced.

MOTION: Howard moved, second by Nelson to approve the 2019 Non-Departmental Budget. Motion carried 7-0.

### **Audit Report – HHS Public Health Services**

Schubert and Chapdelaine discussed the audit report as outlined including the executive summary, background information, efficiency and effectiveness of revenue cycle operations, compliance with statutory and grant regulations, and observations, recommendations, and findings. Department staff with the presenters included Hoeft, Jones, Kleber, and Setzer. The committee discussed details of the audits with the presenters.

MOTION: Heinrich moved, second by Wolff to approve the audit report on Public Health Services. Motion carried 7-0.

Wolff left the meeting at 12:30 p.m.

**Audit Follow-Up Report – HHS Mental Health Billing**

Schubert and Chapdelaine discussed this follow-up report as outlined. It was noted that significant progress has been made and virtually every Wipfli recommendation from 2015 is either complete or in some stage of completeness. The committee discussed details of the audit follow-up report.

Wolff returned at 1:05 p.m.

Heinrich indicated he would like items in the follow-up audit to include the original priorities.

MOTION: Howard moved, second by Zimmermann to approve the follow-up audit report on mental health billing. Motion carried 7-0.

**Discuss and Consider the 2019 UW-Extension Budget**

Braatz discussed the proposed 2019 operating budget for UW-Extension as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Both revenues and expenditures total \$455,661 – a decrease of \$5,416 or 1.2% from the adopted 2018 budget. The County tax levy totals \$346,763 – a zero increase. The number of full-time equivalent positions remains unchanged at 2.70. No major concerns were raised.

Wolff left the meeting at 2:20 p.m.

MOTION: Swan moved, second by Howard to approve the 2019 UW-Extension Budget. Motion carried 6-0.

**Discuss and Consider the 2019 Bridges Federated Library System Budget**

Meyer discussed the proposed 2019 operating budget for the Bridges Federated Library System as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Revenues total \$2,346,321 – an increase of \$119,269 or 5.4% from the adopted 2018 budget. The County tax levy totals \$3,523,524 – an increase of \$23,400 or 0.7%. Expenditures total \$5,855,275 – an increase of \$141,099 or 2.5%. The number of FTE positions increased 0.13 for a total of 6.63. No major concerns were raised.

MOTION: Nelson moved, second by Heinrich to approve the 2019 Bridges Federated Library System Budget. Motion carried 6-0.

**Discuss and Consider Proposed Audit Scopes for P-Card Audit and 1099 Compliance Audit**

Schubert discussed the scopes for the upcoming P-Card and 1099 compliance audits as outlined in her handouts including background information. No major concerns were voiced.

MOTION: Howard moved, second by Swan to approve the proposed audit scopes for the P-Card and 1099 compliance audits. Motion carried 6-0.

**Discuss and Consider Resolution 173-R-002: Adopt Five-Year Capital Projects Plan**

MOTION: Swan moved, second by Howard to approve Resolution 173-R-002. Motion carried 6-0.

**Report on the Wisconsin Counties Association (WCA) Annual Conference**

Committee members who attended the conference and Spaeth covered some of the programs they attended which included child welfare caseload increases, human trafficking, budget development, security in county facilities, gas lines, finance consideration for capital projects, juvenile corrections, and WCA resolutions. County executive/county board authority and responsibilities will be reviewed by a WCA committee that will be led by Decker and County Executive Paul Farrow in anticipation of legislation.

**Standing Committee Reports by Committee Chairs**

Standing committee chairs gave reports on their respective committee meetings.

MOTION: Heinrich moved, second by Swan to adjourn at 4:15 p.m. Motion carried 6-0.

Respectfully submitted,

*Peter M. Wolff*

Peter M. Wolff  
Secretary