

## **Minutes of the Finance Committee**

**Wednesday, December 11, 2019**

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

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tyler Foti, and Ted Wysocki.  
**Absent:** Tim Dondlinger and Richard Morris.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Budget Manager Linda Witkowski, Business Manager Josh Joost, Deputy Inspector Patrick Esser, Federated Library Director Connie Meyer, Emergency Preparedness Director Gary Bell, Accounting Services Manager Danielle Igielski, Public Works Director Allison Bussler, Highway Operations Manager Bob Rauchle, County Board Chair Paul Decker, Accounting Services Coordinator Lisa Davis, Aging & Disabilities Resources Center (ADRC) Manager Mary Smith, Treasurer Pam Reeves, Human Resources Manager Renee Gage, Benefits Administrator Andrea Mohr, Parks & Land Use Director Dale Shaver, Principal Assistant Corporation Counsel Debbie Price, Attorney Christopher Morgan, Senior Civil Engineer Karen Braun; Senior Financial Analysts Rhiannon Cupkie, Rob Dunn, Steve Trimborn, Clara Daniels, and Stephanie Kirby; and Financial Analysts Catherine Kienast, and Michelle Czech.

### **Approve Minutes of November 20**

MOTION: Paulson moved, second by Foti to approve the minutes of November 20. Motion carried 5-0.

### **Next Meeting Date**

- January 22

### **Fund Transfer 2019-200-02 (Sheriff): Transfer Funds from Operating Expenses and Interdepartmental Expenses to Personnel Expenses**

Esser and Joost were present to discuss this item. The department has experienced greater than budgeted spending on overtime expenses mostly due to position vacancies and resulting overtime, newly hired staff working through department training programs, and overtime created by various types of employee leave. The department will be able to absorb some of the overtime overage due to underspending of salary and benefit accounts due to position vacancies, however, the department is requesting to transfer a total of \$100,000 from the operating and interdepartmental appropriation units to the personnel appropriation. This includes \$20,000 from the operating expense appropriation unit budgeted in the Medical Services account and \$80,000 from vehicle fuel due to lower than budgeted costs per gallon of fuel.

MOTION: Michalski moved, second by Paulson to approve Fund Transfer 2019-200-02. Motion carried 5-0.

### **Fund Transfer 2019-130-01 (Bridges Library System): Transfer Funds from Operating Expenses to Personnel Expenses**

Meyer said the department is requesting to transfer \$5,000 to personnel expenses primarily to cover salary expenses related to administrative specialist hours. That position was moved from full-time to part-time for the 2016 budget and the number of hours worked are dependent on needs of the

department. Additional hours were needed in 2019 related to increased staff workload. The 2020 budget increases this position from 0.63 FTE to 0.70 FTE. The funds are available in operating expenses in the public information program area as expenditures related to projects are less than anticipated.

MOTION: Wysocki moved, second by Paulson to approve Fund Transfer 2019-130-01. Motion carried 5-0.

**Fund Transfer 2019-240-01 (Emergency Preparedness): Transfer Funds from the Contingency Fund and Operating Expenses to Personnel Expenses**

Bell, Dunn, and Czeck were present to discuss this item. Bell said the department is projected to exceed its overtime budget by approximately \$283,000. The department has covered the overtime expenditures in the prior year with unspent salary funding generated from telecommunicator position vacancies. The department began the year with a larger training class to eliminate a high level of vacancies. This training required over time without offsetting vacancy salaries savings and corresponding benefit accounts. It is estimated that \$260,000 of additional expenditure authority will be needed. The department has experienced higher retention and expects to have stable staffing with fewer vacancies in the next budget year. The department is proposing the transfer of \$60,500 from unspent operating expense appropriations. These available funds are largely a result of underspending in several repair and maintenance accounts totaling \$15,500. In addition, data processing software and equipment costs are anticipated to be underspent by about \$21,500. Other available funds of \$23,500 are mostly due to anticipated variances in several small accounts. In addition, the department is proposing the transfer of \$199,500 from the Contingency Fund, to address the remaining overage caused by overtime usage.

MOTION: Wysocki moved, second by Paulson to approve Fund Transfer 2019-240-01. Motion carried 4-1. Heinrich voted no.

**Register of Deeds Request to Increase Cash Drawer Float**

Igielski discussed this item as outlined in the letter to Chair Heinrich from Register of Deeds Jim Behrend. The ROD office has seen a significant increase in Vital Records customers purchasing birth, death, and marriage certificates. As a result of the increase, the office has hired an additional full time Administrative Assistant that will work as a cashier, resulting in a need for an additional cash drawer with an additional float. These funds will be used solely for the purpose of providing change to customers and will be reconciled at the end of each shift.

MOTION: Paulson moved, second by Michalski to approve the Register of Deeds request to increase one cash drawer and one cash drawer float. Motion carried 5-0.

**Contract Procurement Process for the Countywide Cashiering System, Capital Project #201815**

Igielski indicated this five-year contract was awarded to System Innovators, the highest rated contractor, for a total five-year cost of \$795,205. The first year cost is \$61,250 plus a one-time start-up cost of \$470,020. The first year budgeted amount is \$550,000. Six contractors submitted proposals for consideration.

MOTION: Paulson moved, second by Wysocki to approve the contract procurement process for the countywide cashiering system. Motion carried 5-0.

**Ordinance 174-O-078: Modify The 2019 Transportation Fund Budget For Additional Personnel Costs Expenditure Authority**

Bussler, Cupkie, and Rauchle were present to discuss this ordinance which appropriates an additional \$100,000 of personnel cost expenditure authority in the Transportation Fund budget to cover additional expenses incurred as a result of severe winter weather experienced during the first half of the year and in October/November. This additional expenditure authority will be funded with above-budget revenues received from the Wisconsin Department of Transportation for work that the Highway Operations Division performed on state highways and does not result in a direct tax levy impact.

MOTION: Wysocki moved, second by Foti to approve Ordinance 174-O-078. Motion carried 5-0.

**Ordinance 174-O-079: Modify The Department Of Health And Human Services 2019 Budget To Appropriate Expenditures For Aging And Disability Resource Center And Increase General Government Revenue**

Davis and Smith were present to discuss this ordinance which modifies the 2019 Aging and Disability Resource Center (ADRC) Contract Fund budget by appropriating \$69,500 of additional operating expenses for a Dementia Care consultant, printing, and promotions. The additional budget appropriations will be funded by \$56,500 of additional federal match funding and \$13,000 of additional state ADRC grant funds that were approved by the state to be carried over from 2018 to 2019. This ordinance results in no additional tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Ordinance 174-O-079. Motion carried 5-0.

**Fund Transfer 2019-360-01 (Health & Human Services): Transfer Funds from Personnel Expenses to Operating Expenses**

Davis and Smith were present to discuss this item. The Department is requesting the transfer of \$34,500 to fund data gathering, training, and informational promotion related to dementia care in the ADRC Contract Fund. Personnel expenses are estimated to be underspent and available to transfer largely due to vacancies and turnover.

MOTION: Michalski moved, second by Paulson to approve Fund Transfer 2019-360-01. Motion carried 5-0.

**Fund Transfer 2019-360-02 (Health & Human Services): Transfer Funds from Personnel Expenses to Interdepartmental Expenses**

Davis said the Department is requesting to transfer \$55,000 to fund more than anticipated sheriff transportation charges for outpatient and inpatient clients and female secure detainees as well as sheriff bailiff charges for inpatient clients. Personnel expenses are estimated to be underspent and available to transfer largely due to vacancies and turnover.

MOTION: Paulson moved, second by Foti to approve Fund Transfer 2019-360-02. Motion carried 5-0.

**Results of the Tax Foreclosure Process**

Reeves distributed the final report on the 2019 tax foreclosure process which included tax foreclosure statistics, a recap of the November 19, 2019 auction, and those properties that did not

sell. The total appraised value of the nine properties for sale was \$161,800. The selling prices of the three properties that sold was \$19,400 for a profit of \$5,316.89.

**Ordinance 174-O-080: Approve 2020 Salary And Benefit Modifications For Non-Represented Employees And Allow Access For Retirees To The Waukesha Employee Health And Wellness Center As Part Of A Pilot Program**

Gage and Mohr discussed this ordinance as outlined which authorizes a 2.0% across-the-board wage increase for all non-represented 2019 salary ranges effective January 4, 2020. This would include all employees except elected officials and those represented by a collective bargaining agreement.

The fiscal impact of these changes is illustrated below:

	2019 Wages & Benefits Base	2020 ATB Changes	2020 Wages & Benefits Base	%
Salaries	\$77,063,869	\$1,541,278	\$78,605,147	2.00%
Retirement	\$5,134,249	\$102,685	\$5,236,934	2.00%
Social Security	\$5,837,792	\$119,014	\$5,956,806	2.00%
<b>Total</b>	<b>\$88,035,910</b>	<b>\$1,762,977</b>	<b>\$89,798,887</b>	<b>2.00%</b>

This ordinance authorizes an increase of \$100, from \$650 to \$750 additional compensation per day for the Clinical Director, the Chief Psychiatrist, and other regular full time or regular part time Psychiatrists who are assigned and work on weekends and holidays. The fiscal impact of this is under \$2,000 annually.

This ordinance authorizes changes in the co-insurance percentage cost share for when tier one providers are available and not selected (from 80%/20% to 70%/30%). In addition, this ordinance increases the deductible and out of pocket maximum levels for the Choice Plus Health Insurance Plan. Based on an analysis by the County's actuary, these changes result in approximately \$120,000 in cost savings.

This ordinance authorizes a reduction in the County contribution to employee health savings accounts when neither the employee nor the spouse complete the health risk assessment program by \$200, from \$500 to \$300. The projected fiscal impact of these health plan changes is a reduction of approximately \$20,000.

This ordinance authorizes retirees enrolled in the retiree group health insurance (pre-Medicare) plan access to the Waukesha Employee Health & Wellness Center. Retirees will pay the same co-pays as employees in the high deductible health plan. The projected fiscal impact is neutral to the County due to 2020 increases in the retiree health plan premiums.

The annual net impact of all the provisions of the ordinance is estimated at nearly \$1,625,000. About \$553,000 of this amount is funded in the 2020 Adopted Budget with non-levy sources (fees, grants, contracts, intergovernmental revenue), with the remaining approximately \$1,072,000 funded with budgeted levy.

MOTION: Wysocki moved, second by Michalski to approve Ordinance 174-O-080. Motion carried 5-0.

**Ordinance 174-O-081: Approve 2020 Salaries For Seasonal And Temporary Classifications**  
 Gage discussed this ordinance as outlined which authorizes a 2.0% across-the-board wage increase for all seasonal and temporary 2019 salary ranges effective January 4, 2020.

The fiscal impact of these changes is illustrated below:

	2019 Wages & Benefits Base	2020 ATB Changes	2020 Wages & Benefits Base	%
Salaries	\$3,496,422	\$69,928	\$3,566,350	2.00%
Retirement	\$101,998	\$2,040	\$104,038	2.00%
Social Security	\$267,476	\$5,350	\$272,826	2.00%
<b>Total</b>	<b>\$3,865,896</b>	<b>\$77,318</b>	<b>\$3,943,214</b>	<b>2.00%</b>

This ordinance increases the bottom of the semi-skilled employee range from \$9.01 to \$10.00 and expands the top of the range from \$12.40 to \$20.00. The semi-skilled classification is currently used for a wide variety of job duties. Examples of semi-skilled temporary positions include the Sheriff's department transporting and making arrangements for sheriff vehicle servicing and the Courts use for document scanning, quality control, CCAP case management, and time management.

This ordinance creates a broader twelve step salary range in place of the current five step range allowing departments to be more competitive when hiring for these positions and allows the department of Public Works to use the classification to hire temporary laborers to assist Patrol Workers. The incumbents will be placed into the salary step that is closest to their current pay rate, but not less than their current rate.

The 2020 budget includes sufficient expenditure authority to cover these cost impacts, and no additional tax levy impact is expected.

MOTION: Michalski moved, second by Foti to approve Ordinance 174-O-081. Motion carried 5-0.

**Fund Transfer 2019-100-01 (Parks & Land Use): Transfer Funds from Operating Expenses to Interdepartmental Expenses**

Shaver discussed this fund transfer which involves transferring \$40,000 within the Parks & Land Use Department to pay for interdepartmental cross charges by the Public Works Department which assisted with maintenance projects. Excess funds are available due to underspending in the real estate development/storm water compliance area and due to the department's decision to discontinue bird seed sales at Retzer.

MOTION: Paulson moved, second by Wysocki to approve Fund Transfer 2019-100-01. Motion carried 5-0.

**Closed Session**

MOTION: Paulson moved, second by Foti to convene in closed session at 10:05 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral advice concerning strategy to be adopted with respect to the potential compromise of pending litigation, Good Times Day Camp, LLC v. Waukesha County, Waukesha County Circuit Court Case No. 17-CV- 2186, and to approve the closed session minutes of August 21, 2019. Motion carried 5-0.

The committee returned to open session at 10:20 a.m.

MOTION: Paulson moved, second by Michalski to authorize settlement in the case of Good Times Day Camp, LLC v. Waukesha County, Waukesha County Circuit Court Case No. 17-CV-2186. Motion carried 5-0.

MOTION: Wysocki moved, second by Foti to adjourn at 10:22 a.m. Motion carried 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas A. Michalski". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Thomas A. Michalski  
Secretary