

Minutes of the Executive Committee

Monday, June 17, 2019

Present: Supervisors Paul Decker, Jim Heinrich, Peter Wolff, Christine Howard, Larry Nelson, and Dave Zimmermann. **Absent:** Dave Swan.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Senior Civil Engineer Bruce Barnes, Internal Audit Manager Lori Schubert, Courts Business Manager Bob Snow, Budget Management Specialist Bill Duckwitz, Register in Probate Paul Nowakowski, and Circuit Court Coordinator Wendy Muelling.

Approve Minutes of May 20, 2019

MOTION: Howard moved, second by Zimmermann to approve the minutes of May 20. Motion carried 6-0.

Future Meeting Date

- July 15, 2019

Standing Committee Reports by Committee Chairs

Committee chairs gave reports on their respective committees.

Chair's Report on Economic Development and Transportation Issues

Decker covered recent meetings he attended and several upcoming meetings including his work with the Center for Growth pertaining to involving County Board Supervisors through notice regarding efforts with the respective jurisdictions. He also covered transportation issues.

Ordinance 174-O-038: Modify 2019 Capital Budget To Increase Design Expenditures For Capital Project 201603 CTH O & CTH I Intersection Reconstruction

Barnes discussed this ordinance which modifies the 2019 Capital Project budget to increase expenditure authority by \$65,000 for design expenses for the CTH O & CTH I intersection reconstruction project. The ordinance also increases the use of Capital Project Fund balance by \$65,000 to fund these expenditures. Overall design costs (including both the federally-funded and county share) are projected to increase by \$121,000, from \$223,000 to \$344,000 (includes both design and WisDOT Review expenses). The impact to the County's share of costs is partially offset by an increase in federal funding by \$56,000, from \$178,000 to \$234,000. This results in a net increase in the County's share of design costs by \$65,000, from \$45,000 to \$110,000.

Barnes indicated that additional design work is needed to help limit the increase in projected construction costs. Based on this design work, staff will identify estimated increases for the construction phase (planned for 2020) in the proposed 2020-2024 capital plan. The impact of these cost updates will be offset by cost reductions elsewhere in the plan. Capital project fund balance is used to fund this cost increase so no additional tax levy impact is expected.

Barnes indicated the repaving planned to the north has been removed in order to meet the project budget.

MOTION: Howard moved, second by Nelson to approve Ordinance 174-O-038. Motion carried 6-0.

Discuss and Consider Follow up for Clerk of Courts Annual Accounting of Guardianships

Schubert, Snow, Nowakowski, and Muelling were present to discuss this item. Schubert said Internal Audit Division has completed a follow-up review of the audit of the Waukesha County Circuit Courts – Annual Accounting of Guardianships which was originally completed in March 2017. This review consisted of determining the status of the original recommendations based on information provided by the Circuit Court management and performing limited review of related documentation, as deemed appropriate by Internal Audit. The original report included ten recommendations intended to improve efficiency and to strengthen internal controls related to the annual accounting for guardianships processes. The status of the recommendations is as follows:

- Seven (7) recommendations or alternative corrective actions have been implemented
- One (1) recommendation is in process
- One (1) recommendation was deemed not feasible due to staffing restrictions
- One (1) recommendation is under consideration for future implementation

Schubert and staff went on to review the status and further comments of each recommendation. Schubert recommends that Circuit Courts management continue efforts to fully implement the recommendations which are currently in process.

MOTION: Zimmermann moved, second by Howard to approve the follow-up review of the Operational Audit of Circuit Courts Annual Accounting of Guardianships. Motion carried 6-0.

Appointment 174-A-006: Betty Koepsel to the ADRC Advisory Board; Appointment 174-A-007: Bonnie Morris to the Park and Planning Commission; Appointment 174-A-008: Richard Morris to the Park and Planning Commission; Appointment 174-A-009: Duane Paulson to the Health and Human Services Board; Appointment 174-A-010: Vickie Dallman-Papke to the Health and Human Services Board

MOTION: Wolff moved, second by Zimmermann to approve the above-listed appointments en masse. Motion carried 6-0.

Wolff left the meeting at 10:05 a.m.

State Legislative Update

Spaeth covered the State budget process and procedure including the biennial budget bill and the landmark designation bill.

MOTION: Nelson moved, second by Zimmermann to adjourn at 10:25 a.m. Motion carried 5-0.

Respectfully submitted,

Peter M. Wolff

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Secretary