

Waukesha County Board of Supervisors

Minutes of the Executive Committee Monday, December 12, 2022

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

Present: Supervisors Paul Decker, Jacob LaFontain, Tom Michalski, Larry Nelson, Peter Wolff, Jim Heinrich and Keith Hammitt

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Budget Management Specialist Stephanie Hall, Budget Manager Bill Duckwitz, Treasurer Pam Reeves, Parks System Manager Steve Brunner, Accounting Services Manager Danielle Igielski, Principal Information Technology Professional Nick Corozza, Information Technology Manager Lance Spranger, and Baker Tilly, represented by Adriane McCoy and Ronald Cintron

Approve Minutes of November 14

MOTION: Michalski moved, second by Nelson to approve the minutes of November 14. Motion carried 7-0

Next Meeting Date

- January 16

Announcements

Nelson reminded the Committee of the Heroin Task Force community partners meeting on December 13.

Spaeth reminded the members to turn in expense sheets at the December board meeting, as well as a reminder that the December Board meeting starts at 6:00 p.m.

Standing Committee Reports

Committee Chairs gave reports on their respective meetings. Decker gave update of WCA Board of Directors meeting.

Legislative Update

Fraley reported that she was in Madison recently and met with the newly elected leadership. Committee assignments will be taking place soon.

Discuss and Consider the 2022-2023 Internal Audit Plan

McCoy and Cintron presented on the three internal audits that will be performed.

- IT Vendor Management – The review will focus mostly on third party vendor software and services specific to revenue collection and associated risks and internal controls.
- Park System Cash Handling Procedures – The review will focus primarily on Park's cash handling procedures specific to revenue collection and associated risks and internal controls.

LaFontain questioned the number of onsite cash counts as the scope states, "up to three (3)" and that indicates a maximum, but no minimum. McCoy responded she would like it to state "at least three (3)" because if there are any pervasive deficiencies in internal controls, they may want to review more

locations. Decker affirmed the language in the scope should read "Performance of at least three (3) onsite cash counts."

- Treasurer's Office – The review will focus on internal controls surrounding receipting, accounting, and disbursements of monies from and/or to employees, vendors, taxing jurisdictions and taxpayers.

Heinrich asked that the start date listed in the timeline read 03/06/2023 instead of 03/06/2022. Cintron confirmed he would make that change.

Wolff moved, second by LaFontain to approve the 2022-2023 Internal Audit Plan with the following changes:

--Park System Cash Handling Procedures – change "Performance of up to three (3) onsite cash counts" to "Performance of at least three (3) onsite cash counts"

--Treasurer's Office – change "03/06/2022" to "03/06/2023"

Motion carried 7-0

Discuss and Consider the following appointments: 177-A-026 Diane Knutson Appointment of Waukesha County Resident to the Bridges Library Board; 177-A-027 Robert Kraus Appointment of Waukesha County Resident to the Bridges Library Board; and 177-A-028 Kevin Lahner Appointment of Waukesha City Representative to Waukesha County's Community Development Block Grant (CDBG) Board

Motion: Hammitt moved, second by Nelson to approve the above-listed appointments. Motion carried 7-0

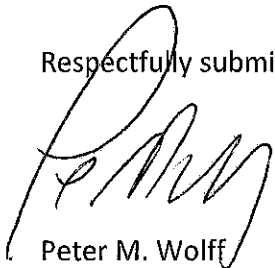
County Board Office Strategic Planning Update

Spaeth presented the following objectives:

- Evaluate technology in the renovated committee and county board room (to be completed in 2026) that could improve public engagement
- Evaluation of internal audit contract
- Research Organizational Meeting procedures for electing officers and draft County Board Chair and officer job descriptions

MOTION: Wolff moved, second by LaFontain to adjourn at 9:49 a.m. Motion carried 7-0

Respectfully submitted,



Peter M. Wolff
Secretary – Executive Committee