

Minutes of the Finance Committee

Wednesday, July 17, 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.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Baker Tilly Partners Heather Acker, Andrea Jansen, Accounting Services Manager Danielle Igielski, Principal Financial Projects Analyst Bob Ries, Senior Financial Analyst Kayla Kaboskey, Senior Civil Engineer Ed Hinrichs, Accounting Services Coordinator Lisa Davis, Clinical Services Manager Joan Sternweis, Register of Deeds Jim Behrend, Deputy Register of Deeds Beth Zimmermann, Senior Financial Analyst Rob Dunn, Business Manager Josh Joost, Administration Director Andy Thelke, Budget Manager Linda Witkowski, Information Systems Manager Mike Biagioli, Business/Collections Services Manager Lyndsay Johnson, Budget Management Specialist Bill Duckwitz, Human Resources Manager Renee Gage, Business Services Manager Donn Hoffmann, and the *Freeman* Reporter Darryl Enriquez.

Approve Minutes of June 19

MOTION: Paulson moved, second by Foti to approve the minutes of June 19. Motion carried 7-0.

Next Meeting Date

- August 21 (Michalski absent)

Overview of the Comprehensive Annual Financial Report (CAFR)

Igielski, Acker, and Jansen were present to discuss this item including “Communication to Those Charged with Governance and Management” and the summary report prepared for this committee. The report included changes from prior years for the year ending 2018, the auditor’s opinion, management analysis and discussion, introductory and financial sections, General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Proprietary Funds, Fiduciary Funds, Long Term Debt and Capital Assets, and the statistical section. This report serves the same purpose as a corporate financial report and reflects actual County budgetary results. It is utilized by investors and credit rating agencies for bond issue purposes and also regulators, granting agencies, etc. It is prepared in conformity with generally accepted accounting principles set by the Governmental Accounting Standards Board.

MOTION: Paulson moved, second by Michalski to accept the 2018 CAFR. Motion carried 7-0.

Contract Procurement Process for Engineering/Design Services for Moorland Road (CTH O) I-94 to Bluemound Road

Hinrichs indicated the contract was awarded to GRAEF-USA, the highest rated of six proposers, for a total contract cost of \$590,847.91 with the County's share being \$118,169.58. The budgeted amount is \$100,000.

MOTION: Paulson moved, second by Foti to approve the contract procurement process for engineering/design services for Moorland Road (CTH O) I-94 to Bluemound Road. Motion carried 7-0.

Ordinance 174-O-044: Accept WI Department Of Justice CIT Training Grant Funding And Modify The Department Of Health And Human Services - CJCC 2019 Budget

Davis and Sternweis discussed this ordinance which authorizes the Health and Human Services Department - CJCC to accept a Department of Justice grant and appropriate \$20,000 in expenditures to implement Crisis Intervention Team (CIT) training for law enforcement.

The department indicates that the grant contributes to reduced harm to the public, mental health consumers, and law enforcement officers by providing law enforcement with a 40-hour training program to recognize signs of mental illness and learn de-escalation techniques to reduce the number of arrests of mentally ill individuals by promoting more appropriate referrals to mental health treatment services within the community.

Expenditures include \$10,000 for a subcontract with the National Alliance on Mental Illness (NAMI) of Waukesha to facilitate the training and \$10,000 for up to 25 stipends for law enforcement to cover the costs of officer backfill for the weeklong training. This ordinance results in no direct levy impact.

MOTION: Paulson moved, second by Dondlinger to approve Ordinance 174-O-044. Motion carried 7-0.

Ordinance 174-O-045: Accept WI Department Of Justice Pretrial Pilot Implementation Grant Funding And Modify The Department Of Health And Human Services - CJCC 2019 Budget

Davis and Sternweis discussed this ordinance which authorizes the Health and Human Services Department - CJCC to accept a Department of Justice (DOJ) grant and appropriate \$68,421 in expenditures to implement the PSA pretrial risk tool. Pretrial best practices recommend that all pretrial defendants are screened, using a validated risk tool, for risk of failure to appear for court and risk of committing new criminal activity while released in the community during the pretrial phase, so that those setting bail have the most information available when making release decisions. The grant period ends December 31, 2019, however, DOJ has informed Pretrial Pilot counties that continuation funding is available at least one more year and potentially for another two years, through 2022.

Expenditures include \$33,083 for a full-time, contracted Pretrial Screener position; \$4,138 in funding for two staff to attend the National Association of Pretrial Services Agencies (NAPSA) annual conference; \$1,200 for the annual user fee for accessing the National Crime Information Center (NCIC) to conduct criminal background checks; and \$30,000 to provide funds for electronic monitoring costs for indigent pretrial defendants. This ordinance results in no direct levy impact.

MOTION: Dondlinger moved, second by Morris to approve Ordinance 174-O-045. Motion carried 7-0.

Ordinance 174-O-043: Modify The 2019-2023 Capital Plan To Create Capital Project #201909: Register Of Deeds Pre-1915 Document Digitization Project And Modify 2019 Capital Project Budget

Behrend, Zimmermann, and Dunn were present to discuss this ordinance which modifies the 2019-2023 capital plan to create a new capital project, #201909, Register of Deeds Document Digitization Project. The ordinance also appropriates an additional \$100,000 in expenditures authority and an increase in assigned General Fund balance use of \$100,000.

The department plans to hire a third-party contractor to have land records from 1846-1914 scanned and saved digitally so these records can be uploaded to the public access system and become available for the public to view. The project will result in a smaller space requirement for the Register of Deeds Office, reduce damage done to the documents due to handling by the public over time, and a reduction in annual repair costs of \$6,000. Reduced repair costs will be considered in future budgets and result in a reduced cost to continue when determining resource needs.

The project is funded with revenues remaining after the closure of the Register of Deeds Electronic Document Redaction capital project (#201117) at the end of 2018. That project had been funded with a temporary \$5-per-document recording surcharge that the state legislature authorized for the purpose of redacting Social Security numbers from real estate records. The \$100,000 of unspent funds are restricted by state law for land records purposes and assigned in General Fund balance. The use of assigned fund balance results in no direct tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 174-O-043. Motion carried 7-0.

Contract Procurement Process for Register of Deeds Document Scanning and Naming Convention Project

Behrend, Zimmermann, and Dunn were present to discuss this item. The contract was awarded to US Imaging, the highest rated of three proposers. The total contract cost is \$80,080, contingent upon approval of Ordinance 174-O-043, and the budgeted amount is \$100,000.

MOTION: Dondlinger moved, second by Wysocki to approve the contract procurement process for Register of Deeds Document Scanning and Naming Convention Project. Motion carried 7-0.

Contract Procurement Process for the Inmate System (Inmate Video Visitation, Phone, Commissary, and Money Management System)

Joost indicated this 10-year contract was awarded to GTL (Global Tel Link), the highest rated of five proposers. Total 10-year estimated commissions/revenues are \$6,654,859. The first year budgeted amount of \$740,000 is within budget. Johnson provided further details regarding the evaluation process and how the vendor was selected.

MOTION: Wysocki moved, second by Paulson to approve the contract procurement process for the inmate system (phone, video visitation and commissary). Motion carried 7-0.

Budget Assumptions/Kick-off Information

Thelke and Witkowski were present to discuss this item. Staff covered the external budget environment including projections on delinquent taxes, investment income, state and federal revenues, inflationary increases, fuel prices and tax base growth. The internal environment includes assumptions on salary and benefits, insurance costs, and others. Staff referred to the presentation which detailed allocations for the budget and other factors.

Mid-year Department of Administration Budget Status Report

Thelke gave an update on the Department of Administration's 2019 strategic objectives and distributed related budget documents pertaining to enterprise content management, SharePoint enhancements, cloud study implementation, LEAN, total compensation plan review, employee engagement, promoting health and wellbeing, purchasing/spend analysis, IT organizational structure, and line of business application replacement. No major concerns were voiced.

Mid-year Status Report on Department of Administration Capital Projects

Thelke, Gage, Biagioli, Hoffmann, and Johnson gave an update on Department of Administration capital projects. Thelke distributed documents relating to each capital project including enterprise content management, payroll/human resources information, County Board room technology, and property tax and cashiering replacement. No major concerns were voiced.

The closed session and compromise settlement regarding Bob Wiedeman vs. Waukesha County were withdrawn from this agenda.

State Legislative Update

Spaeth gave an update on a number of legislative issues. The historic property bill had a public hearing yesterday. The County spoke in support of the bill while the City of Waukesha spoke in opposition.

MOTION: Dondlinger moved, second by Foti to adjourn at 11:00 a.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary