

Minutes of the Executive Committee

Monday, January 18, 2021

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

Present: Supervisors Paul Decker, Jim Heinrich, Dave Swan, Tim Dondlinger, Bill Mitchell, and Peter Wolff. **Absent:** Dave Zimmermann.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Health & Human Services Director Appointee Elizabeth Aldred, Internal Audit Manager Lori Schubert, Director of Administration Andy Thelke, Information Technology Manager Lance Spranger, Accounting Services Manager Danielle Igielski, Business Services Administrator Donn Hoffmann, Public Works Director Allison Bussler, Airport Manager Kurt Stanich, Facilities Manager Shane Waeghe, County Board Supervisor Joel Gaughan, Chief of Staff Shawn Lundie, Human Resources Manager Renee Gage, Budget Management Specialist Michelle Beasley, and Risk/Purchasing Manager Laura Stauffer.

Correspondence

- Fund transfer request by UW-Extension to transfer \$8,000 to fund higher than budgeted personnel costs due to employee benefit changes.

Approve Minutes of November 16, 2020

MOTION: Wolff moved, second by Dondlinger to approve the minutes of November 16. Motion carried 6-0.

Future Meeting Dates

- February 15, 2021
- March 15, 2021

Standing Committee Reports by Committee Chairs

Committee chairs gave reports on their respective committee meetings.

Discuss and Consider Appointment 175-A-037 Elizabeth Aldred as Health and Human Services Director

Aldred introduced herself and provided details on her work history. Lundie provided an overview of the hiring process for this position and spoke highly of Aldred's experience as Director of Health and Human Services at Walworth County.

MOTION: Heinrich moved, second by Dondlinger to approve Appointment 175-A-037. Motion carried 6-0.

Waukesha County Information Technology Project Management Audit Report

Schubert and Thelke and staff were present to discuss this item. Overall, Baker Tilly concluded that current County policies and processes related to information technology project implementations address many of the expected risks. However, certain areas remain for the County to further enhance and reduce risks associated with future implementations and opportunities were identified

to improve County practices and align with leading practices. Staff went on to review the Executive Summary, overview of operations audited, recommendations, management responses, and project scope and methodology as outlined in the report.

Heinrich asked that the Executive Committee follow-up on this audit to see if the recommendations were followed.

MOTION: Wolff moved, second by Mitchell to accept the Waukesha County Information Technology Project Management Audit Report. Motion carried 6-0.

Wolff left the meeting at 9:55 a.m.

Waukesha County Airport – FBO Review Report

Schubert, Bussler, and Stanich were present to discuss this item. In 2019, the Public Works Department requested an audit to assist them in reviewing the fee structure of one of the Airport fixed base operators (FBO's). Data collection for this audit was difficult. However, reviewing what was received clearly shows that the number of fees charged in Atlantic Aviation's business model exceeds the number charged by comparable FBO's in the region. While the County does not believe it is necessary to open and renegotiate the contract with Atlantic Aviation as a result of this audit, we will have very specific information for future negotiations should Atlantic Aviation desire to change the terms of their agreement. Internal Audit has discussed the report and information gathered with the Waukesha County Public Works management and they are generally in agreement with the information provided in this report. Staff went on to review the Executive Summary, analyses, and management commentary as outlined in the report.

MOTION: Swan moved, second by Heinrich to accept the Waukesha County Airport – FBO Review Report. Motion carried 5-0.

Waukesha County Courthouse Tower Construction Audit – Interim Report

Schubert, Bussler, and Waeghe were present to discuss this item. The Internal Audit Plan included an audit on change orders for the courthouse secure courtroom construction project. This project is ongoing and the audit will continue through the contract closeout process. This report focused on recommendations related to improving the County's construction contracts which should be considered as the County begins the process of planning the upcoming courthouse renovation project. It also includes a summary of the status of the change order review. Public Works management are generally in agreement with the findings and recommendations whereby staff went on to review the background, scope, findings, recommendations, and management responses as outlined in the report.

MOTION: Swan moved, second by Dondlinger to accept the Waukesha County Courthouse Tower Construction Audit – Interim Report. Motion carried 5-0.

Discuss and Consider the Following Appointments: 175-A-032 Jean Yeomans to the Bridges Library Board, 175-A-033 Nancy Wilhelm to the Bridges Library Board, 175-A-034 Amy Reichert to the Bridges Library Board, 175-A-035 Richard Nawrocki to the Board of Adjustment, and 175-A-036 Tom Day to the Board of Adjustment

MOTION: Swan moved, second by Mitchell to approve the above-listed appointments. Motion carried 5-0.

Review County Board Size Resolution

Spaeth passed around a draft resolution regarding County Board size that the committee will take up next month. She asked committee members to provide her any feedback by the end of the week.

State Legislative Update

Ignatowski presented a PowerPoint on the upcoming legislative session.

MOTION: Mitchell moved, second by Heinrich to adjourn at 11:24 a.m. Motion carried 5-0.

Respectfully submitted,

Peter M. Wolff

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Secretary