

Waukesha County Board of Supervisors

Minutes of the Executive Committee

Monday, June 17, 2024

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

Present: Supervisors Jim Heinrich, Keith Hammitt, Christine Howard, Jacob LaFontain, Gary Szpara, Peter Wolff. Supervisor Larry Nelson arrived at 8:33 a.m.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, UW Extension Director Jerry Braatz, Financial Analyst Josh Seljie, and present from Senator Bradley's office, Senator Julian Bradley, Alexander Walker, Brett Healy and Allison Houston

Approve Minutes of May 20

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

Announcements

- Let staff know if planning to attend WCA conference in September
- County Board photo will be taken at 6:40 p.m. before the County Board meeting on June 25
- Corporation Counsel Erik Weidig will be giving a presentation on Robert's Rules of Order at the June 25 County Board meeting

Nelson arrived at 8:33 a.m.

Discussion with Senator Julian Bradley

Senator Bradley introduced himself and detailed his background and what he is currently working on, and then participated in a discussion consisting of questions asked by the committee. The topics included shared revenue, public safety, highway maintenance funding, funding for state-mandated services for public safety, health and human services unfunded mandates, legislative map redistricting, allocation of state funds to the circuit court system, and changes to the county imposed sales tax percentage.

Discuss and Consider Ordinance 179-O-020 Modify The 2024 Budget Of The Waukesha County UW-Extension Department To Accept "Farm To School" Grant Revenue From The Greater Milwaukee Foundation And Appropriate Expenditures

Braatz presented that this ordinance authorizes the Waukesha County UW-Extension Department to accept grant funding from Greater Milwaukee Foundation of \$12,300 for engaging Waukesha youth in Farm to School education. It also modifies the 2024 budget by increasing operating expenditures and other revenues by \$12,300.

MOTION: Wolff moved, second by Howard to approve Ordinance 179-O-020. Motion carried 7-0

Update on Internal Audit

Spaeth said she met with Baker Tilly and they are planning their second audit of the year. One area that has been brought up numerous times is the tax listing system. A key staff member in DOA is retiring, so this is a good time to do the audit to document procedures and identify efficiencies. The audit scope was distributed and Spaeth asked for committee members to contact her with any comments or questions. It is expected the audit will start in July with some interruptions because the DOA staff person is taking some time off. Audit results will be available in November or December.

The assessment will focus primarily on the County's Tax Listing and Billing processes and procedures and associated risks and internal controls.

The assessment will include the following tasks:

- I. Perform interviews with process owners related to tax listing and billing to confirm existing processes and conduct process mapping.
- II. Analyze a sample of tax bills to determine the correct application of and compliance with applicable tax rates, taxable values and exemptions.
- III. Assess the systems and automated tools used to calculate the taxable amounts.

The audit will be conducted in three phases: Planning, Fieldwork and Reporting

The anticipated end date of the audit is 11/22/2024. It is expected to take 375-425 hours of effort, with an overall not-to-exceed cost of \$89,000.

Discuss and Consider the Following Appointments:

179-A-007 Nate Butt Reappointment of Business Representative to the Waukesha Ozaukee Washington Workforce Development Board

179-A-008 Chase Kostichka Reappointment of Business Representative to the Waukesha Ozaukee Washington Workforce Development Board

179-A-009 Angela Stemo Reappointment of Business Representative to the Waukesha Ozaukee Washington Workforce Development Board

179-A-010 Valerie Hoff Appointment of Business Representative to the Waukesha Ozaukee Washington Workforce Development Board

179-A-011 Stephen Styza Appointment of Waukesha County Board Supervisor to the Waukesha County Land Information Council

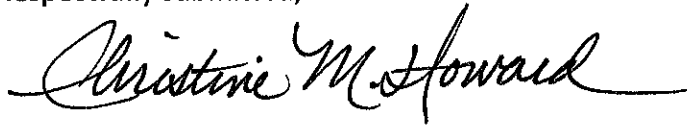
MOTION: Hammitt moved, second by Szpara to approve the above-listed appointments.
Motion carried 7-0

Standing Committee Reports

Wolff, Howard, Hammitt, LaFontain and Nelson gave updates on their respective committees. Heinrich shared what he has been doing as chairman.

MOTION: LaFontain moved, second by Wolff to adjourn at 9:39 a.m. Motion carried 7-0

Respectfully submitted,

A handwritten signature in cursive script that reads "Christine M. Howard". The signature is written in black ink and is positioned above the typed name.

Christine M. Howard
Secretary - Executive Committee