

Minutes of the Executive Committee

Monday, April 15, 2019

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

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

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Economic Development Director Tim Casey, Center for Growth Talent Development Director Robyn Ludtke, Center for Growth Business Consultant Lucy Waldhuetter, Waukesha County Business Alliance President and CEO Suzanne Kelley, Director of Administration nominee Andy Thelke, Internal Audit Manager Lori Schubert, Sheriff Business Manager Lyndsay Johnson, Principal Information Technology Professional John Gorski, and Chief of Staff Shawn Lundie.

Approve Minutes of March 26, 2019

MOTION: Howard moved, second by Swan to approve the minutes of March 26. Motion carried 7-0.

Future Meeting Date

- May 20, 2019

Standing Committee Reports by Committee Chairs

Committee chairs gave reports on their respective committee meetings.

Chair's Report on Economic Development and Transportation Issues

Decker covered recent meetings he attended and several upcoming meetings.

Update on Waukesha County Center for Growth

Casey and Ludtke were present to discuss this item as outlined in a PowerPoint presentation. There are 12 current municipal partners and even more economic development success stories. The Center met with 500 businesses and assisted 33 businesses which produced \$82 million in capital expenditures, 665 newly created jobs, and 147 jobs were retained between 2016 and 2018.

Introduction, Background, Plans of Nominee for Director of Administration Andy Thelke

Decker introduced Thelke who covered his background and employment experience. Positions held include Financial Analyst, Enterprise Operations Manager, and Business/Collections Manager. He went on to highlight his extensive Lean training.

Appointment 174-A-001: Andy Thelke as Director of Administration

MOTION: Zimmermann moved, second by Swan to approve Appointment 174-A-001. Motion carried 7-0.

Appointment 174-A-002: Larry Nelson to the Community Development Block Grant Board; and Appointment 174-A-003: Frank Muenkel to the Community Development Block Grant Board

Nelson, referring to 174-A-003, indicated the correct name Fred Muenkel.

MOTION: Heinrich moved, second by Zimmermann to approve Appointments 174-A-002 and 174-A-003. Motion carried 7-0.

Review and Approve Waukesha County Internal Audit Work Plan 2019-2021

Schubert discussed this item as outlined in the Internal Audit Work Plan for 2019 through 2021 which included information on audit descriptions and internal audits vs. contracted audits. Schubert covered additional details of the plan.

MOTION: Howard moved, second by Zimmermann to approve the Internal Audit Work Plan for 2019 through 2021. Motion carried 7-0.

Review and Approve Proposed Secure Courtroom Construction Audit Scope

Schubert reviewed the proposed scope for the Courthouse Secure Courtroom Construction audit as outlined in her memo dated April 3, 2019. Phase 1 of this construction involves a new four-story, eight courtroom facility and relocation of eight existing courtrooms to the new facility. In addition, the project includes demolition of approximately 52,000 square feet of the existing 1959 jail. To facilitate construction, the County has utilized the bidding process to hire Gilbane Construction as the construction manager and separately contracted with 31 contractors. Waukesha County Internal Audit proposes to perform an audit of the secure courtroom construction project, focusing primarily on a review of the change orders for appropriateness and adherence to contract terms and pricing. The audit will also include an assessment of the status of implementation of audit recommendations from the audit of the Human Services Center which was completed in 2014. This audit will be performed concurrently with the construction project in an effort to audit individual contracts before they are closed by the construction manager.

MOTION: Zimmermann moved, second by Wolff to approve the proposed Secure Courtroom Construction audit scope. Motion carried 7-0.

Ordinance 174-O-014: Modify Capital Project 201615 Security System Recording And Display Equipment Replacement To Allocate Funds For System Design and Integration With Other Components of the Security Electronics System

Johnson and Gorski discussed this ordinance which modifies the scope for capital project 201615 (Security System Recording and Display Equipment Replacement) to allow for two additional items: (1) additional consulting services to develop detailed system specifications to allow for a competitive purchasing process, estimated to cost \$75,000, and (2) an upgrade of the security electronics system that is used to control jail doors, estimated to cost \$80,000.

Staff indicated that these additional items will be funded within the existing project budget in 2019. There may be a request for additional funding in the 2020 budget, through the 2020-2024 capital planning process, after more accurate cost estimates from the detailed system specifications are available.

MOTION: Wolff moved, second by Howard to approve Ordinance 174-O-014. Motion carried 7-0.

Discuss and Consider Legal Advertising Contract

Mader indicated the Purchasing Division and the County Clerk's Office are working at returning with a contract to the committee. In the interim, staff indicated they are being charged the current rates.

State Legislative Update

Spaeth covered the legislative process, budget proceedings, and issues regarding the Lemonade Stand Bill.

MOTION: Wolff moved, second by Howard to adjourn at 10:50 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff

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Secretary