

## Waukesha County Board of Supervisors

### Minutes of the Executive Committee Monday, November 14, 2022

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

**Present:** Supervisors Paul Decker, Jacob LaFontain, Tom Michalski, Larry Nelson, and Peter Wolff.

**Absent:** Jim Heinrich, 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, Facilities Manager Shane Waeghe, Fleet Maintenance Manager Tom Zemruski, Engineering Services Manager Karen Braun

#### **Approve Minutes of October 24**

MOTION: LaFontain moved, second by Wolff to approve the minutes of October 24. Motion carried 5-0.

#### **Next Meeting Date**

- December 12

#### **Announcements**

None

#### **Discuss and Consider 177-O-070 Modify The 2022 Capital Project Budget To Appropriate Additional Expenditures For Capital Project #201611 CTH C, Hasslinger Drive Intersection, Funded With Prior-Year Project Revenues**

Duckwitz and Braun were present to discuss this item. Duckwitz explained that in 2015, the DPW Engineering Division started to do some in-house engineering and design so they could claim federal revenues. Some of the projects early on in this process were accounted for incorrectly and this ordinance is to correct that. Reimbursement for that revenue was supposed to remain in the Capital Project fund and used to net off the expenses. Some of the revenue associated with the outside design work went to the operating budget, transportation fund along with the revenue that goes with the staff. That netting of costs never happened, so it consumed a larger portion of the Capital budget than was anticipated.

This ordinance is seeking to take that revenue that was meant to go to capital projects and put it back in the capital project fund to pay the final bills that are coming in now. The expectation is that this will not be an issue in the future.

MOTION: LaFontain moved, second by Wolff to approve Ordinance 177-O-070. Motion carried 5-0.

**Discuss and Consider 177-O-071 Modify The 2022 Budget For Inflationary Impacts Related To Fuel, Vehicle Parts, And Utilities, Funded With American Rescue Plan Act Revenues**

Duckwitz gave a presentation on this item. Higher prices have been affecting the nation and one area that it is noticeable in the County is vehicle prices, vehicle parts and utilities, particularly electricity and natural gas. Fuel costs have been affected by increase in demand as the pandemic restrictions ease, reduction in supply as refineries went offline, and global conflict. Parts are affected by supply chain reductions and scarcity of parts. Utilities are affected by disruptions to supply chains and the cost to transport fuel.

Some of the over budget amounts could have been addressed by doing a number of funds transfers and ordinances. Instead, ARPA funds are proposed because it is categorically eligible, and County policy is to use more restrictive funds first rather than general dollars.

MOTION: Nelson moved, second by Michalski to approve Ordinance 177-O-071. Motion carried 5-0.

**Discuss and Consider the Following Appointment: Tom Slawski Appointment of Resident to the Lac La Belle Lake Management District Board**

**Discuss and Consider the Following Appointment: James M. Kebisek Reappointment of County Representative to the Waukesha County Veteran's Service Commission**

**Discuss and Consider the Following Appointment: William Mitchell Appointment of County Representative to the Park and Planning Commission**

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

**Standing Committee Reports**

There were no meetings this month for Judiciary and Law Enforcement, Human Resources, and Land Use, Parks and Environment Committee.

Wolff reported that there was a joint meeting of the Health and Human Services Committee and Board. They went over the annual report of the Veterans Services Division, and updates were provided on the transportation programs throughout the County, and the 2020-2022 HHS Strategic Plan.

**Internal Audit Introduction and 2023 Planning**

Baker Tilly, represented by Adriane McCoy and Ronald Cintron, appeared via Teams. Baker Tilly was selected to provide internal audit services and operational audits for the County. Cintron identified areas likely in need of review.

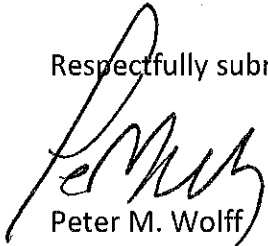
- Treasurer (cash receipts, property tax billing and collection, new cashiering system, and new check scanning equipment);
- IT (network, financial management and other critical system user access and monitoring, vendor management, and internal and external access controls);
- Debt collection;

- Purchasing and Risk Management (vendor management and oversight – fraud, waste and abuse (FWA));
- Health and Human Services;
- County-wide cashiering systems implementation;
- Department of Parks and Land Use (new cashiering system and license plate reader system);
- Accounting (cash investment policies).

The deliverables include an annual audit plan, multiple project audit scopes, project estimates, bi-weekly status updates, exit conference, draft report, and the final audit report. There are three phases common with each audit - project planning, field work and reporting.

MOTION: Wolff moved, second by Michalski to adjourn at 9:28 a.m. Motion carried 5-0.

Respectfully submitted,



Peter M. Wolff  
Secretary – Executive Committee