

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, December 14, 2022

Vice-Chair Foti called the meeting to order at 8:15 a.m.

Present: Supervisors, Tyler Foti, Larry Bangs, James Batzko, Darryl Enriquez, and Richard Morris. **Absent:** Joel Gaughan, Jim Heinrich

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Chairman Paul Decker, Medical Examiner Dr. Lynda Biedrzycki, Departmental Executive Assistant Nicole Bauer, District Attorney Sue Opper, Principal Asst. Corporation Counsel Kim Haines, Inspector Jim Gumm, Deputy Inspector Patrick Esser, Business Manager Josh Joost, Administrative Services Manager Randy Setzer, Director of Health and Human Services Liz Aldred, Human Services Manager Penny Nevicosi, Treasurer Pam Reeves, Accounting Services Manager Danielle Igielski, Senior Financial Analyst Marisa Schlichting, Business Manager Steve Trimborn, Director of Parks and Land Use Dale Shaver, Park System Manager Rebecca Mattano, Human Resources Manager Renee Gage, Employee Benefits Administrator Andrea Mohr, Senior HR Analyst Natalie Durr, Corporation Counsel Erik Weidig, Risk Manager Laura Stauffer, Budget Manager Bill Duckwitz, Budget Management Specialist Stephanie Hall, Senior Financial Budget Analyst Michelle Czech, Senior Human Resources Analyst Jane Barwick, Parks System Manager Steve Brunner, Clinical Services Manager Kirk Yauchler, Senior Financial Budget Analyst Alex Klosterman, Senior Landscape Architect Nicki Jensen, Senior Financial Budget Analyst Clara Daniels.

Approve Minutes of November 16

MOTION: Morris moved, second by Enriquez to approve the minutes of November 16. Motion carried 5-0

Next Meeting Dates

January 18

Executive Committee Report of December 12

The committee heard a presentation from Baker Tilly related to the upcoming internal audits, discussed County Board Strategic plan, and approved appointments.

Announcements

Spaeth reminded the members to turn in expense sheets at the December board meeting, as well as a reminder that the December Board meeting starts at 6:00 p.m.

Legislative Update

Fraley reported that she was in Madison recently and met with the newly elected leadership. Committee assignments will be taking place soon.

Funds Transfer Request 2022-220-03: Medical Examiner, Personnel to Operating and Interdepartmental

Biedrzycki and Bauer presented that this request is to transfer \$23,000 to the operating appropriation unit. Medical supplies and medical services costs are estimated to exceed budget due to a continued high volume of autopsy and external exam cases and an increase in costs for supplies/services, third party temporary help costs due to staff shortage and increased case volume, unforeseeable number of indigent burial expenses, and increase in postage costs incurred by the volume of specimen samples sent to the State Lab.

MOTION: Batzko moved, second by Bangs to approve Funds Transfer Request 2022-220-03. Motion carried 5-0

Discuss and Consider Ordinance 177-O-080 Modify the 2023 District Attorney's Budget to Create A 0.50 FTE Senior Administrative Specialist Position and Transfer Personnel Appropriations to Interdepartmental to Fund a Pilot Project with Corporation Counsel for a Shared Financial Analyst

Opper and Haines presented that this ordinance proposes a restructuring in the District Attorney's office due to a retirement. The funds from that position will be split to share the Corporation Counsel Financial Analyst 10 hours per week (DA) to help with the budget process and grant monitoring, a part-time administrative specialist to work on digital intake of referrals, and a temporary employee to help monitor jail phone calls.

MOTION: Morris moved, second by Enriquez to approve Ordinance 177-O-080. Motion carried 5-0

Discuss and Consider Ordinance 177-O-081 Modify the 2022 Sheriff's Department Budget for Above Budget American Rescue Plan Act Grant and Interdepartmental Bailiff Services Revenue

Gumm and Joost presented that this ordinance is to modify the 2022 Sheriff's Department Budget to appropriate greater than budgeted revenue to provide additional expenditure authority for the related expenses: personnel cost expenditures \$292,300; operating expenditures \$20,800; general government revenue \$183,100; and interdepartmental revenue by \$130,000.

MOTION: Bangs moved, second by Batzko to approve Ordinance 177-O-081. Motion carried 5-0

Discuss and Consider Ordinance 177-O-082 Authorize the Waukesha County Sheriff's Department to Amend the 2020-2024 Police Patrol Services Contract with the Town of Delafield, Create an Additional 1.00 FTE Deputy Sheriff Position Funded by the Town of Delafield Beginning January 1, 2023, and Amend the 2023 Sheriff's Department Budget Accordingly

Gumm and Joost presented that this ordinance is to amend the contract to provide police services to the Town of Delafield to reflect their desired expansion in patrol services and amend the 2023 Sheriff's Department budget accordingly.

MOTION: Enriquez moved, second by Morris to approve Ordinance 177-O-082. Motion carried 5-0

Funds Transfer Request 2022-200-01: Sheriff, Operating to Personnel

Gumm and Joost presented that greater than budgeted spending is due to significant department turnover, payouts related to retirements and terminations, increased sick and FMLA time, and newly hired staff working through training programs requiring the department to utilize overtime to count toward shift minimums. There were also several large incidents this year that required the immediate response of several of the Sheriff's Department's divisions that created significant overtime.

MOTION: Batzko moved, second by Morris to approve Funds Transfer Request 2022-200-01. Motion carried 5-0

Discuss and Consider Ordinance 177-O-083 Modify the 2022 Department of Health and Human Services Budget to Increase General Government Revenue and Appropriate Additional Expenditures for Children with Long-Term Support Needs - Third Party Administrator

Aldred, Setzer and Nevicosi presented that this ordinance modifies the 2022 Waukesha County Department of Health and Human Services budget to increase general government revenue by \$1,000,000 and operating expenses by \$1,000,000. The State has mandated that the CLTS wait list be eliminated and efforts to reduce the wait list and serve more clients has required the purchase of additional supportive goods and services.

The \$1,000,000 in additional expenditures will be entirely reimbursed and funded through the CLTS-TPA program, creating an additional \$1,000,000 in general government revenue not contemplated in the 2022 budget.

MOTION: Bangs moved, second by Batzko to approve Ordinance 177-O-083. Motion carried 5-0

Funds Transfer Request 2022-360-02: Health and Human Services – ADRC Contract Fund, Personnel to Operating and Interdepartmental

Aldred, Setzer and Nevicosi presented that interdepartmental expenses are higher due to postage costs. More communication was done through mail instead of in-person outreach. Operating expenses are anticipated to be higher due to outside printing costs for the ADRC Resource Guides, an increase in promotion and public relations supplies, and higher office equipment and furniture costs, which includes office reconfiguration costs to increase call center capacity and for a new coordinator position.

MOTION: Enriquez moved, second by Morris to approve Funds Transfer Request 2022-360-02. Motion carried 5-0

Results of the Tax Foreclosure Process

Reeves referred to her report on 2022 property tax foreclosure statistics which included information on property location and description, starting bid and sale price, and County profit/loss.

Discuss and Consider Ordinance 177-O-084 Authorize the Waukesha County Department of Administration to Accept United States Department of Treasury American Rescue Plan Act – Local Assistance and Tribal Consistency Fund Grant Funding

Iglielski and Schlichting presented that this ordinance allows Waukesha County Department of Administration to accept \$100,000 from the American Rescue Plan Act (ARPA) – Local Assistance and Tribal Consistency Funds program. The department intends to use the 2022 allocation of \$50,000 to partially offset the need for Contingency Funds use in the County Clerk's Office budget to cover the above budget election ballot costs. The remaining 2023 allocation of \$50,000 will be applied to areas similarly experiencing increasing costs.

MOTION: Morris moved, second by Batzko to approve Ordinance 177-O-084. Motion carried 5-0

Funds Transfer Request 2022-100-02: Parks and Land Use – General Fund, Personnel to Interdepartmental

Trimborn presented that this fund transfer is necessary to accommodate interdepartmental postage charges. Due to high utilization of the Park system, largely related to annual sticker sales, the department's budget for postage is projected to be overspent by \$15,000. Additionally, \$6,000 is requested to be transferred to accommodate higher than budgeted work performed by the Department of Public Works-Highway staff, for maintenance work performed at Naga-Waukee and Fox Brook parks.

MOTION: Enriquez moved, second by Batzko to approve Funds Transfer Request 2022-100-02. Motion carried 5-0

Funds Transfer Request 2022-100-03: Parks and Land Use – General Fund, Personnel to Fixed Assets

Trimborn presented that this fund transfer is to cover above-budget bid results for the Nagawicka Lake Boat Launch Renovation project. The project was bid twice, and the lowest bid is still above the project's budget. Current bid prices are reflective of current supply chain shortages, labor shortages, and an increase in material costs.

MOTION: Morris moved, second by Bangs to approve Funds Transfer Request 2022-100-03. Motion carried 5-0

Discuss and Consider Ordinance 177-O-076 Acceptance of Ice Arena Operational Plan Relating to Original Construction Loans

Shaver and Mattano presented that this ordinance is for the acceptance of the Ice Arena operational plan, which includes the resolution of the Ice Arena debt. The plan will defer the General Fund loan until use levels and revenue recovery declines; waive loan from the Golf Fund; continue to allocate funds for routine maintenance and repair in the annual budget; and fund Capital projects from Waukesha County Parkland Management and Land Acquisition Funds.

MOTION: Morris moved, second by Enriquez to approve Ordinance 177-O-076. Motion carried 5-0

Discuss and Consider Ordinance 177-O-085 Approve 2023 Salary Range Adjustments to the 2022 Non-Represented, Seasonal, and Temporary Salary Ranges, and Create New Pay Policies for Registered Nurses

Durr, Mohr and Gage presented that this ordinance is for a salary range adjustment of 3% to be applied to the non-represented, seasonal, and temporary salary ranges. It also provides for a new pay policy that allows Registered Nurses, when assigned to work 12-hour shifts, to be paid at a higher alternate rate, and the first-shift Saturday and Sunday shift premium for Registered Nurses assigned to the Mental Health Center Inpatient Unit be increased.

MOTION: Morris moved, second by Bangs to approve Ordinance 177-O-085. Motion carried 5-0

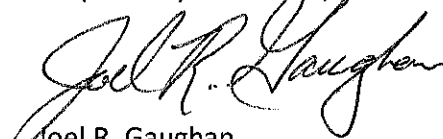
CLOSED SESSION:

Batzko moved, second by Enriquez to convene in closed session at 9:50 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral advice concerning strategy to be adopted with respect to pending litigation, Chantel Else vs. County of Waukesha.

The Committee returned to open session at 9:55 a.m.

MOTION: Morris moved, second by Bangs to adjourn at 9:56 a.m. Motion carried 5-0

Respectfully submitted,



Joel R. Gaughan
Secretary – Finance Committee