

## Waukesha County Board of Supervisors

### Minutes of the Executive Committee Monday, June 19, 2023

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

**Present:** Supervisors Paul Decker, Tyler Foti, Keith Hammitt, Jim Heinrich, Jacob LaFontain, Larry Nelson and Peter Wolff.

**Also Present:** Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Budget Manager Bill Duckwitz, Adriane McCoy and Tiffany McCoy via Teams (Baker Tilly)

#### **Approve Minutes of May 15**

MOTION: Foti moved, second by Hammitt to approve the minutes of May 15. Motion carried 7-0

#### **Next Meeting Date**

July 17

#### **Announcements**

Reminder that if committee chairs cannot attend their scheduled internal budget review hearings with the County Executive to contact staff or arrange for vice chair to attend.

#### **Standing Committee Reports**

LaFontain, Hammitt, Nelson and Heinrich gave reports on their respective committees.

#### **Legislative Update**

Fraley reported that the shared revenue bill passed both houses and is awaiting the governor's signature. Nothing has changed for Waukesha from the original proposal, so Waukesha will be receiving an additional \$3.2 million on top of the current \$636,000. Joint Finance Committee has been meeting this week with Department of Military Affairs (Next Generation 911), Department of Health Services, and Wisconsin Department of Transportation.

#### **Presentation of Parks Cash Handling Audit**

A. McCoy and T. McCoy presented that this audit was to review the Waukesha County Parks Department cash handling, deposit, creation, and money transfer procedures (cash manual) and related internal controls in place to determine whether risks are effectively mitigated. The audit testing included:

- Five (5) onsite cash counts
- Review of deposit procedures
- Review of cash handling procedures compliance
- Review of cash handling best practices for comparison with actual county cash handling procedures and documentation
- Assessment of Point of Sale (POS) access monitoring
- Evaluation of the segregation of duties and roles

- Review of cash-related security protocols
- Review of cash safeguarding and transportation procedures
- Consideration of high-use period transactions and procedures nuances
- Review of money bag creation, maintenance, and processing
- Review of revenue type trends (cash, check or credit card)
- Review of point-of-sale related procedures and maintenance
- Review of voided and returned checks procedures
- Review of County Office oversight, authority levels and approval processes

Parks management has addressed or will address all findings.

T. McCoy noted that a good number of recommendations from the previous audits were implemented; and staff they met at different locations was very knowledgeable about procedures and the county.

MOTION: LaFontain moved, second by Hammitt to accept the cash handling audit report. Motion carried 7-0

#### **Discussion on Committee Meeting Times and Update on Agenda Management System**

Spaeth reported on the agenda management system we are looking to procure. Our current way of posting referrals and agendas is not customer-service friendly. We have received feedback from the public that it is very difficult to find things on our website related to a certain topic, as there is no search feature. An initial quote from a vendor priced annual ongoing costs at \$60,000, with startup costs of \$18,000. There will another meeting with a different company to get a second quote. Discussion ensued on where this money could be obtained from. Ongoing costs would be in the County Board budget and American Rescue Plan Act (ARPA) funds could possibly be used for the startup costs. IT department will look to see what they can provide in-house.

Spaeth received an estimate from the Sheriff's Department of \$25,000 per year to keep the courthouse open during the evening for committee meetings. Other things to consider include overtime pay for staff, staff availability, public hearings are only held on a case-by-case basis and not a regular part of every meeting, evening County Board meetings are not attended by the public unless they have a specific interest in a topic, and new meetings times should not be implemented until the next board term. Information on the survey of other counties was included.

LaFontain stated that this is about increasing public engagement and public transparency. He suggested that committee meeting times don't necessarily have to be during the evening, but rather toward the end of the business day. He suggested a flexible schedule for staff members who have to present at meetings.

Foti stated that the current meeting times being first thing in the morning is not a lot different than meeting at the last part of the day. People still have the rest of the day to return to work.

Nelson stated that based on his experience with HHS hearings, when there is a big issue, people show up regardless of the time of day.

No consensus was reached on moving committee meeting times to better accommodate Supervisors who work and the public who may wish to attend.

Decker said we should move forward into looking into the agenda management system and see which components IT can handle in-house.

Nelson requested an update after the meeting with the new vendor and asked if there is any way we could get the startup funds and do a minimal amount next year. He wants update on what IT can help with.

LaFontain stated we should prioritize transparency and get the information to the public where it is easy to use and accessible to everyone.

Heinrich stated we should find out from IT how many of the services they can provide us and maybe we won't incur the \$18,000 startup and \$65,000 annual costs.

Thelke said the agenda management systems are very nice and it just makes sense to do this for a county our size. We have an ordinance process right now that is partially automated, but it doesn't have the back end for posting and agenda management, and he is sure IT could do something for some of these features.

**Discuss and Consider the Following Appointments:**

**178-A-004 Richard Morris to the Wisconsin River Trail Transit Commission** – Nelson said this is a reappointment, not an appointment. Hammitt moved, second by Heinrich. Motion carried 7-0

**178-A-005 Cathy Bronk to the Big Bend Public Library Board** – Nelson said this is a reappointment. Wolff moved, second by Hammitt. Motion carried 7-0

**178-A-006 Barbara Woppert Reappointment to the Big Bend Public Library Board** – Nelson moved, second by Hammitt. Motion carried 7-0

**178-A-007 Kelsey Butterfield Reappointment to the Delafield Public Library Board** – Wolff moved, second by Nelson. Motion carried 7-0

**178-A-008 Todd Hillmer Reappointment to the Delafield Public Library Board** – Hammitt moved, second by Wolff. Motion carried 7-0

**178-A-009 Nicole Krickhahn Reappointment to the Delafield Public Library Board** – Wolff moved, second by Nelson. Motion carried 7-0

**178-A-010 Robert Mitchell Reappointment to the Delafield Public Library Board** – Hammitt moved, second by Foti. Motion carried 7-0

**178-A-011 Robin Ludtke Appointment to the Hartland Public Library Board** – Decker said the correct spelling of the appointee's name is Robyn. Nelson said for communities that do not have a library, Waukesha County is supposed to appoint people that live in the non-represented areas. If we don't know on some of the new appointments where someone lives, we don't know if they are helping us fulfill that past practice. In the case of Robyn Ludtke, she is a new appointment that was recommended by Karol Kennedy, Director of Bridges Library System, and the library board. Robyn Ludtke works for the Waukesha County Business Alliance and the Waukesha County Center for Growth. This is an example of what should be in the letter as well as where she lives. Decker stated she was on the common council and moved out of the Village of Hartland and moved to the Town of Merton, so she is the representative that would be from outside the direct community. Nelson moved, second by Wolff. Motion carried 6-1 (Heinrich voted no)

**178-A-012 Lisa Kwiat Appointment to the Hartland Public Library Board** – Nelson said Lisa is another new appointment. Lisa is a Waukesha County employee. She is a public relations person in the Department of Health and Human Services. Nelson works with her and said she does an excellent job and everyone he spoke to speaks very highly of her. Decker moved, second by Wolff. Motion carried 6-1 (Heinrich voted no)

**178-A-013 Amy Reichert Appointment to the Hartland Public Library Board** – Nelson said this is a reappointment, not an appointment. LaFontain moved, second by Wolff. Motion carried 7-0

**178-A-014 Michele Oberwise-Lacock Reappointment to the Mukwonago Community Public Library Board** – Hammitt moved, second by Foti. Motion carried 7-0

**178-A-015 Howard Pringle Reappointment to the Mukwonago Community Public Library Board** – Hammitt moved, second by Foti. Motion carried 7-0

**178-A-016 Carol Stienstra Reappointment to the Mukwonago Community Public Library Board** - Wolff moved, second by Foti. Motion carried 7-0

**178-A-017 Donna Whalen Reappointment to the Mukwonago Community Public Library Board** - Wolff moved, second by Foti. Motion carried 7-0

**178-A-018 Danica Clarkson Appointment to the Oconomowoc Public Library Board** – Nelson said he is voting no because there was no background information provided. Hammitt moved, second by Foti. Motion carried 5-2 (Nelson and Heinrich voted no)

**178-A-019 Melissa Wood Appointment to the Oconomowoc Public Library Board** - Nelson said he is voting no because there was no background information provided. Foti moved, second by Wolff. Motion carried 5-2 (Nelson and Heinrich voted no)

**178-A-020 Rebecca R. DeLonge Reappointment to the Pauline Haass Public Library Board** – Foti moved, second by Wolff. Motion carried 7-0

**178-A-021 Juli Hacker Reappointment to the Pauline Haass Public Library Board** – Foti moved, second by Wolff. Motion carried 7-0

**178-A-022 Alicia Jilling Reappointment to the Pauline Haass Public Library Board** - Foti moved, second by Wolff. Motion carried 7-0

**178-A-023 Amanda Kojis Reappointment to the Pauline Haass Public Library Board** – Foti moved, second by Hammitt. Motion carried 7-0

**178-A-024 Melissa Baxter Reappointment to the Waukesha Public Library Board** – Nelson moved, second by Foti. Motion carried 7-0

**178-A-025 Martha Ryan Reappointment to the Waukesha Public Library Board** – Nelson moved, second by Foti. Motion carried 7-0

Nelson said that in future appointment letters, he would like to know what community they live in and if they are being reappointed, how long a person has served on a board or commission.

Decker will write a letter to County Executive asking for more information in future appointment letters.

MOTION: Hammitt moved, second by Wolff to adjourn at 10:36 a.m. Motion carried 7-0

Respectfully submitted,



Peter M. Wolff

Secretary – Executive Committee