

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, March 17, 2021

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Joel Gaughan, Larry Nelson, and Ted Wysocki. **Absent:** Tyler Foti

Also Present: Chief of Staff Sarah Spaeth, Accounting Services Coordinator Lisa Davis, Clinical Services Coordinator John Kettler, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Parks & Land Use Director Dale Shaver, Budget Manager Bill Duckwitz, Senior Civil Engineer Kevin Yanny, Airport Manager Kurt Stanich, Business Managers Rhiannon Cupkie and Steve Trimborn, Community Development Manager Kristin Silva, Budget Management Specialist Michelle Beasley, Senior Financial Analyst Stephanie Kirby, Corporation Counsel Erik Weidig, Purchasing/Risk Manager Laura Stauffer, Principal Assistant Corporation Counsel Debbie Price, and Attorney Zach Bosch.

Approve Minutes of February 17

MOTION: Paulson moved, second by Nelson to approve the minutes of February 17. Motion carried 6-0.

Next Meeting Date

- April 21, 2021

Executive Committee Report of March 15, 2021

Heinrich said the Executive Committee, at their last meeting, approved an ordinance and three appointments, and heard an update on information technology.

Ordinance 175-O-095: Modify the Department of Health and Human Services 2021 Budget to Accept the Urban Rural Women's Substance Use Services Grant Funding and Appropriate Additional Expenditures and Create 2.0 FTE Sunset Positions to Be Funded Under This Grant

Davis and Kettler were present to discuss this ordinance which authorizes the Health and Human Services department to accept \$266,920 of Urban Rural Women's Substance Use Services grant funding from the Wisconsin Department of Health Services. This ordinance also modifies the 2021 Health and Human Services budget by increasing personnel costs by \$116,884, operating expenses by \$125,771, interdepartmental charges by \$24,265, and general government revenues by \$266,920.

Personnel costs include the creation of two new, full-time sunset positions: 1.0 full-time equivalent (FTE) Social Worker (Case Navigator) and 1.0 FTE Human Services Support Specialist (Peer Specialist). When grant funds are reduced or eliminated, these positions will be reduced or eliminated, accordingly. The personnel cost estimate of \$116,884 reflects a partial year of employment (nine months). The full-year cost of these positions is estimated at \$88,600 for the Social Worker and

\$67,200 for the Human Services Support Specialist. Operating expenses include \$106,449 for treatment costs, \$15,446 for travel and training expenses, and \$3,876 of other operating expenses. Interdepartmental charges consist of indirect cost recovery of \$24,265.

The grant is renewable for a total of five years and staff intends to request this grant funding in the 2022-2025 proposed budgets. Ongoing indirect cost recovery mentioned above offsets existing staff and other costs and will result in a favorable tax levy impact for the life of the grant.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-095. Motion carried 6-0.

Annual Report on Employee Performance Evaluations and Awards

Gage and Ruiz were present to discuss this report as outlined. In 2020, 868 employees were eligible for non-base accumulating performance awards and of those, 821 received an award. Performance awards added to base salaries included 666 employees out of a possible 705 that were eligible. The budgeted amount for base and non-base awards was \$2,654,801 and the actual cost was \$2,441,541.

MOTION: Paulson moved, second by Wysocki to accept the Annual Report on Employee Performance Evaluations and Awards. Motion carried 6-0.

Contract Procurement Process for Economic Development Organization

Shaver said this three-year contract was awarded to the Waukesha County Center for Growth, the only contractor to submit a proposal, for a total of \$750,000. The first-year budgeted cost and budgeted amount are both \$250,000.

MOTION: Paulson moved, second by Nelson to approve the contract procurement process for the Economic Development Organization. Motion carried 6-0.

Annual Update on Grant/Sunset Positions

Kirby and Duckwitz were present to discuss the report titled "2021 Sunset Position Changes as of February 2021" as outlined. There are 116.5 full-time and 20.0 part-time and extra help sunset positions – 2.5 and 1.0 more than in 2020, respectively. The majority are in the Health & Human Services and Sheriff's departments.

MOTION: Michalski moved, second by Nelson to accept the Annual Update on Grant/Sunset Positions. Motion carried 6-0.

Ordinance 175-O-093: Modify 2020 Capital Budget to Increase Construction Expenditures for Capital Project #201004 CTH ES, Fox River Bridge

Yanny discussed this ordinance which modifies the 2020 capital budget to increase expenditure authority by \$35,000 for capital project #201004 – CTH ES, Fox River Bridge, and increases use of Capital Project Fund balance by \$35,000. The condition of the bridge at the time of construction required additional repairs that were not anticipated and additional funding is required in order to complete the final phase of the project. This ordinance is funded with one-time use of Capital Project Fund balance and there is no additional tax levy impact.

MOTION: Wysocki moved, second by Michalski to approve Ordinance 175-O-093. Motion carried 6-0.

Ordinance 175-O-092: Modify the 2021 Department of Public Works, Airport Operations Fund Budget to Purchase a Replacement Generator

Stanich and Cupkie were present to discuss this ordinance which modifies the Airport Operations Fund budget by increasing fixed assets by \$100,000 for the purchase of a new generator and increases the use of Airport Fund balance by \$100,000. The \$100,000 is needed to replace the existing generator that has failed and is no longer able to be repaired. The generator is required by the Federal Aviation Administration (FAA) to ensure backup power is available for airfield lighting. There is no tax levy impact associated with this ordinance.

MOTION: Michalski moved, second by Nelson to approve Ordinance 175-O-092. Motion carried 6-0.

Ordinance 175-O-087: Modify The 2021 Community Development Fund Budget To Accept Additional Home Investment Partnership (HOME) Program Funds, Community Development Block Grant (CDBG) Program Funds, Home Program Income Funds, And Carryover Budget Authority From 2020 To 2021

Silva and Trimborn were present to discuss this ordinance which authorizes the Community Development Fund to accept additional above-budget revenues allocated in 2021 for the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs, as well as excess 2020 HOME program income (first three lines in table below), and modifies the budget accordingly. The ordinance also authorizes the carryover of expenditure authority for the CDBG, HOME, and Coronavirus (CV) grants from 2020 to 2021 (remaining portion of table below). This ordinance results in no direct tax levy impact.

Ordinance Detail		
Category	Approp. Unit	Amount
Above 2021 budget grant award: CDBG program	Operating	\$ 13,826
Above 2021 budget grant award: HOME program	Operating	\$ 12,515
Excess 2020 HOME program income	Operating	\$ 456,259
Carryover for CDBG Program	Operating	\$ 21,923
Carryover for HOME Program	Operating	\$ 1,454,167
Carryover for Coronavirus (CV) Grant		
CV - Operating	Operating	\$ 1,279,211
CV - Interdepartmental	Interdepartmental	\$ 90,900
Subtotal CV Carryover		\$ 1,370,111
Total		\$ 3,328,801

MOTION: Nelson moved, second by Paulson to approve Ordinance 175-O-087. Motion carried 6-0.

Legislative Update

Spaeth said Legislative Policy Advisor Alex Ignatowski is in Madison today to meet with our legislators on the state budget. He is planning on a health and human services lobbying day in April.

Closed Session

MOTION: Paulson moved, second by Gaughan to go into closed session at 9:32 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 two pending litigation cases: Allen Olson v. County of Waukesha; and Jon M. Sodemann and Karen A. Klein-Sodemann v. Waukesha County, Waukesha County Circuit Court Case Number 2018-CV-141; and to approve the closed session minutes of December 15, 2020. Motion carried 6-0.

MOTION: Paulson moved, second by Gaughan to return to open session at 10:16 a.m. Motion carried 6-0.

MOTION: Paulson moved, second by Michalski to adjourn at 10:19 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary