



Minutes Waukesha County Board Executive Committee Meeting May 18, 2015

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present

Paul Decker (Chair)

Pauline Jaske

James A. Heinrich

Peter M. Wolff

David D. Zimmermann

Gilbert W. Yerke

David W. Swan

Others Present

Chief of Staff Mark Mader

Legislative Policy Advisor Sarah Spaeth

Deputy Register of Deeds Beth Zimmermann

Internal Audit Manager Lori Schubert

Salvatore Roti of Titus

Human Resources Analyst Natalie Durr

Federated Library Director Connie Meyer

Programs and Projects Analyst Windy Jicha

Register of Deeds Jim Behrend

Lyle Smith of Titus

Budget Management Specialist Bill Duckwitz

Correspondence

A list of correspondence was distributed.

Approve Minutes of April 20, 2015

Motion: Jaske moved, Heinrich second, to approve the minutes of April 20, 2015. Motion carried 7-0.

Discuss and Consider the Following Appointments:

Motion: Swan moved, Jaske second, to approve the following appointments en masse.

170-A-006: Joan Francoeur to the Community Development Block Grant (CDBG) Board

170-A-007: Michele F. DeYoe to the Community Development Block Grant (CDBG) Board

170-A-008: Robyn Turtenwald to the Community Development Block Grant (CDBG) Board

170-A-009: Gilbert Yerke to the Community Development Block Grant (CDBG) Board

170-A-010: William Steele to the Aging & Disability Resource Center (ADRC) Board

Motion carried 7-0.

County Board Committee Reports by Committee Chairs for the Following 2015 Meetings:

Land Use - April 21 – Jaske reported that the committee approved eight ordinances that have since been approved by the county board.

Discuss and Consider Register of Deeds Audit

Schubert explained that the objective was to conduct an operational audit evaluating the efficiency and effectiveness of the register of deeds office (ROD). The scope of the work focuses on internal controls and financial protocols/practices, assessment of the efficient and effective use of resources for the ROD's four divisions and processes and efficiency of the document redaction process. Roti said the audit did not reveal any significant concerns that have not already been addressed by management. Management was very responsive to correct and remediate all findings, recommendations and risks mentioned in the audit. Roti

reviewed the executive summary (department background, objectives and scope, approach and conclusion) and findings and recommendations found on pages 15 to 29 of the report.

Finding #1: In response to Decker's question related to cashiers' drawers, Behrend said changes implemented to correct finding #1 are going smoothly.

Finding #2: Decker asked is correction of finding #2 (properly securing and limiting access to cash drawers) disrupting service? Behrend said the old process of sharing drawers was quicker and easier but the new process does not disrupt service.

Finding #3: Jaske said she would like the fiscal assistant to email management the results of all over/under reports even if there are no variances. Behrend said most of the time it is easy to resolve variances since they are usually related to coding and performance errors.

Finding #4: In regards to Swan's questions, Behrend said many issues revealed in the audit will be resolved when the department migrates to Manatron. An operational review is being conducted to ensure the most effective cashiering system and related processes are in place. Processes and procedures will be updated accordingly with changes to the system.

Finding #9: Decker asked were any job descriptions changed with the development of a new organizational chart? Behrend explained that cross training of staff was implemented throughout the department to provide the most effective and efficient service to customers. B. Zimmermann said the reorganization process was interesting. Management discovered their staff had skills they were unaware of.

Finding #13: In response to D. Zimmermann and Jaske's questions, Behrend and B. Zimmermann provided background and operational information on the redaction project.

In response to Decker's question, Roti said he enjoyed working with Waukesha County staff. The process went really well.

Motion: Wolff moved, Jaske second, to approve the register of deeds audit. Motion carried 7-0.

County Board Committee Reports by Committee Chairs for the Following 2015 Meetings:

HHS – May 14 – Yerke said in addition to a tour of the public health division, the committee had presentations on the emergency preparedness and safety committee, trauma at-risk screening program and environmental health division.

Finance - April 22, April 28 and May 6 – Heinrich said at the April 22 meeting the committee approved ten ordinances and had a report on special revenue and general funds. At the April 28 meeting the committee approved an ordinance. At the May 6 meeting, the committee approved two contract procurement processes and had an update on tax incremental districts.

Update on the Proposed Addition of Jefferson County to the Waukesha County Federated Library System (WCFLS)

Meyer explained that Wisconsin federated library systems are state funded organizations formed with the vision of supporting and strengthening existing libraries, providing opportunities for collaboration and efficiencies and helping equalize access to library resources for all Wisconsin residents. Meyer distributed and reviewed a map of Wisconsin's 17 public library systems and explained that the Wisconsin Council on Library and Network Development (COLAND) promotes collaboration, fewer library systems and cost

reduction. She said Waukesha County is one of only four single county systems in the state. Partnering with Jefferson County would align with COLAND's vision and allow Waukesha County to be more stable and better manage change if forced consolidations occur.

Meyer said Jefferson County evaluated options and approached Waukesha County as a potential partner. Consolidation with Jefferson County would save libraries in both counties money thru economies of scale, increased library system revenue to offer better services, potential stability and manageable change and increased citizen access to materials. Meyer said the partnership would not require Waukesha County to increase staff or the number of CAFÉ servers at this time. WCFLS board approved the partnership on March 17, 2015. Jefferson County has completed statutory required actions for the consolidation.

In response to Swan's question, Meyer said the Mid-Wisconsin Federated Library System would not have to dissolve if Jefferson County leaves.

Meyer distributed and reviewed a handout titled *Why Add Jefferson County?* D. Zimmermann asked why does Jefferson County want to join WCFLS? Meyer said Jefferson County is unhappy with Mid-Wisconsin Federated Library System's services which includes membership in an automation consortium with the Lakeshores Library System. Mader reviewed the consolidation timeline for consideration by the Waukesha County Board and its committees. D. Zimmermann asked what is Waukesha County's impetus to partner with Jefferson County? Will there be real cost savings and a larger catalog? Meyer said there will be significant annual savings for local libraries. Municipalities without libraries would realize savings in future years but there would be no savings to Waukesha County's levy because the program is funded by the state.

Yerke said the handouts only show how the consolidation will affect revenues. D. Zimmermann said he would like to know how the consolidation would affect Waukesha County's expenses. He also commented that the consolidation would add 500K items to CAFÉ but those items are not necessarily new. Meyer said some of the items added to CAFÉ will be duplicative while some are unique. Yerke said the county needs to show municipalities "bottom line" expenses and savings related to this effort and explain the benefits of adding libraries to the system. Meyer distributed and reviewed a handout titled *Fiscal Impact of Jefferson County* explaining that bigger library consortiums make residents happier. Yerke asked how many Waukesha County items will be available to Jefferson County residents? Meyer said Waukesha County has 1.8M items in CAFÉ. Yerke commented that Jefferson County residents will be happy there are more items while Waukesha County residents will not be happy with the additional "stress" put on their items. Meyer said local libraries will be impacted by the change but it is better to have items "off the shelves" than not. Swan said he would like the title of this handout (*Fiscal Impact of Jefferson County*) changed.

Mader said the state is promoting collaboration and the end of single county library systems. Meyer said Waukesha County is being proactive and prepared for a possible state mandated consolidation. This puts Waukesha County in a stronger position. Meyer believes that the state library funding formula will change in the next three to five years and she is confident the consolidation will help Waukesha County provide effective library services.

In response to Jaske's question, Meyer said Milwaukee County has a very different library system and she does not think Waukesha County will be forced to consolidate with them.

Heinrich said as a WCFLS board member who has been reviewing the situation for months, he is comfortable with the consolidation.

Jaske said there is a limit to the number of libraries that can be added to the system before there are diminishing returns. Meyer said a Waukesha-Jefferson County consolidation is manageable. Any new positions would be funding from Jefferson County funding.

Yerke said he would like a handout detailing and itemizing potential savings for Waukesha County, member libraries and patrons. It is bold to say costs decrease without quantifying savings. Wolff agreed.

Legislative Update

Spaeth said the joint finance committee is expected to finish reviewing the governor's proposed budget next week. Some of the changes made by the committee to the budget which affect Waukesha County include:

- Removal of county property assessment
- Funding restored to the Wisconsin Fund Private Sewage System Grant Program
- Partial funding restored to the county land conservation staffing and cost sharing grants
- County and municipal recycling grants reduced
- One year delay of circuit court funding consolidated under one block grant and disbursement by director of state courts
- Development of optional county crime prevention funding boards to decide how a new \$20 surcharge on all convictions will be distributed
- Pretrial Intoxicated Driver Intervention Grant Program moved from the department of transportation to the department of health services and funding eliminated
- Changes to emergency detention procedures
- \$1.5M one-time funding distributed to counties in FY2016 for mental health crisis services
- New requirement to disclose on property tax bills impacts of referendums that exceed the levy limit.

Spaeth said revenue estimates are lower than expected causing the joint finance committee to struggle to find funding. The governor is stressing the importance of consolidation and shared services.

Motion: Swan moved, D. Zimmermann second, to adjourn the meeting at 10:55 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff
Committee Secretary