



Minutes
Waukesha County Board
Executive Committee Meeting
December 7, 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)	David W. Swan	David D. Zimmermann	Pauline Jaske
James A. Heinrich	Peter M. Wolff	Gilbert Yerke	

Others Present

Chief of Staff Mark Mader	Information Technology Manager Mike Biagioli
Legislative Policy Advisor Sarah Spaeth	Programs and Projects Analyst Windy Jicha
Director of Parks & Land Use Dale Shaver	Supervisor Kathleen Cummings
Supervisor Duane Paulson	Principle Financial Projects Analyst Danielle Igielski
Business Manager Peter Mudek	Engineering Services Manager Gary Evans
Internal Audit Manager Lori Schubert	Parks System Manager Duane Grimm
Supervisor Bill Zaborowski	Deputy Health and Human Service Director Laura Kleber
Supervisor Janel Brandtjen	Business Services Administrator Donn Hoffmann
Solutions Administrator Dave Kragenbrink	Senior IT Professional John Gorski
County Clerk Kathleen Novack	Principle IT Professional Sandra Masker
Budget Management Specialist Bill Duckwitz	Accounting Services Manager Larry Dahl

Discuss and Consider Resolution 170-R-008: Scheduling of Evening County Board Committee Meetings

Brandtjen said this resolution would allow county board committee chairs to schedule committee meetings in the evening which would increase transparency and allow people who work first shift to run for office and attend committee meetings. Budget meetings could still be held during the day.

In response to Swan's question, Brandtjen said committee chairs could decide when meetings are held now and then supervisors could select which days/evenings they are available for meetings after they are sworn into office. Swan asked wouldn't it be better to implement this before people decide to run for office? Brandtjen said county board approval of this resolution may help some people decide to run for office. The change would be particularly helpful since so many employers are allowing their employees to design their own schedules and work from home. In response to Swan's question, Brandtjen said she wrote the resolution with a specific candidate in mind. Swan said it is his understanding that committee meetings could be held at night now. Brandtjen said committee meetings could be scheduled for evenings now but they are not.

Public Comment

Yerke thanked supervisors and staff for their support while he was ill.

Correspondence

A list of correspondence was distributed.

Approve Minutes of October 19, 2015

Motion: Zimmermann moved, Swan second, to approve the minutes of October 19, 2015. Motion carried 7-0.

Future Agenda Item

Update on Waukesha West Bypass

Discuss and Consider the Following Appointments:

- 170-A-023: Appointment of Jim Heinrich to the Bridges Library System Board
- 170-A-024: Appointment of Larry Nelson to the Bridges Library System Board
- 170-A-025: Appointment of Howard Pringle to the Bridges Library System Board
- 170-A-026: Appointment of Rose Sura to the Bridges Library System Board
- 170-A-027: Appointment of Dick Nawrocki to the Bridges Library System Board
- 170-A-028: Appointment of Marion Onesti to the Bridges Library System Board
- 170-A-029: Appointment of Betty Scanlon to the Bridges Library System Board
- 170-A-030: Appointment of Jean Yeomans to the Bridges Library System Board

Motion: Jaske moved, Yerke second, to approve the appointments en masse. Motion carried 7-0.

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

Land Use – October 20 – Jaske said the committee approved five ordinances and a resolution and heard an update on Waukesha County economic development efforts.

Judiciary – November 13 and December 4 – Wolff said at the December 4 meeting, the committee approved two ordinances and had a follow-up discussion about their jail tour.

Discuss and Consider Parks and Land Use Cash Handling Audit

Schubert reviewed the executive summary, scope of the audit and summary of findings and recommendations. Shaver provided management's response.

In response to Jaske and Swan's questions, Schubert explained preventative steps that should be followed to reduce financial risk in the parks such as having two people working in entrance huts during busy times and two people running self registrations through the cash register together; rotating full-time staff who empty the self registration pay tanks; documenting and verifying safe deposits; reconciling cash registers, deposits and chain of custody; depositing money at least twice per week, etc. A new online park registration process, available in March 2016 through the county's website, will allow users to purchase annual stickers online with credit cards and may reduce cash handling risks. Yerke said providing online options may increase sales.

Paulson said some of the issues noted in the audit report are the result of ignoring county policy and should be followed up on. Schubert said she could build report follow-up into the annual audit schedule but noncompliance issues need to be addressed with parks staff. Jaske asked are there repercussions against those that do not follow county cash handling policies and procedures? Shaver said following cash handling policies is part of staff performance goals and year-end evaluations. Staff not following rules face discipline or termination. Schubert recommended the department review cash handling policies at all facilities every year during spring training. Zimmermann asked how often is this audit performed and how does the county board know the department will not atrophy? Shaver said an account clerk has been enlisted to regularly review accounts.

Yerke said since credit cards use is common, the county should have credit card payment options at all parks. Accepting credit card payments would most likely reduce cash handling risks and possibly increase sales. Schubert said because of the remote location of some parks buildings, it would be quite expensive to install networked, credit card payment systems. Shaver said the county is challenged because of connectivity issues at parks and the need for fast processing to accommodate higher volume days but will continue to investigate options. Swan stressed that the department needs to investigate online and credit card payment options.

In response to Heinrich's request Schubert described the cash deposit process. Heinrich recommended using consecutively, pre-numbered deposit bags.

Heinrich recommended going through Hypercom merchant services to make sure refunds can only be issued to credit card accounts that have made purchases with the county. Shaver agreed to investigate options with appropriate staff to implement this recommendation.

Schubert thanked department of parks and land use for being helpful and cooperative during the interview. Shaver committed to working with Schubert on implementing changes, building cash handing into spring training and "cleaning up sloppiness."

Motion: Jaske moved, Wolff second, to accept the Parks and Land Use Cash Handling Audit. Motion carried 7-0.

Review and Update of Information Technology Projects

Hoffmann distributed and reviewed a handout titled *Waukesha County Board Executive Committee Update Dept. of Health and Human Services: Core Enterprise System, December 7, 2015* including project schedule, projected project implementation and status summary. Hoffmann said no Netsmart modules were implemented last year because Netsmart could not complete the effort. Three modules, MSO (Managed Service Organization), Insight for Public Health and Avatar CWS (Clinician Work Station) were scheduled for implementation. Hoffmann reviewed efforts to get the project back on track including meetings with Netsmart leadership, daily conference calls and Netsmart staff working onsite, and highlighted Netsmart's personnel issues with staff working on too many projects at once, resignations, retirements, promotions and the introduction of five new project managers.

Kleber said Netsmart has indicated they over promised what they could do and are putting money into the project. Hoffmann said the county paid the original down payment but is holding payment on eight invoices. Netsmart has also committed to reimbursing Waukesha County \$59K this year to cover the cost of PeopleLink modules that should have been retired with the implementation of Netsmart. The county is holding \$79K in escrow in case support customization is needed. The county addressed Netsmart with concerns last month and is expecting a response later this week. Hoffmann has concerns with Netsmart's commitment to the project.

Hoffmann said there have also been staff resource challenges in the department of health and human services (HHS) that affected project scheduling. Kleber said the HHS BAS unit has had 75% turnover in the last two years. The division has faced turnovers and vacancy and has not been fully staffed. Staff resources are often taken from this project to fill gaps in other projects. Hoffmann said in 2014, the county dedicated 118 county staff and more than 1,000 hours to the project amounting to approximately \$246K in work effort.

Swan asked at what point should the county find a new vendor? Biagioli said Netsmart is getting a lot of pressure from their other seven Wisconsin county customers. We would like Netsmart to commit staff to the project. Biagioli is not sure what it will take to finish this project but the Waukesha County has their attention. Kleber said Netsmart recognizes the importance of implementing the system. Decker said the county cannot afford to keep bleeding money and time. In addition to reimbursement, strong and painful financial penalties should be imposed.

Yerke recommended banding together with the other Wisconsin counties to force better service. Kleber said Waukesha County is a leader in the statewide users' group. Hoffmann said Netsmart is having conversations with their customers but has not met with the group collectively to discuss solutions.

Decker asked for the list of Wisconsin counties who are customers of Netsmart be emailed to him.

Election System – Novack said the pilot in November with the new system was a success. Over 92 polling sites, there were only two minor issues with modems and antenna connectivity. Novack explained how the new touch screen system works and invited supervisors to her office to view the new voting machines. Swan and Yerke stressed the importance of educating poll workers on how to educate voters.

County Boardroom Technology Upgrade – Biagioli said a request for proposal (RFP) is being developed for portable wireless voting and microphone systems in the county board room. Vendors may bid on one or both projects. Once vendors are selected, facilities will remodel the room and Waukesha County Technical College students assist in deployment of the environment, which will be completed in time to swear in the new board in April. In response to Jaske’s question, Biagioli said the recordings will be available online to the public and not have keyword search capabilities.

Workforce Management Project – Dahl said Intellitime has been implemented throughout the county. Staff continues to work on open issues and dynamic scheduling.

Business Objects End User Reporting – Kragenbrink explained how cost increases for product maintenance and upgrades led the county to develop a capital project to seek and secure alternative reporting solutions. Business Objects End User Reporting has been retired and replaced with SQL Server Reporting Services (SSRS) and Crystal Reports which is significantly less expensive and easier to use.

Discuss and Consider Ordinance 170-O-076: Amend 2016–2020 Capital Plan for Project #200606 CTH P, Bark River Bridge

Evans said this ordinance has been withdrawn due to the awarding of federal funds for this project.

Discuss and Consider Resolution 170-R-008: Scheduling of Evening County Board Committee Meetings

Decker said this resolution has no bearing on the current county board term. Changing committee meetings to evenings involves a lot of “moving parts” such as keeping the courthouse open more evenings, increased need for sheriff’s department security screening and bailiff services, increased county board costs to cover security screening, bailiff services and overtime payments for hourly staff working more than 40 hours per week, etc. It would be challenging to hold budget season meetings during the evening due to the significantly increased number and length of meetings. Committee chairs could move select meetings if they anticipate a lot of public comment. The county looked at streaming committee meetings online and making them more accessible to the public.

In response to Heinrich’s questions, Mader said the courthouse is currently open two nights per week until 9 p.m. Only one meeting could be held per evening with would change up the current committee schedule which allows two committees to be held on the same day: one in the morning, one in the afternoon.

Swan said even if this resolution was approved, it would be impossible to tell candidates what time each committee will be meeting. Heinrich said no change could be implemented until after the election and committee chairs are selected. Jaske commented that Brandtjen said she wanted to change the procedure for a specific candidate. The county does not write or change policy for one person.

Yerke said there is an advantage to being in the building during the day when staff are available to provide information and expertise. Staff would be required to stay late or return at night for committee meetings. Paulson said it may be challenging to get staff to make presentations at night meetings and then more amendments would be made on the county board floor. This is not an issue that needs to be addressed now.

Yerke asked how many people attend municipal meetings at night? Heinrich said there is a perception that evening county board committees meeting would attract more people to office but does not feel the resolution will accomplish anything if it is approved. Few people attended municipal meetings when he sat on a municipal board for eight years. He has not heard any concerns about meeting times from his constituents. Zimmermann said he would not mind evening meetings except he serves on a lot of lake districts that meet at night. Overall it is a great principle but it is ill-suited in actual practice.

Heinrich said it is important to recognize the mix of employees, employers and retirees on the board. It is important to have active people on the county board. He would love to have evening meetings. Jaske said today's work environment allows workers to flex their hours or work from home as long as the work gets done. Mader said people will always have conflicts no matter what time meetings are held.

Motion: Yerke moved, Jaske second, to table Resolution 170-R-008. Motion carried 6-1. (Wolff voted no).

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

HHS – November 12 – Spaeth reported that the committee had presentations on the First Breath and Grape Vine, and School Age Parent Programs and approved the county plan on aging.

Finance – October 21 and 23 and November 4 and 18 – Heinrich said on October 21, the committee reviewed budgets and approved ordinances and contract procurement processes. On October 23 the committee reviewed budgets and the position ordinance. On November 4, the committee reviewed county board supervisor amendments, special assessments and foreclosure actions. On November 18, the committee had reports on investments, proprietary funds, special revenues and the 2-1- program. The committee also approved a resolution and contract procurement process.

Human Resources – October 20 – Zimmermann said the committee approved two ordinances and went into closed session to discuss collective bargaining issues.

Public Works – November 12 and December 3 – Swan said at the November 12 meeting, the committee discussed future plans for the intersection of County Trunk Highway DR and Grandview Boulevard and approved a bid to raze a barn at Ryan Park. At the December 3 meeting, the committee approved three ordinances and a bid award.

Legislative Update

Spaeth said reviewed bills she is monitoring related to transportation, shoreland zoning, property rights and bed and breakfast regulations.

Motion: Swan moved, Zimmermann second, to adjourn the meeting at 11:33 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff
Committee Secretary