



Minutes Waukesha County Board Executive Committee Meeting July 20, 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) Gilbert W. Yerke David D. Zimmermann David W. Swan
Pauline Jaske Peter M. Wolff (left at 8:30 a.m. and returned at 8:38 a.m.)

Committee Members Absent

James A. Heinrich

Others Present

Chief of Staff Mark Mader Internal Audit Manager Lori Schubert
Legislative Policy Advisor Sarah Spaeth Programs and Projects Analyst Windy Jicha
Federated Library Director Connie Meyer Senior Financial Budget Analyst Steve Trimborn

Wolff left at 8:30 a.m.

Correspondence

A list of correspondence was distributed.

Approve Minutes of June 15, 2015

Motion: Jaske moved, Zimmermann second, to approve the minutes of June 15, 2015. Motion carried 5-0.

Discuss and Consider Ordinance 170-O-041: Modify Waukesha County Federated Library System 2015 Budget to Appropriate Café Reserve Funds to Increase Expenditures for Migration of Jefferson County Libraries

Meyer explained that approval of this ordinance authorizes the Waukesha County Federated Library System's CAFÉ fund to appropriate \$113,300 of CAFÉ fund balance revenue to fund software, licensing and professional services required for the successful migration of eight Jefferson County libraries into the CAFÉ automation system in anticipation of the two-county system effective January 2016. Revenues in the CAFÉ fund primarily come from federated system libraries contributions for ongoing library automation services as well as future software and equipment replacement. The CAFÉ fund balance at the start of 2015 was \$412,899. The estimated CAFÉ fund balance remaining after appropriating \$113,300 to the 2015 budget will be \$299,599. The department estimates a net positive cash flow through the end of 2015. There is no county tax levy in the CAFÉ fund.

Meyer said the migration process, which will take several months, will begin as soon as possible to complete the task by January 1, 2016 and to avoid payments to the other library system for hosting Jefferson County libraries on their system. Waukesha County will be reimbursed for these costs with payments from the Jefferson County libraries and state aid beginning in 2016. Even though the Jefferson County libraries could spread out payments, Meyer anticipates most libraries will pay the fees up front and expects the majority of these funds to be received during the first quarter of 2016.

In response to Jaske's question, Meyer explained library funding mechanisms and said Waukesha County will be completely reimbursed for these costs.

Wolff returned at 8:38 a.m.

Motion: Zimmermann moved, Jaske second, to approve Ordinance 170-O-041. Motion carried 6-0.

Discuss and Consider the Following Appointments:

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

- 170-A-013: Elaine Ludka to the Aging & Disability Resource Center (ADRC) Advisory Board
- 170-A-014: William Zaborowski to the Aging & Disability Resource Center (ADRC) Advisory Board
- 170-A-015: Richard Bayer to the Board of Adjustment
- 170-A-016: Walter Schmidt to the Board of Adjustment
- 170-A-017: William Maslowski to the Park and Planning Commission

Motion carried 6-0.

Legislative Update

Spaeth said work on the state budget has been completed and the budget signed by Governor Walker. Spaeth distributed and reviewed a handout titled *2015-17 State Budget impacts* highlighting issues that were removed from/added to the budget by the joint finance committee (JFC) that affect Waukesha County including the following:

| Issue | JFC Action |
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| • Moving property assessment responsibility to municipalities | • Removed from budget |
| • Wisconsin Fund (septic systems) | • Funding restored |
| • Conservation staff grant | • Partial funding restored |
| • Municipal and county recycling grants | • Approved funding cuts |
| • Circuit court funding | • Maintained current law requiring counties to report circuit court costs • Maintained current law regarding director of state courts audit and reporting authorization • Maintained current law for court reporters funding • Approved but delayed implementation of block grant funding until a new director of state courts is hired |
| • Crime prevention funding boards | • Allows counties the option to start such a board |
| • Justice department grant consolidation | • Grant consolidation program eliminated |
| • Circuit court surcharge exemptions | • Removed from budget |
| • Aging Disability Resource Centers (ADRCs) | • Deleted recommendation to modify statutory requirements of ADRCs • Deleted governor’s recommendation to eliminate ADRC governing boards • Requires department of human services to study and report on the integration of income maintenance consortia and ADRCs • Department of human services required to submit a summary of the proposed concept associated with the Family Care and IRIS waivers for review by April 1, 2016 |

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| • Mental health funding | • Approved governor's plan to consolidate mental health program funding into community aids program and requires department of human services to work with stakeholders to determine how money is distributed |
| • Emergency detention | • Approved increased flexibility for who can perform crisis assessments and one-time \$1.5 million county crisis system grants |
| • Income maintenance consortium | • Maintained funding and added an additional \$500,000 annually for fraud prevention and investigation activities |
| • Juvenile correctional institutions | • Daily rates increased to \$284 in 2016 to \$292 in 2017 |
| • Car killed deer program | • Maintained department of natural resources oversight and restored funding; however, contracts will only cover state trunk highway system |
| • Local government property insurance fund | • Approved but delayed two years |
| • Property tax bill | • Deleted governor's recommendation but required the tax bill to detail referendum impacts that exceed levy limits |

Budget Items the JFC Maintained from the Governor's Position

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| • Probation/parole holds | • Treatment, alternatives and diversion |
| • Pretrial intoxicated driver intervention grant | • Drug Testing |
| • Comprehensive community services | • Youth aids |
| • Children's community options program | • Child care providers |
| • General transportation aids | • Routine maintenance agreements |
| • Transit funding | • Shared revenue |

Budget Items Added to the Budget by the JFC

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| • Sales tax exemption for construction (vetoed by governor) | • Repeal prevailing wage |
| • Shoreland zoning changes | • Public bidding requirement |
| • Freeze on coroner fees | • Freeze on food safety fees |
| • Levy limit carry forward | |

Jaske asked will prevailing wages still have to be paid on federally funded projects? Spaeth said she believes so. Decker said changes to prevailing wage legislation will mostly benefits schools and small towns.

Yerke asked that a report on shoreland zoning changes in the state budget be given to the land use committee.

Discuss and Consider Scope of Purchasing Audit

Schubert reviewed a memo from her to the committee dated July 15, 2015 regarding the proposed scope of the purchasing division audit including background and activity and financial summaries. Schubert outlined the proposed scope of the operational audit which will evaluate the efficiency and effectiveness of the purchasing division's operations but not include audit of the procurement card process.

Audit objectives include evaluation of:

- The adequacy of the current control system
- The efficiency and effectiveness of current operating procedures especially in the achievement of division goals

- The existing practices in comparison to purchasing best practices for future operational improvements.

Schubert said the audit will be contracted via the county's request for proposal process. Field work is expected to be completed by the end of October (per the department's request) and report presented in December 2015 to January 2016. The committee talked at length about purchasing and request for proposal processes.

Motion: Swan moved, Yerke second, to approve the scope of the purchasing audit. Motion carried 6-0.

Discuss and Consider Scope of the Parks & Land Use – Parks Cash Controls Audit

Schubert reviewed a memo from her to the committee dated July 15, 2015 regarding the proposed scope of the department of parks and land use-parks cash controls audit including background and parks revenue and activity summaries. Schubert outlined the proposed audit scope of internal controls of revenue collection at eight county parks, Retzer Nature Center and Exposition Center to evaluate the efficiency and effectiveness of procedures. The county's two ice arenas will not be included in the audit.

In response to Yerke's question about parks revenue, Schubert said revenue at parks is seasonal depending on what the park has to offer such as cross country skiing (winter) or swimming (summer).

Jaske asked will automation eventually be installed at the remote locations? Schubert said the cost of automation is due to high connectivity costs at remote sites including park huts and concession stands. The remote locations would need to be wired at a high level for internet connectivity in order to access the county's automated system. Currently the costs are quite high but technology could change in the future and make connectivity an affordable option.

In response to Zimmermann's question, Schubert said the ice arenas were audited last year and the golf courses will be examined in a future separate audit.

Motion: Jaske moved, Yerke second, to approve the scope of the parks and land use-parks cash controls audit. Motion carried 6-0.

Report on National Association of Counties (NACo) Annual Conference

Spaeth said she was a presenter with consultant CBIZ at a NACo conference workshop on wellness, highlighting the county's onsite clinic. The presentation resulted in a lot of questions. Spaeth also attended the Wisconsin legislative breakfast; workshops on public and private partnership in infrastructure projects, delivering service while keeping taxes low and criminal justice collaborating councils; general sessions with national network television personalities and the transportation secretary.

Decker said Supervisor Nelson also went to the conference and attended sessions on community development block grant (CDBG) and HOME programs and the heroin epidemic. The sessions focused on significant funding cuts to these programs.

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

Land Use – June 16 – Jaske said at the June 16 meeting, the committee elected a vice chair and approved six ordinances.

Public Works – July 16 – Swan said the committee approved two ordinances and a bid process and toured the Huber facility.

Human Resources – June 16 – Zimmermann said the committee accepted the county clerk’s annual report and had presentations on sheriff’s department recruitment and educational incentive pay.

Judiciary – June 19 – Wolff said on June 19, the committee was introduced to Waukesha County District Attorney Sue Opper and had presentations on the 2014 annual jury report and the sheriff’s department recruitment plan.

Motion: Zimmermann moved, Wolff second, to adjourn the meeting at 9:43 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Committee Secretary