



Minutes  
Waukesha County Board  
Executive Committee Meeting  
April 4, 2016

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 Swan	Pauline Jaske	Gilbert Yerke
Peter Wolff (left 9:51 a.m.)	David Zimmermann	James Heinrich	

**Others Present**

Director of Administration Norm Cummings	Information Technology Manager Mike Biagioli
Business Services Administrator Donn Hoffmann	Federated Library Director Connie Meyer
UW Extension Director Jerry Braatz	Senior Financial Analyst Mark Yatchek
Senior Financial Budget Analyst Steve Trimborn	Chief of Staff Mark Mader
Legislative Policy Advisor Sarah Spaeth	Administrative Specialist Alison Ries

**Approve Executive Committee Minutes of March 14, 2016**

Motion: Swan moved, second by Jaske to approve the minutes of March 14, 2016. Motion carried 7-0.

**Future Agenda Item(s)**

- Review staffing in County Board office

**Motion to Allow Secretary Wolff to Approve the Final Set(s) of Minutes on Behalf of the Committee**

Motion: Zimmerman moved, second by Heinrich to allow secretary Wolff to approve the final set(s) of minutes on behalf of the committee.

**IT Projects Update (Election System, Health & Human Services Automation, County Board Room Upgrade, HRIS Study, Website Presentation)**

Election system: Novack distributed a handout detailing the times results were received by the county clerk's office at the last election in February. Polls closed at 8:00 p.m. and results from municipalities started coming in to the county clerk's office as early as 8:01 p.m. The first entry on the county website was approximately 8:08 p.m. She stated the new process is working extremely well. Any delays in submission are due to issues at the poll site and not from the voter machines (i.e. polls cannot be closed if voters are still in line). The new voting machines eliminate human error and intervention. Responding to Jaske's question, Novack stated poll workers begin scanning absentee ballots on election morning. Some municipalities elect to use central count because it eliminates extra work at poll sites. In answer to Swan's question, Novack explained central count is when a municipality holds all absentee ballots at one location. There are separate machines at this location where absentee ballots are fed through on election morning. Novack stated she printed enough ballots to accommodate 100% voter turnout plus an additional 10%. Same day registrations and spoiled ballots account for a large volume of additional ballots.

County Board room upgrade: Biagioli reported that 2 of the 4 responses received for the county board room upgrade were over budget. IT will be viewing demonstrations of both provider's systems in April and making a decision after that. Upgrades to the board room include audio improvements, wireless voting devices,

wireless table microphones either handheld or clipped to lapels, 2 screens for projection of results and a touch screen for the chair to recognize supervisors or guest speakers. The upgrade will also include an automatic audio system that will send a recorded version of the meeting to the website and then archive it for 2 years. Responding to Zimmerman's question, Biagioli stated July 31, 2016 is the confirmed completion date for this project.

Health & Human Services Automation: Hoffmann reported that successful implementation of the Insight module was completed February 1<sup>st</sup> for the Public Health Division. Insight is a module specifically designed for public health departments and addresses reporting requirements and reduces manual processing of case management. Positive feedback has been received from staff. Hoffmann continued by stating that there has not been much progress on other modules due to constraints of Netsmart resources, primarily staffing issues. Discussions have been conducted with Netsmart regarding subcontracting through them with another vendor as an alternative for timely implementation. Currently, Brown and Fond du Lac counties have subcontracted through Netsmart and reported positive feedback. Responding to Decker's question, Hoffmann stated the subcontractor will be part of the current contract with Netsmart and will not cost the county any additional money. Cummings added HHS has requested additional components due to the recent audit. These components will incur additional charges for the county as they were not part of the original contact. In answer to Decker's question, Cummings stated there is no penalty provision for Netsmart but costs were incurred because of the delay. Netsmart has issued credits to account for some of those costs. Discussion ensued regarding why the contract was designed for the county to pay for components that were not delivered. Responding to Decker's request, Hoffmann will look into what modules have been paid for by the county but not yet received from Netsmart. Cummings suggested in the future, contracts should state that the county will not pay for services that have not been received. In answer to Zimmerman's question, Cummings stated giving Netsmart a new completion deadline will have no effect since we have no alternative in place if the deadline is not met. Hoffmann stated 35% of the project is complete at this point – one key module has been implemented with 16 modules remaining. Planned completion date is expected by January 1<sup>st</sup>, 2017.

HRIS study: Biagioli reported a consulting firm is determining the type of request for proposal (RFP) needed for the study. Cummings stated he is impressed with the consulting firm and is very confident they will provide a strong plan.

Website presentation: Biagioli stated that reports have been developed and are accessible on the intranet and the internet to update public and staff on IT projects. The Executive Summary Dashboard and the Portfolio Summary Dashboard are available to the public and can be found on the county website. These reports are updated nightly and provide current details on individual projects including the phase of the project, timeline of the project and project completion date. Project updates on the intranet can be found in SharePoint for supervisors and staff only, and provide a more detailed picture of each project.

#### **Discuss and Consider Resolution 170-R-009: Waukesha County Library Plan Update**

Meyer stated the Waukesha County Library is requesting a library planning committee in an effort to update the Waukesha County Library Plan.

Motion: Wolff moved, second by Zimmerman to approve Resolution 170-R-009. Motion carried 7-0.

Wolff left the meeting at 9:51 a.m.

**Discuss and Consider Ordinance 170-O-111: Amend The Waukesha County University Of Wisconsin Extension 2016 Budget To Appropriate Remaining Drug Collection Donation Revenue And Transfer To Elevate, Inc.**

Braatz explained this ordinance authorizes an expenditure of \$16,857 to Elevate, Inc., the new fiscal agent for the Drug Free Communities Coalition (DFC). The Waukesha County University of Wisconsin Extension had served this purpose with the DFC due to coordination of the Drug Free Communities Grant in prior years. The expenditures are funded with revenues reserved (in the General Fund) from past program fund raising activities from 2010 to 2016 after expenditures for educational materials and promotional supplies, the transportation and disposal of collected prescription drugs, and drug collection drop boxes over the same time period. These expenditures were made in prior budgets and included a 2016 budget of \$11,200 for this work. The transfer of the remaining Drug Free Communities funds to Elevate, Inc. will end the County's involvement and obligations of the funds.

The ordinance appropriates reserved fund balance of \$5,657 to increase the 2016 appropriation of \$11,200 to \$16,857 for the purpose of transferring the final balance of funds to the Drug Free Communities Coalition's fiscal agent, Elevate, Inc. with no tax levy impact.

Motion: Zimmerman moved, second by Jaske to approve Ordinance 170-O-111. Motion carried 6-0.

**Discuss and Consider Ordinance: Approve New Fixed Base Operator Agreement With Waukesha Flying Services, Inc., D/B/A Atlantic Aviation**

Mader stated this item has been delayed. There is the potential for presentation before the board meeting on April 12<sup>th</sup>, however if no information has been provided to the county board office by April 8<sup>th</sup>, it will not be considered.

**Discuss and Consider Appointment 170-A-037: Howard Pringle To The Mukwonago Community Library Board Of Trustees**

Meyer stated Howard Pringle is a member of Bridges Library System board and a former employee of the Waukesha Public Library.

Motion: Zimmerman moved, second by Yerke to approve Appointment 170-A-037. Motion carried 6-0.

**County Board Committee Reports by Committee Chairs for the Following 2016 Meetings:**

Parks & Land Use of March 15: Jaske reported the committee approved 5 ordinances and had an overview of the materials recycling facility's first year of operations.

Human Resources of March 15: Zimmerman reported the committee discussed sunset positions, worker's compensation claims, performance evaluation and awards, approved 1 ordinance, reviewed policies and procedures for salary administration, reviewed policies and procedures for the vision plan, had an update on the February election, and went into closed session to discuss collective bargaining issues.

Finance of March 16: Decker reported the committee approved the CTH C contract procurement process and 3 ordinances, discussed the airport hangar lease agreement, had an overview of the materials recycling facility's first year of operations, had an update on sunset positions, established salaries for elected officials, and discussed alcohol treatment court fees and drug treatment court funding.

Public Works of March 31: Swan reported the committee approved 2 bid awards and 1 ordinance, had an update from the Department of Transportation on projects in and near Waukesha county, had updates on the west Waukesha bypass and car killed deer in Waukesha county and discussed a request for a crosswalk near Minooka park.

Health & Human Services of March 31: Yerke reported the committee approved 3 ordinances and had an update on services at the Public Health department.

Motion: Jaske moved, second by Zimmerman to adjourn the meeting at 10:28 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff  
Committee Secretary