



Minutes
Waukesha County Board
Executive Committee Meeting
March 14, 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 W. Swan Pauline Jaske Gilbert Yerke
Peter M. Wolff David D. Zimmermann (arrived at 8:54 a.m.)

Committee Members Absent

James A. Heinrich

Others Present

Chief of Staff Mark Mader Parks System Manager David Burch
Legislative Policy Advisor Sarah Spaeth Internal Audit Manager Lori Schubert
Senior Financial Analyst Steve Trimborn Budget Management Specialist Bill Duckwitz
Director of Parks and Land Use Dale Shaver Director of Administration Norm Cummings
Information Technology Manager Mike Biagioli

Correspondence

A list of correspondence was distributed.

Approve Executive Committee Minutes of February 15, 2016

Motion: Jaske moved, Swan second, to approve the minutes of February 15, 2016. Motion carried 5-0.

Legislative Update

Spaeth reported on three bills that were approved by the State Senate but have not been approved by the Assembly related to recycling funding, treatment, alternatives and diversion funding, and use of hands free devices in construction zones. She indicated that bills related to shoreland zoning, probation and parole hold funding and collections of delinquent library accounts were signed into law. Spaeth also updated the committee on the results of a joint finance committee study focusing on possible ways to reduce costs associated with Aging and Disability Resource Centers and the Include, Respect I Self-Direct Program.

Future Agenda Item

Update on Employee Wellness Clinic

Discuss and Consider Ordinance 170-O-099: Modify the 2016 Capital Budget for Project to Replace First Wanaki Golf Course Bridge

Burch said this project was “repackaged” and rebid when bids for the original project came in over budget. Burch and Shaver described the project and said approval of this ordinance increases capital project expenditures to cover higher-than-budgeted costs related to the bridge replacement at Wanaki Golf Course. Higher costs are partially due to Wisconsin Department of Natural Resources permitting requirements for erosion, sediment control and rerouting the Fox River during construction. Several large construction projects in the area have increased the demand for specialized equipment and higher market costs for construction.

In response to Yerke's questions, Shaver said this is not a navigable waterway. This bridge will be more substantial to handle heavier equipment. In response to Jaske's question, Shaver said funding for the project comes from golf course fund balance. The department will work to replenish the fund.

Zimmermann arrived at 8:54 a.m.

Jaske asked did the department look at not replacing the bridge? Burch said the bridge needs to be replaced for safety and efficiency reasons.

Motion: Jaske moved, Wolff second, to approve Ordinance 170-O-099.

Swan asked should a wider bridge be designed to avoid using Hwy K for larger equipment? Shaver said the bridge will accommodate mowers and basic equipment.

Yerke said he is voting to approve the ordinance because funding is coming out of golf course fund balance. He would not approve it if project funds were coming out of tax levy. It is silly to put that much money into a bridge and still have to use Hwy K for heavy equipment.

Motion carried 6-0.

Discuss and Consider the 2016-2018 Audit Plan

Schubert reviewed the 2016-2018 audit plan. Audit projects expected in 2016 may include the cashiering system, collections/business services, end user technology fund, health and dental insurance fund, golf course receipting, financial management information system controls, public works, clerk of courts and UW-Extension. Projects tentatively scheduled in 2017 and 2018 include ADRC or other health and human services department division, jail management data, capital projects and parks and land use, tax listing, IT division and recycling facility operations. Schubert has not yet decided which 2017-2018 audits will be conducted internally or contracted. Yerke suggested auditing the parks and land use permit process.

Motion: Zimmermann moved, Jaske second, to accept the 2016-2018 audit plan. Motion carried 6-0.

Discuss and Consider the Financial Management Information System (FMIS) Audit Scope

Schubert reviewed the proposed scope of the efficiency and effectiveness of the FMIS system which will include accounts payable operations, vendor management, user access/security levels, general system controls, journal entry process and bank reconciliation processes.

Motion: Zimmermann moved, Yerke second, to approve the FMIS audit scope. Motion carried 6-0.

Discuss Future Information Technology (IT) Updates

Spaeth said IT division staff will give quarterly IT updates to the committee which will include a corresponding report with the following information: project name, title, project description, current status, project manager, project budget, amounts encumbered, current project status and total IT hours per project, etc. Biagioli explained how the report would be developed and updated. In the future, the data will be available via a dashboard on the county's intranet. Cummings said all reports would include reporting start and end dates. In response to Swan's question, Spaeth said committee chairs can request IT updates for their agendas. Zimmermann requested the report include original estimated completion dates.

Update on the National Association of Counties (NACo) Legislative Conference of February 20-24, 2016

Decker and Spaeth reported on sessions they attended at the NACo conference related to technology and innovation, impacts of aging on counties, economic and workforce development, interstate trade, heroin abuse, trauma informed care, communication, consolidation of NACo and National League of Cities, etc.

Discuss and Consider the Following Appointments

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

- 170-A-034: Appointment of Patricia Carriveau to the Aging Disability Resource Center (ADRC) Advisory Board
- 170-A-035: Appointment of Monty Johnson to the Aging Disability Resource Center (ADRC) Advisory Board
- 170-O-036: Appointment of Kathleen Usarek to the Mukwonago Community Library Board of Trustees

Jaske requested additional details on appointees.

Motion carried 6-0.

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

Land Use – February 16 – Jaske said the committee approved three ordinances and had an update on state legislation.

Human Resources – February 16 – Zimmermann said the committee approved changes to the minimum job requirements for the psychiatrist job classification, discussed elected officials' salary increases and went into closed session to discuss collective bargaining issues.

Finance – February 17 & March 2 – Decker said on February 17, the committee approved seven ordinances and one contract procurement process. The committee also heard reports on investments and interest allocations. On March 2, the committee approved a contract procurement process and heard reports on claims, capital projects and collections.

Public Works – March 10 – Swan reported the committee approved two project bids and an ordinance, heard a report on capital projects and went into closed session to formulate strategy for a fixed base operator lease.

Motion: Zimmermann moved, Wolff second, to adjourn the meeting at 10:28 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Committee Secretary