1. September 3, 2019 Joint Finance And LHCC Board Meeting Agenda
   Documents:
   09-03-19 SPECIAL JOINT LHCC-FIN AGENDA.PDF

2. September 3, 2019 Joint Finance And LHCC Board Meeting Packet
   Documents:
   09-03-19 SPECIAL JOINT LHCC-FIN PACKET.PDF
Walworth County
Lakeland Health Care Center Board of Trustees
and Finance Committee
SPECIAL JOINT MEETING NOTICE

Tuesday, September 3, 2019 — 2:00 p.m.
County Board Room 114 - Government Center

100 West Walworth Street
Elkhorn, Wisconsin

LHCC Board of Trustees: Ken Monroe, Chair; Tim Brellenthin, Vice Chair
Supervisor Kathy Ingersoll, Supervisor William Norem, Supervisor Charlene Staples

Finance Committee: Nancy Russell, Chair; Jerry Grant, Vice Chair
Supervisor Kathy Ingersoll, Supervisor Dan Kilkenny, Supervisor William Norem

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the County Board or any of its committee could be in attendance at this meeting.

Agenda enclosures are available upon request from the finance department or on the county’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

AGENDA

Note: All agenda items are subject to discussion and/or action.

1. Call to order

2. Roll call of committee members
   A. Lakeland Health Care Center Board of Trustees
   B. Finance Committee

3. Agenda withdrawals, if any

4. Agenda approval

5. Approval of minutes
   A. July 17, 2019 Lakeland Health Care Center Board of Trustees Meeting (pp. 1-4)
   B. July 18, 2019 Finance Committee Meeting (pp. 5-8)

6. Public comment period
7. New business
   A. Resolution 48-09/19 Authorizing the Transfer of $355,000 from the General Fund Contingency Account to the Appropriate Lakeland Health Care Center Accounts for Increased Nursing Staff Costs (pp. 9-10)

8. Set/confirm next meeting date(s) and time(s):
   A. Lakeland Health Care Center Board of Trustees — Wednesday, September 11, 2019 at 1:00 p.m., County Board Room 114 at the Govt. Center
   B. Finance Committee — Thursday, September 12, 2019 at 10:00 a.m., County Board Room 114 at the Govt. Center — Budget Appeals and Regular Business Meeting — **Note the time change.**

9. Adjournment of Lakeland Health Care Center Board of Trustees

10. New Business – Finance Committee
    A. Resolution 47-09/19 Authorizing the Transfer of $600,000 from the General Fund Building Committed Fund Balance Account and $60,000 from the Unrestricted General Fund Balance to the Appropriate Accounts for the Purpose of the Old Health and Human Services Building Demolition and Site Improvement or Property Sale and Final Operating Expenses to Close Out Use of the Building (pp.11-13)

11. Adjournment of Finance Committee

Submitted by: Nancy Russell, Finance Committee Chair
               Jessica Conley, Finance Director
               Ken Monroe, LHCC Board of Trustees Chair
               Timothy Peek, Lakeland Health Care Center Administrator

**Posted: August 28, 2019**
Chair Ken Monroe called the meeting to order at 1:00 p.m.

Roll call was conducted, with the following members present: Chair Ken Monroe, Vice Chair Tim Brellenthin, and Supervisors Kathy Ingersoll, William Norem and Charlene Staples. A quorum was declared.

**Others in attendance:**
- **County Board members:** County Board Chair Nancy Russell
- **County staff:** County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; LHCC Assistant Administrator Taya Walk; Human Resources Director Kate Bishop
- **Members of the public:** Gary Wagner, Lake Geneva; Tammy Fonseca, Genoa City; Nicole Henning, Burlington; Karen Voss, Burlington; Roger Engelhardt, Elkhorn; Christine and Lyle Eichman, Darien; David Schutte, Delavan; Judith Adkins, Delavan; Veronica VanAntwerp, Delavan; Ashley Olson, Elkhorn; Lauren Sullivan, Genoa City; Annette Fariss, Williams Bay; Lynette Dybowski, Darien

Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to approve the agenda as presented. Motion carried by voice vote.

On motion by Supervisor Norem, seconded by Supervisor Staples, the minutes of the June 19, 2019 Board of Trustees meeting were approved by voice vote.

**Public Comment**
Veronica VanAntwerp, Delavan, expressed her concerns about the ongoing staff shortage in the Secure Memory Unit, where her husband resides. She stated working on the unit with not enough Certified Nursing Assistants (CNA) and unplanned overtime have led to staff overwork and fatigue, which can affect resident care and well-being. She does not believe raising resident fees will solve the staffing shortage.

Karen Voss, Burlington, has been a CNA at Lakeland Health Care Center (LHCC) for 21 years. She stated that in addition to the staffing shortage, staff experiences difficulty obtaining equipment needed to properly care for residents. Because of the lack of CNAs, routine resident care, such as baths and oral hygiene, are not being met. Having only three CNAs on a unit is not enough to provide quality resident care. She added that new hires have left because of the current workload.

Annette Fariss, Williams Bay, a Registered Nurse (RN) at LHCC, concurred that the lack of staffing is a serious concern. CNAs work hard physically and the job is emotionally stressful. She believes recruitment is difficult because other less demanding jobs pay more money. She requested that licensed administrative personnel provide assistance to the RNs when patients are admitted during a shift. The admission process takes 2-3 hours, and RNs have other critical duties, such as passing medications and direct patient care, which takes more than 8 hours. Fariss asked management to consider hiring an admissions nurse.

Lauren Sullivan, Genoa City, has worked at LHCC for seven years. She said she and the other CNAs continue working at the facility because they care about the well-being of residents and family members. She urged the Board to take action to relieve the staffing shortage.
New Business

- Correspondence from Gary Wagner concerning staffing and pay issues at Lakeland Health Care Center (LHCC)
  Gary Wagner, Lake Geneva, referred to his June 17th email which was included in the agenda packet. He said LHCC has been his wife’s home for the past five years, and he believes because of the lack of staffing, current conditions in the unit are the worst he has experienced. He commended the dedicated work of staff for their efforts to fill the gaps. He suggested management utilize more creative means to recruit employees, such as hosting open houses at LHCC in conjunction with an in-house job fair so applicants and citizens can tour the facility. He also encouraged staff attendance at local job fairs. Wagner requested that LHCC administration spend more time on the floor after business hours, and suggested that administration and office staff complete necessary training to assist on the units in emergency situations. He said private pay rates for residents have risen considerably and he does not believe the current level of care warrants the fee increases.

- Correspondence from Supervisor Staples concerning staffing and pay issues at LHCC
  County Board Supervisor Charlene Staples stated she is aware of the wages paid at LHCC and of comparable studies of other facilities. Some private nursing homes provide sign-on bonuses and other perks that cannot be offered by the County. She believes that LHCC, as a public entity, should be the premier facility in the County; it is owned by our taxpayers. The low staffing ratio has to be addressed. She spoke with the Human Resources Director about attending job fairs, and developing promotional brochures and information, and hopes that there will be more far-reaching and innovative recruiting tools to attract employees. Supervisor Staples encouraged management staff to review pay practices, such as not paying overtime after an eight-hour shift. Supervisor Ingersoll said that the Board of Trustees is listening to the concerns of staff and family members, and are sensitive to everyone’s concerns. The staffing shortage has not been created deliberately by management, and it will take time to resolve current issues. Supervisor Ingersoll noted the burden on LHCC administration with ever-changing State and federal requirements, budgetary concerns and new policies is tremendous; however, they are doing everything possible to address staffing issues. Supervisor Norem commented that developing a long-term plan and sustainable funding is critical to continued operation of the facility, as well as addressing staff shortages. Chair Monroe said recruiting has been an ongoing problem, despite the fact that the County provides a good insurance plan and retirement package for employees. He is not certain what else could be offered to attract candidates. County Administrator David Bretl noted that 20% of all nursing positions in the nation go unfilled.

- Correspondence from Tammy Fonseca concerning the admission policy, staffing and compensation at LHCC
  Tammy Fonseca, Genoa City, a pool nurse at LHCC, stated staffing has been a critical issue for years. She concurred with Ms. Fariss about the problems with the admissions process. She agreed with Mr. Wagner’s suggestion that if licensed personnel in administration would adjust their schedules, they could provide much-needed assistance. Fonseca believes that mandated overtime is one of the requirements that keep candidates from accepting employment at LHCC.

- Staffing patterns at LHCC
  LHCC Administrator Timothy Peek thanked everyone who was willing to go on record with their concerns and suggestions. He said because of staffing shortages and the decline in Medicaid reimbursement, it has been a difficult time. He agreed with Mr. Wagner that different methods of recruitment need to be considered.

- Wage analysis at LHCC
Peek gave a presentation on staffing and a wage analysis. Currently, there are 160 employees at LHCC. Desired staffing benchmarks are to staff each of the four units at LHCC with four CNAs and 23 total nursing staff on each shift. He displayed the current staffing on each of the four units. He noted that the facility has spent $66,000 on agency staffing to reach desired staffing ratios; however, because of call-ins, that has not been achieved. Peek showed the provider rating report from CMS, which shows the total of hours in minutes worked by nursing staff in facilities within Walworth County. LHCC’s total was 94 minutes per person, per day. Supervisor Staples said that two CNAs on a household is not nearly enough to cover resident care duties, and that the established minimum required staffing standards are far lower than they should be. Bretl asked Supervisor Staples if she was suggesting the nursing staff minutes have been manipulated by staff. Supervisor Staples replied that she does not know how the time is calculated, and asked if licensed administrative staff were included in the totals. Assistant Director of LHCC Taya Walk said the statistics are based upon in-punches, which is extracted directly from MUNIS. Administrative staff with licenses are not included in the totals for floor time. Peek showed a wage comparison compiled by Glass Door, which shows CNA pay scales in the Madison, Milwaukee and Kenosha areas, and in Elkhorn. LHCC wages are higher than the other regions. He also obtained statistics from ZipRecruiter on hourly wages and salaries in each state. Wisconsin’s wages rank in the lowest third of the country. The average hourly pay for a CNA in the U.S. is $13/hour, which is lower by a dollar than the first step of the LHCC CNA pay range. He provided a list of all hires to date in 2019. Chair Monroe said he believed job fair attendance might provide beneficial, and asked if the Gateway Training program at LHCC has been successful in attracting and retaining staff. Peek said many of the CNAs in training go directly to hospitals for employment; some feel the work is too physically and/or and emotionally demanding and do not pursue a career as a CNA. As a result of the ongoing issues, no new residents have been admitted into the Memory Care unit since April; there are only 51 people on the 60-bed unit. Supervisor Staples suggested the County’s pay scale may be a roadblock to attracting candidates because of the number of steps in the pay range until employees reach the highest pay level. Supervisor Ingersoll expressed concern over the admissions process. She understands that people working in administration choose to do so; they were not hired to work on the units. However, she suggested that perhaps they might be willing to fill in occasionally during evenings and weekends to process admissions. Peek said their Admission Coordinator’s responsibility is to do assessments in the hospital before an individual is admitted to LHCC; staff is made aware of pending transfers, but not a specific time of arrival. Peek said he would prefer to hire a unit medical manager and a second shirt supervisor to help process admissions. Bretl said the compensation topic will be considered by the Human Resources Committee. He thanked Peek for his comprehensive report. From the presentation, it is apparent that LHCC wages are highly competitive with the region. To address Supervisor Staples comment on the 13-step pay scale, Bretl said the speed at which people can progress can be reviewed. As for the staffing data, one has to trust that the data is entered correctly with no manipulation by staff. Bretl said that Peek has acknowledged several times what his desired staffing vision is; wages are only a part of the solution to recruit and retain qualified staff. When staff is overworked and stressed, call-ins go up, which creates a cycle which is difficult to break. Bretl agrees that an open house/job fair at LHCC might prove beneficial to recruitment efforts.

- Quarterly Write-Offs – 2nd Quarter

Peek reported that the second quarter write-offs of $12,500 were from 2017-2018 accounts receivable. Outside counsel is working on collecting aging balances. **Supervisor Ingersoll made a motion, seconded by Vice Chair Brellenthin, to approve the second quarter write-offs.** Motion carried 5-0.
Reports
• Report of Department Head concerning June 2019 Business Activities
June mandatory overtime hours were 38, and there were 48 call-ins. The census is at 105, with 9 admissions and 16 discharges in June. Expenses exceeded revenue by $100,000. Supervisor Ingersoll asked about the call-in rates, and whether staff has to give a reason when calling in. Peek said infection control protocols are the primary reason for absences; others are sick family members and FMLA.

Correspondence – There was none.

Announcements – There were none.

Upcoming Events – The list of events was included in the agenda packet.

Confirmation of next meeting: The next regular business meeting was confirmed for Wednesday, September 11, 2019 at 1:00 p.m.

Adjournment
On motion by Vice Chair Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 2:25 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Board Trustees at the next meeting.
Chair Nancy Russell called the meeting to order at 9:30 a.m.

Roll call was conducted. All members were present: Chair Nancy Russell, Vice Chair Jerry Grant, and Supervisors Kathy Ingersoll, Dan Kilkenny and William Norem. A quorum was declared.

Others in Attendance
County staff: County Administrator David Bretl; Finance Director Jessica Conley; County Treasurer Valerie Etzel; Director-Public Works Richard Hough; Financial Systems Administrator Andy Lamping; Purchasing Manager Jen White; Director of Human Resources Kate Bishop, Sheriff’s Office Captains Scott McClory and David Gerber; Benefits Manager Lisa Henke; Director-Special Education Tracy Moate; Deputy Corporation Counsel/Director of LURM Michael Cotter; Health & Human Services Children & Families Division Manager Lisa Broll

On motion by Supervisor Norem, seconded by Supervisor Ingersoll, the agenda was approved by voice vote.

Vice Chair Grant made a motion, seconded by Supervisor Ingersoll, to approve the June 20, 2019 Finance Committee meeting minutes. Motion carried by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items
Chair Russell asked that Consent Items 8. B.1 and 3 be considered separately. Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the remainder of the consent items. Motion carried 5-0.

8A, Budget Amendments
1) Health & Human Services
   a) HS010 – Reflect anticipated increase in psychiatric services
   b) HS011 – Reallocate Children’s Long Term Support (CLTS) Administration Grant budget
   c) HS012 – Transfer Functional Family Therapy (FFT) program services to the outpatient clinic
   d) HS013 – Reflect Medicated Assisted Treatment (MAT) grant award
   e) HS014 – Reflect increased funding for Substance Abuse Block Grant (SABG)
   f) HS015 – Reallocate Coordinated Service Team (CST) grant expenses
   g) HS016 – Transfer funds for EchoVantage system implementation
2) Sheriff’s Office
   a) SH004 – Transfer funds to replace computers in 2019

8B, Bids/Contracts
1) Wisconsin Home Energy Assistance Program (WHEAP) for Health & Human Services
   Chair Russell asked about the proposed contract amounts. Finance Director Jessica Conley said 2019’s amount is for three months, and 2020’s is for nine months. WHEAP grant funds pay for nine months of the year. Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to
approve the proposal award to Energy Services, Inc. for the period October 1, 2019 through September 30, 2020. Motion carried 5-0.

2) Countywide Section 125 Flexible Spending & Heath Savings Account Services
   By approval of the consent items above, the contract was awarded to Employee Benefits Corporation.

3) County owned tax properties
   County Treasurer Val Etzel announced that this will be the first sale of 2019. The list of parcels is significantly smaller than last year. There are three parcels in the Town of Delavan being offered for purchase together because two different buildings and a home overlap the property lines. One of the parcels is landlocked, and there is a better chance of selling the properties together. Etzel said the owner is still occupying the parcels and hopes he will be able to repurchase them. She reminded the Committee that minimum bids have to start at the total of tax, interest penalties and fees. The initial sale will be in August. Sealed bids will be accepted. Adjacent property owners will be notified of the sale of neighboring parcels. Supervisor Kilkenny asked if the County surveys the properties when we get them back. Etzel said drive-bys are conducted by the staff and viewed through the County’s GIS system. Potential buyers are notified when parcels overlap. Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the recommended bids for the initial 2019 sale of county owned land. Motion carried 5-0.

8C, Waivers of bid/sole source procurements
1) Health & Human Services access control system
4) Replace retired K-9 (canine) at the Sheriff’s Office

8D, Declaration of surplus
1) Recommendation to declare Sheriff’s Office squads as surplus and to sell said vehicles at auction
2) Recommendation to declare Public Works John Deere tractor with Sweepster broom as surplus and to sell said asset at auction
3) Recommendation to declare two (2) Land Use & Resource Management vehicles as surplus and to sell said vehicles at auction

8E, Reports
1) Quarterly Delinquent Tax Report – 2nd quarter 2019
2) Quarterly Property Loss Report – 2nd quarter 2019
3) Update on tax incremental financing districts (TIDs)
4) Out-of-state Travel
   a) Administration/Volunteer Services
      1) Colleen Lesniak, National Conference on Volunteerism and Service-Points of Light, St. Paul, MN
   b) Sheriff’s Office
      1) Troy Pagenkopf, 2019 Association of Certified Fraud Examiners (ACFE) Global Conference, Austin, TX

New Business
• Resolution **-09/19 – Authorizing the Closure of Highway Project CTH G East Troy Bridge (Honey Creek) and Transferring Remaining Funds

Vice Chair Grant made a motion, seconded by Supervisor Ingersoll, to recommend approval of the resolution. Motion carried 5-0.
• Health & Human Services Nonnarcotic, Nonaddictive Injectable Medication Medication-assisted Treatment (NNAI-MAT) grant application

Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the NNAI-MAT grant application. Motion carried 5-0.

• Ordinance **-09/19 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Children with Disabilities Education Board Lunch Fees

The Children with Disabilities Education Board recommended approval of the ordinance 5-0, with the requested inclusion of the word “kindergarten” in the fee schedule between the words “early childhood” and “primary.” Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to approve the ordinance concerning lunch fees with the addition of the word “kindergarten.” Motion carried 5-0.

• Ordinance **-09/19 Repealing and Recreating Chapter 17 of the Walworth County Code of Ordinances Related to Purchasing

County Administrator David Bretl said staff have been working on revisions to the county ordinance related to Purchasing to address the increase in the cost of goods and services and to help streamline the purchasing process to become more efficient. When centralized purchasing was first implemented, restrictions were placed on monetary levels departments could approve to ensure transparency and involve the County Board in the decision-making process. As the Purchasing division evolved and policy and procedures were implemented, the procurement process for different purchases and methods has been refined. Bretl added the County budget is much larger now, and regulations for public entities have become more complicated. Major changes to the ordinance involve increasing individual departments’ purchasing levels and creating consistent reporting mechanisms for the Board committees. Bretl emphasized that if the new procedures are unpopular or the Board has concerns, the ordinance can be revisited. This is an ongoing project, which will require additional updates to the ordinance. Bretl introduced Financial Systems Administrator Andy Lamping and Purchasing Manager Jen White. White said it took Finance and Purchasing staff eight months to develop the ordinance amendments. County Administrative Procedures will be revised to support enforcement of the ordinance. Lamping’s July 10th memo to the Committee provided a summary of the proposed changes and committee awarding levels. White gave a presentation on the Changes to Chapter 17. General revisions included the application of the ordinance, updated and expanded definitions and the section on ethics in public procurement was retitled and expanded. Vendor Source and Selection methods were better defined and include informal purchases, formal purchases, cooperative procurement, waivers of competition and emergency procurement. The Finance Director’s authority will include contract award authority to $99,999 or less and selection of the sourcing method and contract duration. White addressed the authority the Finance and Public Works Committees will exercise over contracts and change orders. Cooperative Purchasing contracts will now require committee approval of singular cooperative purchases exceeding $99,999. Committee reporting requirements include awards of $100,000 or more on waivers of competition and ordinance exempt procurements. Ordinance exempt procurements allow purchases to be awarded without competition if they are listed as exempt in the ordinance. Staff will compile a standardized list of hardware, equipment, materials and vehicles that can be purchased if it is determined to be in the best interest of the County by either the Finance or Public Works Committees. The communication process for purchasing has been inserted in the ordinance. Purchasing staff will be the single point of contact throughout the purchasing process. All external requests or contact regarding a solicitation must go through the Purchasing Department, and not individual County departments. The Finance Director, instead of the County Clerk, will now sign all contracts over $25,000 on behalf of the County except those exceptions which require different authority. Supervisor Kilkenny asked who would have the
authority to make decisions when departments have appeals to the purchasing process. White said the requesting department has to have the Purchasing Department review the proposed purchase and show an unencumbered balance to fund the project. The Finance Director can arbitrate in the case of depleting budgets or unwise financial decisions. If the Finance Director denies a request, the matter can be taken to the County Administrator for a final decision. Supervisor Kilkenny supported the concept of consistent and routine public reporting to keep committees apprised of significant purchases. White said Purchasing will continue to assess what reasonable timelines should be established to accelerate the purchasing process. Supervisor Kilkenny asked if Director-Public Works Richard Hough had been included in the revision of the ordinance, and Bretl said he was involved throughout the process. Public Works supports the current changes, and will work with Purchasing to develop an acceptable list of standardized equipment and materials. Rules will be reviewed on an ongoing basis to improve the process. Bretl said with the change in reporting requirements, a more detailed presentation on the proposed Capital Improvement Plan will be given in the future to keep the committees informed. **Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to approve the recommended changes to Chapter 17 of the Walworth County Code of Ordinances. The motion carried 5-0.**

**Confirmation of next meeting:** Thursday, September 12, 2019 at 9:30 a.m., County Board Room 114 at the Walworth County Government Center – **Budget Appeals and Regular Meeting**

**Adjournment**

On motion and second by Supervisors Ingersoll and Norem, Chair Russell adjourned the meeting at 10:22 a.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled Committee meeting.
RESOLUTION NO. 48-09/19

Authorizing the Transfer of $355,000 from the General Fund Contingency Account to the Appropriate Lakeland Health Care Center Accounts for Increased Nursing Staff Costs

Moved/Sponsored by: LHCC Board of Trustees and Finance Committee

WHEREAS, Lakeland Health Care Center has been unable to recruit and retain staffing for vacant nursing positions during 2019; and,

WHEREAS, the vacancies have led to an increased cost for overtime hours worked for Certified Nursing Assistants (CNA) and Registered Nurses (RN); and,

WHEREAS, the vacancies have led to an increased cost for utilization of the Licensed Practical Nurse (LPN) in-house pool staff; and,

WHEREAS, the vacancies have led to an increased cost for utilization of external agency nursing staff; and,

WHEREAS, Lakeland Health Care Center is estimating that these increased costs amount to $355,000 in 2019; and.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the appropriate county officials to transfer the sum of $355,000 from the General Fund contingency account to the appropriate Lakeland Health Care Center accounts for increased nursing staff costs at LHCC in 2019.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: September 3, 2019

Action Required: Majority Vote ____ Two-thirds Vote X Other ____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl
Corporation Counsel

Jessica Conley
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. 48-09/19

I. Title: Authorizing the Transfer of $355,000 from the General Fund Contingency Account to the Appropriate Lakeland Health Care Center Accounts for Increased Nursing Staff Costs

II. Purpose and Policy Impact Statement: The purpose of this resolution is to authorize the transfer of $355,000 from the General Fund Contingency account to the appropriate Lakeland Health Care Center accounts to cover the increased costs for CNA and RN overtime, LPN in-house pool staff, and external agency nursing staff.

III. Budget and Fiscal Impact: This is the first time this year that the County will be utilizing funds from the contingency. The contingency account remaining balance will be $95,000 after this transfer.

IV. Referred to the following standing committee(s) for consideration and date of referral:

Committee: LHCC Board of Trustees  Meeting Date: September 3, 2019

Vote: To be considered at a special joint LHCC Board of Trustees/Finance Committee meeting on September 3, 2019

Committee: Finance  Meeting Date: September 3, 2019

Vote: To be considered at a special joint LHCC Board of Trustees/Finance Committee meeting on September 3, 2019

County Board Meeting Date: September 3, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

[Signatures]

David A. Bretl  Date
County Administrator

Jessica Conley  Date
Finance Director
Resolution No. 47-09/19

Authorizing the Transfer of $600,000 from the General Fund Building Committed Fund Balance Account and $60,000 from the Unrestricted General Fund Balance to the Appropriate Accounts for the Purpose of the Old Health and Human Services Building Demolition and Site Improvement or Property Sale and Final Operating Expenses to Close Out Use of the Building

Moved/Sponsored by: Finance Committee & Public Works Committee

WHEREAS, the Public Works Department is requesting funds in 2019 for the demolition and site improvement costs for the old Health and Human Services (HHS) building; and,

WHEREAS, the HHS old facility demolition project was originally on the Capital Improvement Plan using General Fund building fund balance commitment in the year 2020; and,

WHEREAS, the County is in negotiations for the possible sale of the old HHS property; and,

WHEREAS, the Public Works Department is currently constructing a new HHS building making the old building obsolete for County purposes; and,

WHEREAS, the Public Works Department has determined the old HHS building should be either demolished or the property sold; and,

WHEREAS, the building has annual maintenance costs over $300,000 per year, the sale transaction is unknown, and early scoping of building demolition in 2019 will offset maintenance costs; and,

WHEREAS, the Department of Public Works is therefore estimating the old HHS building will have $60,000 of operating expenses remaining between the time it is vacated and demolished or sold; and,

WHEREAS, the Department of Public Works is therefore estimating it will cost $600,000 for demolition and site improvement costs.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the appropriate County officials to transfer the sum of $600,000 from the General Fund building committed fund balance account to the appropriate accounts to demolish the old building and complete necessary site improvements or for the costs for the sale of the property.

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the appropriate County officials to transfer the sum of $60,000 from the unrestricted general fund balance account to the appropriate accounts for final operating expenses to close out use of the old HHS building.
County Board Meeting Date: September 3, 2019

Action Required: Majority Vote _____ Two-thirds Vote X Other _____

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl Date
County Administrator/Corporation Counsel

Jessica Conley Date
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
**Policy and Fiscal Note**  
**Resolution No. 47-09/19**

I. **Title:** Authorizing the Transfer of $600,000 from the General Fund Building Committed Fund Balance Account and $60,000 from the Unrestricted General Fund Balance to the Appropriate Accounts for the Purpose of the Old Health and Human Services Building Demolition and Site Improvement or Property Sale and Final Operating Expenses to Close Out Use of the Building

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the transfer of funds to close out use of the old HHS building. $600,000 of General Fund building committed fund balance will be used for demolition, site improvement or property sale costs. $60,000 of unrestricted general fund balance will be used for final operating expenses to close out use of the old HHS building.

III. **Budget and Fiscal Impact:** General Fund building committed fund balance in the amount of $600,000 was planned to fund the project in 2020, but will now be used in 2019. The $60,000 of unrestricted general fund balance use for final operating expenses will eliminate the need to levy for any 2020 old HHS building operating expenses. With either the property sale or demolition, annual building maintenance costs will cease at the site with annual savings over $300,000. A new HHS structure is scheduled to be completed in November of 2019.

IV. **Referred to the following standing committees for consideration and date of referral:**

- **Committee:** Finance  
  **Meeting Date:** September 3, 2019
- **Committee:** Public Works  
  **Meeting Date:** September 3, 2019

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Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

David A. Bretl  
Date  
County Administrator/Corporation Counsel

Jessica Conley  
Date  
Finance Director