

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, February 18, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 9:30 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Nancy Russell; Vice Chair Daniel Kilkenny; Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberda; Finance Director Jessica Conley; Acting Director of Health and Human Services Carlo Nevicosi; and Director-Public Works Richard Hough.

On motion by Supervisor Grant, second by Supervisor Schaefer, the agenda was approved with no withdrawals.

On motion by Supervisor Ingersoll, second by Supervisor Grant, the January 21, 2021 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

8a) Budget amendments

2020

- 1) Health and Human Services
 - a. HS021 – Adjustment to correct revenue budget for Forward Health payments
 - b. HS022 – Department of Children and Families reimbursement for out-of-home care placement
- 2) Public Works
 - a. PW009 – Annual cost accounting amendment
- 3) Sheriff's Office
 - a. SH015 – Offset shortfall in compensatory payout for patrol division

8b) Reports

- 1) Quarterly investment report – 4th quarter 2020
- 2) Update on tax incremental financing districts (TIDs)

8c) Out-of-state Travel

- 1) Sheriff's Office
 - a. Josh Smith, National Jail Leadership Command Academy, Houston, TX

Supervisor Schaefer offered a motion, second by Supervisor Grant, to approve all Consent Items. Motion carried 5-0.

New Business

9a) Public Works year-end inventory adjustments

Finance Director Jessica Conley explained, approval is being sought to record \$6,276.39 as a gain for the Public Works year-end inventory adjustment. Discussion followed. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the Public Works year-end inventory adjustments. Motion carried 5-0.**

9b) Resolution No. **-03/21 Accepting Wisconsin Department of Health Services COVID-19 Response Funding of \$776,100 and Returning \$500,000 to the Health and Human Services Fund Pandemic Reserve

Conley referenced the memo from Acting Director of Health and Human Services (HHS) Carlo Nevicosi and provided further explanation regarding the distribution of funds, as stated in the resolution. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Resolution Accepting Wisconsin Department of Health Services COVID-19 Response Funding of \$776,100 and Returning \$500,000 to the Health and Human Services Fund Pandemic Reserve. Motion carried 5-0.**

9c) Elementary and Secondary School Emergency Relief (ESSER) Fund II \ Grant Acceptance \ Pre-authorization

Conley stated there is no exact information at this time and it is unknown if the grant will be awarded to Walworth County. However, by obtaining pre-authorization it would allow for quick action in accepting the grant, if awarded. **Supervisor Schaefer offered a motion, second by Supervisor Grant to pre-authorize the acceptance of the Elementary and Secondary School Emergency Relief (ESSER) Fund II, if awarded. Motion carried 5-0.**

9d) Proposed 2021 County Board calendar for 2022 budget process

Conley explained, this proposed change would involve holding a County Board meeting in August with no committee week. If necessary, a committee meeting may be held immediately preceding the County Board meeting. This would allow items needing approval from July to be passed in August, permitting budget amendments or projects to continue smoothly. Additionally, rather than having the September County Board meeting on the first Tuesday of the month, it would instead be held on September 14th. This will provide more time for balancing in the budget process, but results in less time to prepare the preliminary budget book. Therefore, instead of distributing the preliminary budget book at the October County Board meeting, it would be distributed with committee packets, which provides additional days for preparation. Conley noted that in lieu of distributing the preliminary budget book at the October meeting, the Board will be provided the budget notice that is sent to the newspapers. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the proposed 2021 County Board calendar for 2022 budget process. Motion carried 5-0.**

9e) Preliminary Update on the Shared Ride Taxi Service Contract Continuation Beginning May 1, 2021, and the Need for a Contract Change Order

County Administrator Mark W. Luberda provided an update regarding VIP Services' request for a contract change order. The request involves a wage rate increase because VIP Services has found it difficult to retain drivers at the base rate of the current model. Luberda explained he has compiled an extensive analysis report regarding this request in which he found it to be reasonable and appropriate. A copy of that report will be provided to the Finance Committee in March. Discussion followed.

9f) Updates to Walworth County Investment Guide and adjustment to core portfolio calculation
Conley provided explanation as to why there is an adjustment to the core portfolio and stated approval is being requested to post the updated investment guide on the website. **Supervisor Grant offered a motion, second by Supervisor Schaefer to approve updates to Walworth County Investment Guide and adjustment to core portfolio calculation. Motion carried 5-0.**

9g) Update on COVID-19 Report
Conley referred to the summary report included in the packet, which outlines 2020 and 2021 spending and grants received relative to the pandemic. Discussion followed. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to accept the update on COVID-19 report. Motion carried 5-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, March 18, 2021 at 9:30 a.m.

Adjournment

On motion by Vice Chair Kilkenny, second by Supervisor Grant, Chair Russell adjourned the meeting at 10:13 a.m.