

Walworth County Board of Supervisors
Thursday, February 20, 2020 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. 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: Chair Nancy Russell, Vice Chair Jerry Grant, and Supervisors Dan Kilkenny and William Norem. Supervisor Kathy Ingersoll was absent. A quorum was declared.

Others in Attendance

County Board Supervisors: Supervisor David Weber; Supervisor Rick Stacey; Supervisor Tim Brellenthin; Supervisor Ken Monroe

County staff: County Administrator Mark Luberdia; County Treasurer Valerie Etzel; Finance Director Jessica Conley; Director-Public Works Richard Hough; Superintendent of County Institutions Elizabeth Aldred; Sheriff's Office Business Manager Sarah Richards; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter

On motion by Supervisor William Norem, second by Vice Chair Jerry Grant, the agenda was approved with no withdrawals.

On motion by Vice Chair Grant, second by Supervisor Norem, the January 23, 2020 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Supervisor Dan Kilkenny requested that item 8A.3.b. be considered separately.

Supervisor Norem made a motion, second by Vice Chair Grant, to approve the remainder of the consent items. Motion carried 4-0.

8A, Budget Amendments

2019

- 1) Health and Human Services
 - a) HS028 – Increased client services for the Comprehensive Community Services program
- 2) Public Works
 - a) PW006 – Yearend reallocation of Public Works cost accounting
- 3) Sheriff's Office
 - a) SH016 – Transfer funds for expenses related to inmates receiving outside medical care
 - b) SH017 – Reallocate yearend payroll budget

Supervisor Kilkenny questioned the amount listed for Corrections-Comp Payouts as to why it was so high. Sheriff's Office Business Manager Sarah Richards said it was a higher than average year, but the amount of comp time paid out is variable due to many factors. There were also quite a few open positions last year, which led to a higher number of overtime hours that needed to be paid out. She added the Corrections department has a very large budget, so this amount is not very high in comparison with the total budget. **Supervisor Kilkenny made a motion, second by Vice Chair Grant, to approve the budget amendment. Motion carried 4-0.**

2020

- 4) Health and Human Services
 - a) HS003 – Reflect 2020 Department of Children and Families grant awards
 - b) HS004 – Reflect grant funds for Dementia Care Specialist position
- 5) Lakeland Health Care Center
 - a) LH001 – Transfer funds to establish Senior Meals Program collaboration between Lakeland Health Care Center and Health and Human Services

8B, Bids/Contracts

- 1) End user desktop temporary service staffing for Information Technology

8C, Reports

- 1) Quarterly Investment Report – 4th quarter 2019
- 2) Update on tax incremental financing districts (TIDs)

New Business

- Public Works yearend inventory adjustments

Supervisor Kilkenny asked how much is generally spent on gasoline and Director-Public Works Richard Hough said there may be an issue with the fuel system, such as calibration or a leak, because there has been an increase. Staff is looking into possibly getting a new fuel system in the next few years. He said the grand total for diesel is 81,000 gallons per year and unleaded gasoline is 145,000 gallons per year. Hough also noted that in cleaning the Public Works facility, some materials may have been found that were previously unaccounted for. The new Asset Manager position will help to solve inventory issues.

Supervisor Norem made a motion, second by Vice Chair Grant, to approve the Public Works yearend inventory adjustments. Motion carried 4-0.

- Resolution **-03/20 Accepting a \$5,882 Donation for the Lakeland Health Care Center from Suzanne Bucher

Vice Chair Grant made a motion, second by Supervisor Norem, to recommend approval of the resolution accepting a \$5,882 donation for the Lakeland Health Care Center from Suzanne Bucher. Motion carried 4-0.

- Transition of Lakeland Health Care Center to a 90-bed facility

Superintendent of County Institutions Elizabeth Aldred presented the PowerPoint that was distributed at the meeting. She advised of the position changes that were approved at the February 19, 2020 Human Resources Committee meeting, and said there will be a budget amendment at the March Finance meeting. She noted the reduction in facility costs due to the flexibility of the contractors for housekeeping and laundry, and stated her appreciation. She added that she will provide an update on progress at the May meeting.

- Proposed 2020 calendar for 2021 budget process

County Administrator Mark Luberda noted the public budget hearing is scheduled for October 29, 2020, which is a week earlier than it would generally be. He explained this is due to the presidential election that will be taking place on Tuesday November 3, 2020. **Vice Chair Grant made a motion, second by Supervisor Norem, to approve the proposed 2020 calendar for 2021 budget process. Motion carried 4-0.**

- Ordinance **-03/20 Amending Section 30-288 of the Walworth County Code of Ordinances Relating to Use of Credit/Debit Cards

Conley advised this was brought forward from the Treasurer's Office. The fee ordinance will still specifically outline the structure customers pay. Chair Russell asked if people will still have the option for cash or check and Conley said they would. **Supervisor Norem made a motion, second by Vice Chair Grant, to recommend approval of the ordinance amending Section 30-288 of the Walworth County Code of Ordinances Relating to Use of Credit/Debit cards. Motion carried 4-0.**

- Updates to Walworth County Investment Guide and adjustment to core portfolio calculation
Supervisor Norem made a motion, second by Vice Chair Grant, to approve the updates as presented. Motion carried 4-0.

- Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Award for Fiscal Year Ended December 31, 2018.

Conley said there will be a press release. Chair Russell congratulated the Finance Department on their hard work and achievement.

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, March 19, 2020 at 9:30 a.m.

Adjournment

On motion and second by Vice Chair Grant and Supervisor Norem, Chair Russell adjourned the meeting at 10:18 a.m.