

Walworth County Board of Supervisors
Thursday, February 21, 2019 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 9:32 a.m.

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

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; County Treasurer Valerie Etzel; Director of Health and Human Services Elizabeth Aldred; Director of Human Resources Dale Wilson; Captain of Sheriff's Office Investigations Rob Hall; Sheriff's Office Business Manager Amanda Lagle; Director-Public Works Richard Hough; Senior Accountant Todd Paprocki; Director of IT John Orr; Manager of IT Operations Jackie Giller; IT Administrative Clerk III Kirstin Windle; Captain of Sheriff's Office Support Services Scott McClory; Comptroller Jessica Conley; and Assistant Director-Public Works Fleet/Parks/Facilities Dennis Clark

On motion by Vice Chair Grant, seconded by Supervisor Norem, the agenda was approved by voice vote.

Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the February 12, 2019 Joint Special Finance/Human Resources Committee meeting minutes. Motion carried by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell requested that items 8.A.3.a and b, 8.B.1, 8.C2.a, 8.D.1, and 8.E. 1 and 2 be considered separately. Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the remainder of the consent items. Motion carried 4-0.

8A, Budget Amendments
2018

- 1) Health & Human Services
 - a) HS022 – Reflect 2018 distribution State Income Maintenance Program funding related to Random Moment Sampling (RMS)
- 2) Public Works
 - a) PW008 – Transfer funds for unexpected year end equipment repairs
 - b) PW009 – Year end reallocation of Public Works cost accounting
- 3) Sheriff's Office
 - a) SH008 – Reallocate yearend payroll budget

Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to approve budget amendment SH008. Motion carried 4-0.

- b) SH009 – Reallocate yearend payroll budget and reflect contract cost savings
Sheriff’s Office Business Manager Amanda Lagle explained the comp payouts. Deputies have to cash out unused comp time at the end of the year. There was a reduction in straight time due to vacancies in Corrections. **Supervisor Kilkenny made a motion to approve budget amendment SH009, seconded by Supervisor Norem. Motion carried 4-0.**

2019

- 4) Health and Human Services
 - a) HS001 – Reduce anticipated 2019 Foster Parent Retention grant funding
 - b) HS002 – Reduce anticipated 2019 Foster Parent Licensing grant funding
 - c) HS003 – Reflect actual 2019 grant awards for Kinship Benefits, Kinship Administration, Children & Families Allocation and Youth Aids
 - d) HS004 – Transfer funds for client transportation
 - e) HS005 – Adjust state Income Maintenance Program funding related to Random Moment Sampling (RMS) to reflect distribution in 2018

8B, Bids/Contracts

- 1) VoIP Telephone System
Director of IT John Orr distributed a memo prior to the meeting concerning the recommendation to award the proposal to Telecom Innovation Group for the VoIP telephone system. Orr said the project started last October, when a consultant was retained to identify technology available for the County’s new telephone system. County departments were interviewed to determine their needs, and a Request for Proposals (RFP) was issued. The RFP was evaluated by IT staff and Purchasing as to the vendors’ qualifications, service, support and maintenance capabilities. Orr attached copies of the scoring sheets to his memo. Purchasing added the price quotes after the scoring process. Orr said Telecom Innovation Group provided a more robust system, including technology that would allow each building to function independently if the phone system went out. Telecom also offers 30 minutes a day for support services, such as user changes. Telecom gave a very detailed project plan with a definite timeline for completion. The technology is estimated to last for 10 years; Orr said with ongoing maintenance and upgrades, the system should last longer than that. Supervisor Norem asked about emergency service, and Orr said they guarantee a two-hour response time for online support and four hours for onsite assistance. **Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the recommendation to award the VoIP Telephone System project to Telecom Innovations Group, in the proposed contract amount of \$621,098. Motion carried 4-0.**
- 2) County owned tax properties including summary of 2017 county-owned property sales

8C, Waivers of bids/sole source procurement

- 1) Health and Human Services
 - a) Nurse practitioner – Pease
 - b) Nurse practitioner – Ray
 - c) Psychiatrists/Psychologists – DeMuri
 - d) Psychiatrists/Psychologists – Gustafson-Mattek
 - e) Psychiatrists/Psychologists – Mattek
 - f) Psychiatrists/Psychologists – Ortell
 - g) Psychiatrists/Psychologists – Sorem
 - h) Psychiatrists/Psychologists – Zblewski

2) Sheriff's Office

- a) Surface supplied diving system – Interspiro

Chair Russell made a motion, seconded by Supervisor Norem, to approve the sole source procurement to Interspiro for the surface supplied diving system. Motion carried 4-0.

8D, Declaration of Surplus

- 1) Recommendation to declare two Public Works vehicles as surplus and to sell said vehicles at auction
Chair Russell clarified that Board Supervisors and employees are not allowed to bid on county surplus property. **Chair Russell made a motion, seconded by Supervisor Norem to approve the declaration of surplus and authorize the two Public Works vehicles to be sold at auction. Motion carried 4-0.**

8E, Reports

- 1) Quarterly delinquent tax report – 4th quarter 2018

Chair Russell noted that there was an 11% increase in delinquent taxes from 2017 to 2018, and the total tax roll has gone down by over \$1 million. The County is not getting the new construction originally anticipated. **Chair Russell moved to accept the report, seconded by Vice Chair Grant. Motion carried 4-0.**

- 2) Transportation program financial summary

Chair Russell requested Senior Accountant Todd Paprocki to present an overview of the County's transportation programs. The most recent financial report for the Specialized and DIAL-a-RIDE programs was included with the agenda packet. County Administrator Bretl said a more comprehensive presentation will be made at the Transportation Coordinating Committee (TCC) meeting in May or June when the annual report is completed. Paprocki explained the differences in the two programs: Specialized Transportation is for seniors age 60 and over and individuals with disabilities and transports those individuals within a 70-mile radius of Elkhorn for non-emergency medical transports; the DIAL-a-RIDE program is a shared ride program available to the general public, for any trip purpose within Walworth County, with the exception of the City of Whitewater, which has its own shared-ride service. Paprocki gave an overview of grant funding requirements for both programs and explained how funds are allocated between the programs. The higher agency fare vouchers are charged to institutions who would otherwise be required provide their own transportation, i.e., schools and nursing homes. Paprocki noted the large growth in ridership for the DIAL-a-RIDE program, which has been more successful than originally projected. Supervisor Kilkenny expressed amazement at the growth of the programs and asked if more grant funds were available based on ridership. Paprocki replied there is a cap of 5% growth in hours. If ridership demand continues to rise, Paprocki said co-pay amounts could be increased as necessary. Bretl noted that the TCC has done a great job in establishing and promoting services. A request has been made to provide service on Sundays and holidays. Bretl said VIP Services is struggling to retain enough trained drivers to accommodate regular services, and it is important to meet the needs of established programs first. Other options are being explored for the feasibility of providing Sunday and holiday service. Chair Russell encouraged Supervisors attend a TCC meeting to learn more about the programs. **Chair Russell made a motion to accept the report, seconded by Supervisor Norem. Motion carried 4-0.**

- 3) Quarterly investment report – 4th quarter 2018

- 4) Update on tax incremental financing districts (TIDs)

New Business

- Sheriff's Office application for Community Oriented Policing Services (COPS) Anti-methamphetamine grant

Captain Rob Hall reported that the Sheriff's Office has been offered the opportunity to be a sub-recipient of the new Anti-Methamphetamine Grant, which is similar to the Anti-Heroin initiative. Funds would be used to investigate illicit activities related to the manufacture and distribution of methamphetamines. The grant is for a two-year period, and no local match is required. The grant is through the Wisconsin Department of Justice (DOJ). There are \$500,000 in carryover funds remaining at the State for the previous grant years, and the Sheriff's Office is eligible to receive reimbursement from those funds through December 31 of this year. The new grant period would begin January 1, 2020. The grant funds are distributed to the Southeastern Drug Operation Group (SEADOG), which applies to the DOJ for reimbursement. Hall stated although there has been a decline in meth labs in the County, more cartel refined methamphetamines are coming into the County from Mexico and South America. **Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to authorize the Sheriff's Office to apply for the maximum funds allowable under the COPS Anti-methamphetamine grant. Motion carried 4-0.**

- Sheriff's Office application for Community Oriented Policing Services (COPS) Anti-heroin grant
The Anti-heroin grant reimburses overtime spent on operations dedicated to opiate and heroin abuse investigations. This grant also covers a two-year period and an estimated amount of \$15,000 would be reimbursed annually. Hall said the State is also hiring analysts to provide training on combatting the fentanyl crisis, which would also be covered by the grant funds. **Supervisor Kilkenny made a motion, seconded by Supervisor Norem, to authorize the Sheriff's Office to apply for the maximum funds allowable under the COPS Anti-heroin grant. Motion carried 4-0.**

- Write off 2014-2016 Sheriff's Office inmate debt
Sheriff's Office Business Manager Amanda Lagle has been working with the Treasurer and Register of Deeds to clean up a backlog of inmate debt, most of which accumulated from 2006-2012. With the new process, staff is sending accounts to the Department of Revenue with assistance from the Treasurer's Office. The recall of \$376,773.31 will close out all accounts with the outside collection agent, Professional Payment Services. **Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to approve the write-off of the Sheriff's Office 2014-2016 inmate debt. Motion carried 4-0.**

- Ordinance **-03/19 Amending Chapter 46 and Amending Section 30-286 of the Walworth County Code of Ordinances Relating to Sheriff's Office Abandoned Vehicle Sale Fee

Vice Chair Grant made a motion, seconded by Supervisor Norem, to recommend approval of the ordinance relating to the Sheriff's Office abandoned vehicle sale fee. Motion carried 4-0.

- Resolution **-03/19 Authorizing the Closure of Highway Project CTH H (120-N of Genoa City) and Transferring Remaining Funds

Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the closure of Highway Project CTH H (120-N of Genoa City) and to transfer the remaining funds. Motion carried 4-0.

- Public Works 2018 year end inventory adjustments
Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to approve the Public Works 2018 year end inventory adjustments. Dennis Clark, Public Works Assistant Director-Fleet/Parks/Facilities said the department now has a full-time parts person who monitors expenses, and the AssetWorks program is now capable of tracking inventory, which will help minimize losses. Currently Public Works is cleaning out storage areas in the former shop and will be disposing of obsolete parts. The Chair called for a vote and the **motion carried 4-0.**
- Resolution **-03/19 Urging the State Legislature to Increase the Public Work Limit from \$25,000
Vice Chair Grant made a motion, seconded by Supervisor Kilkenny, to recommend approval of the Resolution Urging the State Legislature to Increase the Public Work Limit from \$25,000. Motion carried 4-0.
- Proposed 2019 calendar for 2020 budget process
Bretl said staff has reviewed the proposed calendar and is comfortable with the dates. **Supervisor Kilkenny made a motion, seconded by Vice Chair Grant, to recommend approval of the proposed 2019 calendar for the 2020 budget process. Motion carried 4-0.**
- Updates to Walworth County Investment Guide
Comptroller Jessica Conley said the Investment Guide has been updated to reflect the annual core portfolio calculation. The core portfolio is the portion of the total investments that is invested long term. The amount is calculated annually as 60% of the average of the last three years of month-end balances. The core portfolio also takes into account large swings anticipated in the five-year CIP projections. The portfolio will be adjusted to \$62,143,000 for 2019. **Supervisor Norem made a motion, seconded by Vice Chair Grant, to accept the recommendations on the updates to the Walworth County Investment Guide. Motion carried 4-0.**

Confirmation of next meeting: Thursday, March 21, 2019 at 9:30 a.m., County Board Room 114 at the Walworth County Government Center.

Adjournment

On motion and second by Supervisor Norem and Vice Chair Grant, Chair Russell adjourned the meeting at 10:55 a.m.