

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, February 23, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Sheila T. Reiff called the meeting to order at 10:00 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Sheila T. Reiff; Vice-Chair Joseph H. Schaefer; Supervisors Kathy Ingersoll, Dennis Karbowski, and Rick Stacey. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; Comptroller Todd Paprocki; Deputy Corporation Counsel Estee Scholtz; Clerk of Circuit Court Kristina Secord; Director- Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; and Medical Examiner Gina Carver.

On motion by Supervisor Stacey, second by Supervisor Karbowski, the agenda was approved with no withdrawals.

On motion by Supervisor Stacey, second by Vice-Chair Schaefer, the January 19, 2023 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7a. Budget Adjustments/Transfers
2022

- 1) Clerk of Courts
 - a. CT005 – increased court appointed attorney costs

Chair Sheila Reiff and Corporation Counsel/Director-Land Use and Resource Management Michael Cotter both spoke regarding the importance of this item, not only within Walworth County but statewide. Each elaborated on the multitude of issues that arise from the lack of funding for attorney fees.

- 2) Health and Human Services
 - a. HS019 – increased activity in children’s long term support program

Director- Health and Human Services/Superintendent of County Institutions Carlo Nevicosi explained, the state changed the way the children’s long term support program is budgeted in that payments are managed by the state rather than the county. Therefore, revenues and expenses were not included in the original budget for 2022. However, it was discovered, in order to accurately reflect the revenues and expenses, they must be recorded in the general ledger. Since they are matched dollar for dollar, there is no impact on the bottom line. This amendment adjusts the estimated budget included as a separate budget appropriation resolution during 2022.

- 3) Information Technology
 - a. IT002 – increased court hearing room control system project costs

- 4) Sheriff’s Office
 - a. SH011 – overtime payout for the Corrections division
 - b. SH012 – overtime payout for Patrol division

2023

- 5) Health and Human Services
 - a. HS001 – increased long term residential placements in Community Support Program

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve Consent Items, #7a, Budget Adjustments/Transfers. Motion carried 5-0.

7b. Purchasing Reports

- 1) Ordinance Exempt Procurements
 - a. Health and Human Services – Psychologist/Psychiatrist services
 - b. Information Technology – Temporary staffing
- 2) Waiver of Competition
 - a. Sheriff's Office – PSAP equipment

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve Item #7b, Purchasing Reports. Motion carried 5-0.

7c. Reports

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

Director- Finance Jessica Conley explained, as requested by the committee last month, she has relayed to the City of Elkhorn the request to consider the inclusion of workforce housing in the project plan amendment for their open TID. Discussion has begun with the developer but there are no additional updates at this time.

- 2) Quarterly investment report – 4th quarter 2022

Comptroller Todd Paprocki reported the final results for the 2022 quarterly investment report in which the portfolio exceeded budget expectations for realized interest in the amount of \$1,021,657. He elaborated on the county's unrealized loss and the budget action required as a result.

- 3) Uncollectible Debt Written off
 - a. Medical Examiner

- 4) Out-of-state travel

- a. Medical Examiner Intent to travel for the Board of Directors for the International Association of Coroners and Medical Examiners (IACME) during 2023

Administrator Mark W. Luberda explained, usually the committee is advised of training after it occurs, but he requested this item be made aware to the committee prior to travel. This item will be brought forward twice a year as Medical Examiner Gina Carver, has accepted the appointment on the Board of Directors for the International Association of Coroners and Medical Examiners (IACME), which is an ongoing commitment and an honor for both her and the county.

- b. Public Works

- i. A. Nelson & J. Pugsek, Diesel Laptop Training, Boilingbrook, IL

- c. Sheriff's Office

- i. J. Adams, Northern Red SWAT Training, Ortonville, MI

- ii. T. Neumann & J. Rowland, Midwest User Group Conference, Marshalltown, IA

Chair Reiff accepted the reports as filed.

New Business

8a. Res. No. **-03/23 Authorizing the Creation of an Operations Manager Position and a Training & Quality Assurance Manager Position and the Reallocation of the Existing Communications Supervisor Positions at the Sheriff's Office

Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to approve the resolution Authorizing the Creation of an Operations Manager Position and a Training & Quality Assurance Manager Position and the Reallocation of the Existing Communications Supervisor Positions at the Sheriff's Office. Motion carried 5-0.

8b. Res. No. **-03/23 Authorizing the Closure of Highway Project CTH B Castle Terrace to Linton Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve the resolution Authorizing the Closure of Highway Project CTH B Castle Terrace to Linton Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.

8c. Res. No. **-03/23 Increasing the Judicial Center Roofing Replacement Capital Improvement Project Budget by \$150,000 Through a Transfer from the General Fund Building and Equipment Committed Fund Balance Account
Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Increasing the Judicial Center Roofing Replacement Capital Improvement Project Budget by \$150,000 Through a Transfer from the General Fund Building and Equipment Committed Fund Balance Account. Motion carried 5-0.

8d. Public Works yearend inventory adjustments
Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve Public Works yearend inventory adjustments. Motion carried 5-0.

8e. Ord. No. ****-03/23 Amending Section 30-463 of the Walworth County Code of Ordinances Relating to Business Expense Claims for Reimbursement
Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to approve the ordinance Amending Section 30-463 of the Walworth County Code of Ordinances Relating to Business Expense Claims for Reimbursement. Motion carried 5-0.

8f. Proposed 2023 County Board Calendar for 2024 Budget Process
Conley stated the Finance Committee is the first to see this proposed calendar to ensure it coincides well with requirements for putting together the budget. There will be an August County Board meeting, but there will be no committee meetings. Additionally, the public hearing date is suggested for October 30th rather than October 31st to avoid interference of attendance due to the holiday. This will then move to the Executive Committee and finally to the County Board for approval in April. **Vice-Chair Schaefer offered a motion, second by Supervisor Stacey, to approve the proposed 2023 County Board Calendar for 2024 Budget Process. Motion carried 5-0.**

8g. Annual Review and Approval of Walworth County Investment Guide and Adjustment to Core Portfolio Calculation
Paprocki referenced his Memorandum on Pages 44-45 of the packet and provided an extensive overview of the proposed investment guide changes and other updates, in which he highlighted:

- Update on temporary core increase to 70%. Analysis determined 60% is still the optimal level.
- Increasing minimum liquid cash to \$20 million
- Making a five year term the universal maximum maturity for Certificates of Deposit
- Better align maturity restrictions to portfolio goals by setting a minimum amount of investments with a maturity greater than six months to be 25% of the core portfolio limit
- Annually updated calculations to increase the “Core” portfolio limit
- Correction to ordinance relative to a new program name. Certificate of Deposit Account Registry Services (CDARS) is now IntraFi Network Deposits
- Update relative to the name of an authorized broker/dealer. Piper Jaffray is now Piper Sandler & Co.

The investment guide with proposed changes is also included on Pages 46-64 of the packet.

Paprocki also discussed informal Committee guidance he has received in the past regarding the purchasing of municipal debt and inquired if the committee had any changes or additions to the current guidelines. The committee was satisfied with the current guidelines in place regarding avoidance of revenue debt, but all other restrictions regarding specific government types and purposes were no longer necessary. **Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve the Walworth County Investment Guide and Adjustment to Core Portfolio Calculation. Motion carried 5-0.**

8h. Ord. No. ****-03/23 Amending Sections 30-228 and 30-231 of the Walworth County Code of Ordinances Relating to Investment Maturities
Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, to approve the ordinance Amending Sections 30-228 and 30-231 of the Walworth County Code of Ordinances Relating to Investment Maturities. Motion carried 5-0.

8i. Broadband Grant Programs in Partnership with Broadband Providers Utilizing the County's Budgeted ARPA Broadband Allocation of Funding

Conley elaborated on her Memorandum (Pages 68-70) which outlines two options on how to handle broadband grant programs as they arise relative to American Rescue Plan Act (ARPA) funds. One option entails moving ARPA funds from one category to a more general eligibility category in order to meet all reporting requirements. A second option, which offers even more flexibility, would be swapping funds for broadband projects into the County levy, in exchange for a clearly eligible ARPA funded expense. This second option would require a resolution to be drafted, authorizing the ability to make a swap. A caveat could be included which states this swap would only be done if necessary and as further approved by the Finance Committee. Deputy Corporation Counsel Estee Scholtz provided an update on her efforts to determine if public dollars may be spent on broadband. Discussion ensued. **Supervisor Karbowski offered a motion, second by Vice-Chair Schaefer, for a resolution to be drafted and brought forward next month while continuing to investigate Corporation Counsel's concerns. Motion carried 5-0.**

8j. Request to declare Intent to Participate in Broadband, Equity, Access and Deployment (BEAD) Local Planning Grant program

Conley explained, the Public Service Commission (PSC) is requesting a declaration of intent to participate in Broadband, Equity, Access, and Deployment (BEAD) for the County's allocation of a \$1.5 million dollar State grant to be used for broadband planning. The intent to participate will also need to specify if Walworth County chooses to participate as an individual county or collaboratively in a Regional Economic Development Organization (REDO) which is a group of counties. Walworth County would be part of the Milwaukee 7 group, which consists of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Waukesha, and Washington counties. If working collaboratively, the County would be entitled to 10% more funding. **Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to declare intent to participate in Broadband, Equity, Access, and Deployment (BEAD) local planning grant program.** Administrator Luberdia elaborated on the advantages of participating as a group; namely, benefiting from the expertise and drive of the larger counties in the Milwaukee 7 group. **Vice-Chair Schaefer and Supervisor Karbowski agreed to amend the original motion to include the intent to participate as part of the Milwaukee 7 group. Motion as amended carried 5-0.**

8k. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Luberdia referred to and provided a brief overview of his Memorandum and supporting documentation (Pages 77-91 of the packet) relative to committee input for the SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process. Luberdia asked the committee members to review the existing SWOT analysis document that appears in the 2023 Adopted Budget document (Pages 38-47) and for this matter to be placed on the March Finance agenda, where the committee will be asked to approve a motion with any suggestions for additions, subtractions, expansions, etc. to the current document referred to as Appendix C.

8l. Federal Data Transparency Act (FDTA) Regarding Government Financial Reporting Requirements

Paprocki explained, on December 23, 2022, President Biden signed into law the National Defense Authorization Act which includes the Financial Data Transparency Act (FDTA). The FDFTA calls for the use of an eXtensible Business Reporting Language (XBRL) machine readable format and uniform data presentation across all levels of government. The complete scope of how this will affect Walworth County is still unknown, and implementation would not be until end of year 2027. The committee is being informed in advance in the event this requires a significant investment of time and cost. Conley noted, in preparation, funds will be set aside in the budget for a possible software reimplementation project.

8m. COVID-19/American Rescue Plan Act (ARPA) Financial Update

Conley stated there was no update on this 4th quarter summary report. The March budget plan summary update will include projects carried forward to this year's budget from 2022.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, March 23, 2023 at 10:00 a.m.

Adjournment

Vice-Chair Schaefer expressed his frustration in seeing budget increases rather than budget decreases during Finance Committee meetings. Conley explained that decreases would not be brought forward, as they remain in the budget, and those savings will be reflected in the financial statements at yearend.

On motion and second by Vice-Chair Schaefer and Supervisor Karbowski, Chair Reiff adjourned the meeting at 11:11 a.m.