

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, March 17, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Nancy Russell called the meeting to order at 9:33 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: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; and Register of Deeds Michele Jacobs.

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

On motion by Vice Chair Kilkenny, second by Supervisor Grant, the February 17, 2022 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7a. Budget amendments

- 1) Clerk of Courts
 - a. CT002 – Reallocate funds to Interpreter Services
- 2) Health and Human Services
 - a. HS002 – Adjustment for anticipated decrease in grant revenue
- 3) Information Technology
 - a. IT001 – Transfer funds to cover the development costs for the final phase of the electronic grant form routing solution
- 4) Sheriff's Office
 - a. SH001 – Reallocate funds for the remaining build out of additional squad equipment

7b. One-time Cooperative Purchase \geq \$100,000

- 1) Purchase of Acrylic Waterborne highway marking paint required to address County, State and local needs

7c. Waiver of Competition

- 1) Electronic Monitoring (EM) tracking devices and services

7d. Bids/Contracts

- 1) Public Electronic Health Records Management System

7e. Reports

- 1) Update on tax incremental financing districts (TIDs)
- 2) Quarterly Sales Tax Report-Yearend 2021
- 3) OPEB Semi-Annual Report
- 4) Out-of-State Travel
 - a. Health & Human Services
 1. Deb McDaniel, Transport a consumer, 84779, UT

Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve all consent items. Motion carried 5-0.

New business

8a. Resolution No. **-04/22 Creating a New Capital Project and Establishing 2022 Design Budget for County Highway O (CTH O) with Capital Projects Fund Road and Bridge Construction Committed Fund Balance

Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the resolution Creating a New Capital Project and Establishing 2022 Design Budget for CTH O with Capital Projects Fund Road and Bridge Construction Committed Fund Balance. Walworth County Administrator Mark W. Luberdá elaborated as to the rationale in moving forward with this road design project at this time, indicating the County would have a shovel ready project in the event grant funding becomes available. **Motion carried 5-0.**

8b. Resolution No. **-04/22 Accepting Aging and Disability Resource Center No Wrong Door COVID-19 Vaccine Supplemental Funding Grant and Establishing a Budget

Supervisor Grant offered a motion, second by Vice Chair Kilkenny, to approve the resolution Accepting Aging and Disability Resource Center No Wrong Door COVID-19 Vaccine Supplemental Funding Grant and Establishing a Budget. Motion carried 5-0.

8c. Sheriff's Office request to apply for Coronavirus Emergency Supplemental Funds (CESF)

Director-Finance Jessica Conley stated no action is necessary on this item as the grant application has been submitted and the Sheriff's Office received notification that the grant will not be awarded.

8d. Reclassification of Communications Officers and Corrections Officers Requiring Drafting of a Resolution(s), Ordinance(s), and Budget Modification

Luberdá advised that due to the number of vacancies in Communications and Corrections Officers, and that the level of vacancies are expected to continue for the remainder of this year, the Sheriff's Office can fully fund this reclassification without a budget amendment. Luberdá referred to the Resolution and Memorandum that were distributed at the meeting, stating the Human Resources Committee considered the item yesterday.

8e. Resolution No. **-04/22 Appropriating \$17,908 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Increasing the Program Manager – Mobility Position to a 1.0 FTE with Additional Responsibility as Management Analyst of .25 FTE

Discussion ensued relative to benefit costs relative to the full-time position. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to approve the resolution Appropriating \$17,908 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Increasing the Program Manager – Mobility Position to a 1.0 FTE with Additional Responsibility as Management Analyst of .25 FTE. Motion carried 5-0.**

8f. Vilas County Resolution 2022-15 – Request State to Revise the Current Real Estate Transfer Revenue Sharing Formula (Referred by the County Board)

Luberdá informed the Committee that the Register of Deeds Association has not released a formal opinion in reference to this resolution, and that it was his recommendation not to pursue the matter. Register of Deeds Michele Jacobs shared that she had received notification from the Register of Deeds Association stating they are taking a neutral position on the matter. **Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to place the Vilas County Resolution 2022-15 on file. Motion carried 5-0.**

8g. COVID-19/American Rescue Plan Act Financial Summary Update

Conley referred to her Memorandum included on Page 106 of the packet; explaining the reason for reclassifying three projects to the lost revenue category for American Rescue Plan Act (ARPA) funding.

Conley shared that the State announced they will be providing \$19 million, of their ARPA allocation, to law enforcement across the state. Walworth County's allocation will be \$73,935, and funds can be used for training, recruitment bonuses, community policing needs, and technology investments. Conley noted the State is also distributing \$16 million in ARPA funds to District Attorney offices. Walworth County's distribution will equal a half-time Assistant District Attorney position.

Conley shared that the US Treasury has begun to release documentation to support their final rule on ARPA spending. This documentation has changed a number of expenditure categories, and will require verifying that planned projects are categorized correctly.

Announcements and correspondences

Chair Russell announced she spoke to a gentleman from Baker Tilly in regards to the County’s audit, noting she is contacted every year.

Chair Russel, Vice Chair Kilkenny, and Supervisor Grant each expressed their gratitude to all staff and Supervisors who have shared in their journey with the County Board. Lubarda commended the three retirees on their flexibility and ability to work in this very unique financial climate during the pandemic. He expressed his gratitude to the combined leadership the three of them have displayed.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, April 28, 2022 at 9:30 a.m.

Adjournment

On motion and second by Vice Chair Kilkenny and Supervisor Grant, Chair Russell adjourned the meeting at 10:01 a.m.