

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, April 28, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Director-Finance Jessica Conley called the meeting to order at 9:30 a.m.

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

Others in Attendance

County Board Supervisors: Brian Holt.

County Staff: Walworth County Administrator Mark W. Luberd; Director-Finance Jessica Conley; Walworth County Captain-Support Services Todd Neumann; Director-Public Works Richard Hough; Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi; and Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter.

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

On motion by Supervisor Schaefer, second by Supervisor Reiff, the March 17, 2022 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a. Election of Committee Chair

Conley announced that nominations for the Finance Committee Chairperson were open. **On motion by Supervisor Karbowski, second by Supervisor Ingersoll, Sheila T. Reiff was nominated for Finance Committee Chair. Supervisor Schaefer offered a motion to nominate Kathy Ingersoll for Finance Committee Chair.** Before the motion could be seconded, Ingersoll respectfully declined. Conley asked if there were any other nominations. Hearing none, **on motion and second by Supervisor Stacey and Supervisor Ingersoll, nominations were closed. Motion carried 5-0. Supervisor Stacey offered a motion, second by Supervisor Ingersoll to elect Sheila T. Reiff as Chair. Motion carried 5-0.**

7b. Election of Committee Vice-Chair

Chair Reiff announced that nominations for the Finance Committee Vice-Chairperson were open. **On motion by Supervisor Ingersoll, second by Supervisor Stacey, Joseph H. Schaefer was nominated for Finance Committee Vice-Chair.** Chair Reiff asked if there were any other nominations. Hearing none, **Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to close nominations and cast a unanimous ballot for Joseph H. Schaefer as Vice-Chair. Motion carried 5-0.**

7c. Role of the Finance Committee

Conley provided an overview of the information included in the meeting packet (Pages 4-5.)

Consent Items

8a. Budget Adjustments/Transfers

- 1) Children with Disabilities Education Board
 - a. LS001 – Increase Smart Board Replacements with use of Equipment Reserves
- 2) Health and Human Services
 - a. HS003 – HHS Consumer Care for 5 months at LHCC
- 3) Public Works
 - a. PW002 – State Road Brine Changes
- 4) Sheriff's Office
 - a. SH002 – Purchase Radio System at Alpine Valley funded with related fees

Supervisor Karbowski offered a motion, second by Supervisor Ingersoll, to approve all Budget Adjustments/Transfers. Conley advised that the Finance Committee has the authority to approve transfers less than 10%

of a department's expenditures; or adjustments within an individual department's expenditures or related revenue source between \$25,000 and \$250,000. **Motion carried 5-0.**

8b. Bids/Contracts

- 1) Proposal Award Recommendations
 - a. Employee Benefits Consulting Services
- 2) Third Party Solicitation Recommendations
 - a. County's Prescription Drug Plan/Pharmacy Benefits Manager

Supervisor Ingersoll offered a motion, second by Vice-Chair Schaefer, to approve all Bids/Contracts. Conley briefly detailed each Bid/Contract noting both items were discussed at the Human Resource Committee Meeting, and this would be the final approval for the contract and award. **Motion carried 5-0.**

8c. Purchasing Reports to Committee

- 1) Ordinance Exempt Procurements
 - a. Health and Human Services
 - i. Psychologist/Psychiatrist (Medical Director) Services
 - ii. Temporary APNP Professional Medical Services (Psychology/Psychiatry Services)
- 2) Waiver of Competition
 - a. Sheriff's Office
 - i. Professional civil engineering services for the construction of the radio tower sites for the radio system replacement project
 - ii. Professional consulting services for project management during construction of the radio system replacement project
 - b. Human Resources
 - i. Learning Management Software

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to accept all Purchasing Reports to Committee. Conley explained that the County Ordinance lists types of contracts which are exempt from the full purchasing process due to the intricacies associated with selecting a certain vendor. Conley noted Waivers of Competition are approved by the County Administrator and then reported to the Committee. She noted the information included in the packet on Pages 20-31 provides an explanation as to the reasons a waiver was appropriate. **Motion carried 5-0.**

7d. Declaration of Surplus

- 1) Request to declare jail emergency power generator as surplus and authorizing staff to dispose of the asset

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to approve the request to declare the jail emergency power generator as surplus and authorize staff to dispose of the asset. Motion carried 5-0.

7e. Reports

- 1) Update on tax incremental financing districts (TIDs)
- 2) Quarterly Delinquent Tax Report – 1st quarter 2022
- 3) Quarterly Property Loss Report – 1st quarter 2022
- 4) Out-of-State Travel
 - a. Sheriff's Office
 - i. J. Adams, K9 Training, Chattanooga, TN
 - ii. M. Ludowise, Ronin/K9 Training, Chattanooga, TN
 - iii. M. Weber, K9 Training, Chattanooga, TN
 - b. Public Works
 - i. A. Kopydlowski & J. Miller, Lock Training, Indianapolis, IN
 - ii. S. Arndt & J. Jacobs, Assetworks Training, Hollywood, CA

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to accept all Reports. Conley provided a detailed summation of her Memorandum and Village of Darien Tax Increment District (TID) #4 included in the packet

(Pages 33-42.) Discussion then focused on the total number of TIDs in Walworth County at this time, and how they are performing; with Conley stating she will provide reports and updates throughout the year. **Motion carried 5-0.**

New Business

9a. Resolution No. **-05/22 Authorizing the Public Works Two Single-Axle Trucks with Attachments, and One 2007 Mack Tandem Truck with Attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets
Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing the Public Works Two Single-Axle Trucks with Attachments, and One 2007 Mack Tandem Truck with Attachments to be Declared Surplus and Authorizing Staff to Dispose of the Assets. Conley explained this resolution requires full County Board approval due to the size and current value of the assets. **Motion carried 5-0.**

9b. Resolution No. **-05/22 Accepting Income Maintenance American Rescue Plan Act Funding and Establishing a Budget

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting Income Maintenance American Rescue Plan Act Funding and Establishing a Budget. Conley stated funds from this grant will be used to offset costs related to equipment purchases and overtime expenditures for income maintenance staff. **Motion carried 5-0.**

9c. 2022 Calendar for 2023 Budget Process

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to adopt the 2022 Calendar for 2023 Budget Process. Conley referenced her Memorandum and the 2022 Calendar for 2023 Budget Process included in the packet (Pages 62-64); stating if approved this will serve as the official budget calendar, with the budget planning process beginning in May. **Motion carried 5-0.**

9d. Current Status Report and Update Regarding Projects in the Recovery Grants (ARPA) Budget Plan

Supervisor Karbowski offered a motion, second by Supervisor Stacey, to accept the Report and Update Regarding Projects in the Recovery Grants (ARPA) Budget Plan. County Administrator Mark W. Luberda gave a detailed summation of the Walworth County Recovery Grant Plan As of April 14, 2022 included in the packet (Pages 66-67.) **Motion carried 5-0.**

9e. Reports and Resolutions Regarding the Closing of Fiscal Year 2021

1) Report on 2021 Fundraisers

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to accept the report on 2021 Fundraisers. **Motion carried 5-0.**

2) Resolution No. **-05/22 Closing Fiscal Year 2021

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Closing Fiscal Year 2021. Conley proceeded to explain the Closing of Fiscal Year and what is encompassed within the resolution. Conley requested an amendment to the motion that would give her the authority to add a "WHEREAS" recognizing what was done as an adopted budget resolution. **Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the resolution Closing Fiscal Year 2021, as amended, to include Conley's recommended "WHEREAS."** **Motion carried 5-0.**

3) Resolution No. **-05/22 Committing Fund Balances as of December 31, 2021

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Committing Fund Balances as of December 31, 2021. Conley stated this resolution does not appropriate any funds, it serves to line up all accounts so money is there to use in the intended segregated ways. **Motion carried 5-0.**

9f. Lakeland Health Care Center 2021 Yearend Net Position

1) Ordinance No. **-05/22 Amending Section 30-181 of the Walworth County Code of Ordinances Relating to Creation of a Lakeland Health Care Center Pandemic/Transition Net Position Allowance

Supervisor Ingersoll offered a motion, second by Supervisor Karbowski, to approve the ordinance Amending Section 30-181 of the Walworth County Code of Ordinances Relating to the Creation of a Lakeland Health Care

Center Pandemic/Transition Net Position Allowance. Conley shared that \$855,000 of American Rescue Plan Act (ARPA) funding was earmarked to cover premium pay for Lakeland Health Care Center (LHCC) staff, with \$345,000 placed specifically in the 2022 budget. She advised that due to LHCC performance numbers in 2021, and the nursing home receiving a number of other grant sources, it has been decided to place a hold on including those premium pay expenses under ARPA at this time. Director-HHS/Superintendent of County Institutions Carlo Nevicosi explained unique factors contributing to excess funds seen in 2021 for LHCC, and how the proposed reserve fund will support future operational needs. Conley reiterated that this is the creation of a fund balance, and would require Committee approval in order to actually utilize funds. She noted that the allocation will end in 2026. **Motion carried 5-0.**

- 2) Resolution No. **-05/22 Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position. Conley stated this is the resolution funding what the previously approved ordinance created. **Motion carried 5-0.**

- 9g. Review of the County Library Service Tax and the Plan for Library Service
County Administrator Mark W. Luberda

Supervisor Stacey offered a motion, second by Supervisor Ingersoll, to accept the report of County Library Service Tax and the Plan for Library Service. Luberda provided a brief history of changes within the Library Service over the past year and explained how library payments and taxes are calculated within our approved Library Plan. **Motion carried 5-0.**

- 9h. Government Finance Officers Association (GFOA) Certificate in Excellence in Financial Reporting Award for Fiscal Year Ended December 31, 2020

Conley announced that this is the 19th consecutive award for the Annual Comprehensive Financial Report. She acknowledged Comptroller Todd Paprocki and his staff, along with the Finance Committee and the County Board for the significant effort applied to receive this award.

- 9i. COVID-19/American Rescue Plan Act Financial Summary Update

Supervisor Ingersoll offered a motion, second by Supervisor Stacey, to approve the COVID-19/American Rescue Plan Act Financial Summary Update. Conley explained this update breaks down the budget for all ARPA programs including how the budget has changed over time. She shared that a quarterly update will be presented next month on the most recent federal report; which is due for submission tomorrow.

Conley pointed out Walworth County Treasurer Valerie Etzel's Memorandum included on Page 105 of the packet; explaining that Governor Evers announced the Wisconsin Help for Home Owners Program, and that there will be a press release to make the public aware of the program. **Motion carried 5-0.**

- 9j. Consideration of Finance Committee Start Time

Supervisor Stacey inquired as to whether the time of the Finance Committee meeting could be pushed back to a 10:00 a.m. start. Discussion ensued. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to adjust the time for Finance Committee meetings to 10:00 am and forward to the Executive Committee. Motion carried 5-0.**

Discussion then focused on Out-of-State Travel costs, based on a question from Supervisor Ingersoll related to an earlier agenda item (Consent Item 7e. Out of State Travel Reports), relative to hotel rooms for a conference held in Hollywood California.

9k. Labor Negotiations Related to the Walworth County Deputy Sheriff's Association – Closed Session. The committee may discuss the following topic(s) in open session. The committee convened in closed session **at approximately 11:45 a.m. on motion and second by Vice-Chair Schaefer and Supervisor Stacey** pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes, "deliberating or negotiating...or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," specifically to caucus and develop negotiation strategies for collective bargaining with the Walworth County Deputy Sheriff's Association related to a

subsequent labor contract. A roll call vote was conducted and all members present voted “aye.” County Administrator Mark W. Luberda and Director-Finance Jessica Conley remained in closed session. Supervisor Joseph Schaefer remained on the telephone.

The Committee reconvened in open session at 12:21 p.m. on motion and second by Supervisor Stacey and Supervisor Ingersoll. Motion carried 5-0.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, May 19, 2022 at 9:30 a.m.

Adjournment

On motion and second by Vice-Chair Schaefer and Supervisor Stacey, Chair Reiff adjourned the meeting at 12:22 p.m.