

**Walworth County Board of Supervisors
Thursday, July 18, 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 9:30 a.m.

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

Others in Attendance

County staff: County Administrator David Bretl; Finance Director Jessica Conley; County Treasurer Valerie Etzel; Director-Public Works Richard Hough; Financial Systems Administrator Andy Lamping; Purchasing Manager Jen White; Director of Human Resources Kate Bishop, Sheriff's Office Captains Scott McClory and David Gerber; Benefits Manager Lisa Henke; Director-Special Education Tracy Moate; Deputy Corporation Counsel/Director of LURM Michael Cotter; Health & Human Services Children & Families Division Manager Lisa Broll

On motion by Supervisor Norem, seconded by Supervisor Ingersoll, the agenda was approved by voice vote.

Vice Chair Grant made a motion, seconded by Supervisor Ingersoll, to approve the June 20, 2019 Finance Committee meeting minutes. Motion carried by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell asked that Consent Items 8. B.1 and 3 be considered separately. **Supervisor Norem made a motion, seconded by Vice Chair Grant, to approve the remainder of the consent items. Motion carried 5-0.**

8A, Budget Amendments

- 1) Health & Human Services
 - a) HS010 – Reflect anticipated increase in psychiatric services
 - b) HS011 – Reallocate Children's Long Term Support (CLTS) Administration Grant budget
 - c) HS012 – Transfer Functional Family Therapy (FFT) program services to the outpatient clinic
 - d) HS013 – Reflect Medicated Assisted Treatment (MAT) grant award
 - e) HS014 – Reflect increased funding for Substance Abuse Block Grant (SABG)
 - f) HS015 – Reallocate Coordinated Service Team (CST) grant expenses
 - g) HS016 – Transfer funds for EchoVantage system implementation
- 2) Sheriff's Office
 - a) SH004 – Transfer funds to replace computers in 2019

8B, Bids/Contracts

- 1) Wisconsin Home Energy Assistance Program (WHEAP) for Health & Human Services
Chair Russell asked about the proposed contract amounts. Finance Director Jessica Conley said 2019's amount is for three months, and 2020's is for nine months. WHEAP grant funds pay for nine months of the year. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to**

approve the proposal award to Energy Services, Inc. for the period October 1, 2019 through September 30, 2020. Motion carried 5-0.

2) Countywide Section 125 Flexible Spending & Health Savings Account Services
By approval of the consent items above, the contract was awarded to Employee Benefits Corporation.

3) County owned tax properties

County Treasurer Val Etzel announced that this will be the first sale of 2019. The list of parcels is significantly smaller than last year. There are three parcels in the Town of Delavan being offered for purchase together because two different buildings and a home overlap the property lines. One of the parcels is landlocked, and there is a better chance of selling the properties together. Etzel said the owner is still occupying the parcels and hopes he will be able to repurchase them. She reminded the Committee that minimum bids have to start at the total of tax, interest penalties and fees. The initial sale will be in August. Sealed bids will be accepted. Adjacent property owners will be notified of the sale of neighboring parcels. Supervisor Kilkenny asked if the County surveys the properties when we get them back. Etzel said drive-bys are conducted by the staff and viewed through the County's GIS system. Potential buyers are notified when parcels overlap. **Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the recommended bids for the initial 2019 sale of county owned land. Motion carried 5-0.**

8C, Waivers of bid/sole source procurements

- 1) Health & Human Services access control system
- 4) Replace retired K-9 (canine) at the Sheriff's Office

8D, Declaration of surplus

- 1) Recommendation to declare Sheriff's Office squads as surplus and to sell said vehicles at auction
- 2) Recommendation to declare Public Works John Deere tractor with Sweepster broom as surplus and to sell said asset at auction
- 3) Recommendation to declare two (2) Land Use & Resource Management vehicles as surplus and to sell said vehicles at auction

8E, Reports

- 1) Quarterly Delinquent Tax Report – 2nd quarter 2019
- 2) Quarterly Property Loss Report – 2nd quarter 2019
- 3) Update on tax incremental financing districts (TIDs)
- 4) Out-of-state Travel
 - a) Administration/Volunteer Services
 - 1) Colleen Lesniak, National Conference on Volunteerism and Service-Points of Light, St. Paul, MN
 - b) Sheriff's Office
 - 1) Troy Pagenkopf, 2019 Association of Certified Fraud Examiners (ACFE) Global Conference, Austin, TX

New Business

- Resolution **-.09/19 – Authorizing the Closure of Highway Project CTH G East Troy Bridge (Honey Creek) and Transferring Remaining Funds

Vice Chair Grant made a motion, seconded by Supervisor Ingersoll, to recommend approval of the resolution. Motion carried 5-0.

- Health & Human Services Nonnarcotic, Nonaddictive Injectable Medication Medication-assisted Treatment (NNAI-MAT) grant application

Vice Chair Grant made a motion, seconded by Supervisor Norem, to approve the NNAI-MAT grant application. Motion carried 5-0.

- Ordinance **-09/19 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Children with Disabilities Education Board Lunch Fees

The Children with Disabilities Education Board recommended approval of the ordinance 5-0, with the requested inclusion of the word “kindergarten” in the fee schedule between the words “early childhood” and “primary.” **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to approve the ordinance concerning lunch fees with the addition of the word “kindergarten.” Motion carried 5-0.**

- Ordinance **-09/19 Repealing and Recreating Chapter 17 of the Walworth County Code of Ordinances Related to Purchasing

County Administrator David Bretl said staff have been working on revisions to the county ordinance related to Purchasing to address the increase in the cost of goods and services and to help streamline the purchasing process to become more efficient. When centralized purchasing was first implemented, restrictions were placed on monetary levels departments could approve to ensure transparency and involve the County Board in the decision-making process. As the Purchasing division evolved and policy and procedures were implemented, the procurement process for different purchases and methods has been refined. Bretl added the County budget is much larger now, and regulations for public entities have become more complicated. Major changes to the ordinance involve increasing individual departments’ purchasing levels and creating consistent reporting mechanisms for the Board committees. Bretl emphasized that if the new procedures are unpopular or the Board has concerns, the ordinance can be revisited. This is an ongoing project, which will require additional updates to the ordinance. Bretl introduced Financial Systems Administrator Andy Lamping and Purchasing Manager Jen White. White said it took Finance and Purchasing staff eight months to develop the ordinance amendments. County Administrative Procedures will be revised to support enforcement of the ordinance. Lamping’s July 10th memo to the Committee provided a summary of the proposed changes and committee awarding levels. White gave a presentation on the Changes to Chapter 17. General revisions included the application of the ordinance, updated and expanded definitions and the section on ethics in public procurement was retitled and expanded. Vendor Source and Selection methods were better defined and include informal purchases, formal purchases, cooperative procurement, waivers of competition and emergency procurement. The Finance Director’s authority will include contract award authority to \$99,999 or less and selection of the sourcing method and contract duration. White addressed the authority the Finance and Public Works Committees will exercise over contracts and change orders. Cooperative Purchasing contracts will now require committee approval of singular cooperative purchases exceeding \$99,999. Committee reporting requirements include awards of \$100,000 or more on waivers of competition and ordinance exempt procurements. Ordinance exempt procurements allow purchases to be awarded without competition if they are listed as exempt in the ordinance. Staff will compile a standardized list of hardware, equipment, materials and vehicles that can be purchased if it is determined to be in the best interest of the County by either the Finance or Public Works Committees. The communication process for purchasing has been inserted in the ordinance. Purchasing staff will be the single point of contact throughout the purchasing process. All external requests or contact regarding a solicitation must go through the Purchasing Department, and not individual County departments. The Finance Director, instead of the County Clerk, will now sign all contracts over \$25,000 on behalf of the County except those exceptions which require different authority. Supervisor Kilkenny asked who would have the

authority to make decisions when departments have appeals to the purchasing process. White said the requesting department has to have the Purchasing Department review the proposed purchase and show an unencumbered balance to fund the project. The Finance Director can arbitrate in the case of depleting budgets or unwise financial decisions. If the Finance Director denies a request, the matter can be taken to the County Administrator for a final decision. Supervisor Kilkenny supported the concept of consistent and routine public reporting to keep committees apprised of significant purchases. White said Purchasing will continue to assess what reasonable timelines should be established to accelerate the purchasing process. Supervisor Kilkenny asked if Director-Public Works Richard Hough had been included in the revision of the ordinance, and Bretl said he was involved throughout the process. Public Works supports the current changes, and will work with Purchasing to develop an acceptable list of standardized equipment and materials. Rules will be reviewed on an ongoing basis to improve the process. Bretl said with the change in reporting requirements, a more detailed presentation on the proposed Capital Improvement Plan will be given in the future to keep the committees informed. **Supervisor Norem made a motion, seconded by Supervisor Kilkenny, to approve the recommended changes to Chapter 17 of the Walworth County Code of Ordinances. The motion carried 5-0.**

Confirmation of next meeting: Thursday, September 12, 2019 at 9:30 a.m., County Board Room 114 at the Walworth County Government Center – *Budget Appeals and Regular Meeting*

Adjournment

On motion and second by Supervisors Ingersoll and Norem, Chair Russell adjourned the meeting at 10:22 a.m.