

**Walworth County Board of Supervisors
Thursday, September 17, 2020 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 and the following members were present, either in person or by remote attendance: Chair Nancy Russell; Vice Chair Daniel Kilkenny; and Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Board Supervisors: Ryan Simons

County Staff: County Administrator Mark W. Luberda; Finance Director Jessica Conley; Finance Manager Stacie Johnson; Superintendent of County Institutions Elizabeth Aldred; Treasurer Valerie Etzel; Comptroller Todd Paprocki; Business Office Supervisor Sarah Richards; Undersheriff Dave Gerber

Members of the Public: Dave Smith, Joe Theyes, Larry Gaffey, Kathleen Seeberg

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

On motion by Supervisor Grant, second by Supervisor Schaefer, the July 23, 2020 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business – There was none.

Special Order of business

8a. Summary presentation of the 2021 county administrator's budget

Finance Director Jessica Conley had no additional information to add, as the budget was presented at the Committee of the Whole meeting.

8b. Appeals to the 2021 county administrator's budget

1. Human Resources Committee recommendations
2. Public Works Committee recommendations
3. All other appeals

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve 8b1 – the two Appeals recommended by the Human Resources Committee. There were no appeals for 8b2 or 8b3. Motion carried 5-0.

8c. Recommendation of the 2021 county preliminary budget

Supervisor Grant offered a motion, second by Supervisor Schaefer, to recommend the 2021 county preliminary budget. Motion carried 5-0.

Consent Items

9a. Budget Amendments

1. Lakeland Health Care Center
 - a. LH004—Reflect overtime for RNs and LPNs
2. Public Works
 - a. PW006—Prepay liability claims expense
3. Sheriff
 - a. SH004—Transfer funds to replace a totaled squad
 - b. SH005—Record the remainder of the recurring Speed Grant
 - c. SH006—Prepay liability claims expense
 - d. SH007—Increase budget for Communications Division comp payout/overtime

9b. Bids/contracts

1. County owned tax properties

Supervisor Grant questioned why the highest bidder was rejected for a lot in the Village of Bloomfield. County Treasurer Valerie Etzel said the bid was rejected because it was a business check and a certified check is required.

Etzel remarked that sales of County owned properties are going well, in relation to the time of year. She asked the Committee to accept the report so information and Quit Claim Deeds can be sent to bidders with accepted bids to begin the transfer ownership.

Supervisor Grant offered a motion, second by Supervisor Schaefer, to accept the County owned tax properties report listing accepted bids. Motion carried 5-0.

Etzel explained the balance of the unsold properties will go to the online auction, Wisconsin Surplus. She asked the Committee to accept and approve the proposed minimum bids for the nine remaining properties.

Supervisor Schaefer offered a motion, second by Supervisor Ingersoll, to accept and approve the proposed minimum bids to be listed on Wisconsin Surplus. Motion carried 5-0.

9c. Waiver of competition

1. Health & Human Services
 - a. Disease investigation and contact tracing
2. Sheriff's Office
 - a. UVC disinfecting machines

9d. Declaration of Surplus

1. Public Works request to declare vehicles as surplus and to be sold at auction

9e. Reports

1. Quarterly investment report—2nd quarter 2020
2. Other Post-employment Benefits (OPEB) Trust Report as of June 30, 2020

Vice Chair Kilkenny requested a summary report be included highlighting key information to better understand and read the report. This would help provide context when looking at the particulars. He also suggested including page number references in the summary report that connects to the full report. Chair Russell asked for some insight on what to expect in the 3rd quarter, especially with what is going on in the market and COVID. Russell also asked if someone in Finance could provide a brief summary explaining what Other Post-employment Benefits (OPEB) is for those who are unaware. Conley explained that OPEB is an outstanding liability associated with retirees and their health insurance. The County pays a portion of health insurance costs for employees hired prior to 2005 with certain benefits. The funds in this trust have been set aside so these benefits can be paid for without large liability to the County. Most of the time this benefit is no longer available once that individual reaches the age 65.

Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to accept the Other Post-employment Benefits (OPEB) Trust Report. Motion carried 5-0.

3. Quarterly sales tax report—2nd quarter 2020

Kilkenny remarked that this report seemed to show the County is doing well and he inquired if sales tax is collected from Amazon. Conley said we are up 2.4% and confirmed that we do collect sales tax from Amazon. County Administrator Mark W. Luberdia briefly detailed reasons why he felt the County is in such a strong position overall.

Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to accept the Quarterly sales tax report—2nd quarter 2020. Motion carried 5-0.

4. Update on tax incremental financing districts (TIDs)
5. Out-of-state Travel
 - a. Health & Human Services
 1. Megan Kasper & Kortlyn Freeman, Client Transport to Placement, 554xx, MN
 2. Deb McDaniel, Consumer Visit in Residential Placement, UT
 3. Megan Kasper & Hannah Donner, Child/Parent Visit, 710xx, AK

Supervisor Schaefer offered a motion, second by Supervisor Ingersoll, to approve consent items 9a, 9c, 9d, and 9e Reports 1, 4, and 5, as listed above. Motion carried 5-0.

New business

10a. Walworth County Visitors Bureau—fiscal 2019 audit

Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to approve the Walworth County Visitors Bureau— fiscal 2019 audit. Motion carried 5-0.

10b. Library Plan update

Administrator Luberda addressed the memorandum found on Page 104 of the meeting packet. He stated he wanted to bring this to the Committee's attention, but no action is required at this time. An issue arose during the budget process regarding distribution of funding for the Lakeshores Library System. Collaborative efforts are being made to come up with a solution to this problem. Administrative Luberda ensures he will handle this satisfactorily and will make sure distribution is consistent with State law. Once a solution is found, this will be addressed in October or November's meeting.

10c. Resolution **-10/20 Authorizing the Closure of Highway Project CTH B (CTH B Gregory Drive to CTH H-Genoa) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Resolution Authorizing the Closure of Highway Project CTH B (CTH B Gregory Drive to CTH H-Genoa) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.

10d. Resolution **-10/20 Allocating/Transferring Highway Fund Available Net Position

Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the proposed Resolution Allocating/Transferring Highway Fund Available Net Position. Motion carried 5-0.

10e. Resolution **-10/20 Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position

Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the proposed Resolution Authorizing Internal Allowances for Lakeland Health Care Center Available Net Position. Motion carried 5-0.

10f. Resolution **-10/20 Committing General Fund Available Fund Balance

Conley detailed the various areas where the year-end reserves would be allocated in the general fund, as stated in the proposed resolution. Vice Chair Kilkenny, Administrator Luberda, and Conley had discussion about contingency funds and how the County utilizes those funds, as it pertains to unexpected events. Additionally, they talked about funding related to COVID. Administrator Luberda also said decisions will need to be made in the near future regarding operational changes or adjustments, as a result of COVID for next year. Vice Chair Kilkenny and Administrator Luberda commented on the County's strong financial position and how that helped to address the pandemic.

Vice Chair Kilkenny offered a motion, second by Supervisor Grant, to approve the proposed Resolution Committing General Fund Available Fund Balance. Motion carried 5-0.

10g. Fiscal 2019 Single Audit/Report on Federal and State Awards

Conley provided an overview of the annual single audit report on Federal and State awards and reported there was a non-compliance program finding related to a Health and Human Services (HHS) program of

children's long term support. Because it was a program finding it did not result in the County having to pay anything back. This finding was due to an oversight by the vendor. It was discovered that paperwork had not been filed and maintained adequately and as a result, the vendor did let someone go. The County became involved and after some clean up, the vendor has put measures in place to better monitor to avoid future issues. This finding did not change the type of audit risk, so the County will continue to be seen as low risk. Chair Russell remarked on how much of a fantastic job the finance department does and wanted to clarify exactly what low risk means. Conley said if the County was not a low risk audit, then the time and costs associated with these audits would increase substantially. It also would mean that it would become less likely that the County would receive as many grants as it does now.

Vice Chair Kilkenny offered a motion, second by Supervisor Ingersoll, to approve the Fiscal 2019 Single Audit/Report on Federal and State Awards. Motion carried 5-0.

10h. Update on COVID-19 Expense Summary Report/Routes to Recovery Funding

Conley provided a summary of the Routes to Recovery grant. Finance has submitted the second reimbursement of \$381,000, which brings the grand total to just under \$550,000. Walworth County was awarded \$1.69 million, so there is still room for more spending. Due to multiple factors, a final determination on how the remaining funds will be utilized will be made closer to the third and final reimbursement. Administrator Luberda stated the Governor set a deadline of November 6th to spend these funds before any remaining funds will need to be returned for distribution to other counties. However, he is intending to work directly with the Wisconsin Counties Association (WCA) and the Governor's office to determine if Walworth County can prove ongoing expenses or prepay for some large expenditures in an effort to keep these funds for use.

10i. Correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2021 Budget (Referred by the County Board)

Vice Chair Kilkenny offered a motion, second by Supervisor Schaefer, to place correspondence from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) regarding the Calendar Year 2021 Budget on file. Motion carried 5-0.

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, October 22, 2020 at 9:30 a.m.

Adjournment

On motion Vice Chair Kilkenny, second by Supervisor Grant, Chair Russell adjourned the meeting at 10:37 a.m.