

Minutes of the Finance Committee

Wednesday, January 20, 2021

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tyler Foti, Joel Gaughan, Larry Nelson, and Ted Wysocki. **Absent:** Tom Michalski.

Also Present: Chief of Staff Sarah Spaeth, Human Resources Manager Renee Gage, Administration Director Andy Thelke, Accounting Services Coordinator Lisa Davis, Corporation Counsel Erik Weidig, Facilities Manager Shane Waeghe, Workforce Development Board Director Laura Catherman, Risk/Purchasing Manager Laura Stauffer, Baker Tilly Partner Andrea Jansen (via phone), Accounting Services Manager Danielle Igielski, Budget Manager Bill Duckwitz, Budget Management Specialist Michelle Beasley, County Board Chair Paul Decker, Business Manager Steve Trimborn, Health & Human Services Coordinator John Kettler, Peer Specialist Alayna Benoit, Kueny Architects LLC Partner John Schmidbauer, and Wold Architects & Engineers Partner Matt Bickel.

Approve Minutes of December 9

MOTION: Paulson moved, second by Foti to approve the minutes of December 9. Motion carried 6-0.

Next Meeting Date

- February 17

Chair's Executive Committee Report of January 18

Heinrich advised the Executive Committee, at their last meeting, approved several appointments including Elizabeth Aldred as the new Health & Human Services Director, discussed a draft resolution on County Board size, and heard internal audit reports on the airport (fixed base operator review), courthouse tower construction (interim report), and Information Technology project management.

Ordinance 175-O-071: Approve Extension Of COVID-19 Sick Time Benefit

Thelke and Gage discussed this ordinance as outlined. Approval of this ordinance would formalize the County Board's support of Executive Order #3 to extend additional paid sick leave benefits for county employees to care, isolate, and quarantine for symptoms related to COVID-19. The purpose of this extended benefit is to discourage sick employees from coming to work in light of otherwise exhausted sick time benefits and to ensure the continuing ability of the County to provide critical services. Regular full-time employees would be provided with 40 additional hours of sick leave and regular part-time employees with 20 additional hours. This extension of sick leave benefits under the executive order and this ordinance would be temporary, sunseting after June 30, 2021.

With paid sick leave, the County continues to pay employees their salary and wages. Salary and wages are already included in departmental 2021 budgets so no additional cash outlay will be incurred in many situations. In some situations, the need for additional coverage while employees are on leave will result in additional, above-budget overtime expenses. However, the absence of an

extended sick leave policy requested in this ordinance could lead to additional infections which could lead to more employees needing to quarantine and worsen coverage issues. County administration will continue to monitor state and federal funding sources to identify potential reimbursement opportunities related to pandemic-related sick leave and overtime expenses. Because this extended sick leave policy will sunset after June 30, 2021, there is no long-term direct impact on county tax levy.

MOTION: Nelson moved, second by Paulson to approve Ordinance 175-O-071. Motion carried 6-0.

Ordinance 175-O-068: Amend The 2021 Budget Of The Department Of Health And Human Services To Accept The Injection Drug Use Prevention Grant Funding And Appropriate Additional Expenditures

Davis and Kettler discussed this ordinance which authorizes the Department of Health and Human Services to accept \$75,104 of Injection Drug Use Prevention funding from the State of Wisconsin Department of Health Services which seeks to provide prevention services for residents who inject illicit substances including naloxone training and distribution, mobile prevention services, and inter-county regional partnerships. The grant period is January 1st, 2021 through December 31st, 2021 with the option of four renewals. This ordinance also modifies the 2021 budget to increase operating expenses by \$68,276 including \$63,896 for contracted services to provide trainings, overdose fatality review, and mobile prevention services and \$4,380 for travel and trainings. The grant is expected to cover an estimated \$6,828 of indirect costs that are already included in the 2021 budget and no additional expenditure authority for this cost is requested. Reimbursements for indirect costs that are included in the base budget will result in a favorable tax levy impact.

MOTION: Gaughan moved, second by Nelson to approve Ordinance 175-O-068. Motion carried 6-0.

Ordinance 175-O-069: Amend The 2021 Budget Of The Department Of Health And Human Services To Accept The Injection Drug Use Treatment Grant Funding And Appropriate Additional Expenditures

Davis and Kettler discussed this ordinance which authorizes the Department of Health and Human Services to accept \$159,013 of Injection Drug Use Treatment funding from the State of Wisconsin Department of Health Services which seeks to provide additional resources for the treatment of residents who inject illicit substances including peer support services and expanded treatment options. The grant period is January 1st, 2021 through December 31st, 2021 with the option of four renewals. This ordinance also modifies the 2021 budget to increase operating expenses by \$144,557 including \$92,312 in direct treatment costs, \$32,934 for medication, \$12,480 for a contracted peer support specialist to provide treatment services, and \$6,831 in travel and training costs. The grant is expected to cover an estimated \$14,456 of indirect costs that are already included in the 2021 budget and no additional expenditure authority for this cost is requested. Reimbursements for indirect costs that are included in the base budget will result in a favorable tax levy impact.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-069. Motion carried 6-0.

Ordinance 175-O-070: Create 1.00 FTE Clinical Therapist Position And Abolish 1.00 FTE Senior Substance Abuse Counselor Position In The Department Of Health And Human

Services And Create Future Clinical Therapist Position After Remaining Senior Substance Abuse Counselor Position Is Vacant

Davis and Kettler discussed this ordinance and said the Department of Health and Human Services budget currently funds two full-time Senior Substance Abuse Counselor positions, Open Range 9 (\$26.41/hour minimum, \$30.67/hour mid-point, \$34.93/hour maximum). This ordinance authorizes the Department to abolish one regular full-time Senior Substance Abuse Counselor, where the previous incumbent recently retired, and create one regular, full-time Clinical Therapist position, Open Range 12 (\$30.57/hour minimum, \$35.51/hour mid-point, \$40.45/hour maximum). The level of services that can be provided by Senior Substance Abuse Counselors and billed for against Medicare is less than what can be provided by clinical therapists that have higher credentialing. The cost of this new position is estimated to be approximately \$10,000 less than the previous position due to the previous employee being near the top of the salary range resulting in no need for budget modification for additional personnel costs. This ordinance also authorizes the Department to abolish the other Senior Substance Abuse Counselor position upon vacancy and create another full-time Clinical Therapist. While the Clinical Therapist position has a higher salary range than the Senior Substance Abuse Counselor position and may result in higher personnel costs in the long-term, the department believes that the additional revenue generating from this position will cover the additional expenses.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 175-O-070. Motion carried 6-0.

Fund Transfer 2020-560-01: Corporation Counsel – Transfer Funds from Personnel Expenses to Operating Expenses

Weidig discussed this fund transfer which involves transferring \$16,000 to pay for unexpected additional legal bills in 2020 related to union and collective bargaining activities. Personnel cost appropriations are available for transfer due to cost savings from employee turnover and benefit selections.

MOTION: Paulson moved, second by Foti to approve Fund Transfer 2020-560-01. Motion carried 6-0.

Contract Procurement Process for Construction Management Services for Waukesha County Courthouse Project Step 2 – Renovate 1959 Courthouse

Waeghe indicated this six-year contract was awarded to Gilbane Building Company, the highest rated proposer, for a total contract cost of \$4,575,000. The first-year cost is within the County's budgeted amount. Two contractors submitted bids for consideration.

MOTION: Paulson moved, second by Gaughan to approve the contract procurement process for Construction Management Services for Waukesha County Courthouse Project Step 2 – Renovate 1959 Courthouse Motion carried 6-0.

Contract Procurement Process for Architectural Engineering Services for Waukesha County Courthouse Project Step 2 – Renovate 1959 Courthouse

Waeghe indicated this six-year contract was awarded to Kueny Architects LLC, the highest rated proposer, for a total contract cost of \$3,242,622. The first-year cost is within the County's budgeted amount. Four contractors submitted bids for consideration.

MOTION: Nelson moved, second by Paulson to approve the contract procurement process for Architectural Engineering Services for Waukesha County Courthouse Project Step 2 – Renovate 1959 Courthouse. Motion carried 6-0.

Ordinance 175-O-067: Amend The 2021 Budget And Authorize Acceptance And Appropriation Of Statewide Employment Recovery Dislocated Worker Grant Funds For Workforce Development Services In Waukesha, Ozaukee, And Washington Counties

Catherman discussed this ordinance which modifies the 2021 Department of Parks and Land Use – Workforce Fund budget by appropriating \$250,000 of the total \$275,000 of Statewide Employment Recovery Dislocated Worker Grant funding award overseen by the Wisconsin Department of Workforce Development. This funding was received to address an increase in unemployment resulting from the COVID-19 pandemic, but funding may be used for all dislocated workers regardless of whether the need is related to the pandemic.

The grant is expected to cover \$25,000 of personnel which is already included in the 2021 budget and no additional expenditure authority is required. Operating expenditures are increased by \$250,000 to fund contracted services to assist qualifying individuals with employment services. General government revenues are increased by \$250,000 to fund these expenses. The grant period is through September 2022 and estimated grant funding remaining for use after 2021 will be built into their 2022 budget request. This ordinance results in no additional direct tax levy impact.

MOTION: Foti moved, second by Nelson to approve Ordinance 175-O-067. Motion carried 6-0.

Annual Report on the Disposal of Surplus Property

Stauffer reviewed her report as outlined which included information on items transferred to/from surplus, sold and recycled surplus, and total revenues received in 2020 (\$4,195.47).

MOTION: Wysocki moved, second by Paulson to accept the annual report on the disposal of surplus property. Motion carried 6-0.

Audit Planning Report by Baker Tilly

Jansen discussed the 2020 audit of the County's December 31, 2020 financial statements as outlined in their letter dated January 20, 2021. The audit will address any significant risks of materials misstatement due to fraud or error, identify potential misstatements, design tests of controls and substantive procedures when applicable, etc.

MOTION: Wysocki moved, second by Foti to adjourn at 9:43 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

Thomas A. Michalski
Secretary