

Executive Committee Meeting Minutes
April 17, 2017

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present: Chair Paul Decker, Supervisors Dave Swan, Dave Zimmermann, Jim Heinrich, Larry Nelson, and Christine Howard. **Absent:** Peter Wolff.

Others Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Internal Auditor Lori Schubert, Clerk of Courts Kathy Madden, Judge Jennifer Dorow, Business Manager Bob Snow, Register in Probate Sally Lunde, Circuit Court Supervisor Wendy Muelling, and Schenck SC CPA Dave Maccoux.

Approve Minutes of March 20, 2017

MOTION: Swan moved, second by Zimmermann to approve the minutes of March 20, 2017. Motion carried 6-0.

Future Meeting Date: May 15, 2017

Discussed and Considered Operational Audit of Circuit Courts– Annual Accounting of Guardianships Audit Report

Schubert said the audit assessed the current state and services of the Probate Division and identified recommendations of best practices to improve annual audit procedures over guardianship filings. Phase 1 consisted of inquiries and observations in order to develop a preliminary risk assessment and to review other counties' related case law. Phase 2 was an assessment of the current state through process mapping of services and operational testing of actual case files. A questionnaire was sent to peer counties. The results of the questionnaire found the County's effort level to be consistent and at times more detailed than other counties. Phase 3 entailed compilation of observations and development of recommendations. Findings were rated on a scale with priority one being the highest potential loss and most critical impact on effectiveness of the department, to priority three being the most limited potential loss on County assets and most limited impact on operational effectiveness of the department.

Maccoux reported in detail on the findings and recommendations. There were no priority one ratings. However, there were several priority two ratings. One was incomplete or inaccurate Guardian filings received by the Administration Division. A recommendation was made to create web based instructional tools for the County's website to allow efficient education for guardians. Another priority two rating was that some guardians are habitually late in filing. The recommendation was for the Business Center to establish a policy to reflect specific timeframes including corrective action plans. Another priority two rating was the lack of documented approval of the work performed by employees. It was recommended a second employee review and approve the conclusions prior to filing and communication of filing acceptance be provided to the guardian.

Madden said the Probate and Juvenile Court divisions were consolidated January 16, 2017 and financial oversight duties performed by the Probate Office transitioned to the Administration Division- Business Center. This is part of an effort to consolidate within the Courts Divisions. All County Circuit Court Offices in the state utilize the Consolidated Court Automation Programs (CCAP) for their primary financial and case management recordkeeping system. Zimmermann asked for clarification on the difference between tier one and tier two account ratings. Snow said multiple factors are considered in the tier ratings and the implementation of improvements will be defined soon. Swan asked how many guardians there are and Lunde said about 400 individuals, including those with corporate or attorney

guardians. Heinrich asked how the courts ensure the guardians are filing correct initial inventories. Lunde explained the court process when assets are misused. Snow described the importance of maintaining physical control over retention and security of information. Howard asked how many employees are responsible for guardianship cases and if the state helps fund the fees incurred from the process. Lunde said less than two full-time employees are responsible for the guardianship cases. Madden explained the involvement of the state. Nelson asked for the implementation of recommendations timeline. Maccoux said one year is the ideal amount of time to implement the changes. Madden said it takes time to introduce all staff and guardians to the changes and sees this as a more constant evolution. In answering Swan's question, Schubert said this division has not been audited in 20 years.

MOTION: Zimmermann moved, second by Howard to approve the operational audit of Circuit Courts. Motion carried 6-0.

Discussed and Considered the Following Appointments:

MOTION: Heinrich moved, second by Howard to approve the following appointments en masse.

- a) 171-A-036: David Hickey to the Waukesha County Ethics Board
- b) 171-A-037: Michael Becker to the Waukesha County Ethics Board
- c) 171-A-038: Mary Lodes to the to the Health and Human Services Board
- d) 171-A-039: Tim Whitmore to the Health and Human Services Board
- e) 171-A-040: Richard Morris to the Wisconsin River Rail Transit Commission

Motion carried 6-0.

Heard a Legislative Update

Spaeth reported the budget undergoes the voting process in early May. The Joint Finance Committee will not be amending Walker's transportation budget, instead starting with a blank slate. She met with the county representatives to advocate for important budget increases. Spaeth reported on the new bill for the elimination of the personal property tax, which she expects to see phased out of the budget. A five-year or more phase out will help ensure minimal impact. There is not yet a specific proposal for the phase out. The Swap bill draft is out. All the Waukesha County representatives have signed on and Spaeth is confident in it going forward.

Heard an Update on Regional Transit Leadership Council Executive Committee

Decker reported the Regional Transit Leadership Council united with MetroGO, a non-profit organization that builds economy and workforce growth in metro Milwaukee. The "Last Mile" gap is an often considerable distance between the bus stop and the employer's door. This research provides a new opportunity to engage employers and workforce in the strategic action-based dialogue with regional leaders using newly compiled data and best practices to implement solutions for connecting employers and the workforce. Workers rely on transit. In high unemployment census tracts, 29% have no car access. Half of workforce program participants do not have a valid driver's license. The Last Mile solutions will help job seekers to move up the career path. Decker said this research is an important step in ensuring a mobile, agile workforce that can deploy easily, dependably, and efficiently to where the jobs are, which is vital to our region's global competitiveness.

Heard an Update on Wisconsin Workforce Development Association Board

Decker reported on the impact of the Joseph Project, a week-long job training boot camp that connects job seekers to employment opportunities outside the city. The class teaches critical soft skills to employment success including financial management, conflict resolution, stress management, spiritual

fitness, goal setting, time management and interview skills. The Joseph Project operates daily shuttles that transport employees to various work sites and partners with employers willing to take a chance on individuals with a criminal record. This saves the counties of southeastern Wisconsin millions of dollars as citizens become financially independent rather than rely on welfare programs. The Joseph project has over a 70% job retention rate.

County Board Committee Reports by Committee Chairs for the Following Meetings:

Public Works of April 13 – Swan reported the committee considered several bids and two ordinances. The committee heard a report on contract awards for City of Waukesha Transit routes 901, 904, 905, and 906. They also heard an overview on the University of Wisconsin-Waukesha and County partnership and went on a tour of the campus.

Finance of March 22 – Heinrich reported the committee received an annual update on grant/sunset positions and heard the annual report on employee evaluations and awards. The committee discussed the contract procurement process for architectural and engineering services for the Menomonee Park Beach House renovation and considered two ordinances. They also heard the Capital Projects cost performance report and approved closeout reserves.

Land Use, Parks & Environment of March 21- Zimmermann reported the committee discussed and considered several ordinances. They also heard an overview of the septic monitor program.

Human Resources of March 21- Nelson reported the committee received a grant/sunset positions update and heard the year-end report on workers compensation claims. They also heard an annual report on performance evaluations and awards.

Health and Human Services- Although the committee did not meet, Howard reported on the lobbying day for the department and its many programs.

MOTION: Zimmermann moved, second by Howard to adjourn the meeting at 10:36 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Secretary