

Minutes of the Finance Committee

Wednesday, June 22, 2016

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

Present: Supervisors Jim Heinrich, Duane Paulson, Ted Wysocki, Bill Zaborowski, Tim Dondlinger, and Tom Michalski. **Absent:** Richard Morris.

Also Present: Chief of Staff Mark Mader, Administrative Specialist Beth Schwartz, Waukesha Metro Transit Director Brian Engelking, Business Manager Betsy Forrest, Wisconsin Coachlines President Tom Dieckelman, Community Development Coordinator Kristin Silva, IT Infrastructure Administrator Al Mundt, Administrative Services Manager Randy Setzer, Mental Health Center Administrator Jeff Lewis, County Board Chair Paul Decker, Senior Buyer Diane Knoll, Senior Financial Analyst Steve Trimborn, Administration Director Norm Cummings, Budget Specialist Bill Duckwitz, Accounting Services Coordinator Cynthia Lilley, Epidemiologist/County Health Officer Ben Jones, Public Health Manager Nancy Healy-Haney, Senior Civil Engineer Karen Braun, Risk/Purchasing Manager Laura Stauffer, and Corporation Counsel Erik Weidig. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of May 18

MOTION: Paulson moved, second by Michalski to approve the minutes of May 18. Motion carried 6-0.

Next Meeting Dates

- June 28
- July 6 (Paulson absent)

Chair's Executive Committee Report of June 20

Heinrich highlighted the following items discussed at the last Executive Committee meeting.

- Reviewed proposed scopes for the Parks & Land Use golf course cashing audit and the Public Works Highway Operations Division audit.
- Approved Ordinance 171-O-008 titled "Modify Project Scope for Capital Project 201407, Waukesha to Brookfield Multi Use Trail."
- Approved ten appointments.
- Heard standing committee reports.

Announcements

Paulson said an effort by some state legislators to simplify the process Veterans Services offices need to adhere to in order to receive their funding seems to have been successful.

Annual Report on Transit Routes and Contracts with City of Waukesha

Engelking discussed Route One Extension, Gold Line Extension, Routes 79, 901/904/905 including the mitigation routes, 901 Paratransit, and Route 906 in detail. Overall, total rides decreased 5.7%, revenue hours increased 1.5%, revenue miles increased 4.2%, operating expenses decreased 1.9% (primarily due to fuel), operating revenues decreased 9.6%, and operating investment increased 0.6%. No major concerns were noted with the above-listed routes.

MOTION: Zaborowski moved, second by Michalski to accept the annual report on transit routes and contracts with the City of Waukesha. Motion carried 6-0.

Ordinance 171-O-020: Accept Additional Home Investment Partnership (HOME) Program Funds For The 2016 Program Year And Modify 2016 Department Of Parks And Land Use Budget

Silva discussed this ordinance which modifies 2016 Community Development Home Investment Partnership program (HOME) operating expenditure appropriations to match the Housing and Urban Development (HUD) approved HOME program grant award. HUD has revised the amount awarded for the County's HOME program which is \$1,066,565. This is \$5,694 higher than the amount approved via previous ordinance and was based on HUD's original notification. The adopted budget included \$1,330,160 which was not based on the final HUD grant notification due to timing delays in receiving the Federal award notification. This ordinance also authorizes subgrantee agreements necessary to cover allocations to be made by the County Executive, Community Development Block Grant Board, and HOME Consortium Board for the changes in funding. This ordinance results in no direct tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 171-O-020. Motion carried 6-0.

Contract Procurement Process for End User Services

Mundt advised this five-year contract was awarded to Interactive Business Systems (IBS), the highest rated proposer, for a total contract cost of \$1,223,543. The first year budgeted amount is \$305,000. Nine vendors submitted Request for Proposals (RFPs) for consideration.

MOTION: Michalski moved, second by Zaborowski to approve the contract procurement process for end user services. Motion carried 6-0.

Contract Procurement Process for Server Support Services

Mundt advised this three-year contract was awarded to Mars IT Corporation, Sentinel Technologies, and X-Centric IT Solutions, LLC to be used on an as-needed basis and cannot exceed budget. The first-year budgeted amount is \$30,000.

MOTION: Dondlinger moved, second by Paulson to approve the contract procurement process for server support services. Motion carried 6-0.

Contract Procurement Process for Forensic and Medical Transcription Services

Setzer advised this contract was awarded to M2ComSys, the highest rated proposer, for a total contract cost of \$40,942.18. The budgeted amount is \$53,000. Nine vendors submitted RFPs for consideration. Lewis briefly described the selection criteria.

MOTION: Paulson moved, second by Zaborowski to approve the contract procurement process for forensic and medical transcription services. Motion carried 6-0.

Discuss Bond Issue

Cummings and Duckwitz discussed the County's Debt Service budget, and details of the 2016 financing plan by Springsted, the County's financial advisor. Copies of same were distributed. The

winning bid will be approved by the Finance Committee at their June 28 meeting. Cummings indicated this could be the lowest rate in history and referred to the County's Triple A bond ratings.

Fund Transfer 16-01: Health & Human Services (Public Health Division) – Transfer Funds from Operating Expenses to Fixed Assets

Lilley, Jones, and Healy-Haney discussed this item which involves transferring \$13,800 to purchase a second fit testing machine for emergency use. The second machine would provide more enhanced features such as the ability to keep records of all fit test results for all employees in a single database and ensure these records are consistent and accurate. It is a stand-alone and does not require a computer which is critical for mobility during emergencies. It is more efficient and allows a fit test to be completed in under eight minutes. The unit would be purchased using Bioterrorism Preparedness Grant funds. Funds are available as the operating appropriation for Public Health Division Emergency/Medical Supplies/Drugs is estimated to be under-budget.

MOTION: Paulson moved, second by Michalski to approve fund transfer 16-01, Health & Human Services (Public Health Division). Motion carried 6-0.

Contract Procurement Process for CTH I from CTH ES to CTH O – Real Estate Acquisition

Braun advised this contract was awarded to Single Source, Inc., the highest rated proposer, for a total contract cost of \$115,225. The budgeted amount is \$200,000. Five contractors submitted RFPs for consideration.

MOTION: Wysocki moved, second by Paulson to approve the contract procurement process for CTH I from CTH ES to CTH O – real estate acquisition. Motion carried 6-0.

Closed Session

MOTION: Paulson moved, second by Dondlinger to go into closed session at 10:06 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral advice concerning strategy to be adopted with respect to the potential compromise of pending litigation, Michael O'Neill vs. Waukesha County. Immediately following closed session, the Committee will reconvene in open session. Motion carried 6-0.

MOTION: Paulson moved, second by Dondlinger to return to open session at 10:35 a.m. Motion carried 6-0.

MOTION: Paulson moved, second by Michalski to adjourn at 10:35 a.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski
Secretary