

## **Trempealeau County Executive/Finance Meeting**

Meeting called to order by Chairman Ernie Vold at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, September 12<sup>th</sup>, 2011.

**Committee Members Present: Ernie Vold, Doug Winters, Mark Smick, Wally Geske, Dave Suchla**

**Others Present: Jim Murray, Paul Syverson, Jami Kabus, Laurie Halama, Michelle Weisenberger, Rod Severson, Jeff McIntyre, Rich Anderson, Dick Miller, Rian Radtke, Kay Vold, Bruce Cheline, Cindy Currier, Ann Bechard, Renee Lyon, Steve Doerr**

Notice was posted according to open meeting law requirements.

**Adoption of Agenda – Motion/Second: Winters/Geske to adopt the agenda; Motion carried.**

**Adoptions of the Minutes from Previous Meeting – Motion/Second: Geske/Winters to approve minutes from 8/1/2011 meeting. Motion Carried**

5. 2010 Audit – Exit Conference with Auditor: Jim Murray from Baker Tilly met with the Committee to review the final Audit for 2010. He reviewed the Financial Statement and Review on Internal Controls with the Committee. Smick requested that the Auditors provide a glossary of terms to understand auditing and financial terminology used in the audit reports. Many questions were asked regarding Public Health, Human Services and WIMCR funding. Severson stated that he does not understand the funding process, as he has been given three different explanations for it. The committee also inquired about any perceived problems in the County. The Auditor referred the Committee to the internal control review for their recommendations. Jim will be returning to present this information to the full County Board at the regular monthly Board meeting on 9/19/2011.
6. Human Services Budget- McIntyre told the Committee that he has no problems coming in front of the E/F Committee, but does not like the process as to how it was done. He explained that he answers to the Human Services Board. The HS Board is well aware of where the department is at, as he updates them monthly on where the budget is. He will meet with E/F weekly or monthly to discuss the budget if they would like. He said they are projecting to be approximately \$230,000 over budget for 2011 if numbers remain constant. McIntyre explained the history of department merging and budgeted funds in past years of Unified Board and Social Services. When they merged in 2008, \$280,000 of levy money came over from Unified Board into the Social Services Budget. That \$280,000 went away the next year to help pay for the County match. He feels that that \$280,000 should have come back to Human Services, but could not ask for that because he was asked to come in at a zero increase. He can no longer operate at a zero increase. Suchla asked why we were \$530,000 in the hole in 2010. McIntyre explained that we had 7 kids in out of home care, approximately \$364,000, TCHCC payments \$847,000 of levy money for court ordered IMD patients, but has been able to decrease that from 8 to 4 clients. Also, ancillary charges ordered by the medical staff at the TCHCC, increase of medical providers, etc. Suchla told McIntyre that if departments are having budgeting issues that they were told to come to E/F and let them know what is going on. McIntyre said that Suchla asked him about a month ago about this. Suchla said he spoke to Syverson and said his budget was fine. McIntyre said that expenditures and revenues come in later in the year and can not predict funding until those numbers come in. Geske clarified that the Court orders placement of the kids and we have no control over that, or the costs that come with it. McIntyre said that once a child is taken out of the home, they are usually placed for 12-15 months, mostly because we have parents that do not follow the court orders. McIntyre explained the process and timeframe of terminating parental rights, out of home care, foster homes and what qualifications need to be met to utilize the different options. Geske summarized that this is a societal problem in which we do not have any control, but it affects our budget. McIntyre added that it is not

only child abuse and neglect, but it is also mental illness, as well. Suchla said there has to be some adjustments to be made in the department budget. Suchla asked if the State is taking over some accounts for 2012. McIntyre said that would be in Economic Support, not Children and Family, which is where the deficit is. Suchla said it did not matter. McIntyre said it is a different program and separated completely. Suchla asked what he can do in Children and Family to ensure that he does not go over again in 2012. McIntyre said not a whole lot. Suchla said that if the State is unwilling to give you the funds to operate these programs, then we should tell the State that they should take care of this then. McIntyre said that it does not work that way. He adds if a child is being abused, we statutorily have to take the child out of the home. Geske advised that we have to do what the Judge orders. Suchla said he will not accept that there is nothing we can do to cut the costs. McIntyre said the increase is because more services are being provided. Suchla said that expenses continue to go up and there has to be a way to control it. Smick would like to further discuss with the TCHCC the topic of raising the costs of services to other counties, and offered Wood County's Norwood Health Center, who is making a profit. Geske asked how Trempealeau County compares to other Counties on services offered. McIntyre offered a comparison of Human Services department to Jackson County.

7. County Sales Tax Update - handout reviewed, no action taken.
8. General Fund Update – handout reviewed, no action taken
9. Department Updates/Requests –
  - a. District Attorney – Vold Read a memo from DA Marsolek, requesting the item be taken off the agenda.
  - b. County Clerk – Unemployment Assessment: Syverson explained that DWD has assessed the County for \$11,591.33 for unemployment. This is due to the unemployment fund exhausting its state fund and borrowed from the federal fund. Interest payments are due and this is the portion the County is responsible for on September 30, 2011, which is not budgeted for. The committee questioned if we should have paid this, since we are a pay per claim basis. Suchla asked if we could set up an unemployment fund like our WC fund and not use the state. Corporation Counsel will research this question.
  - c. County Treasurer – Dog Licenses: Halama distributed a handout regarding issuing dog licenses at the County level. The County does not receive any revenues; it is simply a courtesy service. Per state statute, it is a municipality function. Vold said this is a service to the public. Radtke suggested charging an administration fee to municipalities for doing a municipality duty. Syverson added that the County Clerk's office is required by state statute to distribute dog tags and maintain the fund. M/2<sup>nd</sup> by Smick/Winters to stop issuing dog licenses by the way of the Treasurers office at the end of 2011, and providing a notice to the municipalities that this service will end effective 1/1/2012. Motion Carried.
  - d. Corporation Counsel – Increase in hours: Geske and Winters requests that the committee consider increasing the hours of Corporation Counsel from 30 to 40 hours per week. Kabus explained that this issue has been brought up several times in the past. Geske advised that this is well worth the investment to keep the County in a positive legal position. Vold, Winters and Smick added that the feedback from the TCHCC and department heads have all been very positive. Kabus distributed a handout of the cost different in the additional 10 hours and comparable county's Corp Counsel office structure. Smick would like to see it done through the budget process and effective 1/1/2012. Geske and Vold want to see this done ASAP. M/2<sup>nd</sup> by Geske/Vold to increase the hours of Corporation Counsel, effective 11/1/2011 from 30 to 40 hours per week. Motion carried with one no vote by Smick.
  - e. Maintenance/Property Committee
    - i. Data Room Cooling/Resolution-Cheline distributed a resolution and cost summary for the project. Cheline said that \$7,000 from his budget was applied to the project. He reviewed the project plan. Suchla asked Cheline when this woman was brought in, if she was asked to design a system or did we tell her what we wanted. Cheline said she was told to design a system that would address the issue. Suchla said these

numbers are totally wrong. Cheline disagreed, confirming that the numbers are correct. Suchla announced that he has an engineer coming in to find that out for sure. Cheline explained that the Engineer takes the numbers off the cut sheet from the manufacturer of the product, not useage. Suchla said that we will do it with a clamp-on meter to measure the draw. Cheline said that 25% of the equipment is not even in the building yet and that an accurate measurement would not be possible with a clamp-on meter. Suchla said that did not matter. Cheline said he is basing his information off of engineering professionals that do this everyday. Suchla asked about the idea of a split unit from last year. Miller explained the proposed plan and equipment being requested. Debate was had regarding compressors, redundancy, room size and air movement in the proposed plan and location. Suchla said he is bringing in an engineer and would pay for it out of his own pocket. Geske asked why we spent money on an Engineering firm if another one is being brought in. Geske advised that we operate by committee and the Property Committee has voted on this and have to stop operating as individuals. Miller asked Suchla what will happen if his Engineer comes up with the same results as the first Engineer results. Suchla said they can go ahead with the plan. Miller asked Suchla why he would take one Engineering firm results over the one we already have paid for. He said that he wants the clamp-on meter measurement done. Winters questioned Suchla about the engineering firm he wants to bring in. Suchla said it would be Ayers. Vold questioned if another engineer can be brought in without the approval of a committee. Suchla said he received permission from the Property Committee Chair. Geske said that is not the whole committee. Winters is concerned about ethics issues with it being done without committee approval. M/2<sup>nd</sup> by Geske/Smick to approve the resolution as presented and forward to County Board. Motion Carried with one no vote from Suchla.

- ii. Tremplo Room Divider- Due to the relocation of some departments and a loss of a meeting room, there is a request to installing a room divider in the Tremplo Room. The cost is approximately \$10,000. This project would include the wall divider, wiring, and outlets, allowing for the ability to turn it into an Emergency Command Center, if needed. Vold does not like the idea of a divider and questioned the need for another meeting room. Winters added what would be needed for soundproofing the room. Syverson predicts that without the Packer Room, we will be a room short. M/2<sup>nd</sup> by Smick/Winters to approve the project. Motion Carried with one no vote from Vold.
- iii. Energy Audit- No report given.

- 10. Tax Foreclosure Property Bid Results – Radtke reported on the 4 parcels, 3 of which received adequate bids, based on appraised value. He is requesting a motion for approval for high bids for tax foreclosure properties. One property received no bids, would need a motion to re-advertize (class 1) and could accept what ever bid, as accepted by this committee. M/2<sup>nd</sup> by Suchla/Geske to approve the 3 bids submitted and re-advertise the 4<sup>th</sup> property. Motion Carried.
- 11. County Recruitment Policy and Procedures – Kabus said that this was brought last month for input and was taken back to Personnel/Bargaining Committee. The P/B Committee has reviewed suggestions and is proposed changes to the Policy. They unanimously supported and approved forwarding a resolution and an updated policy at the next County Board Meeting.
- 12. Justice Coordinator position/Resolution – removed from agenda
- 13. Update on Status of Land Management Staffing Vacancy – Kabus updated the committee that interviews for this position have been done and a final candidate was being presented to the Land Management Committee at their monthly meeting on 9/14/2011.
- 14. 2011 Budget Monthly Update– No action taken.

15. 2012 Budget/County Comparables – budget binders were distributed to committee members.
16. Schedule Appearances of Departments Overseen by Committee –
  - a. Human Resources – Kabus advised the committee of activities in her office, including grievances, unemployment hearings, upcoming interviews in Public Health, Unit Clarification, and annual renewals in Workers Comp, Property, Liability and bonding insurance policies for 2012.
  - b. Information Systems – Cindy Currier updated the Committee with a handout of activities going on in the IT department. She discussed, among other things, Voice over IP project, and reviewed the list of software used in the Courthouse.
  - c. Child Support-Renee Lyon shared with the committee that her department has 1,400 active cases. She proposed funding ideas for 2013, which included assessing fees in order to encourage people to apply for services.
  - d. Clerk of Court – Michelle Weisenberger, Ann Bechard and Kay Vold presented information as to what activities go on in the Court system. Explained Court Services, Register in Probate and statistics regarding cases that are in front of the Judge. Clerk of Court updated the Committee on ways to utilize resources and working on a collection process. Weisenberger advised that all staff is trained in issuing passports and process 25-30 requests per month.
  - e. County Treasurer-Halama distributed a handout regarding department activities and comparisons from previous years.
17. M/2<sup>nd</sup> by Suchla/Geske @ 2:24 pm to go into Closed Session per WI Stat. 19.85(1)(c) to consider employment, compensation and performance evaluation data. Roll Call taken, Motion Carried.
18. M/2<sup>nd</sup> by Suchla/Geske @ 2:47 pm to Reconvene into Open Session. Roll Call taken, Motion Carried.
19. Items for next agenda : Energy Audit, Human Services Budget,
20. Set dates for budget Hearings (Sept. 29 & 30, October 3, 4 & 10), 9 am – 4 pm
21. Set date for next regular meeting on 10/10/2011 at 9:00 am.
22. Chairman Vold adjourned @ 2:48 PM.