

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, January 19, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Sheila T. Reiff called the meeting to order at 10:03 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Sheila T. Reiff; Vice-Chair Joseph H. Schaefer; Supervisors Kathy Ingersoll, Dennis Karbowski, and Rick Stacey. A quorum was declared.

Others in Attendance

County Board Supervisors: Kenneth Monroe.

County Staff: Walworth County Administrator Mark W. Luberda; Director-Finance Jessica Conley; Walworth County Treasurer Valerie Etzel; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; and Veteran Service Officer Nathan Bond.

On motion by Vice-Chair Schaefer, second by Supervisor Stacey, the agenda was approved with no withdrawals.

On motion by Supervisor Karbowski, second by Vice-Chair Schaefer, the December 15, 2022 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

7a. Budget Adjustments/Transfers
2022

- 1) Lakeland Health Care Center
 - a. LH002 – Adjust for insufficient equipment depreciation

Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi stated the shortfall in funds for 2022 was the result of an inaccurate estimate of useful life for network switches and the call light system at Lakeland Health Care Center. Nevicosi advised that the budgeting shortfall has been mitigated in the 2023 budget.

- 2) Health and Human Services
 - a. HS018 – Adjust for Family Care invoice standardization

7b. Purchasing Reports

- 1) Ordinance Exempt Procurements
 - a. Health and Human Services – Psychologist/Psychiatrist services for two vendors

- 2) Waivers of Competition
 - a. Finance – Payroll/timekeeping solution

Director-Finance Jessica Conley provided a detailed overview of her Memorandum included on Pages 12-18 of the packet; highlighting the efficiencies and cost savings attributed to a change in timekeeping software from UKG/Kronos to Munis/Enterprise. Discussion then focused on the benefits of utilizing products offering a regularly updated enterprise level system.

- b. Lakeland Health Care Center – Resident therapy services

Nevicosi apprised the committee that the current resident therapy services vendor, utilized by Lakeland Health Care Center, gave notice that they would not be renewing/extending their contract beyond February 28, 2023. Nevicosi explained that the short timeline did not allow for the full Request for Proposal (RFP) process. The waiver of competition allows a one year contract with a new vendor, with the intent to put out a RFP for resident therapy services next year.

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve Consent Items, Item #7a, Budget Adjustment/Transfers and, Item #7b, Purchasing Reports. Motion carried 5-0.

7c. Reports

1) Update on tax incremental financing districts (TIDs)

Conley stated the City of Elkhorn Administrator informed her that one of the Citizen Members on their Joint Review Board for Tax Incremental Financing District (TID) #4 has resigned, and they will be advertising to replace the vacancy. The Administrator disclosed to Conley that the City of Elkhorn will be looking to amend their current project plan and make multiple changes to TID #4. The amendment removes all industrial construction from the TID, leaving only residential and commercial construction. The City has a developer looking to build approximately 850 market rate residential units with zero workforce units. Conley explained that workforce units are more affordable housing. Discussion ensued. The Committee agreed that the inclusion of workforce units is of extreme importance, and requested that Conley advise the City of Elkhorn that to exclude workforce units may affect the County's vote relative to a TID amendment.

2) Sales tax report – October 2022

3) Quarterly property loss report – 4th quarter 2022

4) Quarterly delinquent tax report 4th quarter 2022

Walworth County Treasurer Valerie Etzel indicated a significant decrease in delinquent tax amounts due to the County collecting back taxes on a parcel in the Village of Williams Bay.

5) Report of 11-Year Write-Off of Tax Certificates

6) Uncollectible Debt Written off

a. Public Works

b. Sheriff's Office Inmate Debt

Conley explained that the county does work with the Department of Revenue to collect on inmate debt.

7) Out-of-state travel

a. Health & Human Services

1. D. Lang, Accompany a minor for placement, Connecticut, 06107

2. N. Kraus, Accompany a minor for placement, Missouri, 63901

3. K. Miller, Accompany a minor for placement, Missouri, 63901

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to accept Reports, Items #1 thru #7. Motion carried 5-0.

Unfinished Business

8a. Authorization to Participate in PSC Broadband Grant Programs in Partnership with Broadband Providers Utilizing the County's Budgeted ARPA Broadband Allocation of Funding

Luberda reiterated the discussion from the December meeting and stated that staff did release a RFP looking for broadband service providers to partner with Walworth County to take advantage of PSC Broadband Grant Programs. Luberda briefly summarized his Memorandum and the Request for Partners that was included in the packet (Pages 45-68); with some discussion and no rejections.

8b. Ord. No. ****-02/23 Amending Sections of Chapter 15 and 30 of the Walworth County Code of Ordinances Relating to the Employee Recognition Program

8c. Res. No. **-02/23 Authorizing the Funding for the Revision to the Employee Recognition Program

Supervisor Stacey offered a motion, second by Supervisor Karbowski, to approve the ordinance Amending Sections of Chapter 15 and 30 of the Walworth County Code of Ordinances Relating to the Employee Recognition Program; and the resolution Authorizing the Funding for the Revision to the Employee Recognition Program. Motion carried 5-0.

New Business

9a. Res. No. **-92/23 Accepting the Governor’s Veteran Investment Initiative – CVSO Supplement Grant and Establishing a Budget

Veteran Service Officer Nathan Bond provided details relative to the Governor’s Veteran Investment Initiative – CVSO Supplement Grant, along with expected uses for the funds. **Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Accepting the Governor’s Veteran Investment Initiative – CVSO Supplement Grant and Establishing a Budget. Motion carried 5-0.**

9b. Res. No. **-02/23 Authorizing the Acceptance of Public Safety Answering Point (PSAP) Grant Funding for One Public Safety Answering Point per County and Adjusting Sheriff’s Office and Recovery Grants Budgets for the Change in Funding Sources

Vice-Chair Schaefer offered a motion, second by Supervisor Karbowski, to approve the resolution Authorizing the Acceptance of Public Safety Answering Point (PSAP) Grant Funding for One Public Safety Answering Point per County and Adjusting Sheriff’s Office and Recovery Grants Budgets for the Change in Funding Sources. Motion carried 5-0.

9c. Res. No. **-02/23 Authorizing Naming the White River Park Trail Network the Nancy Russell Trail Network

Supervisor Stacey offered a motion, second by Vice-Chair Schaefer, to approve the resolution Authorizing Naming the White River Park Trail Network the Nancy Russell Trail Network. Motion carried 5-0.

9d. Res. No. **-02/23 Authorizing the Closure of CTH B Drainage Project At Zenda Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Supervisor Karbowski offered a motion, second by Supervisor Stacey, to approve the resolution Authorizing the Closure of CTH B Drainage Project at Zenda Road and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.

9e. COVID-19/American Rescue Plan Act (ARPA) Financial Update

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday, February 23, 2023 at 10:00 a.m.

Adjournment

On motion and second by Supervisors Stacey and Karbowski, Chair Reiff adjourned the meeting at 10:49 a.m.