

**Walworth County Board of Supervisors
Finance Committee Meeting Minutes
Thursday, January 20, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Vice Chair Daniel Kilkenny called the meeting to order at 9:30 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Nancy Russell; Vice Chair Daniel Kilkenny; Supervisors Jerry Grant, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberd; Director-Finance Jessica Conley; and Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi.

On motion by Supervisor Ingersoll, second by Supervisor Grant, the agenda was approved with no withdrawals.

On motion by Supervisor Grant, second by Supervisor Schaefer, the December 16, 2021 Finance Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items

Vice Chair Kilkenny requested that Item 7.c.5.a be considered separately. **Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve all remaining consent items. Motion carried 4-0.**

7a. Budget adjustments and transfers

2021

1) Health & Human Services

- a. HS019 – Offset shortfall for inpatient services
- b. HS020 – Reflect increase in court ordered commitments

2022

2) County Administration

- a. CA001 – Reclassify ARPA Funds to contra revenue account

3) Land Information

- a. LI001 – Purchase new server for GIS environment upgrade

7b. One-time Cooperative Purchase \geq \$100,000

- 1) Information Technology network infrastructure and core network switches replacement

7c. Reports

1) Quarterly property loss report – 4th quarter 2021

2) Quarterly delinquent tax report – 4th quarter 2021

3) Update on tax incremental financing districts (TIDs)

4) Out-of-state Travel

a. Health & Human Services

- 1. Deb McDaniel, Accompany minor to relative placement, 39203, MS

b. Public Works

- 1. Barry Pierce, Midwest Advanced Public Service Institute, New Buffalo, MI

c. UW-Extension

- 1. Janel Heidelmeier, National Association of Extension 4-H Youth Development Professionals (NEA4-HYDP) Annual Conference, Memphis, TN

5) Uncollectible Debt Written Off
a. Public Works

Conley stated that Walworth County Treasurer Valerie Etzel requested three amounts listed in the Department of Public Works 2021 Uncollectable Accounts Summary Report (Page 29) be excluded from write off at this time. Etzel believes that in working with the Department of Revenue the County may be successful in collecting the debt. Conley reiterated that the amount of \$168.64 is the only account requested to write off today. **Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to write off the sole amount of \$168.64 from the Walworth County Department of Public Works 2021 Uncollectable Accounts Summary Report. Motion carried 4-0.**

b. Sheriff's Office Inmate Debt

Unfinished Business

8a. Preliminary draft of Ordinance No. **-03/22 Amending Section 62-104 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts
Vice Chair Kilkenny announced this item will be considered next month.

New Business

9a. Request from Village of Williams Bay for County American Rescue Plan Act (ARPA) Funding
County Administrator Mark W. Luberda referenced the letter received from Village of Williams Bay President William Duncan (Page 38); giving a brief history of County's American Rescue Plan Act (ARPA) funding allocation. Luberda voiced his concern with the request; stating the only fair way to approach a request such as this would be to reach out to all Walworth County municipalities to gauge whether a similar need exists and then come up with a proportional share. Luberda reiterated the strategy from the adopted budget gave aide to the municipalities in the form of two million dollars to offset local radio costs associated with new hand held units; two million dollars towards capital costs associated with the new radio system; and two million dollars to push for broadband throughout the county. **Supervisor Grant offered a motion, second by Supervisor Schaefer, that the request from Village of Williams Bay for County American Rescue Plan Act (ARPA) Funding be placed on file. Discussion ensued. Motion carried 4-0.**

9b. Walworth County Visitor's Bureau Memorandum of Understanding
Luberda shared that County Ordinance anticipates payments to the Walworth County Visitor's Bureau are made in full at the start of each year. Luberda has requested the Visitor's Bureau provide additional information detailing how the money provided annually would be used, and whether the services being provided with those resources are being modified or addressed. He notified the Committee that payment will be withheld pending further discussion at the next meeting. Luberda stated he will provide an update at the February meeting, and, per request, ensure the title on the agenda is broad enough to allow discussion on tourism promotion in the county.

9c. Resolution No. **-02/22 Accepting Greater Wisconsin Agency on Aging Resources 2021 American Rescue Plan Act Funding and Establishing a Budget
Conley stated this grant will be used to add additional services such as congregate meals, home delivered meals, and preventative health. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting Greater Wisconsin Agency on Aging Resources 2021 American Rescue Plan Act Funding and Establishing a Budget. Motion carried 4-0.**

9d. Resolution No. **-02/22 Accepting Crisis Law Enforcement Emergency Detention Consolidated Appropriations Act (CLEEDCA) Grant Funding and Establishing a Budget
Conley shared the grant award amount is \$29,220; to be used toward behavioral health services for inmates. Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi declared that grant funding will offset ARPA funding that was initially allocated to this project. **Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting Crisis Law Enforcement Emergency Detention Consolidated Appropriations Act (CLEEDCA) Grant Funding and Establishing a Budget. Motion carried 4-0.**

9e. Resolution No. **-02/22 Accepting Community Mental Health Services Block Grant (CMHSBG) Supplemental Award and Establishing a Budget

Nevcosi stated this grant is similar to the two previous, but this program area is heavily supported by tax levy. **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting Community Mental Health Service Block Grant (CMHSBG) Supplemental Award and Establishing a Budget. Motion carried 4-0.**

9f. Resolution No. **-02/22 Accepting Lakeland Health Care Center Provider Relief Fund Phase 4 Funding
Conley stated this funding will not be utilized for new spending, but the expectation is that revenues will be down and this award will help maintain services at Lakeland Health Care Center (LHCC.) **Supervisor Grant offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting Lakeland Health Care Center Provider Relief Fund Phase 4 Funding. Motion carried 4-0.**

9g. Resolution No. **-02/22 Accepting an \$8,395 Donation from Diesel Forward to Support Walworth County Fleet Maintenance Operations
Conley shared that this donation came in the form of a door prize won by an employee. The prize is equipment to be used by the Department of Public Works in diagnosing different fleet maintenance issues. **Supervisor Schaefer offered a motion, second by Supervisor Ingersoll, to approve the resolution Accepting an \$8,395 Donation from Diesel Forward to Support Walworth County Fleet Maintenance Operations. Motion carried 4-0.**

9h. COVID-19/American Rescue Plan Act Financial Summary Update
Conley referenced the newly included report Walworth County Recovery Grant Budget (Pages 54-56); stating the shown report will be included monthly and there will also be a quarterly version to show budget progress with each individual project. She noted that the final rules for ARPA funds have been released and there will be some projects requiring reevaluation and modification of reporting category. **Supervisor Schaefer offered a motion, second by Supervisor Ingersoll, to accept the report. Carried 4-0.**

Announcements and correspondences

Conley announced that after over 30 years with Walworth County, Finance Department Administrative Assistant Kate Willet will retire on February 4.

Confirmation of next meeting date and time: The next meeting was confirmed for Thursday February 17, 2022 at 9:30 a.m.

Adjournment

On motion and second by Supervisor Grant and Supervisor Schaefer, Vice Chair Kilkenny adjourned the meeting at 10:08 a.m.