

**Walworth County Board of Supervisors  
Finance Committee Meeting Minutes  
Thursday, January 21, 2021  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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Chair Nancy Russell 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 (audible at 9:32 a.m.) A quorum was declared.

**Others in Attendance**

County Staff: County Administrator Mark W. Lubberda; Finance Director Jessica Conley; Comptroller Todd Paprocki; Superintendent of County Institutions Elizabeth Aldred; Treasurer Valerie Etzel; Captain Scott McClory; and Human Resources Director Kate Bishop.

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

**On motion by Supervisor Grant, second by Supervisor Ingersoll, the December 17, 2020 Finance Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business** – There was none.

**Consent Items**

8a) Budget amendments

**2020**

1) Finance

- a. FN001 – Routes to Recovery (R2R) additional grant funds and unreimbursed R2R claims
- b. FN002 – Use of payroll budget reimbursed by Routes to Recovery to fund County emergency expenditures

2) Human Resources

- a. HR002 – Reallocate funds for prescription drug claims

3) Health and Human Services

- a. HS020 – Increase budget for substance abuse treatment

4) Sheriff's Office

- a. SH013 – Transfer funds to purchase a camera to create training videos
- b. SH014 – Transfer funds to replace a totaled squad

5) Treasurer

- a. TR01 – Offset shortfall for interest and penalty revenue on delinquent real estate parcels

**2021**

6) Finance

- a. FN001 – Allocate General Fund COVID-19 pandemic funds for County continued emergency expenditures

7) Health and Human Services

- a. HS001 – Reflect 2021 changes to Department of Children and Families (DCF) grant awards
- b. HS002 – Adjust Behavior Health division budget to reflect consumer needs for services
- c. HS003 – Update position allocation
- d. HS004 – Increase budget for inpatient services for youth in need of protection
- e. HS005 – Realign budget to reflect Children’s Community Options Program (CCOP) grant which is no longer available

8b) Waivers of Competition

- 1) Health & Human Services – Contact tracing – Covenant Harbor Bible Camp and Retreat Center
- 2) Health & Human Services – Contact tracing – Ajilon and Paladin Marketing Resources
- 3) Lakeland Health Care Center – Food products – Reinhart Foodservice
- 4) Public Works – Replace brine production machine – Casper’s Truck Equipment

8c) One-time Cooperative Purchase  $\geq$  \$100,000

- 1) Replace brine production machine – Public Works

8d) Bids/contracts

- 1) Inmate video visitation, phone, commissary, communications and money management system – Sheriff’s Office
- 2) Investment Advisor for Other Post-employment Benefit (OPEB) Trust for the Finance department
- 3) County owned tax properties

8e) Reports

- 1) Quarterly delinquent tax report – 4<sup>th</sup> quarter 2020
- 2) Quarterly property loss report – 4<sup>th</sup> quarter 2020
- 3) Update on tax incremental financing districts (TIDs)

**Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve all Consent Items with the exception of items 8C1 and 8D3, which were discussed separately. Motion carried 5-0 (Supervisor Schaefer was audible for the vote).**

Chair Russell requested Consent Item 8C1 be discussed separately. County Administrator Mark W. Lubarda provided further explanation at the request of Chair Russell as to why on page 43 it is indicated “yes,” there were multiple awards made as a result of this solicitation. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve Consent Item 8C1. Motion carried 5-0.**

Chair Russell requested Consent Item 8D3 be considered separately. Treasurer Valerie Etzel stated, the parcel listed on the report is the last completed sale for 2020, which has been paid and the deed is in the process of being transferred to the new owner. **Supervisor Grant offered a motion, second by Supervisor Ingersoll, to approve the County owned tax properties report. Motion Carried 5-0.**

### **New Business**

9a) Resolution \*\*-02/21 Authorizing the Closure of Highway Project CTH B Ladd Creek Bridge and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance  
**Supervisor Grant offered a motion, second by Supervisor Schaefer to approve the proposed Resolution Authorizing the Closure of Highway Project CTH B Ladd Creek Bridge and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance. Motion carried 5-0.**

9b) Resolution \*\*-02/21 Authorizing the Use of Unrestricted Net Position for the Previously Created 2021 Temporary Pandemic Positions at Lakeland Health Care Center  
**Supervisor Ingersoll offered a motion, second by Supervisor Grant, to approve the proposed Resolution Authorizing the Use of Unrestricted Net Position for the Previously Created 2021 Temporary Pandemic Positions at Lakeland Health Care Center. Motion carried 5-0.**

9c) Update on COVID-19 Report  
Finance Director Jessica Conley provided an update on 2021 expenses and funding related to the pandemic. A final report relating to 2020 expenses and funding will be provided once bills have been finalized.  
**Supervisor Schaefer offered a motion, second by Supervisor Ingersoll, to approve the report. Motion carried 5-0.**

**Correspondence** – There was none.

**Confirmation of next meeting:** The next meeting was confirmed for Thursday, February 18, 2021 at 9:30 a.m.

### **Adjournment**

**On motion by Supervisor Grant, second by Supervisor Schaefer, Chair Russell adjourned the meeting at 9:44 a.m.**