

## FINANCE COMMITTEE MINUTES

Room 213, West Square Building, 505 Broadway, Baraboo WI

Wednesday, September 26, 2012

Members present: Tommy Lee Bychinski, Joan Fordham, Jason Lane, Andrea Lombard and William F. Wenzel  
Members excused: Joan Fordham  
Others present: David Armstrong, Kerry Beghin, Cindy Bodendien, Stephanie Box, Dan Brattset, Darin Carignan, Becky DeMars, John Dietz, Theresa Dietz, Jessica Fry, Kevin Fults, Liz Geoghegan, Kim Gochanour, Paul Hefty, Lynn Horkan, Tom Kriegl, Marty Krueger, Amy Lee, Todd Liebman, Chip Meister, Erin Miese, Steve Muchow, Bill Orth, Steve Pate, Tom Pleger, Michelle Posewitz, Kathy Schauf, Jim Scherneck, Joan Smoke, Jeff Spencer, Tim Stieve, Trish Vandre, Cathy Warwick, Phil Wedekind and media

The meeting was called to order by Chairperson Bychinski at 8:00 AM. Certification of open meeting compliance was given. **Motion by Lombard, second by Lane to allow supervisors to comment for 3 minutes after departmental presentations. Motion carried. Motion by Lombard, second by Wenzel to adopt the agenda. Motion carried.**

Public Comment: None

### Discussion and consideration of the 2013 County Budget.

Schauf noted the 2013 requested budget currently is for an additional \$1.4 million compared to 2012. The final levy limits from the state have not been received. The estimated levy limit based on last year's formula would allow for an increase of \$134,000. Schauf noted there are a number of significant items where fund balance would be appropriate. Health insurance negotiations are still in process, by Friday there should be a more firm number for discussion. The requested budget includes sales tax at the same level as last year. Beghin reviewed Wisconsin Retirement System (WRS) rates that were just communicated, resulting in approximately a \$42,000 decrease across all departments in the requested levy. Discussed the status of union contracts. Schauf commented on funding issues at the state level and information from the recent WCA conference. Discussed service provision needs to be addressed at the oversight level. Important to recognize dollars spent in some programs save dollars in other areas.

### Public Works – Highway:

Muchow commented their Committee is committed to maintain the same level of service as in the past. Transportation aids are scheduled to remain level in 2013. Requested budget shows a \$72,000 increase in levy, due mostly to labor benefits which will be adjusted when actual rates are determined. Staff levels will remain constant. The loss of maintenance for Dellona Township will allow for staff reallocation to new state bypass funded by the state. Discussed traffic and load issues that affect county roads. Discussed long term funding and options.

### UW Baraboo/Sauk County:

Dean Pleger noted the operating budget request remains the same and commented on projects on the horizon. The UW, City of Baraboo and Sauk County are committing to fund the planning phase of the science facility. Current enrollment is 600 students. Last three years have had record enrollment. Campus is going through accreditation process for baccalaureate degree authority. If approved the campus will begin offering first bachelor degrees fall of 2013. Youth option partnerships with high schools continue. An energy program combined with state and federal grant dollars will address energy upgrades.

### Health & Human Services/Supportive Services Departments

Gochanour summarized the functional group collaborative initiatives.

Human Services: Orth reviewed summarized budget request. He reviewed the combination of revenue and expense changes that will allow reinvestment in other program areas. Request includes two new positions, including an additional full time master's level therapist to provide initial assessment and supportive services for families until fully involved in the appropriate program areas. Department goal is to decrease higher levels of care and costly placements. Orth commented on the Income Maintenance staff's extremely high caseload. Orth noted they reviewed provision of services and issues and opportunities for funding. Budget includes reallocation of existing staff and the addition of an income maintenance resource specialist. Income maintenance staff costs are federally matched at 50%. Reviewed institution trends and issues. Noted outside agencies Hope House and CWCAC are in the budget request at same amount as previous year. The department is reviewing their services to be more "lean" by moving towards more efficient ways to serve families. Lane commented he appreciated the work put forth in this budget. CWCAC referrals and services were discussed. Supervisor Smoke spoke about CWCAC.

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### Public Health:

Bodendein commented on the evaluation and review of services. She commented the computer system, accreditation, location of staff and programs will all help with service efficiencies. The request includes one additional part time nurse budgeted to be fully funded by outside sources such as by Medicaid targeted case management. Discussed Seal a Smile grant. Commented on collaboration for nursing support in Human Services Child Protective Services and UW Extension for drug abuse education in schools.

Environmental Health: Highlighted consortia work. Received funding from a private foundation to determine viability of full agent status. Radon testing program, prevention grant and a sanitarian position were discussed. Bodendein commented the new computer system will also be part of environmental health.

Home Care: Requested budget remains with no tax levy. Warwick commented the program continues to be managed under very limited funding and resources. Acuity of care causes issues and challenges for the program. Continue to work at a HCC satellite location. New computer system will help in numerous areas. Mileage savings has been recognized though additional use of county vehicles.

Women, Infants & Children: Program continues to be grant funded with no county levy.

Aging & Disability Resource Center: Vandre reviewed the department highlights. She noted there are minimal changes and current level of services will continue. Budget request includes a small decrease in grant funds. Using state training opportunities to measure and improve processes. Continue to see demand for services. Fleet storage options are being looked into. Cost allocations have been adjusted based on state recommendations. ADRC regional contract employees converting to County employees to save 7% administrative charges. Bus passengers were over 400 for month of August. Additional routes have resulted in an increase in bus ridership.

Health Care Center (HCC): Gochanour noted budget is based on residency trends and funding mix. She reviewed business office staff changes and budgeted increase in food costs. Gochanour reviewed the affect of the private pay census lending an increase in revenue and resulting supplemental payment decrease. Continue to refine and look at measures to be more efficient. New Medicare rules that give penalty to readmitting to hospitals as of October 1, 2012 were reviewed. Discussed work with Reedsburg Area Medical Center to decrease re-hospitalizations. May see a future need for a geriatric nurse practioner on staff for preventative care and to keep readmissions down.

Veterans Service: (previously presented 9/11/12)

Discussed levy limits and setting base affects next year. The balance between taxpayers and levy limits is tenuous. Discussed timing of rest of presentations. Posewitz reviewed status of health insurance negotiations, and commented on utilization and claim experience. Dean is currently costing a final scenario with plan design changes.

**Recess at 11:25 until 1:00 PM.**

**Resumed at 1:00 PM**

### Administrative/General Government Departments

Schauf reviewed the multiple year goals.

Accounting: Beghin reviewed the Accounting department budget. No changes in staff or services by department. See more emphasis and time spent on audits as state and federal agencies tighten requirements. Working towards more real time available data. Discussed staffing and cross training in the department.

Administrative Coordinator: Schauf noted the shared employee relationship with Personnel continues to be positive. Transitioning out of CDBG administration, allowing for more time spent on other initiatives. Developing training for department heads to look at social media tools in a meaningful way. Additionally, expand training and tool kits for management to ready for the changing role and expectations of county government. Not planning any operational analysis at this time, instead focusing internally.

Building Projects: Stieve noted the EDA project to complete in 2012, no projects planned in fund in 2013.

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Building Services: Stieve noted there are no changes in the day to day departmental operations. Significant items in 2013 budget include remodel of West Square and narrow banding project. Discussed energy study results and cost saving measures such as moving to digital controls in the Courthouse and West Square buildings. Discussed 911 additional expenses resulting from state changes.

Emergency Management: Stieve noted no significant changes and required programs continue to be funded similarly.

Insurance: Stieve noted that due to poor interest revenue, maintenance for driving simulator is now budgeted in building services.

Landfill Remediation: Stieve reviewed need for project to clean up the old shooting range at landfill. 2013 request currently does not include dollars for this project. Still getting estimates on the first step which will be the investigation by a consultant to determine what all needs to be done. The second step will be the clean up as determined by the consultant. Various options discussed.

Corporation Counsel: Liebman noted the budget is status quo. Significant potential item on the horizon is possible litigation with the Ho-Chunk Nation. May require additional staff if the litigation happens.

County Clerk: DeMars noted there is a budget decrease due to fewer planned elections in 2013. Department will discontinue DNR licenses beginning December 1, 2012. Migration towards further electronic processes was discussed.

Dog License: DeMars reviewed the processes and duties. She noted there are no changes to this fund.

Management Information Systems (MIS): Pate commented that process improvements usually involve technology. A lot of work has been focused on providing more information, more timely to the public, staff and others. Discussed potential automation and electronic format for board proceedings, minutes, and agendas. Assessing the ability to incorporate other media on the county website. Looking to streamline processes and eliminate difficult interfaces. 2013 includes GIS position budgeted in MIS and then charging back actual time to the land records modernization (LRM) fund. Also noted capital outlay at \$367,000, which is equivalent to 2004 costs. Discussed the replacement cycle and effects on the budget.

Personnel: Posewitz noted there are no monumental changes, and staffing remains the same. Budget continues to include an intern; work was very valuable in 2012. Act 10 uncertainty will indirectly affect department budget. Health insurance rates are anticipated to be no greater than 7.5% increase, more specific information at a later date. Current contract with voluntary benefits provider will charge administration fees beginning in year 2015.

Treasurer: Geoghegan noted that in her next term of office, she plans to focus energy on staff and workflow in the department. Plans to utilize the new system and staff to their full potential. Discussed cross training between staff and treasurer. For collections, focus on implementation of payment plans for delinquent property owners, automatic payments and tax intercept. Complexity of some tax deed properties is expected to continue. Budgeted for a decrease in interest on investments, rates are not improving. Reviewed personal property chargeback changes and effects.

Workers Compensation (WC): WC continues to be self funded. Stieve reviewed the modification rating and noted it continues to be very favorable.

Schauf distributed a copy of the fund balance policy. She noted that the County needs to be very deliberate about its use of fund balance. Beghin reviewed the policy's appropriate uses for fund balance. Schauf commented that Friday after presentations could be a good time to talk about 2013 uses of fund balance.

**Recess at 2:40 until 4:00 PM.**

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**Resumed at 4:00 PM**

**Motion by Lombard, second by Wenzel to allow supervisors and public to comment for 3 minutes after departmental presentations. Motion carried.**

Sheriff Department, Jail Assessment, Drug Seizures:

Meister noted current oversight committee approved budget request is \$84,000 greater than 2012, this includes an increase of \$4,000 for the Humane Society. With potential health insurance rate adjustments, request will most likely be zero increase. The budget includes increase in labor costs, decrease in other expenses and increase revenue for housing of prisoners and Huber. The budgeted revenue for the housing of prisoners is based on an average of 18.5 inmates per day. Meister reviewed in detail the other expense decreases in the budget. Meister noted the budget is very tight, potentially one large incident from going over budget. Krueger commented the housing prisoner revenue had been debated at the oversight committee and that the oversight committee needs to own the budget. Drug related issues were highlighted and discussed. The need for a drug detective could be in the near future. Meister noted that the drug problems are not just a Sheriff's Department issue, but affect Human Services, Public Health and the courts. Fults confirmed the drug task force involves all law enforcement departments in the community.

Jail Assessment: Revenues are transferred to Debt Service fund for payment of Law Enforcement Center construction debt.

Drug Seizure: Seizures are required to be used for the drug task force purposes and officer safety. Funds cannot supplant levy. Seizures are highly variable.

Supervisor comment: Supervisor Dietz passed out a document and commented on the budget. Supervisor Kriegl passed out a document and commented on the budget.

Public comment: Jim Scherneck commented on the budget.

**Motion by Lane to adjourn the meeting at 4:43 pm, second by Wenzel. Motion carried.** 2013 Budget presentations will begin at 8:00 AM on Thursday, September 27, 2012.

Respectfully submitted,

Joan Fordham  
Finance Committee Secretary