

FINANCE COMMITTEE MINUTES

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

Monday, September 28, 2015

Members present: Tommy Lee Bychinski, Wally Czuprynski, Joan Fordham, Marty Krueger and Andrea Lombard
Others present: Kerry Beghin, Jim Beix, Susan Blodgett, Cindy Bodendien, Stephanie Box, Ian Crammond, Becky Evert, Elizabeth Geoghegan, Kim Gochanour, Tut Grambling, Lynn Horkan, Janelle Krueger, Amy Lee, Todd Liebman, Brentt Michalek, David Moore, Steve Muchow, Stephanie Neumann, Keri Olson, Bill Orth, Steve Pate, Michelle Posewitz, Joyce Smidl, Donna Stehling, Tim Steve, Tony Tyczynski, Cathy Warwick, media

The meeting was called to order by Chairperson Bychinski at 8:45 AM. Certification of open meeting compliance was given.

Motion by Fordham, second by Lombard to adopt the agenda. Motion carried.

Public Comment: None

Discussion and consideration of the 2016 County Budget.

Motion by Krueger, second by Lombard to allow supervisors and public to comment for 3 minutes after functional group presentations. Motion carried. Bychinski commented the Finance Committee will not answer questions and there will be no personal attacks.

Beghin reviewed levy limits and oversight committee total levy requests. She noted the actions from the Joint Personnel and Finance Committee for the Criminal Justice Coordinator and the Highway Commissioner have been accounted for in the budget requests. All other position and personnel requests are still in the requested budget. Most of the outlay requests are currently funded by levy.

Public Works – Highway: Muchow reviewed the Highway projects. The levy increase allows the County to maintain service at the same level as in the past. The budget is based on a projected increase in fuel and salt costs. He noted this year's budget is favorable due to the mild 2015 winter. Increased maintenance on new state highway roundabouts will be fully reimbursed by the state. The departmental outlay was reviewed. The Committee complimented the level planning for outlay replacement.

Administrative/General Government Departments

Michalek reviewed the group's objectives.

Accounting: Beghin recapped the basics of accounting operations both day/day and large cyclical projects such as budget and audit. The budget and audit time has increased over the years. She gave examples of time spent with departments on ad hoc and special projects. The trends continue to mandate more requirements for audit and grant administration. Payroll requirements are also increasing with Affordable Care Act (ACA) and Equal Employment Opportunity Commission (EEOC) reporting. In response to increasing complexities the 2016 budget includes reallocation of staffing amongst Personnel, Administrative Coordinator and Accounting. Overall increase is a .5 full time equivalent (FTE) between departments, accounting gains .5 FTE by sharing a management analyst position with the Administrative Coordinator.

Administrative Coordinator: Michalek noted the budget includes dollars to help with the coordination of departments and functional groups or other consulting needs. Budget includes the shared position with Accounting.

Building Projects: None currently. Future building projects will be incorporated into departments.

Building Services: Stieve noted the 2016 budget includes an additional \$25,000 to address building security issues as they come up; no specific plan for the dollars. He reviewed the staffing and other changes from 2015. Building Services, Emergency Management and Management Information Systems (MIS) are sharing a Program Support Specialist position. The budget includes dollars within communications as MIS chargebacks for exploring mobile data systems for fire and emergency medical services (EMS). Stieve reviewed the energy cost saving measures on the horizon including energy assessments and looking into third party solar. He reviewed the chiller repairs and the increased costs for the maintenance. The Committee further discussed the mobile data systems costs, ongoing costs, and cost sharing with potential governmental partners. The County vending program and options were discussed.

Corporation Counsel: Liebman reviewed the department's legal activities for the County and departments. He noted there are no significant changes for 2016. The modest increase is due to labor costs. He commented the department is still adjusting to the electronic filing system and are seeing positive benefits with the implementation.

County Clerk: Evert noted that there are four elections in 2016 and the budget includes estimated costs for the new voting system. The Committee discussed options for communication with the new voting system.

Dog License: Evert explained the program and the anticipated software change.

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Emergency Management (EM): Stieve noted a decrease in levy request due to the Program Support Specialist position that is shared between MIS, Building Services and EM.

Insurance: Stieve reviewed the status of the self- insurance fund. He noted the Local Government Property Insurance Fund (LGPIF) coverage costs will increase approximately 60%. Due to the governor's budget the future viability of the LGPIF is unknown and alternate coverage is being explored.

Landfill Remediation: Stieve reviewed the current activities and maintenance of the landfills. Over the last few years the fund has leveled off and presently and into the foreseeable future he does not see this fund having any levy impact.

Management Information Systems (MIS): Pate commented on technology trends noting infrastructure is getting more centralized. Computer security remains a large and looming issue. MIS is working to reduce chances of a substantial security event. Pate noted the geographic information system (GIS) staff and related levy have been incorporated into the Land Records Modernization Fund (LRM) to better represent costs. The decrease in the levy in MIS is an increase in LRM. He reviewed the new position request for the Security Specialist to address recommended improvements by a previous security consultant. Cyber security needs will only continue to grow. MIS cannot absorb these security tasks with the current level of staffing. In the event this new position would not be approved, the MIS department would need to restructure what services to provide and responsiveness would decrease. Major projects expected are to pursue mobile data implementation, sheriff department for server updates, treasurer municipal portal, and parks connectivity for campground WIFI access.

Personnel: Posewitz broadly reviewed personnel department duties. No significant increase except for the reallocation of the FTE. Personnel requested a new position too for additional professional level staff to support the department. Significant issues on horizon include overall reporting challenges for EEOC and ACA/healthcare reform. Health insurance will be maintained and increase only 3%. Continue to work on employee health and wellness but are limited through costs. Continue to implement last of classification and compensation study with overall appraisal system and needed policies changes.

Treasurer: Geoghegan commented on the staffing changes in past year, reducing one FTE and a summer LTE. The use of technology has brought efficiencies to the department. She reviewed the future benefits and implementation of receipting software and the cost sharing with municipalities. Due to the reduction in labor expenses, she anticipates the receipting software can be purchased in 2015. She commented the increase in tax collections has decreased the interest and penalty revenues.

Workers Compensation: Beghin noted losses have been level over last 3-4 years and the fund has remained steady with no significant changes.

The County web page and promotion of current happenings, a more dynamic website and public relations efforts was discussed. The Committee discussed dollars for employee incentives and wellness.

Non-departmental accounts and general discussion.

County Board: Krueger commented the Board budget is based on last three years' experience and estimates based on current expenses. The chairman's budget is based on current expectations. Net change is minimal.

CDBG-Economic Development / Revolving Loans, Emergency Assistance Program, Flood Recovery Small Business, Revolving Loan Fund-Housing: Beghin reviewed the various CDBG funds. No tax levy involved in the funds.

Debt service: Beghin reviewed the 2014 debt restructure. Debt payments will change in 2018-2021, the County is levying more in years leading up to this time period. The funds are segregated in the debt service fund to keep the levy "smoothed". It is anticipated sales tax can continue to fund debt service.

General non-departmental: Sales tax revenue is budgeted at \$7.5 million based on previous guidance from the Finance Committee. Shared revenue for 2016 is down about \$25,000 from 2015. Indirect cost reimbursement for central service costs from the state and federal government is increased for 2016. The transfer from special revenue funds has historically included a transfer from Human Services when they end favorable to budget. Transfer from enterprise funds is the transfer from the Health Care Center (HCC) supplemental payment program. She reviewed the General fund applied components: contingency fund and vacancy factor. For 2016 the class and compensation funds are all built into the respective departments. Beghin noted 2015 included budget for placemaking; however, there is currently no 2016 budget for placemaking. Michalek commented remaining comprehensive plan carryforward could supplement placemaking. Krueger commented the approach needs to fund placemaking for two years. The millennial task force was discussed and Olson commented on place branding.

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Outside agencies: Beghin reviewed the outside agency requested amounts and noted most of the budgets reside in departments. The Sauk County Development Corporation (SCDC) budget is based on the minimum SCDC bylaws allow. Olson commented on the reorganization of SCDC.

Recess at 12:00 until 1:00 PM.

Resumed at 1:00 PM

Health & Human Services/Supportive Services Departments

Gochanour noted the group's goals largely remained the same, working on streamlined goals and objectives to work collaboratively across departments.

Aging & Disability Resource Center (ADRC): Blodgett reviewed changes in the nutrition program and its return to the ADRC. The ADRC will partner with Public Health for prevention programs. Meals served have increased by 12% this year and anticipate the majority of the increase to be for home delivered meals. Blodgett commented the ADRC goal is to keep people in their home aging in place for as long as possible. HCC will prepare meals and ADRC plans to discontinue the current third party contract. She reviewed the operation and costs of the restructured meal program. A necessary vehicle purchase for the meal program could possibly be purchased in 2015. Blodgett commented on trends and growth in number of clients served.

Environmental Health: Bodendein noted multiple state departments are merging in 2016 and full agent status will need to be determined by 2017. She reviewed the programs and changes with staffing.

Public Health: Bodendein spoke about the Nurse Family Partnership program, health educator program, meeting elderly needs, dietary programs and chronic disease. She highlighted the results of a needs assessment. She reviewed the requested personnel reclassification from System Analyst to Quality Improvement Coordinator to be on top of real time data. Bodendein noted the department plans to start a suicide prevention coalition in response to the increased number of County suicides. Public health is working with more diverse populations as the demographic in Sauk County changes.

The Committee discussed using meaningful metrics for outcome tracking and how best to determine if those truly in need are being served. Fraud and verification methods and guidelines were discussed

WIC: Bodendein reviewed the programs and changes with staffing.

Health Care Center (HCC): Gochanour noted the HCC is always looking for efficiencies to keep levy low and maintain quality services. Due to increased revenues/collections, occupancy and staffing attrition through retirements the levy request has decreased slightly. She reviewed the budget highlights including revenue changes, home care, dietary changes and capital outlay. She reviewed her requested staffing reclassifications.

Human Services (HS): Orth reviewed the levy request and highlighted multiple program areas and their financial impact. Through the generation of additional revenues and management of expenses HS has been able to maintain the levy request. The department continues to invest in more programs to keep families together which helps decrease expensive child placement costs. Orth touched on staff reclassifications, moving staff time from clerical to client. CJCC drug court will include additional treatment costs; \$120,000 is in the HS budget to support those additional costs. Orth highlighted the work with Central WI Community Action Counsel (CWCAC) and the homeless population; the program started in 2015 and will continue. He noted the Committee approved outside agency requests the same as prior years. Orth reviewed the Families Come First (FCF), Family Partnership Initiative (FPI) and Comprehensive Community Services (CCS) programs. These programs differ in levels of service provided; their appropriate use around the issue has helped to keep families together and placement costs down.

Veterans Service: Tyczynski noted the state grant has been reduced in the budget due to changes by the state limiting the types of reimbursements available to the department. He noted the 2015 expansion of office hours and staff has been successful, and the wait time for appointments has significantly decreased.

Public Comment: None

Motion by Fordham, second by Czuprynski to adjourn the meeting. Motion carried.

Respectfully submitted,
Andrea Lombard, Finance Committee Secretary