

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

**Monday October 14, 2019**

IVES GROVE OFFICE COMPLEX

AUDITORIUM

14200 WASHINGTON AVENUE

STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Nielsen, Pringle, Shakoor, Wisch, County Board Chairman Clark, County Board Vice Chairman Cooke, Supervisors: Buske, Demske, Grove, Kaprelian-Becker, Maier, Maldonado, Osterman and Trottier, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance Director Brian Nelson, Finance & Budget Analyst Kris Tapp, Public Works & Development Services Director Julie Anderson, Human Resources Director Karen Galbraith, Corporation Counsel Michael Lanzdorf, Communications Manager Mark Schaaf, District Attorney Patricia Hanson, Victim Witness Coordinator Latonia Wood, Clerk of Courts Sam Christensen, Deputy Clerk of Courts Emily Bruno, Information Technology Director Shuchi Wadhwa, Communications Director Jackie Bratz, Assistant Communication Director Jodi Howell, Assistant Information Technology Director Dave Huber, Finance Manager Crystal Moore, Project Manager Liam Doherty, Sheriff Christopher Schmaling, Chief Deputy John Hanrahan, Captain James Weidner, Captain Daniel Adams, Captain Brad Friend and Emergency Management Coordinator David Maack.

Excused: Supervisor Dawson

Absent: Youth Representative Trujillo.

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 5:00 p.m. by Chairman MillerM.

**Agenda Item #2 – Chairman Comments**

Chairman Miller made a comment about how the meeting would run and about the budget in general.

**Agenda Item #3 - Approval of minutes from the October 2, 2019 meeting.**

**Action:** Approve the minutes from the October 2, 2019 Finance & Human Resources committee meeting. **Motion Passed Moved:** Supervisor Nielsen. **Seconded:** Supervisor Pringle. **Vote:** All Ayes No Nays.

**Agenda Item #4 - Approval of minutes from the October 8, 2019 meeting.**

**Action:** Approve the minutes from the October 8, 2019 Finance & Human Resources committee meeting. **Motion Passed Moved:** Supervisor Nielsen. **Seconded:** Supervisor Pringle. **Vote:** All Ayes No Nays.

**Agenda Item #5 – Finance Director Brian Nelson – 2020 Budget Highlights**

Finance Director Brian Nelson went through the 2020 Budget Highlights with the Committee and others in attendance.

**The Committee requested what the % of New Construction.**

**Agenda Item #6 - Committee review of individual Department Budgets with Department Heads:**

- a) Finance Department including Printing & Services Division– Administrative Services Section 12 - 13 – 5:32 – 5:39 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The Committee has requested what the Rebate for the PCards has been and what it would take to get to the next level.**

- b) Employee Benefits – Administrative Services Section 11 – 5:39 – 5:46 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The Committee pointed out that the 2016 & 2017 Health Insurance Expense on the Graph on Page 11 – 2 is the same what is the correct number.**

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- c) Non-Allocated Revenue – Administrative Services Section 16 – 5:46 – 5:55 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- d) Bad Debts – Miscellaneous Section 39 – 5:55 – 6:01 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The Committee requested the breakout of bad debt/in rem personal vs. commercial.**

**The Committee asked if the state is involved with foreclosure/in rem process.**

- e) County Schools – Miscellaneous Section 41 – 6:01 – 6:05 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The Committee requested that the forecast estimate be reworked.**

- f) Debt Service – Miscellaneous Section 43 – 6:05 – 6:05 pm – Finance Director Brian Nelson discussed the budget with the Committee, other County Board Supervisors and Youth Representative
- g) Sheriff’s Office including Emergency Management and Jail – Criminal Justice & Courts Sections 29 – 31 and Capital in Statistical Section 46 page 42 – 6:05 – 7:07 pm – Sheriff Christopher Schmaling, Chief Deputy John Hanrahan, Captain James Weidner, Captain Daniel Adams, Captain Brad Friend and Emergency Management Coordinator David Maack discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The Committee requested that accounts 304250 WDOC Bed Rental & 409045 – P/S – Food Dietary be looked at.**

Chairman Miller called a recess at 7:07 pm and reconvened the meeting at 7:21 pm.

- h) Clerk of Circuit Court – Criminal Justice & Courts Section 26 and Capital in Statistical Section 46 page 42 – 7:21 – 7:30 pm – Clerk of Courts Samuel Christensen and Chief Deputy Clerk of Courts Emily Bruno discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- i) District Attorney’s Office including Victim Witness Office – Criminal Justice & Courts Sections 27 - 28 and Capital in Statistical Section 46 Page 42– 7:30 – 7:40 pm – District Attorney Patricia Hansen and Victim Witness Coordinator Latonia Woods discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- j) Communications Department – Administrative Services Section 6 and Capital in Statistical Section 46 Page 40 – 7:40– 7:52 pm – Communications Director Jacki Bratz and Communications Asst Director Jodi Howell discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- k) Human Resources Department – Administrative Services Section 14 – 7:52 – 8:00 pm – Human Resources Director Karen Galbraith discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- l) Information Technology Department – Administrative Services Section 15 and Capital in Statistical Section 46 Page 40 – 8:00 – 8:10 pm - Information Technology Director Suchi Wadhwa and Deputy IT Director David Huber discussed with the Committee, other County Board Supervisors and Youth Representative.

**The Committee requested copies of the Job Descriptions for the 2 Project Managers.**

**Chairman Miller requested that a presentation to the whole County Board about Lean Government would be appropriate.**

**Agenda Item #7 – Staff Report – No Action Items.**

- a) Finance & Human Resources Committee - Next Meeting will be Tuesday October 15, 2019

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**Agenda Item #8 - Adjournment.**

**Action:** Adjourn the meeting at 8:09 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.