

MINUTES
KENOSHA COUNTY
FINANCE/ADMINISTRATION COMMITTEE
Thursday, January 11, 2018

MEMBERS PRESENT: Terry Rose, Ron Frederick, Jeffrey Gentz, Edward Kubicki, Daniel Esposito, and Greg Retzlaff, YIG Member Jeremy Jin

MEMBERS EXCUSED: Supervisor Rick Dodge

OTHER SUPERVISORS
PRESENT: County Board Chairwoman Breunig (ex officio)

YOUTH IN GOVERNANCE
EXCUSED: YIG Member Heller-Cavener

PLACE: KCAB, Committee Conference Room

DATE: January 11, 2018

Chairman Rose called the meeting to order at 6:30 p.m.

CITIZENS COMMENTS

Amy Regina, 4529 29th Avenue, Kenosha, was in attendance regarding the Human Resources agenda item and requested that the Committee overturn the Independent Hearing Officer's decision; reduce it to a written warning, take the two-day suspension off her work record, and reimburse the two days lost wages.

Kathy Million, Brookside, noted she works with and supported Amy's request for the committee to overturn the IHO's decision regarding the two day suspension and loss of wages.

REPORTS FROM THE CHAIRMAN

There were none.

REPORTS FROM COMMITTEE

Supervisor Gentz noted Supervisor Retzlaff has returned and welcomed him back. Supervisor Retzlaff thanked everyone for their support through his recent health issues.

APPROVAL OF MINUTES (5:40)

Motion by Supervisor Gentz to approve the minutes from November 16, and December 5, 2017. Second by Supervisor Esposito. All aye, motion carried, including YIG Member.

PUBLIC WORKS-PARKS – Resolution to Apply and Accept Funds for Wisconsin Department of Natural Resources (WDNR) County Conservation Aids Grant (6:02)

Jim Kupfer, CFO Public Works, presented this item. Motion by Frederick to approve. Second by Esposito. All aye, motion carried, including YIG Member.

PUBLIC WORKS-PARKS - Resolution to Accept \$200,000 Grant Award from Fund for Lake Michigan (2/3 vote for County Board) (7:09)

Jim Kupfer, CFO Public Works, presented this item. Motion by Kubicki to approve. Second by Retzlaff. All aye, motion carried, including YIG Member.

CORPORATION COUNSEL - Resolution Authorizing Transfer of Four Parcels Taken by Tax Deed to the Town of Wheatland and Forgiveness of Taxes and Assessments (8:17)

John Moyer, Senior Assistant Corporation Counsel, presented this item. Supervisor Frederick questioned why these parcels were not put back on the tax roll rather than donating them to the Town of Wheatland. Treasurer Jacobson noted these parcels were all related to the drainage for the area and that it was a more suitable solution for the Town to take possession of the areas. Motion by Gentz to approve. Second by Kubicki. All aye, motion carried, including YIG Member.

TREASURER – INFORMATION TECHNOLOGY – 90-day Report/Update (13:46)

Mike Bastianelli, Application Services Manager, provided information regarding improvements that have been made to the software to better manage the tax collection process and presented a diagram regarding the Delinquent Parcel Management App.

Teri Jacobson, Treasurer, provided an overview of the progress to date regarding the resolution of properties in the delinquent taxes process. Her report indicated: 129 parcels are waiting on 90 days to expire so the County can take them; letter reports have been ordered and waiting for 133 parcels, and 163 parcels have been sent a final notice. The 2005-2016 tax delinquencies have gone down by \$1,472,637.17 since the process implementation.

Martin Lacock, Chief Information Officer, also provided comment regarding the software updates the County I.T. department created and how they might be able to pitch it to GCS toward other services or future enhancements for the products the County has already purchased and uses from GCS.

INFORMATION TECHNOLOGY – Mobile Device Management Policy (connecting phones and tablets to County IT systems) (26:43)

Shawn Smith, Assistant Director of Information Technology, presented the proposed policy and fielded questions from the committee. Mr. Lacock introduced Tom Reck, ERP Project Manager, to the committee noting his assistance with the Treasurer's office project, the ERP system project and large system implementation experience. Mr. Lacock also noted that Mr. Reck will be involved with future IT projects. Motion by Kubicki to support/endorse the policy. No further discussion or amendments were suggested. Second by Frederick. All aye, motion carried, including YIG Member.

AUDIT OF BILLS

REPORT FROM DEPARTMENT OF ADMINISTRATION (40:51)

Human Resources – Robert Riedl provided an update of the Sheriff's part-time employees noting significant improvement and that the process is working to reduce overtime. About 25 employees worked 2,365 hours as part of this process. Human Resources and the Sheriff's department will continue to work with the County Executive to ensure continued progress with this program.

General Fund Balance Report – Barna Bencs, Budget Director, presented.

Treasurer's Regular Monthly Report(s) – August and September, 2017 – presented.

Register of Deeds Report(s) – November, 2017 – presented.

County Clerk Report(s) – November, 2017 – presented.

Monthly Statement – January 11, 2018 – presented.

Budget Modification(s) – presented.

Human Resources - Independent Hearing Appeal (49:07)

**A motion may be made to go into closed session pursuant to Wis. Stat. § 19.85 (1) (b) Considering discipline of a public employee.

Motion by Esposito to go into closed session. Second by Frederick, to include Corporation Counsel and the recording secretary; not to include the Youth In Governance because of it being a personnel matter. Discussion ensued regarding whether or not to allow the YIG to attend. Supervisor Gentz noted he could not support the motion if YIG was not allowed to attend as it is part of the education process and their participation in the program. Motion was withdrawn.

Motion by Esposito to go into closed session and allow the Youth In Governance to attend, as well as Corporation Counsel and the recording secretary. Second by Gentz. Motion carried on the following roll call vote. Gentz- aye; Esposito- aye; Frederick – no; Kubicki- aye; Retzlaff – aye; Rose-aye. It was noted that Chairwoman Breunig was present to vote in case of a tie since Supervisor Dodge was not in attendance.

Reconvene to Open Session if Necessary - Chairman Rose called the Open Session to order.

MEMBERS PRESENT: Terry Rose, Ron Frederick, Jeffrey Gentz, Daniel Esposito, Ed Kubicki, Greg Retzlaff

OTHER SUPERVISORS PRESENT: County Board Chairwoman Breunig (ex officio)

OTHERS PRESENT: Jennifer Kopp, Senior Assistant Corporation Counsel
Ashley Lutterman, Human Resources Analyst
April Webb, Senior Administrative Assistant

The Open Session reconvened at approximately 7:20 p.m.

Motion by Esposito to uphold the decision of the Independent Hearing Officer (two-day suspension). Second by Retzlaff. Motion carried on the following roll call vote: Gentz – aye; Esposito – aye; Frederick – no; Kubicki – aye; Retzlaff – aye; Rose - aye.

Corporation Counsel – Report on Claim Submitted by the Estate of Sean Bialas (GL-12-15) (55:35)

*A motion may be made to go into closed session pursuant to Wis. Stat. § 19.85 (1)(g) to confer with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

Motion by Retzlaff to go into closed session pursuant to Wis. Stat. § 19.85 (1) (g) and allow YIG to attend. Second by Esposito. Motion carried unanimously on the following roll call vote: Gentz- aye; Frederick – aye; Kubicki- aye; Esposito- aye; Retzlaff – aye; Rose-aye.

Reconvene to Open Session if Necessary - Chairman Rose called the Open Session to order.

MEMBERS PRESENT: Terry Rose, Ron Frederick, Jeffrey Gentz, Daniel Esposito, Ed Kubicki,
Greg Retzlaff

OTHER SUPERVISORS
PRESENT: County Board Chairwoman Breunig (ex officio)

OTHERS PRESENT: Jennifer Kopp, Senior Assistant Corporation Counsel
Patricia Merrill, Finance Director
Barna Bencs, Budget Director
Robert Riedl, Human Resources Director
Ashley Lutterman, Human Resources Analyst
Matt Leys, Accountant
April Webb, Senior Administrative Assistant

The Open Session reconvened at approximately 8:04 p.m.

Motion by Gentz to adjourn. Second by Retzlaff. All aye, motion carried, including YIG.

The Committee adjourned at 8:06 p.m.

Respectfully Submitted,

Recording of the minutes is available.

Prepared by: April Webb, Senior Administrative Assistant