

**MINUTES**  
**KENOSHA COUNTY**  
**FINANCE/ADMINISTRATION COMMITTEE**  
**Thursday, April 12 2018**

MEMBERS PRESENT: Terry Rose, Edward Kubicki, Jeffrey Gentz, Rick Dodge, Daniel Esposito, and Greg Retzlaff, YIG Member Jin, YIG Member Heller-Cavener

MEMBERS EXCUSED: Supervisor Ron Frederick

OTHER SUPERVISORS PRESENT: County Board Chairwoman Kimberly Breunig, Ex Officio Supervisor Michael Skalitzky

PLACE: KCAB, Committee Conference Room

DATE: April 12, 2018

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

**CITIZENS COMMENTS**

There were none.

**REPORTS FROM THE CHAIRMAN**

There were none.

**REPORTS FROM COMMITTEE**

There were none.

**APPROVAL OF MINUTES (0:27)**

Motion by Supervisor Gentz approve the minutes from March 15, April 4, and April 5, 2018. Second by Supervisor Esposito. All aye, motion carried, including YIG Members.

**PUBLIC WORKS – PARKS – Resolution Authorizing Director of Parks to Apply for Grant Funding from the Wisconsin Department of Natural Resources (WDNR) which will be used to make Trail Improvements in Petrifying Springs Park (0:48)**

Jim Kupfer, DPW CFO, presented this item. Motion by Gentz to approve. Second by Dodge. All aye, motion carried, including YIG Members.

**INFORMATION TECHNOLOGY – 2018 Information Technology & Land Services Resolution for Recognizing Additional Expected Revenue and Modify Expenditure Budgets for Server Hosting and Geographic Information Systems (GIS) (1:12)**

Marty Lacock, CIO, presented this item. Motion by Gentz to approve. Second by Kubicki. All aye, motion carried, including YIG Members.

### **COUNTY CLERK – Tax Deed Properties (3:02)**

Mary Kubicki, County Clerk, and Regi Bachochin, Deputy County Clerk, presented these items.

- 05-123-06-278-014 Motion by Esposito \$25,000 – Second by Kubicki – All aye, motion carried, YIG – aye.
- 09-222-36-307-019 Motion by Retzlaff \$50,000 – Second by Esposito – All aye, motion carried, YIG – aye.
- 11-223-30-451-013 Motion by Kubicki \$25,000 – Second by Gentz – All aye, motion carried, YIG – aye.
- 70-4-120-181-1710 Motion by Gentz \$27,000 – Second by Kubicki – All aye, motion carried, YIG – aye.
- 70-4-120-333-0103 Motion by Gentz \$10,000 – Second by Kubicki – All aye, motion carried, YIG – aye.

### **TABLED ITEM from 04-05-2018 - Discussion, and Possible Action on a Resolution Regarding the Reorganization of the Division of Human Resources (21:10)**

Motion by Gentz to remove from the table the Human Resources reorganization item. Second by Esposito. All aye, motion carried, including YIG Members.

Robert Riedl, Director Division of Human Resources, and Brad Foley, HR Value Partners, presented this item. It was noted that the plan is scheduled to begin with hiring in 2018, plan implementation FY2019, and would be performance based measurable by FY2020.

Mr. Bencs presented budget funding information for this plan, as requested during the previous meeting explaining how interdepartmental funding is proposed to reduce the levy funding for this plan from \$116K to approximately \$30K utilizing grant funding for those grants that allow a portion of salaries to be included as part of the reimbursement process. Mr. Riedl distributed the HR Generalist job description as requested at the previous meeting, as well.

Motion by Gentz to approve with the condition that a report be provided back to the committee with tangible progress/performance numbers in 2019. Second by Kubicki. Motion carried on the following roll call vote: Gentz – aye; Esposito – abstain; Kubicki – aye; Retzlaff – no; Dodge – aye; Rose - aye. YIG Heller-Cavener – aye; YIG Jin - aye.

A Committee of the Whole will be scheduled for April 17<sup>th</sup> prior to the regular board meeting to provide adequate time for discussion and questions from other County Board members.

### **FINANCIAL SERVICES - 2017 Year End Report (44:10)**

Kathryn Andrea, Andrea & Orendorff, presented this item. An unaudited fiscal note handout was also presented which noted amounts available for lapsing year end 2017, health insurance deficits that will be covered by social services and highway, with a final unassigned fund balance at 29.51% or \$8.3M+.

**FINANCIAL SERVICES – Resolution 2017-2018 Carry Over and Annual Closeout (44:10)**

Barna Bencs, Budget Director, presented this item. Motion by Kubicki to approve. Second by Esposito. All aye, motion carried, including YIG Members.

**FINANCIAL SERVICES – Discussion and Review Debt General Fund Balance Policy (1:09:40)**

Dave Geertsen, Director of Administration, presented this item. He noted that the current policy was in line with best practices and that it was patterned after the Government Finance Officers Association (GFOA) model policy. It was the consensus of the committee that prudent practice would be to conduct a bi-annual review of the policy establishing limits while moving toward the AAA rating.

**AUDIT OF BILLS**

**REPORT FROM DEPARTMENT OF ADMINISTRATION**

**Human Services – Year End Status Report** – Tammy Capito, CFO Human Services, presented. The Committee was concerned regarding the negative asset figure. It was noted that it was relative to the remodel of Brookside and budgeted vs. actual bed capacity during that time. It was further explained that a number of residents were placed two per room and resident capacity was down four beds at the time. It had been previously noted that during this time period there was an expected deficit of \$1.6-\$1.7M. It will be sustainable over the 20 year forecast. The remodel/update project is completed and residency is currently at 98%.

**Treasurer’s Report(s) – Delinquent Tax – Monthly Update** – report provided in packets.

**Register of Deeds Report** – March 2018 – presented.

**County Clerk’s Report** – March 2018 – presented.

**Monthly Statement** – April 12, 2018 – presented.

**Budget Modification** – April 12, 2018 - presented.

Finance Director Patricia Merrill thanked Laurie Staves, former CFO Human Services, for attending the meeting this evening in light of her impending wedding next week.

Chairman Rose thanked Supervisor Dodge for his service to the County Board and the Finance & Administration Committee and wished him well on his future endeavors.

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

The Committee adjourned at 8:24 p.m.

Respectfully Submitted,  
Recording of the minutes is available.  
Prepared by: April Webb, Senior Administrative Assistant