



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, JULY 28, 2022 – 8:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

Draft Minutes Pending Committee Approval

1. CALL TO ORDER

A regular meeting of the Finance Committee was held in the auditorium at the Administration Center.

Attendee Name	Title	Status	Arrived
P. Melotik	Chairperson	Present	
D. Larson	Vice-Chairperson	Present	
T. Winker	Supervisor District 1	Present	
E. Stelter	Supervisor District 18	Present	
J. Hagen	Supervisor District 13	Present	

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Finance Director McMahon (8:04am), Assistant Finance Director Pezanoski (8:28am), County Treasurer Morrison, County Clerk Winkelhorst (10:12am) and Chief Deputy County Clerk Henning.

Staff present remotely: Human Resources Director McDonell.

Others present: Krisztina Dommer - KerberRose Certified Public Accountants, Mark Hessel - HCA Asset Management and Austin Engelhardt - AAE Consulting Group.

2. PROPER NOTICE

Chairperson Melotik called the meeting to order at 8:01 AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. May 26, 2022

Motion to approve the May 26, 2022 minutes as submitted.

FINANCE COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Stelter, Supervisor District 18
SECONDER:	T. Winker, Supervisor District 1
AYES:	Melotik, Larson, Winker, Stelter, Hagen

5. CORPORATION COUNSEL DEPARTMENT REPORT

a. Corp. Counsel Financial Report

There were no questions.

6. DISCUSSION ITEM:

- a. Review of Open Meetings Law and Committee Responsibilities per Ozaukee County Policy and Procedure Manual

8:04 AM Finance Director McMahon joined the meeting.

Ms. Gorden reviewed four areas of concern; 1) Placing items on a committee agenda; 2) Open Meetings Law; 3) Open Records; and 4) Ethics & Conflicts of Interest. Questions were addressed following the review.

7. PRESENTATION FROM VENDORS FOR COUNTY BUILDINGS AND EQUIPMENT APPRAISAL SERVICES

- a. HCA Asset Management

8:28 AM Assistant Finance Director Pezanoski joined the meeting.

Mark Hessel, Senior Vice President, conducted a presentation that included a brief overview of the company and its associations, why an independent appraisal is critical, valuation definition, appraisal methodology and pricing. Questions were addressed during the presentation.

- b. AAE Consulting Group

Austin Engelhardt, President, conducted a presentation that included a brief overview of the company, project approach and methodology, goals and benefits of building and equipment appraisal services, scope options and pricing. Questions were addressed during the presentation.

8. ACTION ITEMS

- a. County Buildings and Equipment Appraisal Service

Motion to hire HCA Asset Management to perform a full scope appraisal for a cost of \$11,300.

FINANCE COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	T. Winker, Supervisor District 1
SECONDER:	E. Stelter, Supervisor District 18
AYES:	Melotik, Larson, Winker, Stelter, Hagen

- b. Resolution: Increase of Revenue 2022 - Planning & Parks

Motion to approve the increase of revenue resolution amending the budget for the Planning & Parks Department to include the National Fish and Wildlife Foundation Coastal Resilience Fund of \$404,500 and Wisconsin Department of Natural Resources Office of Great Waters (USEPA GRLI) grant of \$450,000. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: D. Larson, Vice-Chairperson
SECONDER: E. Stelter, Supervisor District 18
AYES: Melotik, Larson, Winker, Stelter, Hagen

- c. Resolution: Amending Section 3.01(6) of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Human Services Social Worker II Position
 Motion to approve the request for a full-time Adult Protective Services Position at Pay Grade 10 effective on the date of the County Board's approval. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: E. Stelter, Supervisor District 18
SECONDER: J. Hagen, Supervisor District 13
AYES: Melotik, Larson, Winker, Stelter, Hagen

Chairperson Melotik requested to move ahead in the agenda to accommodate the representative from KerberRose Certified Public Accountants. There were no objections.

- d. Report of County Board/Citizen Attendance & Mileage
 Motion to approve the report for the County Board and Citizen members attendance & mileage for January 1-June 30, 2022. The report will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED AND FORWARDED [UNANIMOUS] Next:
8/3/2022 9:00 AM
MOVER: T. Winker, Supervisor District 1
SECONDER: J. Hagen, Supervisor District 13
AYES: Melotik, Larson, Winker, Stelter, Hagen

- e. Resolution: Employee Onboarding and Benefits Administration Software Subscription Purchase with American Recovery Plan Act (ARPA) Funding
 Motion to approve the resolution to enter into a 2-year agreement with Greenshades for employee onboarding and benefits administration modules funded through the use of ARPA funds. This resolution will move forward to the Executive Committee for further action.

FINANCE COMMITTEE

RESULT: APPROVE AND FORWARD [UNANIMOUS] Next: 8/1/2022 3:00 PM

MOVER: T. Winker, Supervisor District 1

SECONDER: D. Larson, Vice-Chairperson

AYES: Melotik, Larson, Winker, Stelter, Hagen

f. Wire Transfers #3462-#3545 and Schedule of Vouchers March thru June 2022

Motion to approve wire transfers #3462-#3545 and March through June 2022 Schedule of Vouchers.

10:10 AM Supervisor Larson excused.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: T. Winker, Supervisor District 1

SECONDER: E. Stelter, Supervisor District 18

AYES: Melotik, Larson, Winker, Stelter, Hagen

9. DISCUSSION ITEMS

a. Review of 2021 Audit Report

Ms. Dommer conducted a PowerPoint presentation which included Summary of Audit Results; Congratulations extended to the County on receiving the Certificate of Achievement for Excellence in Financial Reporting for year ending December 31, 2021; Fund Balance Policy; Business-Type Activities; Debt Service; Upcoming Standards; Single Audit; and Fraud Risk and Mitigation - Board Level. Questions were addressed during the presentation.

Chairperson Melotik reverted to the order of the agenda.

b. Referral Bonus Pilot Program

10:12 AM County Clerk Winkelhorst joined the meeting.

Mr. McDonell explained that an employee referral program is in use for select positions at the Lasata Senior Living Campus and the Human Resources Department is interested in conducting a similar pilot program for hard to fill county positions in other departments. A policy will be brought forward to the committee for consideration.

10. DEPARTMENT REPORTS

a. County Clerk

Questions on financing of elections and on agendas.

b. Finance

Update on sales tax, questions on the review of the 2021 audit and ARPA funds.

c. Human Resources

Update on employee retention process and the compensation and benefit study.

d. Information Technology

Update on SAN and radio projects.

e. County Treasurer

Update on tax foreclosures, interest and penalty and interest earnings.

11. NEXT MEETING DATE

August 25, 2022

12. ADJOURNMENT

Motion made by Supervisor Winker, seconded by Supervisor Stelter to adjourn. Motion carried. Meeting adjourned at 10:45 AM.

Lisa M. Henning, Chief Deputy County Clerk