

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

**Monday October 16, 2018**

IVES GROVE OFFICE COMPLEX

AUDITORIUM

14200 WASHINGTON AVENUE

STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Vice Chairman Nielsen, Supervisors Bernberg, Dawson, Pringle, Shakoor, Wisch, , Clark, Cooke, Demske, Grove, Kaprelian-Becker, Kramer, Maier, Osterman, Roanhouse and Trottier, Youth Representative Evans, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance Director Alexandra Tillmann, 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, Deputy District Attorney Maureen Martinez, County Clerk Wendy Christensen, Clerk of Courts Sam Christensen, Deputy County Treasurer Marilou Hipper, Human Services Director Hope Otto, Deputy Human Services Director Brenda Danculovich, Register of Deeds Tyson Fettes, Information Technology Director John Barrett, Communications Director Jackie Bratz, Assistant Communication Director Jodi Howell, Assistant Information Technology Director Dave Huber, Deputy Clerk of Courts Brian Graziano, Staff Accountant Spencer Robertson, Sheriff Christopher Schmaling, Chief Deputy John Hanrahan, Captain James Weidner, Captain Daniel Adams, Captain Douglas Wearing, Lieutenant Brad Friend and Deputy Scott Butler.

Absent: Youth Representative Faust and Rosli.

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 6:00 p.m. by Chairman Miller.

**Agenda Item #2 – Chairman Comments**

Chairman Miller made a comment about the youth participating in the Budget process.

**Agenda Item #3 - Approval of minutes from the October 3, 2018 meeting.**

**Action:** Approve the minutes from the October 3, 2018 Finance & Human Resources committee meeting. **Motion Passed Moved:** Supervisor Pringle. **Seconded:** Supervisor Nielsen. **Vote:** All Ayes No Nays.

**Agenda Item #4 - Committee review of individual Department Budgets with Department Heads:**

- a) County Executive - Governmental Services Section 3 – 6:03 – 6:23 pm – County Executive Jonathan Delagrave discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**The committee has requested the job description for the Project Manager.**

- b) County Board – Governmental Services Section 1 – 6:23 – 6:30 pm – County Board Chairman Clark discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- c) County Clerk – Governmental Services Section 2 – 6:30 – 6:35 pm – County Clerk Wendy Christensen discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

Supervisor Shakoor was excused from the meeting at 6:35 pm.

- d) County Treasurer – Governmental Services Section 4 – 6:35 – 6:37 pm – Deputy County Treasurer Marilou Hipper discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- e) Register of Deeds – Governmental Services Section 5 – 6:37 – 6:42 pm – Register of Deeds discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- f) Clerk of Circuit Court – Criminal Justice & Courts Section 25 and Capital in Statistical Section 43 page 47 – 6:42 – 6:52 pm – Clerk of Courts Samuel Christensen and Chief Deputy Clerk of Courts Brian Graziano discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

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- g) District Attorney's Office including Victim Witness Office – Criminal Justice & Courts Sections 26 – 27 – 6:52 – 7:03 pm – District Attorney Patricia Hansen, Deputy District Attorney Maureen Martinez and Victim Witness Coordinator Latonia Woods discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- h) Communications Department – Administrative Services Section 6 and Capital in Statistical Section 43 Page 46 – 7:03 – 7:10 pm – Communications Director Jacki Bratz discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- i) Human Resources Department – Administrative Services Section 13 – 7:10 – 7:20 pm – Human Resources Director Karen Galbraith discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**Chairman Miller requested that the Committee be updated regularly at the Finance & Human Resources Committee on the Employee Engagement and Retention study.**

- j) Information Technology Department – Administrative Services Section 14 and Capital in Statistical Section 43 Page 47 – 7:20 - 7:27 pm - Information Technology Director John Barrett discussed with the Committee, other County Board Supervisors and Youth Representative.
- k) Finance Department including Printing & Mail Division – Administrative Services Sections 11 & 12 – 7:27 – 7:30 pm – Finance Director Alexandra Tillmann discussed the budget with the Committee, other County Board Supervisors and Youth Representative.
- l) – o) Employee Benefits – Administrative Services Section 10, Non -Allocated Revenues – Administrative Section 15, County Schools – Miscellaneous Departments Section 37 and Debt Service – Miscellaneous Department Section 39 – 7:30 – 7:37 pm – Finance Director Alexandra Tillmann discussed the various budgets with the Committee, other County Board Supervisors and Youth Representative.

Chairman Miller called a recess at 7:37 pm.

Chairman Miller called the meeting back to order at 7:45 pm

- m) Sheriff's Office including Emergency Management and Jail – Criminal Justice & Courts Sections 28 – 30 and Capital in Statistical Section 43 page 48 – 7:45 – 9:20 pm – Sheriff Christopher Schmaling, Chief of Staff MT Boyle, Captain James Weidner and Captain Daniel Adams discussed the budget with the Committee, other County Board Supervisors and Youth Representative.

**Chairman Miller requested what the full year cost of the positions will be.**

### **Agenda Item #5 - Correspondence and Miscellaneous.**

None.

### **Agenda Item #6 - Adjournment.**

**Action:** Adjourn the meeting at 9:20 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.