



MINUTES  
 FINANCE COMMITTEE  
 REGULAR MEETING  
 FRIDAY, NOVEMBER 22, 2019 – 8:30 AM  
 ADMINISTRATION CENTER - ROOM A-200  
 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 room A-200 at the Administration Center.

Attendee Name	Title	Status	Arrived
P. Melotik	Chairperson	Present	
D. Dohrwardt	Vice-Chairperson	Present	
T. Richart	Supervisor District 12	Present	
J. Strom	Supervisor District 21	Present	
L. Herro	Supervisor District 14	Present	

Staff present: County Administrator Dzwinel, County Treasurer Morrison, Finance Director McMahon, Assistant Finance Director Pezanoski, DOA Intern Uselding, Human Resources Director McDonell, Corporation Counsel Gorden, Planning & Parks Director Struck, Policy & Budget Analyst Wittek (8:40am), and County Clerk Winkelhorst.

Others present: Tony Matera - Ansay & Associates.

**2. PROPER NOTICE**

Chairperson Melotik called the meeting to order at 8:30 AM. The clerk noticed the meeting as required.

**3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**

Chairperson Melotik congratulated Mr. Morrison on his recent certification in leadership and financial management by the University of Wisconsin-Green Bay.

**4. APPROVAL OF MINUTES**

- a. October 24 and November 4, 2019

Motion to approve the October 24 and November 4, 2019 minutes as submitted.

FINANCE COMMITTEE	
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	D. Dohrwardt, Vice-Chairperson
<b>SECONDER:</b>	J. Strom, Supervisor District 21
<b>AYES:</b>	Melotik, Dohrwardt, Richart, Strom, Herro

**5. CORPORATION COUNSEL DEPARTMENT REPORT**

- a. Corporation Counsel Financial Report

There were no questions.

**6. ACTION ITEMS**

- a. Resolution: Increase of Revenue 2019 - Planning & Parks

Motion to approve the increase of revenue resolution amending the budget for the Planning & Parks Department to include funds from the Fund For Lake Michigan Grant of \$100,000 and the Wisconsin Department of Natural Resources County Conservation Aids Grant of \$3,122. This resolution will move forward to the County Board for final action.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** L. Herro, Supervisor District 14  
**SECONDER:** T. Richart, Supervisor District 12  
**AYES:** Melotik, Dohrwardt, Richart, Strom, Herro

- b. Resolution: Wisconsin Counties Association & National Association of Counties 2020 Membership Dues

Motion to approve the resolution authorizing the payment of dues for WCA and NaCo membership. This resolution will move forward to the County Board for final action.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [4 TO 1]  
**MOVER:** L. Herro, Supervisor District 14  
**SECONDER:** D. Dohrwardt, Vice-Chairperson  
**AYES:** Melotik, Dohrwardt, Richart, Herro  
**NAYS:** Strom

- c. Resolution: Cancellation of Outstanding Orders

8:40 AM Policy & Budget Analyst Wittek joined the meeting.

Motion to approve the resolution authorizing the cancellation of outstanding payment orders after the two-year deadline. This resolution will move forward to the County Board for final action.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Strom, Supervisor District 21  
**SECONDER:** T. Richart, Supervisor District 12  
**AYES:** Melotik, Dohrwardt, Richart, Strom, Herro

- d. Property and Auto Insurance Renewal

Two quotes were received, with the final premium amounts as follows: 1) County Mutual Insurance Company - \$143,025; and 2) EMC Insurance - \$149,514.

EMC policy offers additional benefits: auto deductible is less than CMIC and offers 90% coinsurance and blanket coverage.

Staff recommends maintaining coverage with EMC, despite higher premium, based on additional coverage the plan offers and their customer service.

Discussion and questions on replacement value, coverage differences, dividend received

year-end from CMIC, and Ansay & Associates role in acquiring quotes and their compensation.

Motion to approve the staff recommendation to maintain coverage with EMC.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** L. Herro, Supervisor District 14

**SECONDER:** D. Dohrwardt, Vice-Chairperson

**AYES:** Melotik, Dohrwardt, Richart, Strom, Herro

e. Contract for Wellness Program Administration

Three proposals were received for a 3-year contract: 1) Axum Corporate Health Strategies of Herriman, UT, \$20,145 per year, \$3,000 one-time set up fee; 2) Sprout Wellness of Toronto, Ontario, Canada, \$19,200 per year, \$5,000 one-time set up fee; and 3) Training Amigo of New York, NY, \$22,310 per year, set up fee waived.

The administrative services for 2019 were in-house with estimated staff cost of approximately \$10,000. Mr. McDonell explained that part of the reason moving back to purchasing services is that employees were not able to access their information online and there was a decline in participation of wellness challenges.

The Wellness Committee reviewed the proposals and recommended Axum Corporate Health Strategies. There is language in the contract to opt out before the 3-year period ends.

Discussion and questions on wellness incentives, consideration of offering two insurance options, and marketing the program to the employees.

Motion to approve entering into a 3-year agreement with Axum Corporate Health Strategies for wellness program services.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** T. Richart, Supervisor District 12

**SECONDER:** J. Strom, Supervisor District 21

**AYES:** Melotik, Dohrwardt, Richart, Strom, Herro

f. Wire Transfers #2985 to #2994 and October 2019 Schedule of Vouchers

Motion to approve wire transfers #2985-#2994 and October 2019 Schedule of Vouchers for \$5,727,616.90.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]**MOVER:** L. Herro, Supervisor District 14**SECONDER:** D. Dohrwardt, Vice-Chairperson**AYES:** Melotik, Dohrwardt, Richart, Strom, Herro**7. DISCUSSION ITEMS****a. Employee Benefits Consulting Agreement**

Supervisor Strom requested this item to be included on the agenda.

Mr. Dzwinel provided the current contract in the packet. There will be discussion with the committee next year as to whether to request proposals on health insurance and on employee benefits consulting.

**8. DEPARTMENT REPORTS****a. County Clerk**

Supervisor Richart congratulated the clerk's staff on a job well done with the Passport Acceptance Facility inspection.

There were no questions on the report.

**b. Finance**

Review of written report included the General Fund, AP Invoice Scanning Solution, preliminary testing for 2019 audit, sales tax and year-end purchases.

Per Supervisor Herro's inquiry, discussion on security at the Administration Center and funding.

**c. Human Resources**

Review of written report included open enrollment for insurance is in progress, flu shots, employee retention measures, and a Weight Watchers program to be offered to employees.

**d. Information Technology**

Mr. Dzwinel provided an update on the radio testing noting there was an antenna installed incorrectly on the Justice Center tower; therefore, coverage testing was not able to be completed. This is a vendor error and will be corrected at no cost to the county and will not impact the schedule for distribution of the radios.

**e. County Treasurer**

Review of written report included cash and collateral, interest and penalty revenues, interest earnings, sales tax, and delinquent taxes.

**9. NEXT MEETING DATE**

Friday, December 20, 2019

**10. ADJOURNMENT**

Motion made by Supervisor Herro, seconded by Supervisor Strom to adjourn. Motion carried. Meeting adjourned at 9:57 AM.

*Julianne B. Winkelhorst, County Clerk*