

NOTICE OF MEETING

SHEBOYGAN COUNTY FINANCE COMMITTEE

February 28, 2024 - 3:30 PM

Administration Building - Conference Room 302
508 New York Avenue Sheboygan, WI 53081
Finance Department is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee's Zoom Meeting
Time: Feb 28, 2024 03:30 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/89657473979?pwd=b31E9fbgiUG2ww8Uc2R1BQ0ObPjjMK.1>

Meeting ID: 896 5747 3979
Passcode: 787032

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Administration Building or listen remotely

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Finance Committee – February 14, 2024 – 3:30 PM

Correspondence – None at the time of posting

County Administrator Report

County Administrator Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the report unless it is specific to an item on the agenda.

Finance Director Report

Finance Director Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the report unless it is a specific to an item on the agenda.

Sheriff's Department

Consideration of 2024 Budget Adjustment - Equity Adjustments for Certain Sworn Supervisors

Human Resources Department

Consideration of 2024 Budget Adjustment

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjournment

Next Scheduled Meeting – March 13, 2024, 3:30 PM, Administration Building

Prepared by:

Stefanie Albrecht
Recording Secretary

Roger Te Stroete
Committee Chairperson

Wearing a mask will be strongly encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, the Committee Chair may ask attendees to leave and participate remotely or adjourn the meeting and reschedule for another time.

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting, and it is likely that a majority of the Executive Committee will be present, to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badtke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

If listed as an agenda item – The Administrator's Report, Finance Director's Report, and Information Technology's Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the reports unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Clerk's Office, 920-459-3003 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY FINANCE COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan WI 53081

February 14, 2024

Called to Order: 3:30 P.M.

Adjourned: 4:20 P.M.

MEMBERS PRESENT:

In Person: Roger Te Stroete, Kathleen Donovan, William Goehring, Keith Abler

Remote: Thomas Wegner

MEMBERS ABSENT:

ALSO PRESENT:

In Person: Vernon Koch, Gerald Jorgensen, Edward Procek, Alayne Krause, Steve Hatton, Jon Dolson, Emily Stewart, Bryan Olson, Stefanie Albrecht, Kevin Dulmes, Chris Lewinski, Jeremy Fetterer

Remote: Tara Duwe, Brenda Hanson, Matthew Strittmater

Chairperson Te Stroete called the meeting to order at 3:30 P.M.

The Chairperson certified compliance with the open meeting law. The notice was posted at 4:30 P.M. February 9, 2024.

Supervisor Goehring moved to approve the minutes of January 10, 2024. Motion seconded by Supervisor Abler. Motion Carried.

Correspondence – Steve Hatton presented a letter from the City of Sheboygan to the County of Sheboygan notifying the County of a creation of a new TIF district in the city.

County Administrator, Alayne Krause shared with the committee her recent attendance at the Wisconsin Counties Association Legislative Exchange. Session topics discussed with the committee include Real Estate Transfer Fees and Kinship Care definition and payment legislation. She then informed the committee of a task force formed of Wisconsin County Executives and County Administrators to address court system funding and how this may affect Sheboygan County's Clerk of Courts budget. County Administrator Krause discussed her attendance in Washington D.C. for the National Counties Association Exchange where artificial intelligence was a main theme. She then provided an update on the Onion River Solar Project which began operations this past December. Finally, she gave an update regarding the elected officials salary review which is underway in collaboration with the Human Resources Department.

Finance Director, Steve Hatton provided updates to the committee regarding 2023 Finance Department year end processes, staffing update, and at the request of Finance Committee Chair Te Stroete, progress update on the Financial System implementation.

County Clerk, Jon Dolson distributed & reviewed the Dog License Sales Report for 2023 indicating a balance of \$39,194 available to the Sheboygan County Humane Society. No action was taken.

Transportation Director, Bryan Olson, Transportation Business Manager, Emily Stewart Presented a budget adjustment for 2023 Airport year end. Transportation Director, Bryan Olson and Deputy Finance Director, Jeremy Fetterer presented a budget adjustment for Highway and Transportation Fund 2023 year end. Supervisor Goehring moved to approve both requests in a single motion. Motion seconded by Supervisor Donovan. Motion Carried.

Information Technology Director, Chris Lewinski presented a request to use General Fund Unassigned Fund Balance for County Board Technology Updates. Supervisor Abler moved to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

Auditor/Analyst, Stefanie Albrecht presented the preliminary Financial Statements for December.

Auditor/Analyst, Stefanie Albrecht presented the preliminary 4th Quarter Variance Reports.

Finance Director, Steve Hatton presented the Investment Statements for December.

Vouchers were reviewed. Supervisor Goehring moved to approve the expenditures Motion seconded by Supervisor Donovan. Motion Carried.

There were no requests for approval of attendance at other meetings or functions.

Supervisor Donovan moved to adjourn. Motion seconded by Supervisor Abler. Motion Carried.

The next scheduled meeting will be Wednesday, February 28, 2024 at 3:30 P.M.

Jeremy Fetterer
Recording Secretary

William Goehring
Secretary

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

Cory Roeseler, Sheriff
Chad Broeren, Inspector

Phone: (920) 459-3111 FAX: (920) 459-4305

TO: Members of the Finance Committee

FROM: Sheriff Cory Roeseler and Inspector Chad Broeren
 CLR *CMB*

DATE: February 28th, 2024

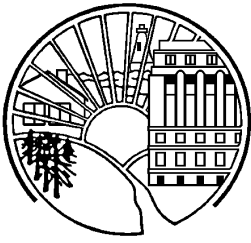
RE: 2024 Equity Adjustments – Certain Sworn Supervisors

The reason for the proposed equity adjustments are two-fold. Since the Deputy contract was settled in December of 2023, there is very little compression in wages between the Deputies and the Sergeants (first line supervisors). In turn, if the Sergeant's wages are increased we would have little to no compression between the Sergeants and Lieutenants and the Lieutenants and Captains. We cannot operate in this capacity as a professional organization with the Deputies earning more than their respective supervisors, etc.

Secondly, we have difficulty, at times, recruiting internally for these very important roles within our organization. We have to be able to offer an adequate wage increase to those who choose to promote and assume a much greater responsibility.

We are requesting that \$57,109 be transferred from Non-Departmental contingency to fund these equity adjustments at the Sheriff's Office.

Thank you for your consideration.



SHEBOYGAN COUNTY

Human Resources Department

508 New York Avenue
Sheboygan, WI 53081-4126

Memorandum

To: Members of the Human Resources and Finance Committees
From: Dave Loomis, HR Director and Stephen Hatton, Finance Director
RE: HR Department Budget Adjustment
Date: February 26, 2023

In order to ensure proper support of the Tyler Munis project, specifically the build out and implementation of the Human Resources related modules including, Human Resources Management (HRM), Employee Self-Service (ESS), Time and Attendance and Advanced Scheduler, the Human Resources Department is seeking to add one (1) long-term, benefit eligible, LTE as well as one (1) intern. Unfortunately, these positions were not budgeted for in 2024. If these positions are not added it may have a detrimental effect on the department's ability to maintain current services and/or to the efficient and effective implementation of Tyler Munis.

We are respectfully asking for a budget adjustment to cover the cost of this unbudgeted expense. We recommend covering these expenses through a transfer of funds from the Non-Departmental (1074) to Human Resources (199). We would offset this transfer through a corresponding reduction in the previously approved and budgeted transfer from Non-Departmental 1074 to Finance (183).

The total cost of this request in 2024 is anticipated to be \$91,701. Costs associated with this request include:

- Long-term Benefit Eligible HR Generalist LTE: \$74,638.
 - Includes salary and benefits
 - Assumes an April 1st Start Date (Full Year cost would be \$99,517)
- Intern: \$15,200
 - Assumes an April 1st Start Date
- Anticipated Hardware/Software need: \$1,863

Since the request is budget neutral, per Chapter 5.07(a) of the County Code, the Finance Committee may authorize the transfer for the requested budget adjustment.

Thank you for your consideration.