

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

March 12, 2019, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; ERP Project Director Ross Winklbauer; Tyler Technologies Implementation Consultant for Financials Mary Stimbert; Tyler Technologies Project Manager Lindsey Fulton (by phone); Clearview Executive Director Deanna Wilson; Clearview Director of Financial Services Bill Wiley; Fiscal Support Services Division Manager Monica Hooper; Highway Commissioner Brian Field; Information Technology Director Justin Reynolds; County Clerk Karen Gibson; County Board Supervisor Donna Maly; and County Board Chairman Russell Kottke.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Supervisor Guckenberger requested the following sentence from the February 8, 2019 minutes, be removed from page 2, first paragraph, the last five (5) sentences containing the motion by the Judicial and Public Protection Committee: *Motion by Judicial and Public Protection Committee Member Nickel, seconded by Judicial and Public Protection Committee Member Schraufnagel to approve the Budget Impact in the amount of \$496,597, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.* Supervisor Guckenberger commented that another Committee should not have the authority to direct the Finance Committee to sign a Resolution: Motion by Guckenberger, seconded by Caine to approve the February 8, 2019 minutes, as amended. Motion carried. Motion by Guckenberger, seconded by Caine to approve the February 19, 2019 minutes, as presented. Motion carried.

ERP Project Director Ross Winklbauer introduced Tyler Technologies Implementation Consultant for Financials Mary Stimbert, and Tyler Technologies Project Manager Lindsey Fulton (by phone). Mr. Winklbauer reported that the Project Publication, which was included in the packet, contains the March 2019 calendar, and Quick Guides with instructions on how to log into Munis. Mr. Winklbauer further reported that the log in instructions are for reference only. Ms. Fulton provided a highlight of the Dodge County, WI Financial Status Report, dated March 5, 2019:

- The overdue tasks are color coded – Green, Yellow, and Red.
- The Green Overdue Tasks can be completed at any time.
- She would like to see the Yellow Overdue Tasks completed in the next two (2) weeks.

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- Currently the ERP Project Team is in the process of determining who will be involved in the Red Overdue Tasks, and the deadline to complete the Red Overdue Tasks is two (2) weeks. Once these are completed, testing and validations can begin.
- There will be no parallel testing with Financials between the current system and the new system once Dodge County goes live on July 1, 2019. Ms. Stimbert commented that accounts will be condensed in the new system, therefore, it will be difficult to parallel test.

Mr. Winklbauer reported the following:

- The Go Live date is July 1, 2019 for EAM, Financials, Budgeting, and Payroll.
- Phase 3 includes Work Orders.
- Payroll is run through Kronos, not Tyler Munis.
- Yellow Overdue Tasks are almost completed.
- Dodge County is currently working with GFOA on the roles of users.
- Ms. Stimbert will be onsite the week that Dodge County goes live.

Clearview Executive Director Deanna Wilson provided a Clearview Certified Nursing Assistant Recruitment and Retention power point presentation. Ms. Wilson highlighted the following:

- According to a 2016 report, 10,600 caregivers had left their jobs for better pay, benefits and hours.
- The number of Certified Nursing Assistants (CNA) not renewing their certifications is continuing to decline.
- According to a February 16, 2019 Channel 3000 article, twenty-nine (29) Skilled Nursing Facilities (SNF) have closed since 2016, with nine (9) more announced for closure in 2019. Ms. Wilson commented some reasons causing the closures are the decrease in Medicaid reimbursements and the shortage of skilled workers.
- Clearview has CNA staffing issues, despite advertising in local newspapers, participating in career fairs, advertising on Facebook, and offering referral bonuses to current employees.
- Clearview currently has 234 CNA positions, and the p.m. and night shifts are the most difficult to fill.
- Clearview CNA's have a pay scale of \$14.30-\$18.61 per hour, which is comparable to the Madison area.
- There are often vacant shifts to fill once the schedule is prepared, therefore, the CNA's, housekeepers, and activity staff are asked to pick up extra shifts, which are frequently overtime shifts. Housekeeping staff are required to be CNA certified.
- Requested vacations are being denied to allow for adequate staffing to care for residents.
- Clearview does not want to deny or be selective with admissions because of staffing concerns.
- Ms. Wilson stated that she held a meeting for her staff on February 11, 2019, to discuss ways to improve staffing issues and employee morale. Forty-five (45) attended this meeting, and some issues discussed were employees not getting their requested vacation time off, and wanting a higher monetary incentive for picking up extra shifts. Current employees suggested that new hires obtain more training.

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- Clearview has a CNA training program onsite – a class started in February 2019 and will end in mid-March 2019. The goal is to hold the CNA class four (4) times a year.
- Some recommendations to improve recruitment and retention of CNA's:
 1. Continuation of 90-day extension for vacation beyond 12 months.
 2. Increase the p.m. and night shift differential from \$1.00 to \$2.00 per hour, and the weekend shift differential from \$1.50 to \$3.00 per hour.
 3. Offer a Friday-Sunday, 12 hour shift position. The employee would work thirty-six (36) hours, but get paid forty (40) hours. If the employee would not work the full weekend, they would lose the four (4) hour pay incentive. If implemented on March 20, 2019, the cost would be \$12,726.
- CNA staff from Clearview have been covering shifts at Northview Heights.
- The added costs for the increase in shift differential, and the 12 hour shift position will be funded by:
 1. Unbudgeted revenue in the amount of \$321,373, from the increase in Medicaid Rates.
 2. 2019 Budgeted Funds in the amount of \$396,663, to be applied to the Fund Balance.
 3. Total available revenue/fund balance applied in the amount of \$718,036.
- Clearview is requesting the creation of a Certified Community Based-Residential Facility Assistant position at Northview Heights.
- Ms. Wilson commented that a few things that are currently being done to reward employees are: if an employee works a holiday or picks up a shift with no notice, a meal is provided, and an employee name is being entered into a drawing for such things as working extra shifts or perfect attendance.

Ms. Wilson provided an oral report to the Committee regarding a Resolution to Create a Position of *Certified Community Based Residential Facility Assistant*. The Resolution was presented to the Finance Committee for its review and approval of the Fiscal Note. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Ms. Wilson reported that the creation of a *Certified Community Based Residential Facility Assistant* would fill an existing position in the Certified Community Based Residential Facility, and this employee will only be allowed to work at Northview Heights. Motion by Guckenberger, seconded by Benter to authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Clearview Director of Financial Services Bill Wiley provided an oral report to the Committee regarding a Resolution amending the 2019 Dodge County Clearview Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval of the Fiscal Note. The Fiscal Note sets forth a Budget Impact in the amount of \$356,908. Mr. Wiley reported that the increase in wage differentials, and the offer of a weekend-only schedule for CNA's will be offset by increases in Medicaid reimbursements. Motion by Caine, seconded by Schaefer to authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

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Finance Director Julie Kolp provided an oral report to the Committee regarding a preliminary 2018 Year-End Budget Summary. Ms. Kolp provided a two (2) page document entitled *Preliminary 2018 Budget to Actual Analysis, Initial estimate of 2018 returns to General Fund*. Ms. Kolp reported that this document is the same document that was handed out at the February 8, 2019 Finance Committee meeting, but it has been updated with some actions that were taken at the February 19, 2019 County Board meeting and other yearend transactions. The first page includes more current information, but the second page shows the changes made between February 5, 2019-March 7, 2019. Ms. Kolp further reported that some of the changes were a County Board Contingency Appropriation that was approved at the February 19, 2019 County Board meeting, Land Resources and Parks Grants, and invoices being paid.

Mr. Wiley reported that some of the highlights of the 2018 Year End Clearview Budget are revenue exceeded the budget by almost \$200,000, and there was an increase in Medicaid, Medicare, Family Care, and private pay. Mr. Wiley further reported that there was a decrease in personnel expenses, services and supplies. Mr. Wiley commented that Clearview transitioned some beds from skilled nursing to behavioral health which provided an increase in revenue.

Highway Commissioner Brian Field provided a memo to the Committee regarding the 2018 Highway Department Budget. Mr. Field reported that the 2018 Highway Operations Annual Report is currently being printed. Mr. Field further reported that the Initial Fund Balance was \$457,770.00, and with a \$233,000.00 deduction to cover the 2019 General Transportation Aid short fall, it left an unreserved fund balance in the amount of \$224,770.00.

Mr. Field provided an oral report to the Committee regarding the 2018-2019 Winter Highway Snow and Ice Expenditures. Mr. Field provided a document to the Committee entitled *2019 BU3312 CTHS Snow & Ice Control*. Mr. Field reported that \$2.2 million was budgeted for snow & ice control, and as of March 4, 2019, \$1,787,284.54 has been expended, leaving a balance of \$412,715.46. Mr. Field further reported that adjustments will need to be made throughout the remainder of the year to allow for funds to be available during November 2019 and December 2019 for snow and ice control.

County Administrator Jim Mielke provided an oral report to the Committee regarding the process of budget carryover requests at the February County Board meetings. Mr. Mielke requested feedback from the Committee on the budget carryover request process that occurs at the February County Board meeting. Supervisor Caine commented that the timeline is appropriate to continue the budget carryover requests at the February meeting. Supervisor Guckenberger commented that extraordinary circumstances must be dealt with on an individual basis. The Committee continued with a discussion on the Dodge County Budget Monitoring Process. Mr. Mielke reported that in 2019, certain benchmarks at the Sheriff's Office, such as the number of contracted beds and the amount of overtime incurred, are being monitored on a monthly basis.

Mr. Mielke provided an oral report to the Committee regarding the Preliminary 2020 Budget timeline. The Committee continued with a discussion on the mini budget sessions. It was a consensus of the Committee to provide the budget books to the County Board Supervisors at the

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October 15, 2019 County Board meeting, and change the date of the Finance Committee Budget Review to October 29, 2019, which would allow the County Board Supervisors adequate time to review the budget book. It was a consensus of the Committee to hold the mini budget sessions on September 18-19, 2019, from 5:00 p.m. - 7:00 p.m. Mielke posed the question regarding printing the mini-budget books, the directive from the Committee is to print copies only for Committee members as the document will be available on-line.

Supervisor Frohling reported that the 2019-21 State Biennial Budget Summary was included in the packet materials. Mr. Mielke reported that this summary will also be include in the County Board packet materials for the March 19, 2019 meeting. Supervisor Frohling commented that the Wisconsin Counties Association staff has reviewed the proposed 2019-21 State Biennial Budget to determine how counties will be impacted, and this will be discussed at the Wisconsin Counties Association Board of Directors meeting that will be held on March 15, 2019.

Ms. Kolp reported that a request has been submitted by the Dodge County Sheriff's Office to use Jail Improvement Funds for the purchase of AED (defibrillator) pads, and this is a joint purchase with the Emergency Management Department. Ms. Kolp further reported that there was a change to Wisconsin Statute 302.46(2) allowing the use of funds from Jail Assessment to go towards medical services to inmates. Motion by Guckenberger, seconded by Benter to authorize the use of Jail Improvement Funds for the purchase of AED (defibrillator) pads from Aoss Medical Supply, LLC, in the amount of \$266.28, and authorize the payment of vouchers. Motion carried.

There were no discussions on the Statement of the Dodge County Treasurer, County Investments, or the County Sales and Use Tax Report.

Ms. Kolp reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests. There were no discussions on the following requests:

- i. DATCP Farmer Led Grant – Land and Water Conservation
- ii. Redistribute Social Service Aide Position – Human Services and Health Department
- iii. Redistribute Printing from Interdepartmental to Services – Multiple Departments
- iv. Heart Health Initiative – Human Services and Health Department

There were no discussions on the Dodge County Vouchers \$10,000 and more Report.

The next regular meeting is scheduled for April 9, 2019, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

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With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:48 a.m.



Ed Benter,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.