AGENDA
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, MAY 25, 2023 – 8:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

Finance Committee Live Stream

The public can submit comments here: Public Comment Form
Public Comment Policy & Instructions for Submitting Public Comments Online

1. **CALL TO ORDER**
2. **PROPER NOTICE**
3. **PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
   a. April 27, 2023
5. **CORPORATION COUNSEL DEPARTMENT REPORT**
   a. Corp. Counsel Finance Report
6. **ACTION ITEMS**
   a. Resolution: Increase of Revenue 2023 - Planning & Parks; Public Health
   b. Resolution: Supplemental Appropriation 2023 - Human Services
   c. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position
   d. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals
   e. Resolution: Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation
   f. Wire Transfers #3745 -#3765 and April Schedule of Vouchers
7. **DEPARTMENT REPORTS**
   a. County Clerk
   b. Finance
   c. Human Resources
   d. Information Technology
   e. Treasurer
8. **NEXT MEETING DATE**
   June 29, 2023
9. **ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **County Clerk**
DIRECTOR: **Julie Winkelhorst**
PREPARER: **Tyler Quaas**

Agenda Summary April 27, 2023

<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_04272023-3238>

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Corporation Counsel**
DIRECTOR: **Rhonda Gorden**
PREPARER: **Beth Esselman**

Agenda Summary Corp. Counsel Finance Report

ATTACHMENTS:

- CORP.COUNSEL.May2023 (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund Corporation Counsel

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	($42,207)	$506,150	$548,357	-8.34%
Public Charges for Services	$150	$570	$6,350	$5,780	8.98%
Total Revenues	**$150**	**($41,637)**	**$512,500**	**$554,137**	**-8.12%**
Expenditures					
Salaries	$44,993	$180,183	$562,828	$382,645	32.01%
Fringe Benefits	$18,230	$84,951	$231,837	$146,886	36.64%
Travel/Training	-	-	$3,260	$3,260	0.00%
Supplies	$214	$822	$10,950	$10,128	7.51%
Purchased Services	$1,212	$4,035	$22,371	$18,336	18.04%
Interdepartment Charges	$3,189	$29,703	$110,330	$80,627	26.92%
Other Expenses	-	-	$3,150	$3,150	0.00%
Total Operating Expenditures	**$67,838**	**$299,694**	**$944,726**	**$645,032**	**31.72%**
Capital Outlay					
Total Expenditures	**$67,838**	**$299,694**	**$944,726**	**$645,032**	**31.72%**
Net Increase (Decrease)	**($67,688)**	**($341,331)**	**($432,226)**	**($90,895)**	**78.97%**

Equity:

RESOLUTION NO. (ID # 9388)

INCREASE OF REVENUE 2023 - PLANNING & PARKS; PUBLIC HEALTH

RESOLVED, by the Ozaukee County Board of Supervisors, that budgets be increased in the accounts as follows:

Department / Program

	Account Number	Account Name	AMOUNT	AMOUNT
Planning & Parks				
Expense	221-1-01-51101-000	Regular Salaries and Wages	$15,000	
Expense	221-1-01-52002-000	Travel/Mileage	250	
Expense	221-1-01-53154-000	Licenses & Other Fees	750	
Expense	221-1-01-54106-000	Professional Services	14,000	
Revenue	221-1-01-42310-000	State Aid - DATCP FPP Grant		$30,000
Expense	221-1-01-51101-000	Regular Salaries and Wages	$54,714	
Expense	221-1-01-52002-000	Travel/Mileage	786	
Expense	221-1-01-53601-000	Other Material Supplies	58,500	
Expense	221-1-01-54533-000	Contracted Outside Employment	86,000	
Revenue	221-1-01-42110-000	Fed Aid - USFS Coastal Parks Phase II		$200,000
Expense	221-1-01-54106-000	Professional Services	$31,000	
Expense	221-1-01-55103-000	Highway - Grounds Maintenance/Construction	135,700	
Revenue	221-1-01-42110-000	Fed Aid - WCMP CBCGNP Improvements		$166,700
Public Health				
Expense	204-2-06-51101-000	Grants - Salaries & Wages	$5,153	
Expense	204-2-06-52002-000	Grants - Travel/Mileage	845	
Expense	204-2-06-55101-000	Grants - Highway Vehicle Maintenance	3,175	
Expense	204-2-06-53101-000	Grants - Office Supplies	1,699	
Revenue	204-2-06-42335-000	Grants - Beach Testing Grant		$10,872

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Plan Grant-$30,000; U.S. Forest Service Great Lakes Restoration Initiative Forest Restoration Grant-$200,000; Wisconsin Coastal Management Program Grant-$166,700; and Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant -

$10,872.

VOTE REQUIRED: Two-Thirds of Members Elect

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	**May 25, 2023**
DEPARTMENT:	**County Clerk**
DIRECTOR:	**Julie Winkelhorst**
PREPARER:	**Tyler Quaas**

Agenda Summary Increase of Revenue 2023 - Planning & Parks; Public Health

ATTACHMENTS:

- Planning & Parks (PDF)
- Public Health (PDF)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	**May 4, 2023**
DEPARTMENT:	**Planning and Parks**
DIRECTOR:	**Andrew Struck**
PREPARER:	**Andrew Struck**

Agenda Summary Increase of Revenue Budget Amendment for a Wisconsin Coastal Management Program Grant for Public Access Improvements and Wetland Restoration at Clay Bluffs Cedar Gorge Nature Preserve

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Coastal Management Program (WCMP) to fund County activities to improve public access and begin habitat restoration activities at Clay Bluffs Cedar Gorge Nature Preserve County Park (Nature Preserve). The Department and the Ozaukee Washington Land Trust recently acquired the 134-acre Clay Bluffs Nature Preserve in fall 2022 with the support of Ozaukee County, multiple federal and state grants and contributions from local partners and private donors. The Nature Preserve, located on the Lake Michigan shoreline, is undeveloped and there is significant public interest in improving public access both throughout the new park and to Lake Michigan. In addition, public access improvements and habitat restoration projects reflect long-term goals and requirements of several of the acquisition grants. A WCMP Coastal Resiliency grant was awarded in 2020 to support development of a Master Plan for the Nature Preserve. The master plan addresses appropriate conservation and native restoration of the existing marginal farmland to prairie/grassland, forest (e.g., coastal lake forest) and wetlands, Lake Michigan bluff erosion and stability, management of invasive species, passive recreational use and access to Lake Michigan, and enhancement and restoration of the existing coastal forest and wetland habitat. WCMP and matching funding will support design and construction of a public paved parking lot, a pedestrian trail loop with boardwalks, and wetland and native prairie restoration adjacent to the new parking lot on the southern portion of the Nature Preserve.

ANALYSIS: The WCMP grant award is $166,700. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the WCMP grant at its November 3, 2022, meeting (Ayes: Holyoke, Jobs, Ross, Matera, Schoessow). A 60% match ($250,000) is required, which will be provided from pending Ozaukee County CIP funds ($181,000), a pending Wisconsin Department of Natural Resources (WDNR) Knowles-Nelson Stewardship (Stewardship) grant (58,000), a pending WDNR County Conservation Aids ($3,000), a pending Wisconsin Energies Foundation (WEF) grant ($3,000), an awarded American Transmission Company grant ($5,000), and in-kind Department staff time, equipment, contractual and materials and supplies for a total project cost of approximately $416,700.

FISCAL IMPACT:

Balance Current Year: NONE (Additional Program Revenue $166,700)

Next Year's Estimated Cost: $181,000 (Additional Program Revenue $166,700)

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: WCMP Grant, Ozaukee County CIP Request, pending WDNR Stewardship & CCA and WEF grants, an awarded ATC grant and in-kind Department staff time, equipment, contractual, materials and supplies.

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Coastal Management Program grant for public access improvements and wetland restoration at Clay Bluffs Cedar Gorge Nature Preserve County Park.

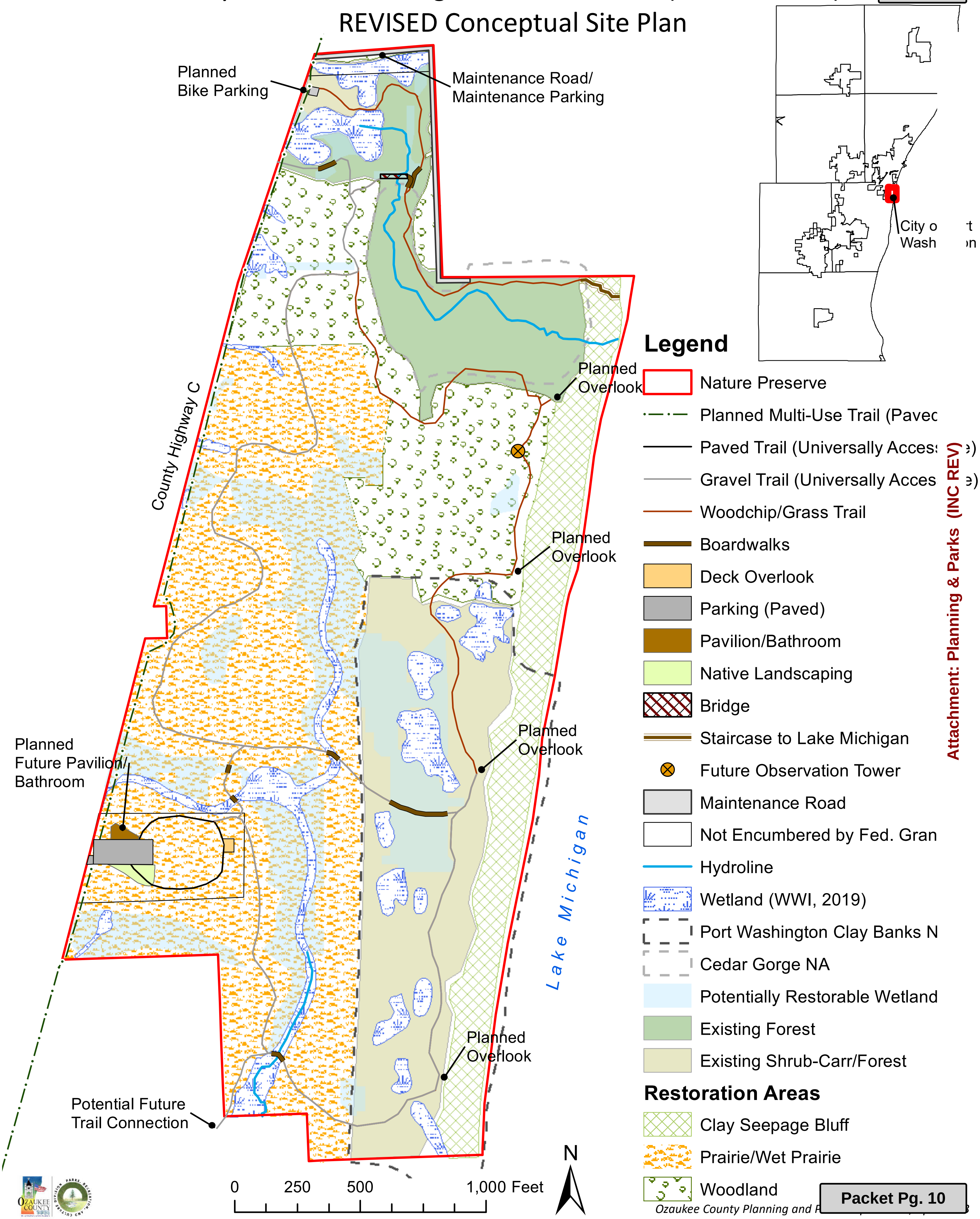
ATTACHMENTS:

- BA_2023_NRC05042023_WCMP_CBCGNP_Improvements_BA_FinalATS042623 (PDF)
- CBCGNP_ConceptualSitePlan_4.26.23Revised (PDF)

NATURAL RESOURCES COMMITTEE

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	T. Matera, Supervisor District 7
SECONDER:	B. Ross, Supervisor District 19
AYES:	Holyoke, Jobs, Ross, Matera, Schoessow

Clay Bluffs Cedar Gorge Nature Preserve (134 +/- Acres)
REVISED Conceptual Site Plan



Attachment: Planning & Parks (INC REV)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 4, 2023**
DEPARTMENT: **Planning and Parks**
DIRECTOR: **Andrew Struck**
PREPARER: **Andrew Struck**

Agenda Summary Increase of Revenue Budget Amendment for a US Forest Service Great Lakes Restoration Initiative Forest Restoration Grant for Native Tree Planting in the Ozaukee County Coastal Parks Project Area (Phase II)

BACKGROUND INFORMATION: The Planning and Parks Department (Department) was awarded a grant from the U.S. Forest Service (USFS) - Great Lakes Restoration Initiative (GLRI) Forest Restoration grant program to improve the local ecology in the Ozaukee County Coastal Parks Project Area (Project Area) (Phase II) in the Cities of Port Washington and Mequon and Town of Grafton by planting a significant number of native trees to replace ash trees impacted by invasive emerald ash borer (EAB), protect sensitive clay bluff ecosystems along Lake Michigan and manage stormwater. Specifically, this grant will support funding of Department staff operations, contracting with private contractors, and conservation corps (i.e. AmeriCorps NCCC, Milwaukee Community Service Corps, Wisconsin Youth Conservation Corps, and Great Lakes Community Conservation Corps) for tree planting assistance and the purchase of native tree stock. Planting a high diversity and quantity of native trees will support other ongoing restoration projects to control invasive species as well as provide for shading along waterways and wetlands for fish and aquatic life habitat, replace the significant number of ash trees lost due to EAB, mitigate negative impacts to the high quality woodlands and three Natural Areas of Local Significance (NA-3), Cedar Heights Gorge, Lion’s Den Gorge and Port Washington Clay Banks, support volunteer and conservation corps activities, and improve Ozaukee County's tree canopy coverage and diversity. The Department received USFS GLRI grants in 2016, 2017, 2018, 2020, 2021 for similar activities at the Mee-Kwon County Park Project Area, Ulao Creek Habitat Restoration Area, the Hawthorne Hills County Park Project Area and Coastal Parks Project Area (Phase I) and 2022 funding will support the continuation and expansion of these ongoing activities to the coastal County Parks (Lion’s Den Gorge Nature Preserve, Virmond County Park and Clay Bluffs Cedar Gorge Nature Preserve).

ANALYSIS: The total grant award is $200,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the USFS grant application at its November 3, 2022 meeting (Ayes: Holyoke, Jobs, Ross, Matera, Schoessow). No formal match is required. The Department will leverage funds from other pending private foundation grants (We Energies, ATC, Kohl Foundation and Argosy Foundation), secured vandalism restitution funds (Lion’s Den Gorge Nature Preserve) and in-kind staff time, travel, equipment, contractual and supplies/materials to meet the grant goals. The total project cost is $240,579. There have been no significant changes to the project or project budget since grant submittal.

FISCAL IMPACT:

Balance Current Year: NONE ($100,000 Additional Revenue)

Next Year's Estimated Cost: NONE ($100,000 Additional Revenue)

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: USFS GLRI grant, pending private foundation grants (ATC grant, Argosy Foundation, We Energies, Kohl Foundation), vandalism restitution funds (secured - LDGNP) and in-kind Department staff, equipment, travel, contractual, and supplies/materials.

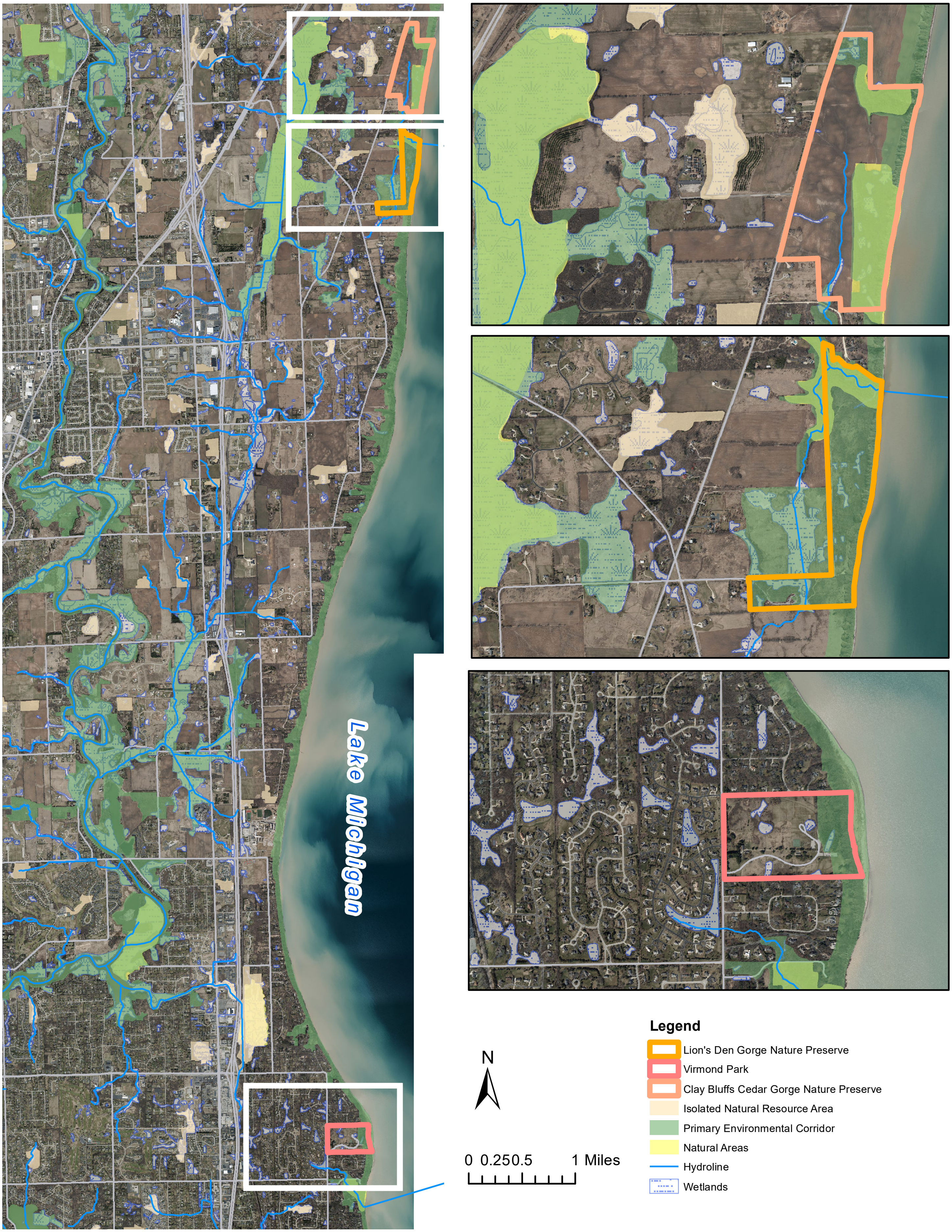
RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the U.S. Forest Service - Great Lakes Restoration Initiative Forest Restoration grant program for native tree planting in the Ozaukee County Coastal Parks Project Area (Phase II).

ATTACHMENTS:

- BA_2023_NRC05042023_USFS_CoastalParksII_BA_FinalATS042623 (PDF)
- P&P_Dept_2022_USFS_GLRI_Coastal Parks_Map (PDF)

NATURAL RESOURCES COMMITTEE	
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	B. Ross, Supervisor District 19
SECONDER:	K. Schoessow, Supervisor District 23
AYES:	Holyoke, Jobs, Ross, Matera, Schoessow

Ozaukee County Coastal Parks Project Area



Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	**May 4, 2023**
DEPARTMENT:	**Planning and Parks**
DIRECTOR:	**Andrew Struck**
PREPARER:	**Andrew Struck**

Agenda Summary Increase of Revenue Budget Amendment for a Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Planning Grant to update the Certified Farmland Preservation Plan for Ozaukee County per State Statute

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) to fund County activities to update the County Farmland Preservation Plan (FPP). The existing FPP (adopted by the Ozaukee County Board of Supervisors July 3, 2013) expires December 31, 2023. The FPP must meet state standards (ss. 91.10 and 91.18, Wis. Stats) and be consistent with the county comprehensive plan to be state-certified and allow for county participation in the state farmland preservation program (provides tax credits to agricultural landowners that are within an eligible municipality). Currently, the Town of Belgium is the only municipality in Ozaukee County participating in the farmland preservation program. Plan certification will allow for continued participation, as well as allow for potential future participation by other interested communities. DATCP and matching funding will support Department staff time (including outreach to local municipalities and landowners) and a contract with the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to complete the FPP update, similar to how the existing FPP was developed. The Department also submitted a FPP certification extension request to DATCP to extend it to December 31, 2025, with the grant application, which was approved by DATCP on April 6, 2023 (see attached approval document).

ANALYSIS: The DATCP grant award is $30,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the DATCP grant application at its March 2, 2023 meeting (Ayes: Holyoke, Jobs, Ross; Excused: Matera, Schoessow). The required 1:1 matching funding will be provided by in-kind Department staff time, contractual budget (SEWRPC), materials and supplies ($30,000) for a total project cost of $60,000. There have been no changes to the project scope or budget since grant submittal.

FISCAL IMPACT:

Balance Current Year: <u>In-kind Department staff time, contractual, materials and supplies (Additional Program Revenue $10,000)</u>

Next Year's Estimated Cost: <u>In-kind Department staff time, contractual, materials and supplies (Additional Program Revenue $20,000)</u>

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: DATCP FPP grant and in-kind Department staff time, contractual, materials and supplies.

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Planning grant to update the Certified Farmland Preservation Plan for Ozaukee County per State Statute.

ATTACHMENTS:

- BA_2023_05042023_DATCP_FPP Grant BA_FinalATS042623 (PDF)
- P&P_Dept_FPP Extension Approval (PDF)

NATURAL RESOURCES COMMITTEE

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	B. Ross, Supervisor District 19
SECONDER:	B. Jobs, Vice-Chairperson
AYES:	Holyoke, Jobs, Ross, Matera, Schoessow

STATE OF WISCONSIN
DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

OZAUKEE COUNTY FARMLAND PRESERVATION PLAN CERTIFICATION	**DOCKET NO. 089-00000-P-13-E-0423** **ORDER EXTENDING CERTIFICATION THROUGH DECEMBER 31, 2025**

INTRODUCTION

Ozaukee County has asked the Department of Agriculture, Trade and Consumer Protection ("DATCP") to extend the county's current farmland preservation plan certification, pursuant to Admin. Rule ATCP 49.10(2), Wis. Stats., so that the county may coordinate the farmland preservation planning process with other planning or zoning efforts in the county. DATCP has considered this matter and adopts the following decision:

FINDINGS OF FACT

(1) DATCP is an agency of the State of Wisconsin, and is responsible for administering ch. 91, Wis. Stats. ("farmland preservation law"). Under the farmland preservation law, as repealed and recreated by 2009 Wis. Act 28, DATCP is responsible for certifying county farmland preservation plans. Certification enables farmers in the affected county to claim farmland preservation tax credits under ch. 71, subch. IX, Wis. Stats.

(2) Ozaukee County is a county of the State of Wisconsin. According to s. 91.14, Wis. Stats., the current plan certification is scheduled to expire on December 31, 2023.

(3) Under Admin. Rule ATCP 49.10(2), DATCP may extend the scheduled expiration date of a county plan certification for up to 2 years, based on a written request from the county that demonstrates to the satisfaction of the DATCP Secretary that a delay would allow the county to coordinate the farmland preservation planning process with other planning or zoning efforts in the county.

(4) In a letter dated March 8, 2023 (copy attached), Ozaukee County asked DATCP to extend the scheduled expiration date of the county's plan certification, pursuant to Admin. Rule ATCP 49.10(2), Wis. Stats. to coordinate the farmland preservation planning process with other planning or zoning efforts in the county.

CONCLUSIONS OF LAW

(1) Ozaukee County's written request demonstrates to the satisfaction of the DATCP Secretary that a 2-year extension of the county's current farmland preservation plan certification would allow the county to coordinate the farmland preservation planning process with other planning efforts in the county.

(2) The DATCP Secretary is authorized, under Admin. Rule ATCP 49.10(2), to grant the requested extension.

ORDER

NOW, THEREFORE, IT IS ORDERED, pursuant to Admin. Rule ATCP 49.10(2), that the current certification of the Ozaukee County Farmland Preservation Plan is extended for one year, through December 31, 2025.

Dated this 6th day of April, 2023.

STATE OF WISCONSIN,
DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION

By Brian D. Kuhn
Brian D. Kuhn, Acting Administrator
Division of Agricultural Resource Management

Parties for Purposes of Review Under s. 227.53, Wis. Stats.:

Ozaukee County
Copies to:

Andrew T. Struck, Director
Ozaukee County Planning and Parks Dept.
121 W. Main St., P.O. Box 994
Port Washington, WI 53074

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 23, 2023**
DEPARTMENT: **Public Health**
DIRECTOR: **Kim Buechler**
PREPARER: **Tyler Quaas**

Agenda Summary Increase of Revenue Budget Amendment Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant

BACKGROUND INFORMATION: The Health Department was granted $10,872 from the Department of Natural Resources to implement the 2023 Wisconsin Beach Monitoring Program, with expenses to be incurred throughout the beach season between Memorial Day and Labor day of 2023 and being reimbursed by the DNR at the end of the season. The department plans to use these funds for necessary beach testing supplies, maintenance on vehicles used for driving between beaches, and staff time to complete in-house testing, to ensure that water quality determinations are conducted promptly and according to DNR standards.

ANALYSIS: The dollars were allocated to assure health departments have the infrastructure to support Environmental Health work. The WOPHD intends to spend the dollars to support infrastructure improvements and sustainability.

FISCAL IMPACT: $10,872

Balance Current Year: $10,872   Next Year's Estimated Cost: $0

FUNDING SOURCE:

County Levy: $0

Non-County Levy: $10,872   Indicate source: Wisconsin Department of Natural Resources

RECOMMENDED MOTION: Approve

ATTACHMENTS:

- Public Health Beach Budget Amendment (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. (ID # 9393)

SUPPLEMENTAL APPROPRIATION 2023 - HUMAN SERVICES

RESOLVED, by the Ozaukee County Board of Supervisors, that funds be committed in the accounts as follows:

Department / Program

	Account Number	Account Name	AMOUNT	AMOUNT
Human Services				
Expense	202-1-01-62512-000	Building Improvements	$31,800	
Revenue	202-0-00-33690-000	Human Services - Committed Budget Adjustment		$31,800

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Use of Fund Balance to remodel 3rd floor reception area.

VOTE REQUIRED: Two-Thirds of Members Elect

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **County Clerk**
DIRECTOR: **Julie Winkelhorst**
PREPARER: **Tyler Quaas**

Agenda Summary Supplemental Appropriation 2023 - Human Services

ATTACHMENTS:

- Human Services (PDF)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 23, 2023**
DEPARTMENT: **Human Services**
DIRECTOR: **Liza Drake**
PREPARER: **Brad Mueller**

Agenda Summary Supplemental Appropriation Budget Amendment to Remodel 3rd Floor Reception

BACKGROUND INFORMATION: Human Services is requesting use of its fund balance for a secured remodel of the 3rd floor reception area. There are a total of 2 quotes attached. The department is requesting approval to hire JL Business Interiors, Inc. for the job.

ANALYSIS: Proposal from JL Business Interiors will be signed once approved by HHS Committee and County Board.

FISCAL IMPACT:

Balance Current Year: $31,800.00

Next Year's Estimated Cost: $0.00

FUNDING SOURCE:

County Levy:

Non-County Levy: $31,800.00

Indicate source: Fund balance

RECOMMENDED MOTION: The department respectfully requests the approval of the use of its fund balance to better secure the 3rd floor reception area.

ATTACHMENTS:

- Budget Amendment Request - 3rd Floor Reception Area 2023 with quotes (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Remit To:
J L BUSINESS INTERIORS, INC.
515 Schoenhaar Drive
P.O. Box 303
West Bend, WI 53095
(262) 338-2221 Fax (262) 338-2269

PROPOSAL

DATE	Proposal No.
3/28/2023	29102

BILL TO	SHIP TO
Ozaukee County Finance Department 121 W Main Street PO Box 994 Port Washington WI 53074-0994 Attn: Accounts Payable	Attn: Joe Hicks Ozaukee County Finance Department 121 W Main Street Port Washington WI 53074-0994 jhicks@co.ozaukee.wi.us

CUSTOMER PO	TERMS	REP	PHONE	INSTALL BY
	Net 10 days	RJT	262-483-0061	

LINE	DESCRIPTION	QTY	COST	TOTAL
	Ron, Here Is The Quote That You Requested:			
1.	Administration Building 3rd Floor Panel Project Per Drawing		29,000.00	29,000.00
	** Colors And Finishes To Be Determined			
	Labor To Deliver And Install - Contingent On Normal Business Hours And Normal Conditions		2,800.00	2,800.00
	** Lead Time: TO BE DETERMINED UPON RECEIPT OF SIGNED PROPOSAL & FINISH SELECTIONS **			
	** PRICES NOT SUBJECT TO WISCONSIN SALES TAX **			
	* TERMS - FROM DATE OF INVOICE * LEASING OPTION AVAILABLE * THIS PROPOSAL VALID FOR 30 DAYS - From 03/28/23			
	Quote will be accepted upon a signature and a down payment option.			
	____ 35% DOWN / BAL DUE N10 DAYS FROM DATE OF INVOICE ____ 50% DOWN / BAL DUE N30 DAYS FROM DATE OF INVOICE ______________ DATE PAYMENT WILL BE MADE **PRODUCT WILL NOT BE ORDERED UNTIL DOWN PAYMENT HAS BEEN RECEIVED**			

EFFECTIVE JANUARY 1, 2017:
There will be a 3% processing fee added to invoice for payment using credit card.

TOTAL

Attachment: Human Services (Supplemental Appropriation)

Remit To:
J L BUSINESS INTERIORS, INC.
515 Schoenhaar Drive
P.O. Box 303
West Bend, WI 53095
(262) 338-2221 Fax (262) 338-2269

BUSINESS INTERIORS INC.

25 YEARS OF EXCELLENCE

PROPOSAL

DATE	Proposal No.
3/28/2023	29102

BILL TO
Ozaukee County Finance Department 121 W Main Street PO Box 994 Port Washington WI 53074-0994 Attn: Accounts Payable

SHIP TO
Attn: Joe Hicks Ozaukee County Finance Department 121 W Main Street Port Washington WI 53074-0994 jhicks@co.ozaukee.wi.us

CUSTOMER PO	TERMS	REP	PHONE	INSTALL BY
	Net 10 days	RJT	262-483-0061	

LINE	DESCRIPTION	QTY	COST	TOTAL
	J L Business Interiors would like to thank you for the opportunity to bid this job. If you are purchasing "refurbished" product or "As Is" product, please keep in mind that they are not brand new and may have some slight imperfections. Any new special order items will be subject to a 50% RESTOCKING FEE IF CANCELLED OR RETURNED. To accept this quote, please check one of the payment choice boxes, sign and e-mail to purchasing@jlbusinessinteriors.com or fax it to 262-338-2269. Please feel free to give me a call at 262-338-2221 if you have any questions or if you would like to make any changes. Sincerely, Ron Turk Ron Turk Sales Consultant Quote will be accepted upon a signature. Accepted By____________________ Date__________			
			TOTAL	$31,800.00

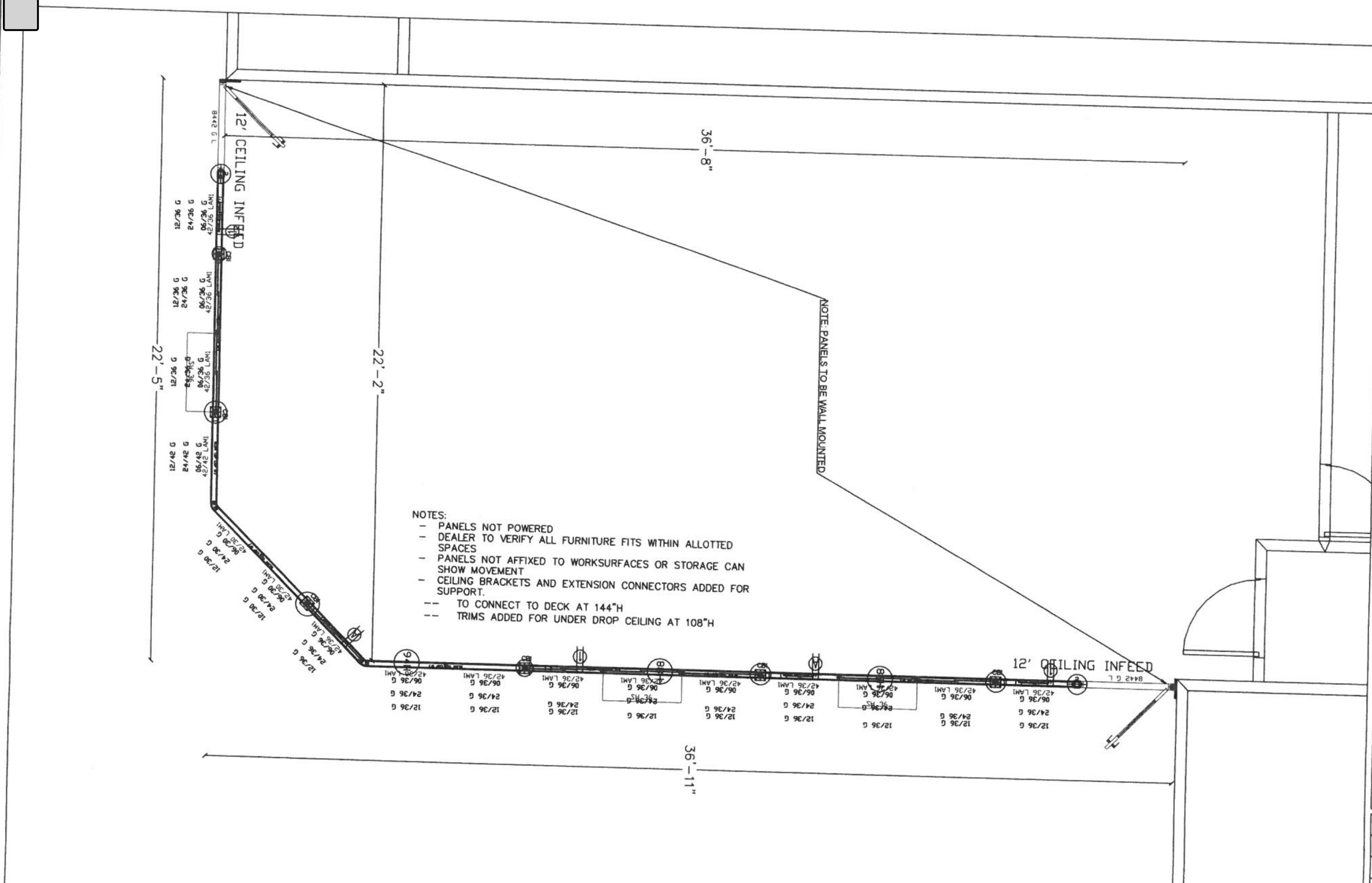
NO REFUNDS OR WARRANTY ON: All Used, Closeout And "As-Is" Product

Subject to a service charge of 1 1/2% per month on all past due amounts. $25.00 charge for NSF check.

EFFECTIVE JANUARY 1, 2017: There will be a 3% processing fee added to invoice for payment using credit card.

Page 2

Attachment: Human Services (Supplemental Appropriation)



DRAWN TO DEALER PROVIDED SPECIFICATIONS. THE GLOBAL GROUP OF COMPANIES IS NOT RESPONSIBLE FOR THE OVERALL ACCURACY OF ROOM DIMENSIONS, COLUMNS, DOORWAYS, WINDOWS, OBSTRUCTIONS, ETC. THIS RENDERING IS BEING PROVIDED TO YOU IN CONJUNCTION WITH THE PROSPECTIVE RETAIL SALE OF PRODUCTS AND IS FOR INFORMATIONAL PURPOSES ONLY. THE GLOBAL GROUP OF COMPANIES IS NOT A LICENSED INTERIOR DESIGNER OR ARCHITECT.

OZAUKEE COUNTY
PLAN

JL BUSINESS INT

SPECIFICATION DEPARTMENT

global furniture group
globalfurnituregroup.com
globalADportfolio.com
evolvefurnituregroup.com

PREPARED BY
CW

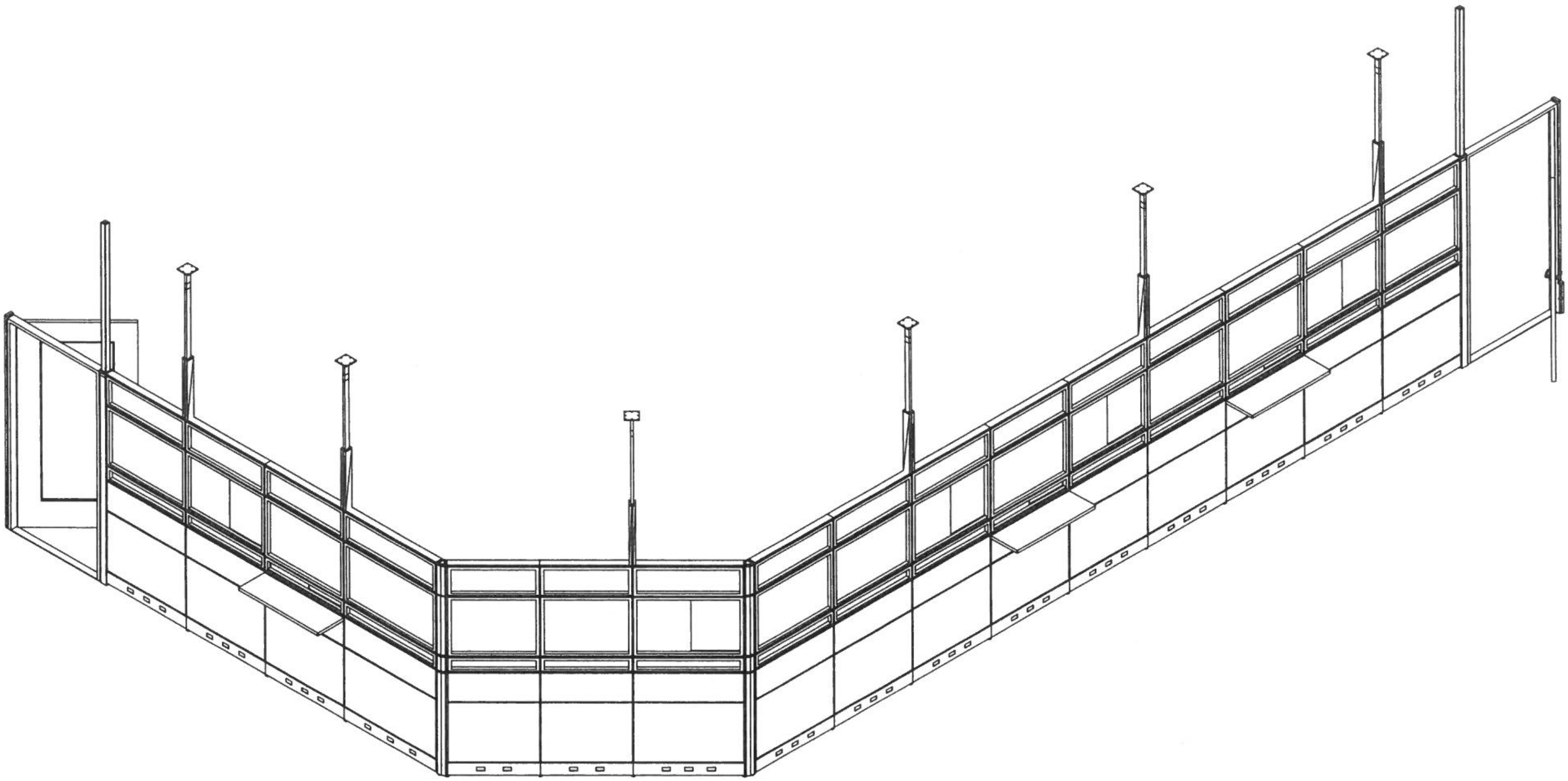
DATE
3.16.23

PROJECT NUMBER
S92340

REVISION
1

SHEET

SCALE = NTS



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OZAUKEE COUNTY
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rcs COMMERCIAL INTERIORS

7075 W Parkland Ct, Milwaukee WI 53223
1-800-283-7274

Date: 04.20.23
Company: Ozaukee County
Name: Joe Hicks
Address: 121 W. Main St
Port Washington, WI 53074

Manufacturer	Description	Unit Price	Qty.	Total
AIS	Matrix Panel System per Layout with Shatter Proof Glass Laminate Outside Panels / Fabric Inside Panels (Finishes TBD)	$32,574.00	1	$32,574.00
	Removel of Existing Furniture / Delivery / Installation New Furniture	$3,410.00	1	$3,410.00
	***** Use 4ea Existing Desks *****			
	Total			$35,984.00

50% Deposit Due At Time of Order
Sales Tax Additional
Quote Valid for 30 days

Approved by:______________________ Date ____________

RESOLUTION NO. (ID # 9376)

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - POSITIONS & PAY GRADES: CHILDREN'S LONG-TERM SUPPORT AND YOUTH JUSTICE SUPERVISOR POSITION

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended to read:

Current Job Title	**Department**	**Division**	**FLSA**	**Grade**	**Head Count**	**FTE**
CLTS and Youth Justice Supervisor	Human Services	Children and Families	Exempt	**16**	1.0	1.0

FURTHER RESOLVED, that these changes shall take effect June 7, 2023.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

VOTE REQUIRED: Majority

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual reflecting the request for one additional Children's Long-Term Support and Youth Justice Supervisor position in Human Services.

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Human Services**
DIRECTOR: **Liza Drake**
PREPARER: **Liza Drake**

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position

BACKGROUND INFORMATION:

The Children and Families Division consists of the following service provisions: Youth Justice, Child Protection Services (CPS) Access, CPS Initial Assessment, CPS Ongoing, Family Support Workers, Independent Living Services, School Social Work Liaison, Custody Studies, Foster Care/Kinship Care, Birth to Three (B3) and Children's Long-Term Support (CLTS).

Currently, these programs employ one manager, two supervisors, and twenty-seven employees. The Children and family Division also oversees an additional CLTS contract with Lutheran Social Services (LSS) that employs one supervisor and three employees.

Within the past six years, there have been a great deal of program change within the Children and Families Division that has increased availability of services to community participants, particularly in the following programs: Child Protection Services, Youth Justice, Birth to Three and Children's Long-Term Support. This increased service provision requires additional time with families and community partners to collaborate and offer the best care for youth living in the community. As a result, staff require more support and time from Children and Families Leadership.

In attempts to provide more preventative services versus reactive services, Ozaukee County Department of Human Services (OCDHS) Child Protection Services screens in 46.6% of abuse and neglect referrals, which is higher than the state average of 37.4%. During the initial assessment process, Child Protection Services has 60 days to come up with a determination of child abuse or neglect. OCDHS spends an average of 54 out of the 60 days with families in attempts to assess their needs and provide services without further ongoing intervention. If ongoing services are deemed most appropriate, the average time OCDHS CPS provides voluntarily services is 11 months and court ordered services is 23 months. This means services are time intense to work efficiently to meet the needs of the family and ensure safety for the children. Staff require close and continuous supervision for case direction and guidance.

Wisconsin's Children in Out of Home Care 2021 report indicated that 77.3% of youth in Wisconsin's Out of Home Care had a documented disability determination. Youth needs have significantly increased while their behaviors are being serviced more in community family care settings. This trend will continue to grow. Wisconsin is looking at expanding the kinship care program and changing foster care licensing requirements for relatives which will require more time devoted to this program expansion. Median length of stay in care is also decreasing which requires more attention to families to ensure safety needs are being met while children are transitioning back into their home of origin.

Currently about 50% of youth involved in the Youth Justice program are involved in multiple programs within the Human Services Department. In attempts to avoid youth entering the court system, OCDHS Youth Justice serves 38% of youth in voluntary services compared to the state average of 15%. Furthermore, OCDHS counsels more families at intake for the duration of the intake than the state average. Youth Justice is providing more personalized services to families. Since 2019, OCDHS has implemented assessments and treatment planning to their Youth Justice program. This has required additional ongoing training, state meetings, and reviews of all new documents with staff to ensure services are more adapted to youth. OCDHS is also implementing tailored dispositional orders that will require more training and meetings with state and county personnel to develop and implement. This will result in additional program development for Children and Family staff.

The B3 program has expanded 30% since 2018. There is an increase in the complexity of the children and their families that is being seen in the B3 program. This requires more time and resources from staff. Families are being served by multiple programs and community support which requires increased consultation and coordination.

The number of children services by the CLTS program has increased 450% since 2015. The program is becoming much more complex and has had many administrative changes the past five years. There are a great deal of intricacies involved with the Children's Long-Term Support program. The youth and families involved in this program have several assessed needs, requiring services from multiple programs at once to be able to safely live in the community.

The focus of the Children and Families Division is to reduce trauma to children by keeping them safe with their families, provide support and resources to build on family strengths, build a family's connection to their community, and prevent future maltreatment. The primary goal is to increase parental protective capacities, decrease out-of-home placements, help families develop formal and informal supports, reduce maltreatment to children, and support reunification planning to prevent re-entry in out of home care.

Due to the complexity of the youth and families that engage in the Children and Families Division, families need more time and resources from workers. In turn, staff are seeking more supervisor and management time for consultation, critical thinking and problem solving. Additionally, these cases need more consultation with community partners as well as other human service divisions and county departments.

A part of the Children and Families Manager role includes collaborating as a senior management team and projects that allow the Department to serve community constituents more effectively. With more program oversight, and staff in the Children and Families Division, consumers being served, time needs to be dedicated to supporting staff to ensure best practice models are followed and quality services are provided. Time also needs to be dedicated to program development, enhancement, and oversight. All these community initiatives require additional time to staff cases, coaching of staff in case development and improvement, and assist in expanding the intersecting partnerships.

The new Children and Families Supervisor would oversee both the Youth Justice and CLTS programs. They would be responsible for supervising five CLTS workers and overseeing the CLTS Lutheran Social Services contract. This requires consulting on cases weekly, reviewing plans and approving service requests for families. This position would also be responsible for supervising three Youth Justice workers, one of which is part-time in the Port Washington Saukville School District. Reviewing cases each week, assessing youth justice referrals, as well as providing oversight to court petitions written by Youth Justice staff would all be duties assigned to the proposed position. A Supervisor in this role often requires immediate supervisor response. Having a smaller supervisor to worker ratio would allow more supervisory availability to staff during crisis. The proposed position would also provide more coordination with other community agencies and divisions within Human Services. The position would support being a back-up of screening Access Reports and would be included in the rotation of on-call supervisor responsibilities.

The Child Welfare League of America recommends a 1:5 supervisor to staff ratio. Wisconsin's September 24, 2021, Child Welfare Workload Study reviewed work activity for Child Welfare Professionals and supervisory Child Welfare Professionals within the Department of Children and Families to allow Wisconsin to make informed decisions on work distribution and staff allocation. In the study, they developed a calculation guide to determine the recommended supervisor to staff ratio based on county specific data. When calculating, 3.5 direct supervisors to staff was recommended for Ozaukee County.

Currently the supervisor to staff ratios in the Children and Family division are 1:14 and 1:12. Several of the programs they oversee are crisis driven and require after-hours contacts with workers. In 2023, staff asked management to change the on-call rotation to prevent staff burnout. Management reduced the on-call personnel to one staff per evening versus two. As a result, on-call management does get more calls than ever before. Management is more actively involved after hours calling foster homes and contacting other counties. When called, management is processing through even more difficult scenarios than ever before.

ANALYSIS:

1) Do Nothing:

   Staff and supervisors have continued to describe ongoing exhaustion and burnout from the complexities of the job. If we do nothing, staff retention will diminish. There will also be less personal attention and quality of services for families. This will lead to a higher level of caregiver burnout. This will be straining and likely a breaking point for staff. Additionally, due to the stress and staff not having as much time as they would like to staff out of home placements, children will be reunited with their families at a slower pace than we would like.

2) Contract out the service:

   Youth Justice is a county program and cannot be contracted. OCDHS currently contracts out for some of their Service Coordinator case management within the CLTS program. The contracted provider has one supervisor for three staff and currently serves 109 youth. This contractor has also been plagued with consistent turnover and a struggle to recruit qualified staff. The CLTS program is program that has had numerous administrative changes from the State of Wisconsin within the past five years. This position requires a leader to work closely with staff to ensure understanding and compliance of program rules. The contracted provider is not equipped to manage more complex youth and families than our County CLTS program staff. Contracting the service out completely is not recommended due to so much overlap with Human Services programming.

3) Increase hours of existing employees, hire part-time, lower classification, shared position, etc.:

   The Children and Family Division offers increased hours to staff. Supervisors and staff have expressed low levels of energy working with these more complex families due to the additional time and resources they demand. Staff capacity is at their maximum.

4) Create new position:

   Having an additional Children and Families Supervisor to assist with being available for projects or overseeing and supporting staff would assist OCDHS Children and Family employees in providing quality services to the community. Staff would get additional support from management and with more support and guidance, better services will be provided to families, stronger attachments between the family and community will be established to preserve youth in their homes and communities.

FISCAL IMPACT:

Balance Current Year: $66,395

Next Year's Estimated Cost: $132,790

RECOMMENDED MOTION: The Department respectfully requests the Committee's approval of a full-time Children and Family Supervisor effective on the date of the County Board's approval.

ATTACHMENTS:

- CF YJ CLTS Supervisor (DOCX)

Ozaukee County Position Description

Position Title	Children and Family Youth Justice & CLTS Supervisor
Department	Human Services
Division	Children and Family
Pay Grade	16
Classification	Full Time
FLSA Status	Exempt
Reports To	Children and Family Manager
Direct Reports	Youth Justice and Children's Long Term Support workers
Last Updated	5/2023

Job Summary

The Children and Family Youth Justice and Children's Long-Term Support (CLTS) Supervisor supervises Children and Family staff to ensure child safety and youth rehabilitation by utilizing Wisconsin Statutes, State Standards and DCF guidelines. This position is also responsible for directly overseeing service implementation and family support in the Children's Long-Term Waiver program (funded by a home and community-based service waiver and Children's Community Options Program).

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodations to be qualified for the position. Other duties may be required and assigned.

<u>55% CLTS Case Manager Supervision and Administration:</u>
Ensures compliance with federal, state, and administrative codes. Assigns cases, attends, and actively participates in case transfer staffing. supports CLTS case managers in all aspects including hiring, training, approval of timecards, performance evaluations, individual and group supervision, and approval of training. Provides case managers with educational opportunities to ensure they are well versed in a variety of disabilities and the challenges CLTS families face. Coordinates programmatic support and participant requests with Child and Family Program Specialist at the Bureau of Children's Services and ensures a strong partnership with the Wisconsin Department of Health Services. Assures the application of client rights, grievance and dispute resolution processes and procedures. Serves as the program contact in responding to consumer related complaints and grievances. Approves authorizations for purchase of services and items in line with service plans. Ensure the Deciding Together model is being implemented with families when making purchasing decisions. Assists to build contracted services pool through educating community partners on CLTS and Children's Community Options Program (CCOP) funding and monitors and supports contracted service agencies to assure high quality and the appropriate extent of services provided. Facilitates annual Metastar compliance review process. Coordinates and facilitates a quarterly Ozaukee County Child Come First Advisory Board meeting, as oversight for the County's CCOP funding. Reports data and program activities as needed. Facilitates weekly coaching with staff and monitors overall program performance. Functions as part of treatment teams/multi-disciplinary teams to ensure continuity of care.

<u>30% CPS – Youth Justice Program Administration and Supervision:</u>
Ensures compliance with federal, state, and administrative codes. Assigns cases, applies assessment skills, makes determinations regarding appropriate course of action, and provides feedback and direction to staff regarding youth justice. Directs individual supervision of case management, group supervision and emergency/drop-in supervision. Provide support. Review, edit and approve documents: Youth Justice (YJ) intake decisions and documentation, disposition reports, case plans, permanency plans, family interaction plans, Deferred Prosecution Agreements, Conditions of Supervision, referrals for service, billing requests, Child and Adolescent Needs and Strengths, placements, and foster care rates. Attends home visits, office visits and team meetings with clients when needed. Attend court hearings. Prepare for and collaborate regarding court hearings and testimony. Check ticklers, review case notes, review and approve expense reports and training authorizations. Encourage and facilitate further skills development/enhancement and/or additional training. Collaborates with Corporation Counsel, District Attorney's Office, Victim Witness Office, and Child Support. Track program statistics. Review and respond to concerns and complaints.

<u>5% Access Assistance, On-Call Manager Rotation and Administration:</u>
Ensures compliance with federal, state, and administrative codes. Directs individual supervision and support. Reviews, edits, screens, and assigns Access Reports and Service Reports. Collaborates immediately regarding calls with concerns for present and impending safety threats. Reviews records requests and discovery requests. Reviews and approves timesheets and time off requests. Ensures coverage for days off. Participates in Performance Evaluations, Counseling Education, Performance Improvement Plans and disciplinary action, when needed. Encourages and facilitate further skills development/enhancement, such as the Access Applied Learning Community and/or other trainings. In addition, participates in hiring decisions and makes recommendations to the Children and Family Manager. This position takes part in the on-call supervisor rotation, where decisions and supervisory consultations are made after-hours related to child protection safety and youth justice. Attend Temporary Physical Custody Meetings.

<u>5% Collaboration:</u>
Facilitates collaboration and maintains positive working relationships with Ozaukee County internal and community partners. Attends meetings within the Department: All-Staff Meetings, Manager/Supervisor Meetings, and Supervisor Meetings. Attends meetings within the Division: Children and Family Leadership Meetings, Division Meetings, Case Transfer Staffing and TPC Meetings. Attends state meetings: regional supervisor meetings, Regional Foster Care Meetings, and DCF State Meetings. Participates in Steps Meeting, CARE/CST Meeting, DEC/YJ Meeting, and LRCAC Case Review. Collaborates with other county supervisors regarding access reports, shared cases, courtesy requests, and level 5 foster homes. Collaborate with Crisis/Comprehensive Community Services/CLTS/Birth-to-Three/Women Infant Children Program. Consults with Corporation Counsel, District Attorney, Victim Witness and Child Support Office. Provides outreach to schools, law enforcement and community partners related to Access and Service Reports, Mandated Reporter Training and any other common needs and goals. Maintains constructive relationships with community partners related to holiday donations and on-call/YJ supervision lists.

<u>5% Training/Program Administration:</u>
Remains updated on Wisconsin Standards, Wisconsin Statutes, DCF 56, DCF 58, DHS 12 and DCF Initiatives. Writes and follows through with Grant Opportunities. Attends trainings for licensure requirements and supervisor trainings. Participation in strategic goal items, Trauma Informed Care initiatives, Podcast Club, Outreach Committee, and Leadership Academy. Track relevant statistics. Responds to concerns and complaints from clients and/or community members. Takes part in the

on-call supervisor rotation, where decisions are made after-hours, on-call and attend Temporary Physical Custody Meetings. This position acts as a backup the other Children and Family Supervisors and Children and Family Manager, as needed. Performs other duties as assigned.

Supervision Exercised

Direct supervision of Youth Justice and Children's Long Term Support Program

Minimum Education Qualifications

Education and/or Experience Requirements:

- Master's Degree required.
- Minimum three to five years of relative experience in Child Protection, Youth Justice and or Children's Long-Term Support, prefer one year of demonstrated leadership experience or direct supervisor experience.

Licenses, Certifications, and Other Requirements:

- Requires a valid Wisconsin Driver's License and acceptable driving record.
- Certification or licensure in the state of Wisconsin may be obtained after hire.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Knowledge of approved social work principles and methods in the field of child welfare, family inter-relationships, and individual and group behavior.
- Knowledge of current social and economic problems and the way in which they affect families and individuals.
- Knowledge of Youth Justice 938
- Knowledge of Children's Long Term Support funding, Functional Screening, and Critical Incident Reporting
- Ability to communicate ideas effectively orally and in writing and have an influential presence within programs.
- Ability to establish and maintain effective working relationships with families, administrative superiors, co-workers, the general public and community partners in a manner that support collaboration.
- Ability to problem solve, think critically and unconventionally.
- Ability to be an active listener, coach staff in their development, and provide conflict resolution
- Ability to make sound decisions in high pressure situations.
- Ability to read employee emotions and predict potential employee reactions
- Skills in delegating, organization, multi-tasking, and time management.
- Skills in supervision and supportive management of staff.

In evaluating candidates for this position, Ozaukee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting and working on a computer.
- Periodic periods of standing or walking.

Work Environment

Work is performed outdoors during both daytime and nighttime hours, and in all weather conditions in and around traffic.

EOE / ADA Statement

Work is typically completed in the office, in homes, in community environments, and remotely from home. The job entails a significant amount of emotional stress, including secondary trauma, given the emergency nature of the positions supervised as well as making decisions surrounding child and youth safety.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: ____ Date: __________________

Department Head: _________________________________ Date: __________________

RESOLUTION NO. (ID # 9394)

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - WAGE STUDY APPEALS

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended to read, effective January 1, 2023:

Current Job Title	**Department**	**Division**	**FLSA**	**Grade**	**Head Count**	**FTE**
Deputy County Clerk II	County Clerk		Non-Exempt	~~6~~ 8	2.0	2.0
Assistant Real Property Lister / Account Clerk	County Treasurer		Non-Exempt	~~7~~ 8	1.0	1.0
Victim Witness Specialist	District Attorney		Non-Exempt	~~9~~ 10	1.0	0.5
HR Business Partner	Human Resources		Exempt	~~12~~ 14	1.0	1.0
Family Support Worker	Human Services	Children and Families	Non-Exempt	~~8~~ 9	2.0	2.0
Medical Billing Clerk	Human Services	Administrative & Fiscal Support	Non-Exempt	~~6~~ 7	1.0	1.0
Culinary Services Director	Lasata Senior Living Campus	Food Services	Exempt	~~10~~ 11	1.0	1.0
Maintenance Supervisor I Lasata	Lasata Senior Living Campus	Maintenance	Exempt	~~11~~ 12	1.0	1.0
Life Enhancement Director	Lasata Senior Living Campus	Recreational Therapy	Exempt	~~11~~ 12	1.0	1.0
Parks Mechanic	Planning and Parks	Golf	Non-Exempt	~~10~~ 11	2.0	2.0
Public Health Strategist	Public Health		Exempt	~~11~~ 12	2.0	2.0
Office Assistant IV	Sheriff	Administration	Non-Exempt	8	1.0	1.0
Office Assistant III	Sheriff	Administration	Non-Exempt	7	~~4.0~~ 3.0	~~4.0~~ 3.0
Admin Services Coordinator SO	Sheriff	Administration	Non-Exempt	~~9~~ 10	1.0	1.0
Account Clerk III	Sheriff	Administration	Non-Exempt	~~7~~ 9	2.0	1.7

FURTHER RESOLVED, that these changes shall be made retroactive to January 1, 2023.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals

VOTE REQUIRED: Majority

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Human Resources**
DIRECTOR: **Chris McDonell**
PREPARER: **Chris McDonell**

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals

BACKGROUND INFORMATION: Ozaukee County retained Carlson Dettmann Consulting (CDC) to conduct a classification and compensation study for all regular full-time and part-time positions. The County has adopted the compensation plan and has allowed employees an opportunity to submit an appeal requesting a second review of the job evaluation and grade/level placement. Employee appeal forms and, when necessary, updated Job Description Questionnaires (JDQ) were submitted to Carlson Dettmann Consulting (CDC). Below is a response to each appeal request provided by CDC.

Appeals process timeline:

March 3 - Intent to Appeal forms due to HR, HR will send all forms to Carlson Dettmann

March 15 - HR sent each employee who submitted a form the job evaluation ratings for their position. Employees may meet with HR if desired to review ratings or ask questions.

March 27 - Appeals are due from employee to Department Head.

March 31 - Appeals are due to HR, with supervisor and Department Director signature on updated JDQ.

April 12 - Carlson Dettmann will meet virtually with any employee and/or Department Head who wants to discuss their updated JDQ and rationale for their appeal.

May 16 - Ozaukee County Department of Administration and Carlson Dettmann met to review CDC's recommendations for appeals approval.

May 25 - Finance Committee approves recommended appeals for approval.

June 7 - County Board approves recommended appeals for approval.

Any pay ranges that are changed through this process will be make effective retroactively to January 1, 2023.

ANALYSIS:

Clerk of Courts

- Business Manager (Controller) - This appeal requested additional consideration in the categories of thinking challenges, decision-making and interactions/communications. The appeal indicated that the position creates and implements new policies and procedures, interprets and applies state statutes, and is required to examine, research, analyze and resolve issues. The appeal also indicated that the decision-making is substantial and affects both the department and the organization. Finally, the appeal indicates the position is supervisory, directing others toward the achievement of expected outcomes. A thorough review of the original JDQ and the submitted appeal form was conducted. The original rating took into account each of the factors identified in the appeal document. There is no change recommended.

County Clerk

- Deputy County Clerk II - This appeal requested additional consideration due to a restructure of the department since the original job evaluation was completed. The appeal indicated that the position is now responsible for assigned meetings and carrying out the obligations associated with each committee. The position has taken on responsibilities previously performed by the County Clerk or the Chief Deputy County Clerk. A thorough review of the original JDQ, the revised JDQ, and the submitted appeal form was conducted. Based on this review a modification was made to the Interactions and Communications evaluation category. This change result in a recommendation to increase the paygrade to Pay Grade 8.

Treasurer

- Assistant Real Property Lister/Account Clerk - This appeal requested additional consideration due to the removal of the account clerk job duties. During the meeting, the Treasurer noted additional consideration should be given to the autonomy given to the position, the challenges associated with managing assessments for 16 municipalities, and the decisions that are required on a regular and ongoing basis by the position. A thorough review of the original JDQ, the revised JDQ, and the information obtained during the meeting with the County Treasurer was conducted. Based on this review modifications were made to the thinking challenges and the decision-making evaluation categories. These changes result in a recommendation to increase the pay grade to Pay Grade 8.

District Attorney's Office

- Assistant Victim Witness Coordinator (Specialist) - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and interactions/communications. During the meeting with the District Attorney, it was noted that this position carries its own caseload and is solving problems, making decisions, and interacting and communicating for each case independently. Based on this additional information a modification was made to the decision-making evaluation category. This change results in a recommendation to increase the paygrade to Pay Grade 10.

- Victim Witness Coordinator - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and interactions/communications. The appeals information provided indicates the job evaluation did not take into consideration the need for research in order to answer questions and resolve issues that arise within the department and with other departments. It was noted that the position works for a division that, although housed within the District Attorney's Office, should be considered a stand-alone department with independent decision-making. Finally, the documentation indicates the belief that the position should be considered somewhere between control and modification of procedures and development of policies and procedures. CDC reviewed each of these categories and the current evaluation rating of the position. Each of those factors were previously considered when applying the five-point factor job evaluation system utilized by CDC. The job evaluation rating is appropriate and no change in pay grade placement is recommended.

- Office Assistant IV (Legal) - This appeal requested the area of problem solving be reviewed due to the problem resolution skills required with discovery issues. Additionally, the appeal describes problem resolution needed for phone calls and walk-in individuals throughout the day. The appeal also requested that the interactions job evaluation criteria be reviewed due to the difficult and irate people that are dealt with on a daily basis. The original job documentation, the additional information provided by the incumbent and the District Attorney, and the information received during the meeting with the District Attorney were thoroughly reviewed. The original rating of the position had taken the details provided into consideration when conducted. No change in pay grade is recommended.

- Office Services Supervisor - This appeal requested the areas of thinking challenges, decision-making, and interactions/communication be reviewed. The appeal states that the daily office problem solutions are not typically covered by precedent or established practice; the position has considerable, if not substantial, interpretation of policies and and participating in making any new policy changes and is always hands on in the development and flow of procedure that are not statutorily mandated. The original job documentation, the additional information provided by the incumbent and the District Attorney, and the information received during the meeting with the District Attorney were thoroughly reviewed. The original rating was adjusted in the area of interactions and communication. The identified information pertaining to the thinking challenges and decision-making authority of the position were taken into consideration in the original rating. The change made to the decision-making rating does not change the pay grade placement of the position. No change in pay grade is recommended.

Planning and Parks

- Assistant Golf Course Superintendent/Parks Mechanic - These appeals were submitted and requested that the jobs be combined into one position. The appeal as well as information provided in the meeting with the department head indicated that the intent is for these positions to become one position fulfilling all the responsibilities of both the Assistant Golf Course Superintendent and the Parks Mechanic. After reviewing all of the information, there is no change in the job evaluation score being recommended. It is recommended the Parks Mechanic be combined into the Assistant Golf Course Superintendent job description and the position be placed in Pay Grade 11.

Public Health

- Public Health Strategist - This appeal indicated the position is responsible for the implementation of the program, building partnerships throughout the community, and the Community Health Improvement plan. The position plays a key role in getting various stakeholders throughout the community to come together to help move the program work forward. The position also plans events in two counties. After reviewing all of the additional information a change was made to the thinking challenges and the interactions/communications job rating. As a result it is recommended that the position be placed in Pay Grade 12.

Clerk of Courts

- Chief Deputy Register of Deeds/Register of Deeds - This appeal stated the incumbent did not explain the depth of the position responsibilities in the original JDQ. An updated JDQ was provided that outlined changes to the job title, enhanced details regarding the accounting reports and reconciliation completed by the position, and noted the assistance provided to outside vendors and the general public. Additional detail regarding the supervisory duties for the position were provided. A thorough review of the original JDQ and the submitted appeal form was conducted; there is no change recommended.

Lasata Care Center

- Culinary Services Director - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and work environment. The appeal indicated that the work is broad in nature without being given options of how to carry out the work with considerable freedom to act. The JDQ was also updated to better reflect the working environment of the position. After reviewing the updated position information, the areas of thinking challenges, decision-making and work environment were each modified. It is recommended the position be placed in Pay Grade 11.

- Building Supervisor/Maintenance Supervisor I - This appeal stated the position had changed since originally being submitted with supervisory duties being added to the position. The position is now responsible for all of the nursing home buildings and not just one. The position was re-evaluated based on these revised duties. Based on this evaluation it is recommended the position be placed in Pay Grade 12.

- Life Enrichment Director - This appeal requested additional review of the position due to major changes in the position since originally submitted. The three major areas of change indicated in the appeal document were:

  - Restructure the Activity Department.
  - Plan, develop, and implement a Dementia Care Neighborhood at the Care Center.
  - Train Act.

  Each of these new tasks requires a different level of problem-solving and decision-making than was outlined in the previous documentation. A revised job description and JDQ were provided outlining in detail the changes associated with these new responsibilities. It is recommended that the position be placed in Pay Grade 12.

Human Resources Department

- Human Resources Business Partner - This appeal requested a review of the job evaluation rating due to the increase in responsibilities assigned to this position since the original evaluation. The appeal indicates the position works with only general supervision and is working directly with departments on matters of significance to the department and the County. Updated information was provided for the overall essential duties and responsibilities of the position. After reviewing the appeals form and a re-evaluation of the JDQ the thinking challenges, decision-making, and interactions/communications ratings were adjusted to account for the changes provided in the essential functions for the position. These changes result in a recommendation for a change in grade placement to Pay Grade 14.

Human Services

- Dining Center Coordinator - This appeal indicated the JDQ did not reflect the true scope of responsibilities of the position. A revised JDQ was provided which provided an additional explanation of each category. A thorough review of the job documentation and information obtained during the meeting with the department head was utilized to re-evaluate the position. There is no change to the job evaluation score or placement on the wage grid recommended.

- Database Coordinator/Systems Administrator - This appeal provided additional information for the job evaluation categories of thinking challenges, decision-making, interactions/communications, and education/experience. The appeal outlines the analysis of data and system workflows to make determinations on how to best respond to an issue, the electronic record system and HIPAA compliance requirements, the high demand for advice and need to be the initial trainer for all HS staff components of the position. Additionally, the position indicates the HIPAA compliance education and training requirements of the position should be considered in the job evaluation. The education and experience rating has taken into consideration each expectation including the HIPAA compliance training requirements. Additionally, there is not a recommended change to decision-making or interactions/communication after a detailed review of the initial job documentation. There was a modification made to the thinking challenges/problem solving rating for the position; however, this change did not result in a recommended change in pay grade.

- Family Support Worker - The appeal for this position indicated the position has more job responsibilities than were listed in the original documentation. The position is required to obtain the same training as CPS Workers and is expected to use critical thinking skills to keep children in the home rather than out of home placement. A change in job evaluation rating in the areas of thinking challenges and decision-making were made. These changes result in a recommendation of placement in pay grade 9.

- Medical Billing Clerk - This appeal outlined the need for knowledge of Human Services as well as insurance companies. The appeal outlines the constant changes in procedure codes in each DHS program. There is an investigation required for denied claims which requires problem-solving abilities. After a thorough review of the updated job documentation a change in the thinking challenges rating was made. Based on this change, it is recommended the position be placed in Pay Grade 7.

Sheriff's Office

- Office Assistant IV - Per Human Resources, this is a new position. This appeal indicated the position is expected to make independent decisions regarding open records requests for the department. These decisions require legal knowledge of the areas associated with releasing records. Based on the clarifying information for this position, the rating for decision making was adjusted. After a review of all of the clarifying documentation and revisions and the changes in the job evaluation ratings it is recommended that this position be placed in Pay Grade 8.

- Office Assistant III - This appeal requested further review in the categories of thinking challenges/problem solving and decision-making. The request outlines the extraction of sensitive information from the public to connect them with the appropriate division; determining if civil process paperwork meets Wisconsin State Statute standards; and the preparation of large media case files is more complex than the scoring indicates. The original rating of the position had taken the details provided into consideration when conducted. No change in pay grade is recommended.

- Account Clerk III - This appeal notes missed or flawed information in the original JDQ which resulted in an error in grade placement. Updates were made to the JDQ to provide additional detail regarding the position. The education and experience required for the position was also updated since the previous JDQ was submitted. A review of the revised job documentation along with the information obtained in the meeting with the department and Human Resources resulted in a change to the thinking challenges, interactions/communications, and education/experience ratings for the position. It is recommended that the position be placed in pay grade 9.

- Administrative Services Coordinator - This appeal noted the CDC Job Evaluation Rating has the position with education and experience of High School competencies or equivalent. The required qualifications for the position are Associate's Degree (or equivalent) plus 2 to 3 years of experience. The JDQ was revised to accurately reflect the position duties because the original JDQ was incomplete. This position is responsible for reviewing job applications for the department and making independent decisions regarding who meets the qualifications and who does not. The appeal outlines the decision making made by the position due to the supervisory nature of the job. Finally, there was additional information provided regarding interactions/communications. A thorough review of the job evaluation rating was completed based on the provided information as well as the meeting held with Human Resources and the department. Based on this review, the areas of thinking challenges/problem solving and decision-making were appropriately rated originally. The interactions/communications and education/experience ratings were modified. These modifications result in a recommendation that the position be placed in pay grade 10.

It is important to note that when jobs are evaluated utilizing the CDC point-factor job evaluation system, it is the position being evaluated and not the incumbent in the position. This provides for a fair, equitable, and defensible job evaluation. Additionally, some of the appeals noted a request for a different placement within the steps. This was not addressed or reviewed because that is not reviewed as part of the appeals process.

FISCAL IMPACT: Levy has been set aside as part of the budget process to implement the wage study.

RECOMMENDED MOTION: Staff respectfully request the County Board to approve the resolution to amend Chapter 3 of the County's Policy & Procedure Manual.

RESOLUTION NO. (ID # 9391)

AMENDING SECTION 4.04(1) OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - VACATION

RESOLVED, by the Ozaukee County Board of Supervisors that Section 3.01 (6) of the Policy and Procedure Manual be Amended to read;

(c) Accrual Rates:

	NORMAL WORK WEEK	FULL-TIME	MAXIMUM ACCRUAL
Hire Date	37.50 hours	6.25 hrs.	75.00 hours
	40.00 hours	6.67 hrs.	80.00 hours
	41.25 hours	6.88 hrs.	82.50 hours
~~6 Years~~ 1 Year of Continuous Employment	37.50 hours	9.38 hrs.	112.50 hours
	40.00 hours	10.00 hrs.	120.00 hours
	41.25 hours	10.31 hrs.	123.75 hours
~~14~~ 6 Years of Continuous Employment	37.50 hours	12.50 hrs.	150.00 hours
	40.00 hours	13.33 hrs.	160.00 hours
	41.25 hours	13.75 hrs.	165.00 hours
~~24~~ 14 Years of Continuous Employment	37.50 hours	15.63 hrs.	187.5 hours
	40.00 hours	16.67 hrs.	200.00 hours
	41.25 hours	17.79 hrs.	206.25 hours

FURTHER RESOLVED, that these changes shall take effect August 1, 2023;
Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation

VOTE REQUIRED: Majority

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Human Resources**
DIRECTOR: **Chris McDonell**
PREPARER: **Chris McDonell**

Agenda Summary Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation

BACKGROUND INFORMATION:

In April 2022, our employees participated in the "Milwaukee Top Places to Work" employee engagement survey. The survey was sent to all full-time and regular part-time employees who work 20 or more hours per week, 502 employees total. We had our highest response rate with 71% of employees completing the survey. Our previous highest response rate was in 2021 at 58%. One of our lowest scoring responses areas was to the statement, "My benefits package is good compared to others in the industry." This statement scored in the <1st percentile compared to other local government employees who work at similar sized organizations. Vacation time was the most common negative comment provided by our employees as it relates to their dissatisfaction with our benefits package.

Compensation and benefits is the primary reason county employees identify in exit interviews when ending their employment relationship with Ozaukee County. 62% of outgoing employees rated their wages and benefits as fair or poor.

The Human Resources Director and County Administrator have been meeting individually with employees as part of the effort to increase employee engagement and have received a substantial amount of negative comments related to our current vacation accrual schedule.

The Society for Human Resources Management reports that research consistently shows the health benefits of taking vacation time, such as improved productivity, lower stress and better mental health.

Staff conducted a survey of comparable Counties and found that Ozaukee County has the least employee friendly vacation accrual schedule and must wait significantly longer than their peers at other counties to increase their accrual rate.

		Years of Completed Service	
		Current	**Proposed**
Weeks of Vacation	**2 weeks**	Hire Date	Hire Date

	3 weeks	6	1
	4 weeks	14	6
	5 weeks	24	14

ANALYSIS: The proposed vacation accrual schedule would align non-represented employees with the Ozaukee County Deputy Sheriff's Association in terms of the number of years of completed service needed to begin accruing 4 weeks and 5 weeks of vacation. Members of the union hired before July 1, 2011, begin accruing 3 weeks of vacation upon hire; those union members hired after this date accrue 2 weeks upon hire and move to 3 weeks after 3 completed years of service. The proposed accrual schedule will have non-represented employees accrue 2 weeks upon hire and move to 3 weeks after 1 year of completed service.

FISCAL IMPACT:

Full-time non-represented employees and part-time non-represented working 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour or more work week are eligible to accrue vacation leave. No employee's vacation leave account shall contain more than twenty-four (24) months credit. If at the end of a month an employee's vacation account already contains 24 months credit, such employee will not be granted additional credits for that month. An employee will be paid for accrued vacation leave upon their termination if they give a 2 week notice and accrued vacation is not paid if an employee terminates within their probationary period.

RECOMMENDED MOTION: Approve the resolution to amend section 4.04(1) Vacation of the Ozaukee County Policy and Procedure Manual.

ATTACHMENTS:

- Comparable Counties (PDF)
- Employee Engagement Survey - Benefits (PDF)

Years of Service	CURRENT Ozaukee Non-Represented	Ozaukee Management Team Feedback	Ozaukee Union Hired After 7/1/11	Ozaukee Union Hired Before 7/1/11	**PROPOSED Ozaukee Non-Represented**	Sheboygan	Racine	Rock	*Manitowoc	Waukesha	Jefferson	Columbia	Dodge	City of Mequon	Washington County	Kenosha
	Weeks of Vacation for Exempt Employees					Counties (Weeks)								PTO (days)	PTO (days)	PTO (days)
0	2	2	2	3	2	3	1	1.1	1	2	2	1	2	0	20	1.1
1	2	2	2	3	3	3	3	3	2	2	2	1	2	18	20	15
2	2	3	2	3	3	3	3	3	3	2	2	2	2	18	20	15
3	2	3	3	3	3	3	3	3	3	3	2	2	2	18	20	15
4	2	3	3	3	3	3	3	3	3	3	2	2	2	18	20	15
5	2	3	3	3	3	4	4	4	3	3	2	3	2	18	20	15
6	3	3	4	4	4	4	4	4	3	3	3	3	2	18	20	20
7	3	4	4	4	4	4	4	4	3	3	3	3	3	23	25	20
8	3	4	4	4	4	4	4.6	4	3.6	3	3	3	3	23	25	20
9	3	4	4	4	4	4	4.6	4	3.6	3	3	3	3	23	25	20
10	3	4	4	4	4	5	4.6	5	3.6	4	3	3	3	23	25	20
11	3	4	4	4	4	5	4.6	5	3.6	4	3	3	3	23	25	20
12	3	5	4	4	4	5	4.6	5	3.8	4	3	4	3	23	25	20
13	3	5	4	4	4	5	5	5	4	4	4	4	3	28	25	20
14	4	5	5	5	5	5	5	5	4.2	4	4	4	3.2	28	30	25
15	4	5	5	5	5	6	5	5	4.4	4	4	4	3.4	28	30	25
16	4	5	5	5	5	6	5	5	4.6	4	4	4	3.6	28	30	25
17	4	5	5	5	5	6	5	5	4.8	5	4	4	3.8	28	30	25
18	4	5	5	5	5	6	5	5	5.2	5	4	5	4	28	30	25
19	4	5	5	5	5	6	5	5	5.4	5	5	5	4.2	28	30	25
20	4	6	5	5	5	6	5	5	5.4	5	5	5	4.4	28	30	25
21	4	6	5	5	5	6	5	5	5.4	5	5	5	4.6	28	30	25
22	4	6	5	5	5	6	5	5	5.4	5	5	5	4.8	28	30	25
23	4	6	5	5	5	6	5	5	5.4	5	5	5	5	28	30	25
24	5	6	5	6	5	6	5	5	5.4	5	5	5	5	28	30	25
25	5	6	5	6	5	6	5	5	5.4	5	5	6	5	33	35	25
# of Holidays	9	9	9	9	9	10	10	10	10	11	9	9	10	9	9	12
# of Floating Holidays	1	1	1	1	1	0	0	1	0	2	1	2	0	1	0	0
# Sick Days	12 or 16	12 or 16	12 or 16	12 or 16	16	9	16	12	5	12	12	12	12	0	0	0

*Non-Exempt - 5 Casual Days
*Exempt - Unlimited Sick Time

Attachment: Comparable Counties (AMENDING SECTION 4.04(1) OF THE OZAUKEE COUNTY POLICY

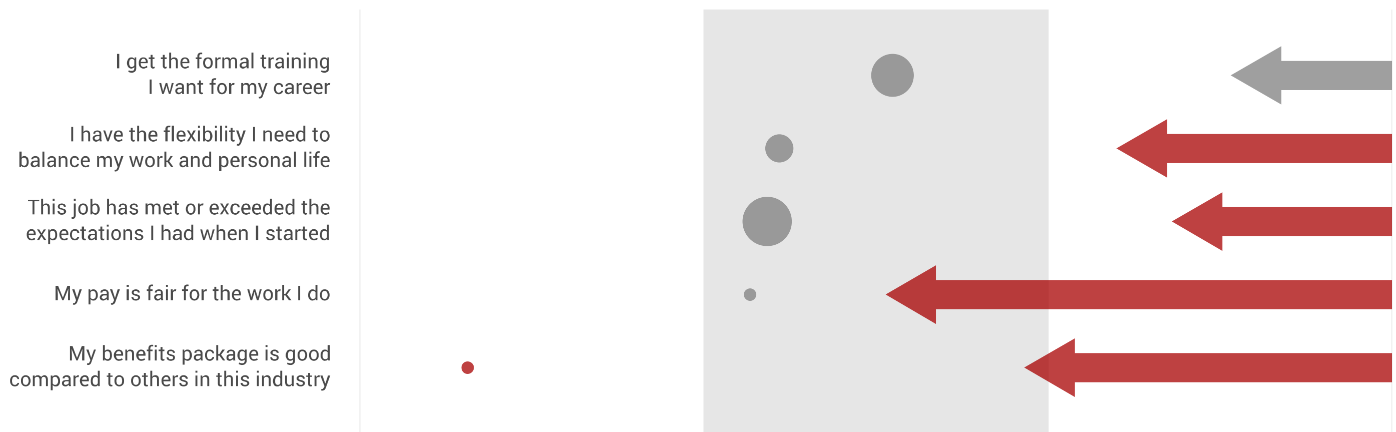
Ozaukee County, April 2022

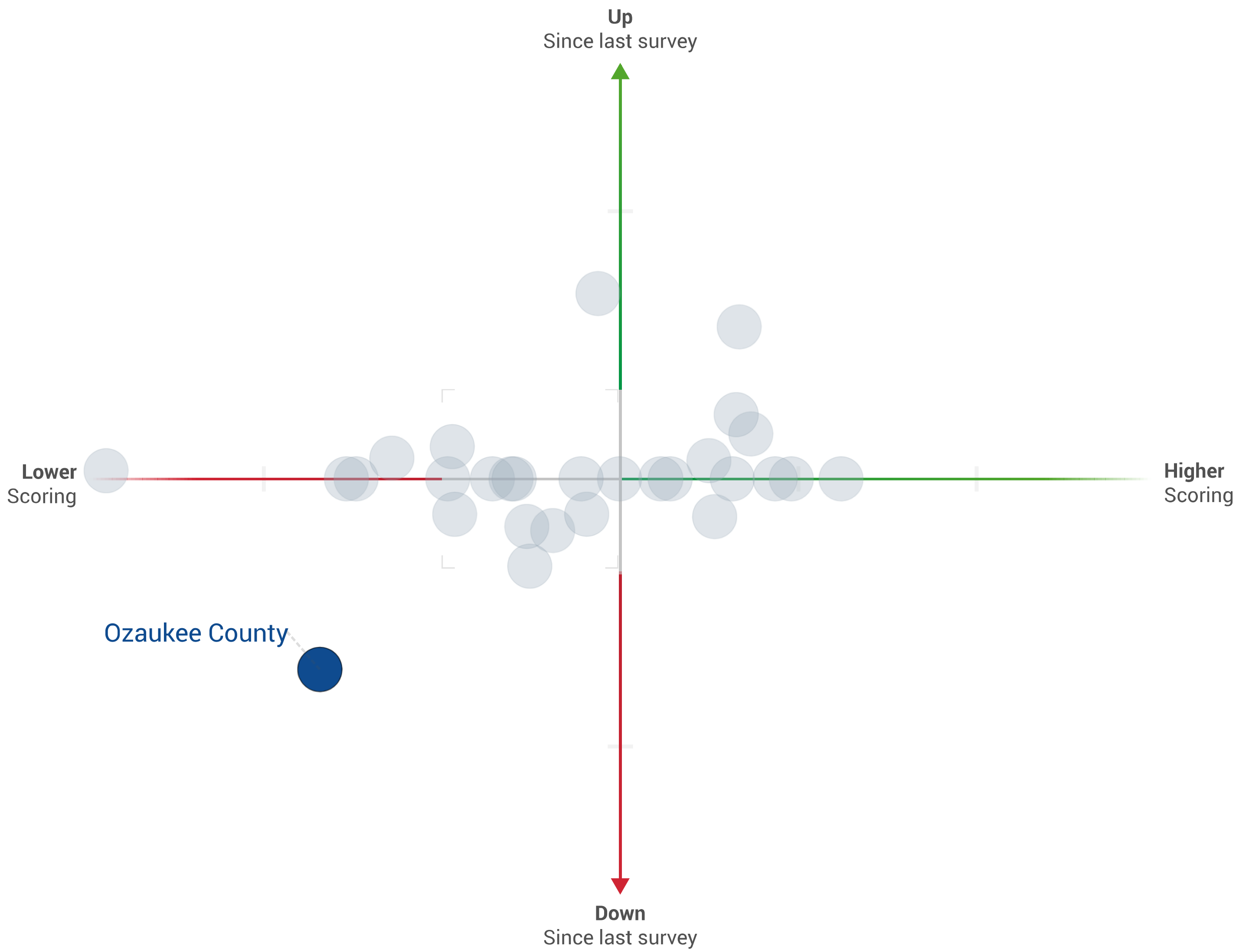
Employee Survey Results

Comment Word Cloud Report

The Basics

Ozaukee County by statement - April 2022

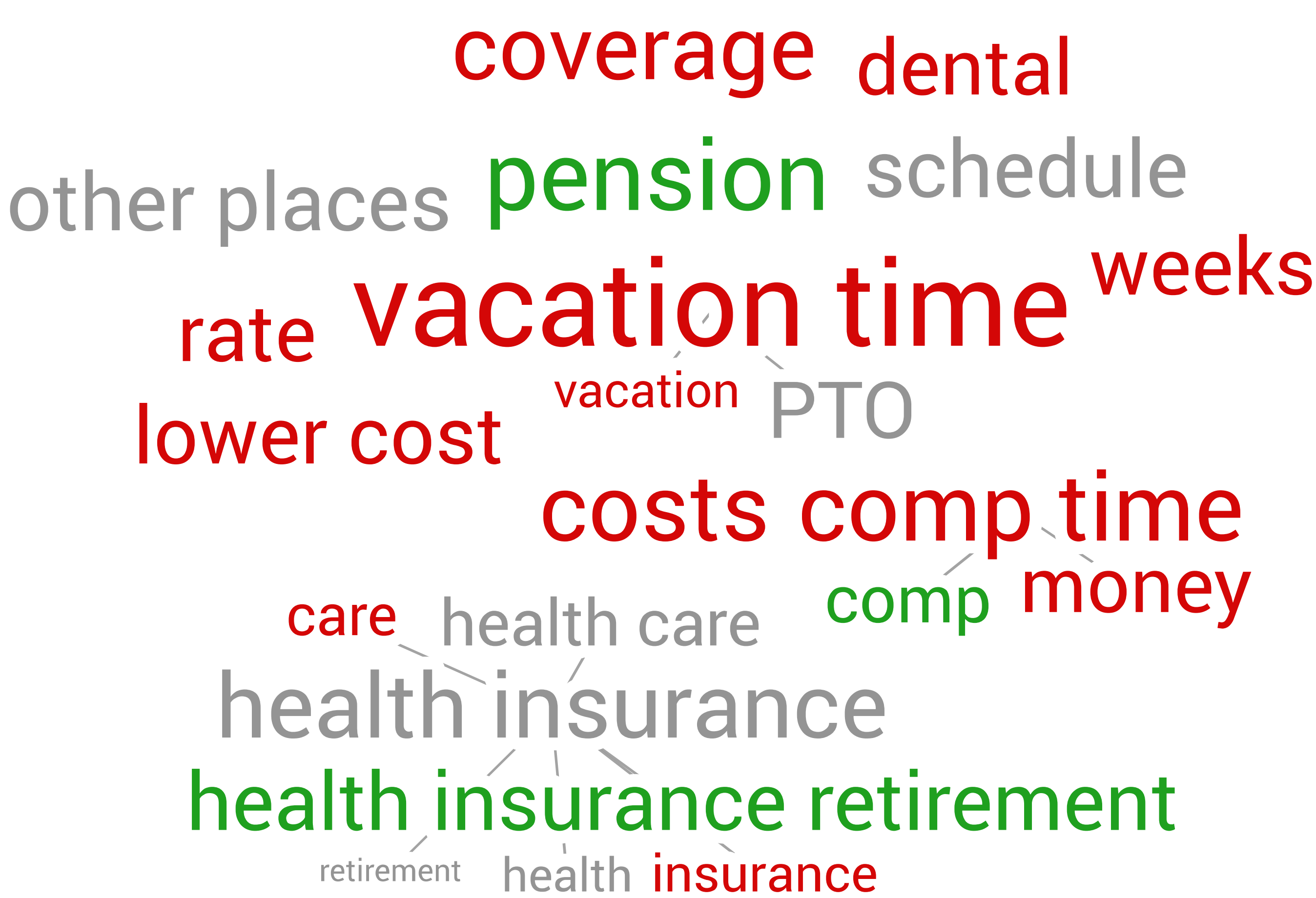




My benefits package is good compared to other in this industry

This is how Ozaukee County compared to similarly sized local governments on providing good benefits

Ozaukee County Benefits comment cloud



These words stand out because they were used more often at Ozaukee County than at the benchmark organizations.

Green words were used by Ozauke County employees who responded positively. .

Red words were used by employee who responded negatively.

What to ask

Do the big words represent the culture we want?

Do our company values show up a big and green?

Are we concerned about any of the red words being a part of our culture?

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Finance**
DIRECTOR: **Jay McMahon**
PREPARER: **Jay McMahon**

Agenda Summary Wire Transfers #3745 -#3765 and April Schedule of Vouchers

ATTACHMENTS:

- Wire Transfers (PDF)

FINANCE COMMITTEE

WE HEREBY CERTIFY THAT WE HAVE REVIEWED AND APPROVED THE FOLLOWING:

SCHEDULE OF VOUCHERS

For Checks Paid	4/1/2023	To	4/30/2023	Total Amount:	$3,702,374.39

WIRE TRANSFERS

NUMBER RANGE	WT #3745	To	WT #3765	Total Amount:	$2,178,364.78
				Total Claims and/or Wire Transfers:	$5,880,739.17

Approved this 25th day of May 2023

Paul Melotik
Finance Committee - Chairperson

5/17/20238:59 AMFinance Committee Approval Form and WT May List.xls

Finance Committee
May 25, 2023

Wire Transfers

WT #	Date	Amount	Paid To	Purpose
WT #3745	4/20/2023	1,239.67	WI DOR	Sales Tax March 2023/kpm
WT #3746	4/18/2023	27,431.10	Elan Financial Services	Credit Card Payment/kpm
WT #3747	4/28/2023	779,925.91	WRS	March WRS Contributions
WT #3748	4/26/2023	10,278.58	Metlife	April Life & LTD/kpm
WT #3749	4/27/2023	2,292.85	Metlife	May 2023 Vision/kpm
WT #3750	4/27/2023	5,325.41	Metlife	Voluntary Insurances/kpm
WT #3751	4/26/2023	411,215.89	US Bank	Credit Card Payment/kpm
WT #3752	4/27/2023	21,338.68	Metlife	May 2023 Dental/kpm
WT #3753	4/26/2023	4,804.50	North Shore Bank	Deferred Compensation/kpm
WT #3754	4/26/2023	24,804.15	Great West Trust Co	Deferred Compensation/kpm
WT #3755	4/28/2023	187.50	WI DOR	Wage Attachments/kpm
WT #3756	5/1/2023	311,374.89	IRS	Federal Payroll Tax/kpm
WT #3757	5/15/2023	51,984.35	WI DOR	State Payroll Tax/kpm
WT #3758	5/2/2023	7,592.22	IRS	Federal Payroll Tax/kpm
WT #3759	5/15/2023	121,429.20	WI DOR	RE Transfers April 2023/kpm
WT #3760	5/8/2023	8,680.16	Cardmember Service	Credit Card Payment/kpm
WT #3761	5/10/2023	4,704.50	North Shore Bank	Deferred Compensation/kpm
WT #3762	5/12/2023	187.50	WI DOR	Wage Attachment/kpm
WT #3763	5/15/2023	306,477.01	IRS	Federal Payroll Tax/kpm
WT #3764	5/10/2023	24,507.00	Great West Trust Company	Deferred Compensation/kpm
WT #3765	5/31/2023	52,583.71	WI DOR	State Payroll Tax/kpm
		$2,178,364.78		

Attachment: Wire Transfers (Wire Transfers #3745 -#3765 and April Schedule of Vouchers)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **County Clerk**
DIRECTOR: **Julie Winkelhorst**
PREPARER: **Tyler Quaas**

Agenda Summary County Clerk

ATTACHMENTS:

- County Clerk Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund County Clerk

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	-	-	$45	$45	0.00%
Intergovernmental Charges	-	$23,146	$43,100	$19,954	53.70%
Interdepartmental Charges	$7,509	$26,453	$83,000	$56,547	31.87%
Licenses & Permits	$1,400	$4,095	$18,650	$14,555	21.96%
Other Revenue	$2,156	$11,741	$18,000	$6,259	65.23%
Total Revenues	**$11,065**	**$65,435**	**$162,795**	**$97,360**	**40.19%**
Expenditures					
Salaries	$32,652	$136,466	$399,983	$263,517	34.12%
Fringe Benefits	$11,167	$53,135	$142,270	$89,135	37.35%
Travel/Training	$58	$139	$27,750	$27,611	0.50%
Supplies	$8,146	$96,065	$207,200	$111,135	46.36%
Purchased Services	$8,817	$16,122	$48,225	$32,103	33.43%
Interdepartment Charges	$2,546	$10,785	$34,473	$23,688	31.29%
Other Expenses	-	$967	$2,139	$1,172	45.21%
Total Operating Expenditures	**$63,386**	**$313,679**	**$862,040**	**$548,361**	**36.39%**
Capital Outlay					
Total Expenditures	**$63,386**	**$313,679**	**$862,040**	**$548,361**	**36.39%**
Net Increase (Decrease)	**($52,321)**	**($248,244)**	**($699,245)**	**($451,001)**	**35.50%**

Equity:

Attachment: County Clerk Financials (County Clerk)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Finance**
DIRECTOR: **Jay McMahon**
PREPARER: **Jay McMahon**

Agenda Summary Finance

ATTACHMENTS:

- May Directors Report (PDF)
- May Financial Reports (PDF)

FINANCE COMMITTEE

DIRECTOR'S REPORT TO THE FINANCE COMMITTEE

MAY 2023

TO: THE HONORABLE MEMBERS OF THE OZAUKEE COUNTY FINANCE COMMITTEE

The mission of the Ozaukee County Finance Department is to facilitate effective and efficient fiscal management while maintaining accountability for the financial resources in accordance with generally accepted accounting principles (GAAP).

County Finances:

2023 is tracking as expected through April. Revenues are below budget due to a two-month lag in sales tax, grant claims filed close to the end of the year. Interest income is higher this year due to the rise in interest rates that we are receiving from PWSB and the State Pool.

Expenditures are slightly over budget in total and this is due to prepaying health insurance one month in advance and Grants are typically paid in full at the beginning of the year.

Finance Department:

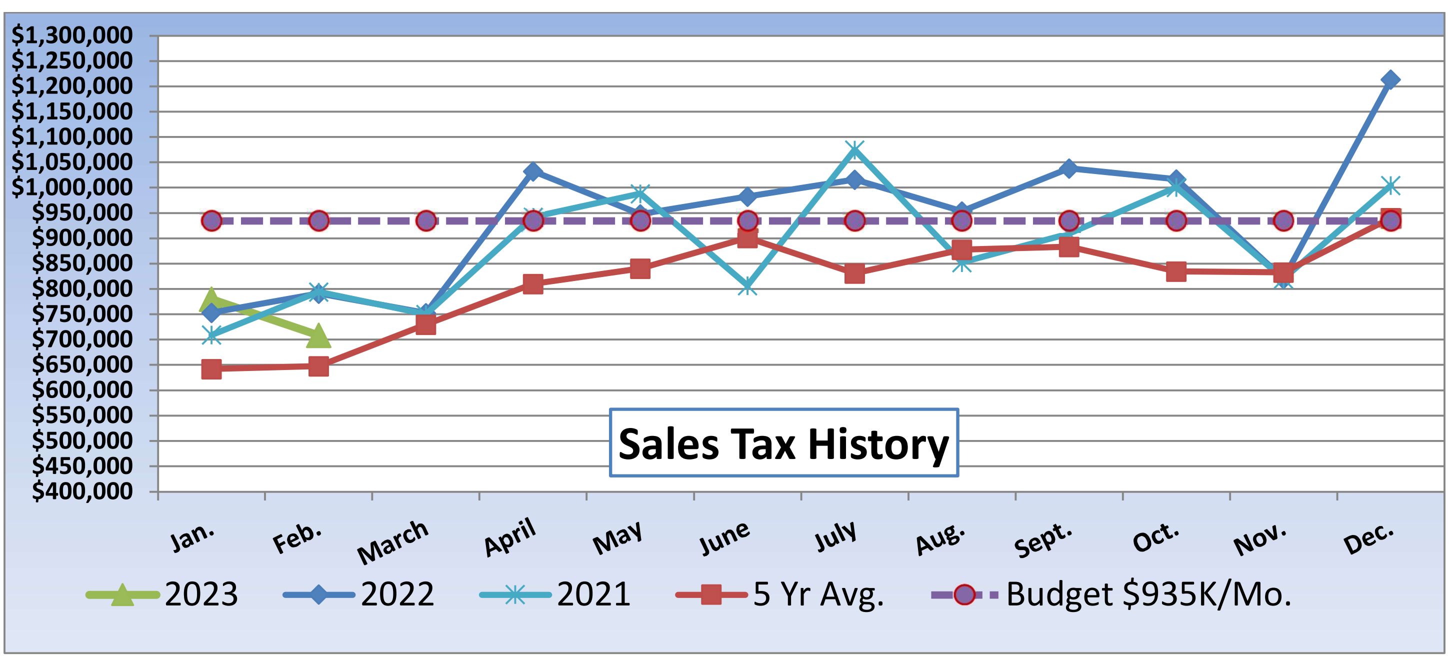
The County Payroll Manager has decided to retire but she has agreed to stay on until she can train the new person on Great Plains. I estimate that she will be here for 4-6 week after the new person starts. Our previous Payroll Manager will also be available to assist in the transition if needed.

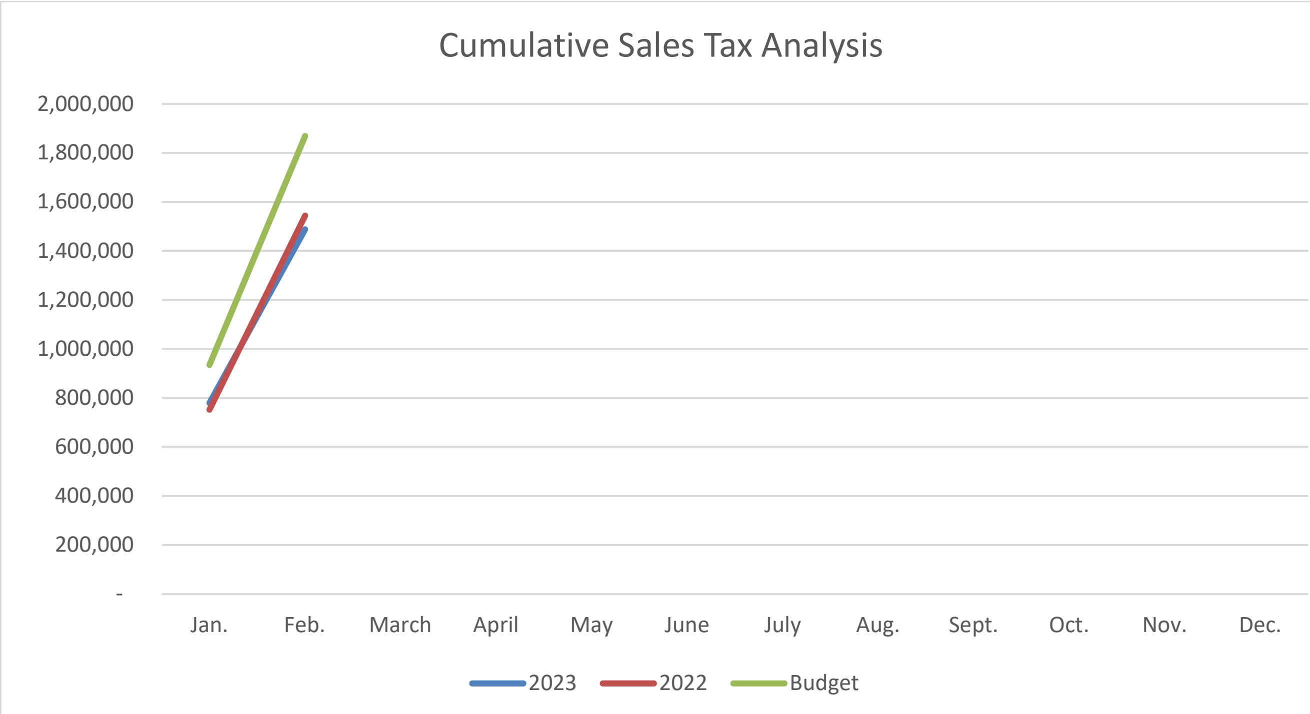
2022 Audit:

KerberRose is on site this week and should be done today or tomorrow with the 2022 audit field work.

Sales Tax Collections:

Sales tax collections for February were $708,888 compared to $791,175 for February of 2022. A decrease of $82,287 from 2022 which puts collections $55,021 behind 2022. Through February collections are under budget by $380,093 which is normal at this time of year since collections are historically low in January, February and March and increase beginning in April. I have included a 3rd table below that shows our monthly collections for the current year and the preceding 5 years.





Month	2023	2022	2021	2020	2019	2018
Jan.	$ 780,367	$ 753,101	$ 709,655	$ 640,248	$ 566,612	$ 541,933
Feb.	708,888	791,175	794,643	676,988	519,868	456,218
March		752,730	749,818	624,557	796,918	724,709
April		1,032,797	942,045	646,382	685,858	744,247
May		948,041	988,440	836,826	767,577	662,777
June		982,372	807,042	816,972	927,214	970,616
July		1,015,951	1,074,803	817,956	623,068	622,120
Aug.		953,798	852,524	912,479	902,946	767,925
Sept.		1,038,162	909,058	730,504	815,601	925,225
Oct.		1,016,809	1,000,698	936,555	606,837	612,342
Nov.		819,961	819,968	835,958	840,209	847,021
Dec.		1,213,586	1,004,389	837,361	811,096	835,788
Totals	$ 1,489,255	$ 11,318,483	$ 10,653,083	$ 9,312,786	$ 8,863,804	$ 8,710,921

Ozaukee County Committee Report

Summary of All Units

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	$2,487,172	$9,853,023	$33,818,336	$23,965,313	29.14%
Intergovernmental Revenues	$518,969	$1,470,620	$17,492,581	$16,021,961	8.41%
Public Charges for Services	$1,592,877	$6,165,384	$24,972,357	$18,806,973	24.69%
Intergovernmental Charges	$229,158	$2,453,248	$7,818,980	$5,365,732	31.38%
Interdepartmental Charges	$138,957	$812,289	$4,693,553	$3,881,264	17.31%
Fines/Forfeitures/Penalties	$18,012	$67,019	$226,300	$159,281	29.62%
Licenses & Permits	$19,469	$93,508	$871,790	$778,282	10.73%
Interest Revenue	$129,182	$704,056	$373,050	($331,006)	188.73%
Other Revenue	$295,083	$509,249	$3,507,878	$2,998,629	14.52%
Total Revenues	**$5,428,879**	**$22,128,396**	**$93,774,825**	**$71,646,429**	**23.60%**
Expenditures					
Salaries	$2,769,487	$11,326,814	$37,741,086	$26,414,272	30.01%
Fringe Benefits	$1,007,582	$4,772,787	$14,257,518	$9,484,731	33.48%
Travel/Training	$20,710	$86,711	$529,496	$442,785	16.38%
Supplies	$298,780	$1,845,384	$9,463,650	$7,618,266	19.50%
Purchased Services	$1,440,356	$4,865,028	$16,256,235	$11,391,207	29.93%
Interdepartment Charges	$117,913	$1,582,533	$4,503,822	$2,921,289	35.14%
Depreciation	-	-	$2,874,741	$2,874,741	0.00%
Debt Service	-	$1,365,744	$1,645,388	$279,644	83.00%
Grants	$19,342	$1,023,917	$6,788,226	$5,764,309	15.08%
Other Expenses	($458,781)	$1,958,548	$3,321,615	$1,363,067	58.96%
Total Operating Expenditures	**$5,215,389**	**$28,827,466**	**$97,381,777**	**$68,554,311**	**29.60%**
Capital Outlay					
Project Fund	$19,209	$179,510	$4,068,696	$3,889,186	4.41%
Equipment & Furniture	$249,477	$491,878	$2,007,536	$1,515,658	24.50%
Buildings & Land	$351,355	$958,173	$2,760,424	$1,802,251	34.71%
Contra	-	-	($550,000)	($550,000)	0.00%
Total Capital Outlay	**$620,041**	**$1,629,561**	**$8,286,656**	**$6,657,095**	**19.66%**
Total Expenditures	**$5,835,430**	**$30,457,027**	**$105,668,433**	**$75,211,406**	**28.82%**
Other Finance (Sources)	-	($195,877)	($2,099,676)	($1,903,799)	9.33%
Other Finance Uses	-	$195,877	$944,509	$748,632	20.74%
Net Other Financing Sources/Uses	**-**	**-**	**($1,155,167)**	**($1,155,167)**	**0.00%**
Net Increase (Decrease)	**($406,551)**	**($8,328,631)**	**($10,738,441)**	**($2,409,810)**	**77.56%**
Equity:					
Governmental Fund Balance	-	-	($33,177)	($33,177)	0.00%

Attachment: May Financial Reports (Finance)

Ozaukee County Committee Report

Summary of All General Fund Units

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	$1,653,096	$5,258,928	$22,551,637	$17,292,709	23.32%
Intergovernmental Revenues	$6,904	($435,043)	$3,475,988	$3,911,031	-12.52%
Public Charges for Services	$183,293	$689,064	$2,436,509	$1,747,445	28.28%
Intergovernmental Charges	$13,213	$64,793	$258,100	$193,307	25.10%
Interdepartmental Charges	$12,727	$103,536	$515,414	$411,878	20.09%
Fines/Forfeitures/Penalties	$18,012	$67,019	$220,000	$152,981	30.46%
Licenses & Permits	$10,581	$29,083	$126,650	$97,567	22.96%
Interest Revenue	$109,307	$619,948	$363,050	($256,898)	170.76%
Other Revenue	$48,704	$149,855	$656,131	$506,276	22.84%
Total Revenues	**$2,055,837**	**$6,547,183**	**$30,603,479**	**$24,056,296**	**21.39%**
Expenditures					
Salaries	$1,181,823	$4,849,106	$15,852,060	$11,002,954	30.59%
Fringe Benefits	$446,044	$2,198,404	$6,006,712	$3,808,308	36.60%
Travel/Training	$10,729	$24,862	$212,632	$187,770	11.69%
Supplies	$76,650	$480,854	$1,580,951	$1,100,097	30.42%
Purchased Services	$327,163	$1,157,326	$3,703,773	$2,546,447	31.25%
Interdepartment Charges	$61,657	$323,851	$1,158,635	$834,784	27.95%
Grants	$7,342	$955,410	$1,413,021	$457,611	67.61%
Other Expenses	($564,063)	$920,640	$937,908	$17,268	98.16%
Total Operating Expenditures	**$1,547,345**	**$10,910,453**	**$30,865,692**	**$19,955,239**	**35.35%**
Capital Outlay					
Equipment & Furniture	-	-	$386,250	$386,250	0.00%
Total Capital Outlay	**-**	**-**	**$386,250**	**$386,250**	**0.00%**
Total Expenditures	**$1,547,345**	**$10,910,453**	**$31,251,942**	**$20,341,489**	**34.91%**
Other Finance (Sources)	-	-	($472,250)	($472,250)	0.00%
Net Other Financing Sources/Uses	**-**	**-**	**($472,250)**	**($472,250)**	**0.00%**
Net Increase (Decrease)	**$508,492**	**($4,363,270)**	**($176,213)**	**$4,187,057**	**2476.13 %**

Equity:

Attachment: May Financial Reports (Finance)

Ozaukee County Committee Report

General Fund Finance Department

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Other Revenue	-	$30,555	$120,000	$89,445	25.46%
Total Revenues	**-**	**$30,555**	**$120,000**	**$89,445**	**25.46%**
Expenditures					
Salaries	$60,063	$239,998	$777,351	$537,353	30.87%
Fringe Benefits	$22,101	$101,895	$263,310	$161,415	38.70%
Travel/Training	$208	$2,505	$8,200	$5,695	30.55%
Supplies	$44	$3,737	$40,155	$36,418	9.31%
Purchased Services	$25,254	$34,631	$17,725	($16,906)	195.38%
Interdepartment Charges	$3,008	$12,598	$36,941	$24,343	34.10%
Other Expenses	-	$63	$600	$537	10.50%
Total Operating Expenditures	**$110,678**	**$395,427**	**$1,144,282**	**$748,855**	**34.56%**
Capital Outlay					
Total Expenditures	**$110,678**	**$395,427**	**$1,144,282**	**$748,855**	**34.56%**
Net Increase (Decrease)	**($110,678)**	**($364,872)**	**($1,024,282)**	**($659,410)**	**35.62%**

Equity:

Ozaukee County Committee Report

General Fund County Administrator

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$9,372	$37,487	$137,223	$99,736	27.32%
Fringe Benefits	$3,770	$17,372	$43,590	$26,218	39.85%
Travel/Training	-	-	$1,425	$1,425	0.00%
Supplies	-	$1,314	$2,275	$961	57.76%
Purchased Services	$55	$218	$900	$682	24.22%
Interdepartment Charges	$1,269	$5,314	$15,425	$10,111	34.45%
Other Expenses	$392	$392	$500	$108	78.40%
Total Operating Expenditures	**$14,858**	**$62,097**	**$201,338**	**$139,241**	**30.84%**
Capital Outlay					
Total Expenditures	**$14,858**	**$62,097**	**$201,338**	**$139,241**	**30.84%**
Net Increase (Decrease)	**($14,858)**	**($62,097)**	**($201,338)**	**($139,241)**	**30.84%**

Equity:

Ozaukee County Committee Report

General Fund Budget/Grant/Project Management

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$17,174	$68,785	$225,094	$156,309	30.56%
Fringe Benefits	$4,899	$22,339	$62,867	$40,528	35.53%
Travel/Training	-	-	$5,000	$5,000	0.00%
Supplies	-	-	$4,675	$4,675	0.00%
Other Expenses	-	-	$1,500	$1,500	0.00%
Total Operating Expenditures	**$22,073**	**$91,124**	**$299,136**	**$208,012**	**30.46%**
Capital Outlay					
Total Expenditures	**$22,073**	**$91,124**	**$299,136**	**$208,012**	**30.46%**
Net Increase (Decrease)	**($22,073)**	**($91,124)**	**($299,136)**	**($208,012)**	**30.46%**

Equity:

Ozaukee County Committee Report

General Fund Non Departmental

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	-	-	$270,000	$270,000	0.00%
Interest Revenue	$92	$356	-	($356)	0.00%
Other Revenue	$35,107	$41,673	$138,886	$97,213	30.01%
Total Revenues	**$35,199**	**$42,029**	**$408,886**	**$366,857**	**10.28%**
Expenditures					
Salaries	-	$75	($35,000)	($35,075)	-0.21%
Fringe Benefits	($500)	$162,500	$173,000	$10,500	93.93%
Travel/Training	-	$788	$21,000	$20,212	3.75%
Supplies	-	$14,846	$15,338	$492	96.79%
Purchased Services	$4,469	$17,875	$53,625	$35,750	33.33%
Grants	$5,000	$936,354	$1,139,204	$202,850	82.19%
Other Expenses	($615,022)	$810,868	$633,828	($177,040)	127.93%
Total Operating Expenditures	**($606,053)**	**$1,943,306**	**$2,000,995**	**$57,689**	**97.12%**
Capital Outlay					
Total Expenditures	**($606,053)**	**$1,943,306**	**$2,000,995**	**$57,689**	**97.12%**
Other Finance (Sources)	-	-	($15,000)	($15,000)	0.00%
Net Other Financing Sources/Uses	**-**	**-**	**($15,000)**	**($15,000)**	**0.00%**
Net Increase (Decrease)	**$641,252**	**($1,901,277)**	**($1,577,109)**	**$324,168**	**120.55%**

Equity:

Attachment: May Financial Reports (Finance)

Ozaukee County Committee Report

Special Revenue County American Rescue Plan Act

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Grants	-	-	$4,775,000	$4,775,000	0.00%
Other Expenses	-	-	$225,000	$225,000	0.00%
Total Operating Expenditures	**-**	**-**	**$5,000,000**	**$5,000,000**	**0.00%**
Capital Outlay					
Project Fund	$17,261	$177,464	$4,068,696	$3,891,232	4.36%
Total Capital Outlay	**$17,261**	**$177,464**	**$4,068,696**	**$3,891,232**	**4.36%**
Total Expenditures	**$17,261**	**$177,464**	**$9,068,696**	**$8,891,232**	**1.96%**
Net Increase (Decrease)	**($17,261)**	**($177,464)**	**($9,068,696)**	**($8,891,232)**	**1.96%**

Equity:

Attachment: May Financial Reports (Finance)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 25, 2023
DEPARTMENT: Human Resources
DIRECTOR: Chris McDonell
PREPARER: Chris McDonell

Agenda Summary Human Resources

Health Insurance Premium Reduction

- There were 5 employees who met the insurance premium reduction requirements to have their insurance premiums reduced that started with the May 12, 2023 pay period.
  - The insurance premium reduction plan design changes are listed below:
    - Single Plan: 3 employees
    - Employee + Spouse: 1 employee
    - Employee + Children: 1 employees
    - Family: 0 employees
- There are 103 individuals who met the Wellness Program requirements (Biometric Screening, Preventative Annual Exam and HRA and earned 650 points) to remain at the 12% premium in 2024.

Social Security Webinar

Ozaukee County is offering a free webinar from Social Security on Wednesday, May 10, 2023 and on Tuesday, May 23, 2023 from 1:00pm-2:00pm. A Social Security Representative will be reviewing the following items during the webinars:

- When are you eligible to receive retirement benefits?
- How does early retirement affect your benefits?
- Do you qualify for disability, survivors, and spouse benefits?
- How do you get the most from your benefit?
- What is the future of Social Security?
- When should you file for Medicare?

May is Mental Health Awareness Month

Employees were notified that May is Mental Health Awareness Month and were provided additional information regarding our EAP Program including the new microsite that EAP launched May 3rd. They were also reminded of the free bi-weekly webinars which are offered monthly. In May, Lifeworks is offering the webinars “Managing Fear and Anxiety” and “Resilient Leadership” their descriptions are listed below:

Managing Fear and Anxiety

Fears and anxieties are made up of thoughts that are based upon either personal experiences or beliefs. Pretending that these fears and anxieties do not exist, or are not as bad as they seem, can make them worse. In this class, we will learn how to talk through our thoughts to realize that our fears and anxieties are manageable and controllable.

Resilient Leadership

As we reflect on the impact of the past few years, this is the time to take steps to build your resiliency and move forward. In this session, we will help you to re-focus on key components of leadership so that you can demonstrate resiliency and support your employees and colleagues in doing the same. This session is designed for managers/people leaders.

Employee Assistance Program Webinar

Ozaukee County offered an EAP webinar to all employees on April 18, 2023 and there were 5 individuals who attended. The webinar will be hosted from our representative from LifeWorks and she will cover the following items:

- Learn more about the EAP program features - how to access it and reasons to use it
- Understand the specific ways the EAP can help with common issues we all face in life
- Gain insight into the easy to access online resources, practical tools, and information designed to designed to support your mental, financial, physical, and emotional well-being.

The webinar will also be recorded and placed on our website for future reference.

Wisconsin Deferred Compensation Program (WDC) May Webinars

WDC (Empower) will once again be offering the “Your Journey to Retirement” and “Retirement Planning with the WDC” webinars during May.

Your Journey to Retirement Webinar

Offers employees the opportunity to learn more about the value and the benefits of saving and investing for retirement.

Retirement Planning with the WDC

This webinar reviews the steps that are needed to get ready for and enjoy retirement.

Representatives from both Deferred Compensation Plans will once again be onsite in June.

EDVEST at Work

Edvest at Work was reintroduced to employees in April. It is a Financial Wellness benefit designed to help an employee, save for their children's or grandchildren's higher education, minimize student loan debt and build a skilled Wisconsin workforce. With low fees, unique tax benefits and payroll direct deposits to an Edvest 529 account, Edvest at Work offers one of the most effortless ways to help achieve higher education savings goals.

Live Well Your Weigh Program

Ozaukee County is pleased to announce that we are offering a Live Well Your Weigh Program by Aurora Wellness Services for our employees and their spouses. This six-week program looks at the pillars of successful weight loss. Each session starts with discussion about experiences during the week and closes with establishing next week's goals and solutions. The program will be offered through a live webinar and there is **NO** cost to employees or their spouses. The webinars will take place on Wednesday's from 12:30pm-1:30pm starting April 19, 2023 and ending on May 31, 2023.

There were 11 individuals who enrolled in the program.

2023 WCA Group Health Trust Scholarship Program

Every year the WCA Group Health Trust offers five scholarships to Wisconsin college students, each in the amount of $2,000. The application period opens March 2, 2023 and closes June 9, 2023. Scholarship winners will be announced August 1, 2023. Employees enrolled in the health insurance plan have been notified and posters have been placed at all locations.

Ozaukee County Complimentary Golf

Ozaukee County employees (includes full-time, part-time, seasonal, and full-time elected employees) will once again be offered complimentary green fees for any tee time made after 5:00 PM every day, except Fridays at Hawthorne Hills and Mee-Kwon Park golf courses. <https://www.co.ozaukee.wi.us/2052/Golf-Division>This County benefit is designed to increase physical activity for the entire county staff; therefore, free golf is only available if you walk the course. Evan Hewes will be provided with a list of employees on April 15, June 15 and August 15.

Compensation Study - Appeals Process Update

Heather Murray, Senior Consultant at Carlson Dettmann, conducted virtual meetings with Department Heads and appealing employees on April 12, April 18, and May 2, and will be making recommendations to Administration on which appeals are recommended for approval. Twenty-two different positions are being re-evaluated as a result of the process.

Below is still our current timeline we are working off of:

May 16 - Ozaukee County Department of Administration and Carlson Dettmann determine which appeals are recommended for approval.

May 25 - Finance Committee approves recommended appeals for approval.

June 7 - County Board approves recommended appeals for approval.

Quarterly Milestone Years of Service Happy Hour Celebration

We are hosting our next Happy Hour event at the Inventors Brewpub on Friday, May 19, and have invited employees who are celebrating milestone years of service with Ozaukee County in Q2 to join! The DOA group and Department Heads of honorees are also invited and we are hopeful for both sunny weather and a great turnout.

Corporate Challenge

We are excited to share that Ozaukee County is participating in the 2023 Corporate Challenge! This is a new event coordinated by the Kettle Moraine YMCA to engage local businesses/organizations in friendly competition. The other competing organizations are the City of Port Washington, Kohler Credit Union, Grafton School District, Port Washington/Saukville School District, and the YMCA. Five different events will comprise the "Challenge" (5K walk, pickleball, bowling, volleyball, and trivia) and points will be awarded based on results for each event. We are excited for our employees to participate.

ATTACHMENTS:

- HR Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report

General Fund Department Human Resources

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	$19,660	$78,434	$262,871	$184,437	29.84%
Fringe Benefits	$8,319	$40,314	$95,624	$55,310	42.16%
Travel/Training	-	$165	$2,200	$2,035	7.50%
Supplies	$1,284	$4,448	$22,850	$18,402	19.47%
Purchased Services	$8,047	$33,353	$38,900	$5,547	85.74%
Interdepartment Charges	$983	$4,315	$12,774	$8,459	33.78%
Other Expenses	$573	$2,806	$2,000	($806)	140.30%
Total Operating Expenditures	**$38,866**	**$163,835**	**$437,219**	**$273,384**	**37.47%**
Capital Outlay					
Total Expenditures	**$38,866**	**$163,835**	**$437,219**	**$273,384**	**37.47%**
Net Increase (Decrease)	**($38,866)**	**($163,835)**	**($437,219)**	**($273,384)**	**37.47%**

Equity:

Attachment: HR Financials (Human Resources)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Administrator**
DIRECTOR: **Jason Dzwinel**
PREPARER: **Jason Dzwinel**

Agenda Summary Information Technology

ATTACHMENTS:

- 2022-2023 IT Financials May (PDF)

FINANCE COMMITTEE

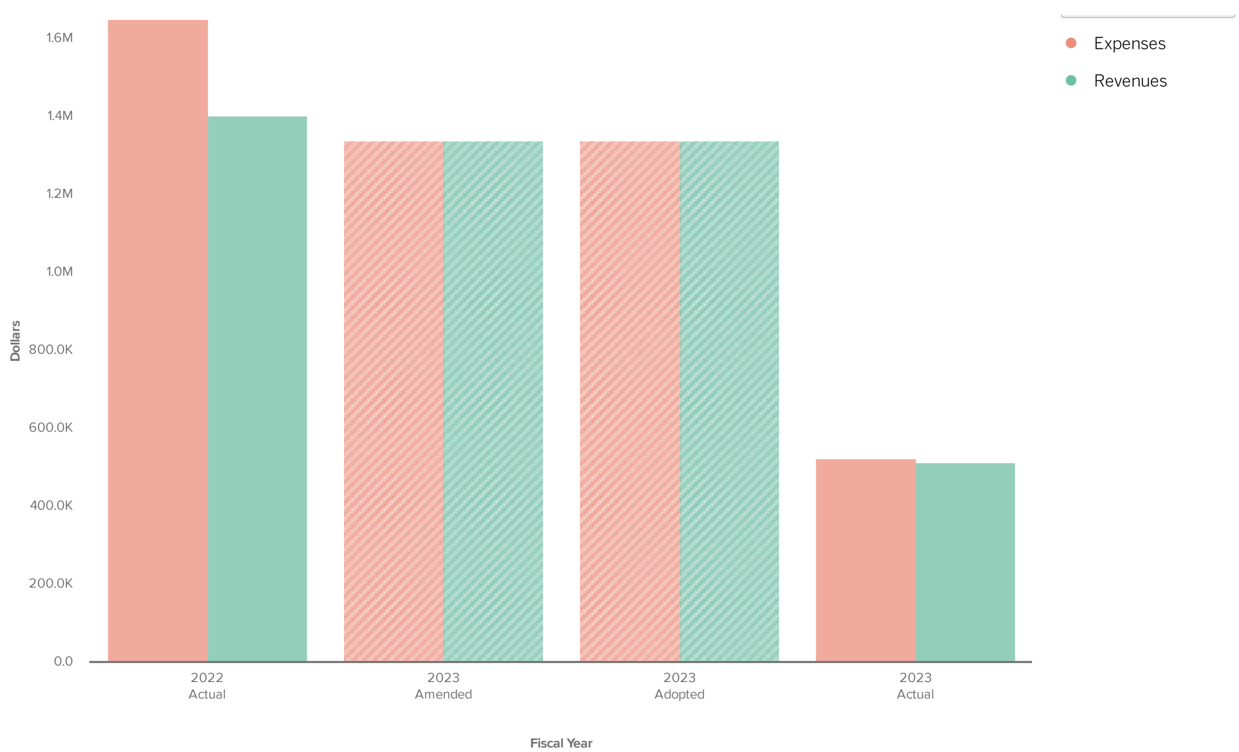
Radio Services and IT Financials

Finance Committee

IT Financials

Expand All	2022 Actual	2023 Amended	2023 Adopted	2023 Actual
▿ Revenues	$ 1,400,809	$ 1,338,623	$ 1,338,623	$ 512,819
▸ Interdepartmental Revenue for County Services	1,400,809	1,335,123	1,335,123	498,256
▸ Public Charges for County Services	0	3,500	3,500	14,563
▿ Expenses	1,646,805	1,338,621	1,338,621	523,283
▾ Purchased Services	983,353	721,336	721,336	257,501
▾ Purchased Services	983,353	721,336	721,336	257,501
Service Contracts	580,750	430,000	430,000	125,723
Telephone	251,224	175,336	175,336	88,473
Maintenance Contracts	92,596	70,000	70,000	36,166
Consulting Services	58,782	45,000	45,000	7,139
Equipment Repairs and Maintenance	0	1,000	1,000	0
▾ Salaries & Fringe Benefits	684,394	588,936	588,936	262,884
▾ Other	684,394	588,936	588,936	262,884
Regular Salaries & Wages	377,437	370,030	370,030	137,395
Health Insurance	109,583	106,668	106,668	47,389
Overtime	118,990	50,000	50,000	50,965
Retirement	32,437	28,562	28,562	12,803
Social Security Tax	24,863	25,799	25,799	11,188
Medicare Tax	6,803	6,090	6,090	2,617
Accrued Sick Leave Expense	8,831	0	0	0
Accrued Vacation Expense	3,871	0	0	0
Disability Insurance	979	1,166	1,166	326
Life Insurance	602	622	622	201
▸ Supplies under $5,000	28,960	22,700	22,700	2,542
▸ Travel/Mileage/Conference&Meetings	1,294	5,250	5,250	352
▸ Interdepartmental Charges	71	200	200	3
▸ Other Expenses	-51,267	200	200	0
Revenues Less Expenses	$ -245,997	$ 2	$ 2	$ -10,463

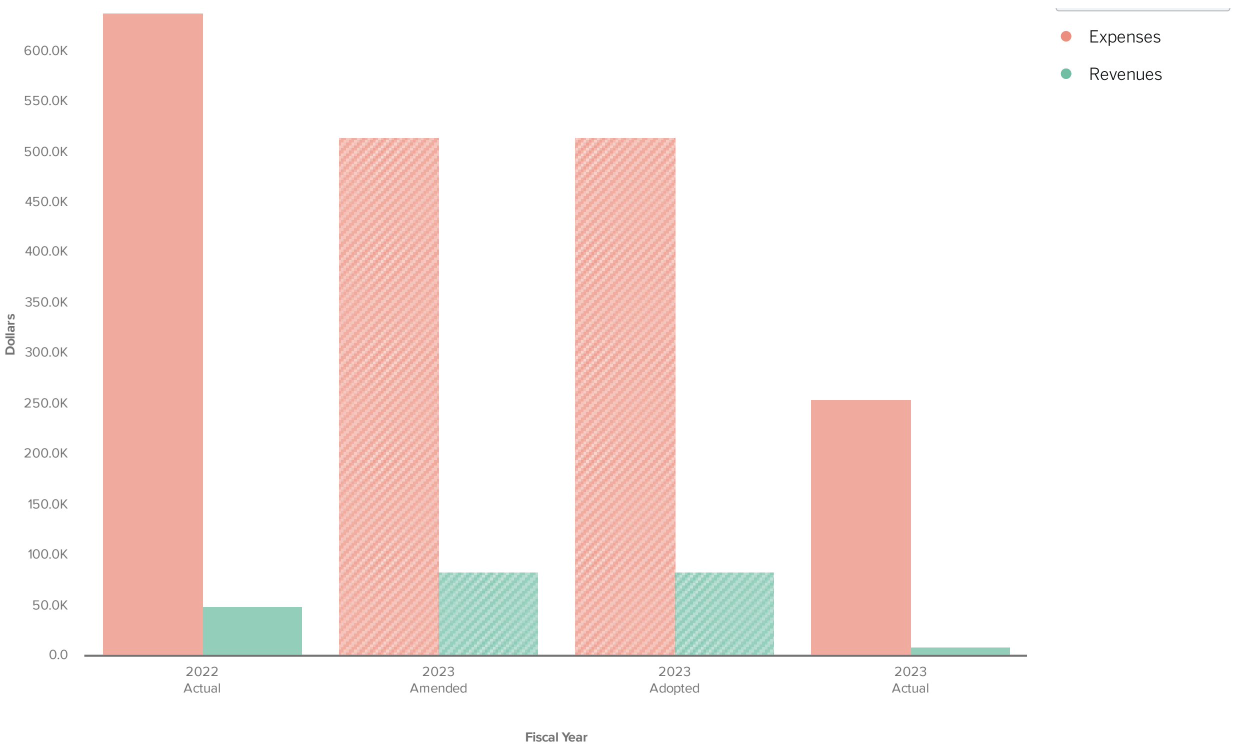
IT Financials



Radio Services Financials

Collapse All	2022 Actual	2023 Amended	2023 Adopted	2023 Actual
▿ Revenues	$ 49,477	$ 83,370	$ 83,370	$ 9,523
▾ Other (Donations/One-time/Misc)	49,477	83,370	83,370	9,523
Rental of County Property	49,440	83,370	83,370	9,523
Discounts Taken	37	0	0	0
▾ Expenses	637,803	514,936	514,936	254,430
▸ Purchased Services	378,593	321,210	321,210	206,409
▸ Salaries & Fringe Benefits	118,288	132,527	132,527	43,778
▸ Supplies under $5,000	92,875	45,100	45,100	671
▸ Interdepartmental Charges	10,217	12,818	12,818	3,573
▸ Equipment & Software	37,048	0	0	0
▸ Travel/Mileage/Conference&Meetings	0	2,500	2,500	0
▸ Other Expenses	782	782	782	0
Revenues Less Expenses	$ -588,326	$ -431,566	$ -431,566	$ -244,907

Radio Services Financials



OpenGov

Add links

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE: **May 25, 2023**
DEPARTMENT: **Treasurer**
DIRECTOR: **Sandi Tretow**
PREPARER: **Sandi Tretow**

Agenda Summary Treasurer

ATTACHMENTS:

- TREASURER MAY REPORT (PDF)

FINANCE COMMITTEE

OZAUKEE COUNTY TREASURER

ADMINISTRATION CENTER
121 WEST MAIN STREET
P.O. BOX 994
PORT WASHINGTON, WI 53074-0994
Website: www.co.ozaukee.wi.us

Sandi Tretow
County Treasurer
Email: stretow@ozaukeecounty.gov

Phone: Local (262) 284-8280
Metro (262) 238-8280
Fax: Local (262) 284-8373
Metro (262) 238-8373

FINANCE COMMITTEE
Thursday, May 25, 2023

SUMMARY OF TREASURER'S OFFICE ACTIVITIES

Tasks completed:

- Month-end activities.
- Reconciled bank statements to general ledger
- Attended Wisconsin County Treasurer's Association (WCTA) District 2 meeting. It was nice to meet and network with nearby County Treasurers.
- Kelley attended the Real Property Lister (RPL) District meeting. She learned and brought back a lot of useful information for Kristine and myself.
- Our department is working heavily on assessment rolls with Assessors and municipalities. There are a lot of balls in the air this time of year with each municipality's Open Book and Board of Review and making sure we have the rolls correct.
- Mailed Northern Ozaukee Farm Drainage District Assessment billing on May 5th and are now collecting Drainage District payments in our office.
- Worked with HR to recruit, interview, extend offer and hire our new part-time Account Clerk whose first day will be Monday, May 22nd!
- Mailed delinquent tax statements for 266 parcels.
- Prepared April financial report for this committee
- Kristine and I attended the 2024 Budget Kickoff meeting.
- Photographed 8 parcels that are currently in 2019 tax foreclosure process.
- Approve invoices in Docuware
- Daily tasks in office – verify daily monetary activities (deposits, transfers, wires, etc.)

Future goals/events:

- Fun fact: We have $21,593,507 of 2022 taxes to collect yet.
- Working through the 2024 Budget Process.
- Working on cost and time-saving initiative to eliminate direct deposit paystubs (unless a necessary exception) with Administration, Finance and Human Resources.

Attachment: TREASURER MAY REPORT (Treasurer)

TREASURER'S REPORT
FINANCE COMMITTEE
MAY 2023
REPORTING PERIOD: April, 2023

CASH

Cash ending April is down $ **(2,492,320)** from last April:

Cash 2023,	$	**36,590,563**	2022,	$	**39,082,883**	**Decrease of**	$ **(2,492,320.00)**	***-6.38%***

All funds are either collateralized, or guaranteed by the State's Public Deposit (per s. 20.144(1) Wisconsin Statutes, the FDIC or the Federal government.

Variances of cash from month to month and year to year April include the following: bond reimbursements to treasurer cash, spending from fund balances, fund balance used to reduce levy, carryover of funds and timing of spending, number of payrolls within a month, delinquent tax balance, amount of current year taxes collected and timing of payments due to the county, general obligation debt refinancing, and federal and state granting.

REVENUES

Interest and penalty revenues are down from last year through April:

April 2023,	$	**25,802**	2022,	$	**116,219**	**Decrease of**	$ **(90,417.31)**	***-77.80%***
Budget 2023,	$	**285,000**	2022,	$	**285,000**	**Budget/Actual 2023**		***9.05%***

The interest and penalty revenues are from delinquent tax collections.
All delinquent taxes are subject to interest of 1% per month and penalty of .5% per month (fraction of a month counts as a whole month) from February 1st until paid in full.

Interest earnings are up from last year through April:

April 2023,	$	**77,731**	2022,	$	**(330,062)**	**Increase of**	$ **407,792.90**	***-123.55%***
Budget 2023,	$	**280,000**	2022,	$	**280,000**	**Budget/Actual 2023**		***27.76%***

The interest earning revenues are from cash investments.
All of our bank accounts earn interest except our checking, payroll and treasurer's petty cash.

Sales tax revenue is down from last year through February, see page 6:

February 2023	$	**1,489,255**	2022	$	**1,544,276**	**Decrease of**	$ **(55,020.68)**	***-3.56%***
Budget 2023,	$	**11,216,085**	2022	$	**10,100,721**	**Budget/Actual 2022**		***13.28%***

The County's sales tax rate is 5.5% which is comprised of the following: 5.0% State and 0.5% County. Of the 0.5% allocated for County sales tax, the County receives 97.75%, the State retains 1.75% and the retailers retain .5%

See pages 7 and 8

DELINQUENT TAXES

Certificate delinquent balance:								
2023	$	**496,913**	2022,	$	**445,611**	**Increase of**	$ **51,301.79**	***11.51%***
Number of delinquent parcels:								
2023		**412**	2022,		**348**	**Increase of**	**64**	***18.39%***

The certificate balance is all delinquent outstanding real estate taxes.
Tax Certificate reports: see pages 5 and 6:

FORECLOSURES

Last month we had 11 parcels on our 2019 tax lien foreclosure list. We are currently at 8 parcels.

REPORT OF THE OZAUKEE COUNTY TREASURER

MAIN CHECKBOOK

Balance April 1, 2023			$	(568,043.96)
Receipts:				
Transfers from Money Market #2	$	8,757,754.38		
Void and Stop Payments	$	5,732.73		
Cancellation of Outstanding Orders	$	-		
Total Monthly Receipts			$	8,763,487.11
Total Balance & Receipts			$	8,195,443.15
Disbursements:				
County Orders (544700-545349)	$	(3,349,237.30)		
Wire Transfers (wt# 3731 - 3755)	$	(5,808,800.78)		
ACH Transfers	$	(55,555.46)		
Total Monthly Disbursements			$	(9,213,593.54)
MAIN CHECKBOOK Balance April 30, 2023			**$**	**(1,018,150.39)**
BANK RECONCILIATION:				
PORT WASHINGTON STATE BANK MAIN CHECKBOOK:				
Balance as Per Statement	$	416,253.08		
Outstanding County Checks	$	(1,434,403.47)		
MAIN CHECKBOOK Balance April 30, 2023			**$**	**(1,018,150.39)**

MONEY MARKET #1 CHECKBOOK

Balance April 1, 2023			$	27,508.38
Receipts:				
Department Direct Deposit Receipts	$	1,381,856.25		
Real Estate Tax Receipts, Electronic	$	73,570.23		
Transfer from Summit MM	$	2,468.88		
Transfer from LGIP	$	5,000,000.00		
April Settlement (3-install muni's)	$	311,877.87		
Interest Earnings	$	93.13		
Total Monthly Receipts			$	6,769,866.36
Total Balance & Receipts			$	6,797,374.74
Disbursements:				
Transfers to Money Market #2	$	(6,767,607.91)		
Point and Pay Refunds and Fees	$	(290.62)		
NSF & Bank Adjustments	$	(1,914.20)		
Total Monthly Disbursements			$	(6,769,812.73)
MONEY MARKET #1 CHECKBOOK Balance April 30, 2023			**$**	**27,562.01**
BANK RECONCILIATION:				
PORT WASHINGTON STATE BANK MONEY MARKET #1 CHECKBOOK:				
Balance as Per Statement	$	25,093.13		
Deposit in Transit	$	2,468.88		
MONEY MARKET #1 CHECKBOOK Balance April 30, 2023 (4.93%)APY			**$**	**27,562.01**

Attachment: TREASURER MAY REPORT (Treasurer)

MONEY MARKET #2 CHECKBOOK

Balance April 1, 2023				7,290,138.87
Receipts:				
Department Receipts	$	1,330,705.16		
Real Estate Tax Receipts	$	566,755.19		
Drainage District Receipts	$	-		
Park Grant	$	100,000.00		
RLF Payments	$	3,963.45		
Reimbursement from C. Mequon	$	597.71		
Transfers from PWSB - Parks Reservations	$	2,819.71		
Transfer from CDBG2 Shelter	$	44,286.87		
Transfer from CDBG1 Lasata	$	25,000.00		
Transfers from Money Market #1	$	6,767,605.72		
Transfers from Register of Deeds	$	143,147.01		
Interest Earnings	$	29,947.30		
Total Monthly Receipts			$	9,014,828.12
Total Balance & Receipts			$	16,304,966.99
Disbursements:				
Transfers to Main Checkbook	$	(8,758,341.75)		
Transfers to Payroll Checkbook	$	(1,857,832.14)		
Transfer to Petty Cash	$	(1,643.69)		
NSF Check	$	(456.50)		
Total Monthly Disbursements			$	(10,618,274.08)
MONEY MARKET #2 Balance April 30, 2023			**$**	**5,686,692.91**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK MONEY MARKET #2 CHECKBOOK:

Balance as Per Statement	$	5,686,692.91		
Deposit in Transit	$	-		
MONEY MARKET #2 CHECKBOOK Balance April 30, 2023 (5.03%)APY			**$**	**5,686,692.91**

PAYROLL CHECKBOOK

Balance April 1, 2023			$	6,687.61
Receipts:				
Transfers from Money Market #2	$	1,857,832.14		
Returned Direct Deposit ACH/Reimburse	$	-		
Void and Stop Payments	$	1,643.69		
Total Monthly Receipts			$	1,859,475.83
Total Balance & Receipts			$	1,866,163.44
Disbursements:				
Salary Orders(#441729-441740)	$	(7,809.53)		
Salary Direct Deposit (#342515-346175)	$	(1,851,666.30)		
Total Monthly Disbursements			$	(1,859,475.83)
PAYROLL Balance April 30, 2023			**$**	**6,687.61**

BANK RECONCILIATION:
PORT WASHINGTON STATE BANK PAYROLL CHECKBOOK:

Balance as Per Statement	$	3,529.65		
Outstanding Payroll Checks	$	3,529.65		
PAYROLL CHECKBOOK Balance April 30, 2023			**$**	**-**

Attachment: TREASURER MAY REPORT (Treasurer)

REVENUE	2023		2023 ANNUAL BUDGET	
Interest Investments/Marked to Market	77,730.90	$	280,000	(April)
Curlers Building Maint	492.03		-	(April)
Interest Go Bond 2019	24.95		-	(April)
Interest Go Bond 2021	14,924.86		-	(April)
Interest Health Care Trust	92.37		-	(April)
Interest Veteran's Memorial Trust	76.45		50	(April)
Interest Transit Trust Fund	1,057.88		-	(April)
Interest on Delinquent Taxes	16,949.53		190,000	(April)
Penalty on Delinquent Taxes	8,852.16		95,000	(April)
Sales Tax General Fund	708,888.14		9,106,921	(February)
Use Value Penalty Tax	597.71		30,000	(April)

-

INVESTMENTS	BALANCE	RATES
Summit Credit Union, Savings (General Fund)	649,985.00	4.62% (April) APY
Cornerstone Bank (General Fund)	875,527.90	4.62% (April) APY
DANA, Federal Securities (General Fund)	13,249,929.83	0.13% (April) APY
LGIP, Savings (General Fund)	10,499,749.27	4.80% (April) APY
PWSB, Money Market (Curlers Association Building Maint)	133,560.82	4.93% (April) APY
PWSB Money Market (General Obligation Bond 2019)	6,771.94	4.93% (April) APY
PWSB Money Market (General Obligation Bond 2021)	4,051,359.52	4.93% (April) APY
PWSB, Money Market (Health Care Trust)	25,072.99	4.93% (April) APY
PWSB, Money Market (Veteran's Memorial Trust)	20,752.01	4.93% (April) APY
PWSB, Money Market (Register of Deeds)	156,674.48	4.93% (April) APY
PWSB, Money Market (Tax Collection)	13,564.19	4.93% (April) APY
PWSB, Money Market (Transit Trust Fund)	281,347.01	5.03% (April) APY
PWSB, Treasurer (Petty Cash)	5,000.00	
PWSB, Money Market (Parks and Reservations)	5,384.79	4.93% (April) APY
PWSB, CDBG Lasata	100.00	
PWSB, CDBG Shelter	100.00	
PWSB, ARPA	10,603,071.18	5.03% (April) APY
PWSB, Opioids Settlement	497,427.01	4.93% (April) APY

Respectfully submitted,
Sandra Tretow
County Treasurer

Attachment: TREASURER MAY REPORT (Treasurer)

2023 MONTHLY SPECIAL ASSESSMENTS COLLECTED (RED)

MONTH	CERT TOTAL	CERT RECEIPTS	MO END TOTAL
JANUARY	$ 35,210.68	$ 4,131.15	$ 31,079.53
FEBRUARY	$ 31,079.53	$ 1,102.97	$ 29,976.56
MARCH	$ 29,976.56	$ 2,224.29	$ 27,752.27
APRIL	$ 27,752.27	$ 2,857.54	$ 24,894.73
MAY	$ 24,894.73		$ 24,894.73
JUNE	$ 24,894.73		$ 24,894.73
JULY	$ 24,894.73		$ 24,894.73
AUGUST	$ 24,894.73		$ 24,894.73
TAX SALE	$ 24,894.73		$ 24,894.73
SEPTEMBER	$ 24,894.73		$ 24,894.73
OCTOBER	$ 24,894.73		$ 24,894.73
NOVEMBER	$ 24,894.73		$ 24,894.73
DECEMBER	$ 24,894.73		$ 24,894.73
TOTAL			$ -

2023 MONTHLY REDEMPTION REPORT TAXES

MONTH	CURR TOTAL	CURR RECEIPTS	NEW TOTAL
JANUARY	$ 600,869.92	$ 33,975.29	$ 566,894.63
FEBRUARY	$ 566,894.63	$ 41,538.06	$ 525,356.57
MARCH	$ 525,356.57	$ 28,443.78	$ 496,912.79
APRIL	$ 496,912.79	$ 29,216.73	$ 467,696.06
MAY	$ 467,696.06		$ 467,696.06
JUNE	$ 467,696.06		$ 467,696.06
JULY	$ 467,696.06		$ 467,696.06
AUGUST	$ 467,696.06		$ 467,696.06
TAX SALE	$ 467,696.06		$ 467,696.06
SEPTEMBER	$ 467,696.06		$ 467,696.06
OCTOBER	$ 467,696.06		$ 467,696.06
NOVEMBER	$ 467,696.06		$ 467,696.06
DECEMBER	$ 467,696.06		$ 467,696.06
TOTAL		$ 133,173.86	

OZAUKEE COUNTY
TAX CERTIFICATE BALANCES

SALE YEAR	2019	%	#Parcels	2020	%	#Parcels	2021	%	#Parcels	2022	%	#Parcels	2023	%	#Parcels
CO LEVY	21,842,530			22,118,522			21,712,622			21,429,276			22,280,401		
JAN	677,037	3.10%	157	665,015	3.01%	160	652,981	3.01%	160	564,610	2.63%	154	566,895	2.54%	146
FEB	632,703	2.90%	*531	592,846	2.68%	*499	582,329	2.68%	588	544,510	2.54%	541	525,357	2.36%	631
MAR	601,824	2.76%	*439	560,118	2.53%	*405	555,446	2.56%	461	512,296	2.39%	474	496,913	2.23%	412
APR	538,294	2.46%	*373	542,472	2.45%	*414	504,160	2.32%	396	445,611	2.08%	348	467,696	2.10%	344
MAY	497,644	2.28%	*338	492,878	2.23%	*388	493,747	2.27%	333	423,011	1.97%	310		0.00%	
JUN	456,199	2.09%	*327	450,119	2.04%	*333	437,245	2.01%	298	410,740	1.92%	279		0.00%	
JUL	448,987	2.06%	*286	442,269	2.00%	*289	400,444	1.84%	271	379,925	1.77%	249		0.00%	
AUG	415,658	1.90%	*332	411,445	1.86%	*356	382,486	1.76%	307	364,487	1.70%	301		0.00%	
TAX SALE	784,172	3.82%	317	803,850	3.63%	340	669,498	3.08%	291	621,043	2.90%	287		0.00%	
SEP	1,008,852	4.62%	265	1,039,007	4.70%	282	854,598	3.94%	244	780,481	3.64%	221		0.00%	
OCT	898,119	4.11%	219	901,856	4.08%	232	777,814	3.58%	208	685,065	3.20%	185		0.00%	
NOV	849,484	3.89%	203	839,099	3.79%	207	705,494	3.25%	188	628,481	2.93%	170		0.00%	
DEC	771,905	3.53%	182	768,603	3.47%	179	648,714	2.99%	151	600,870	2.80%	143		0.00%	

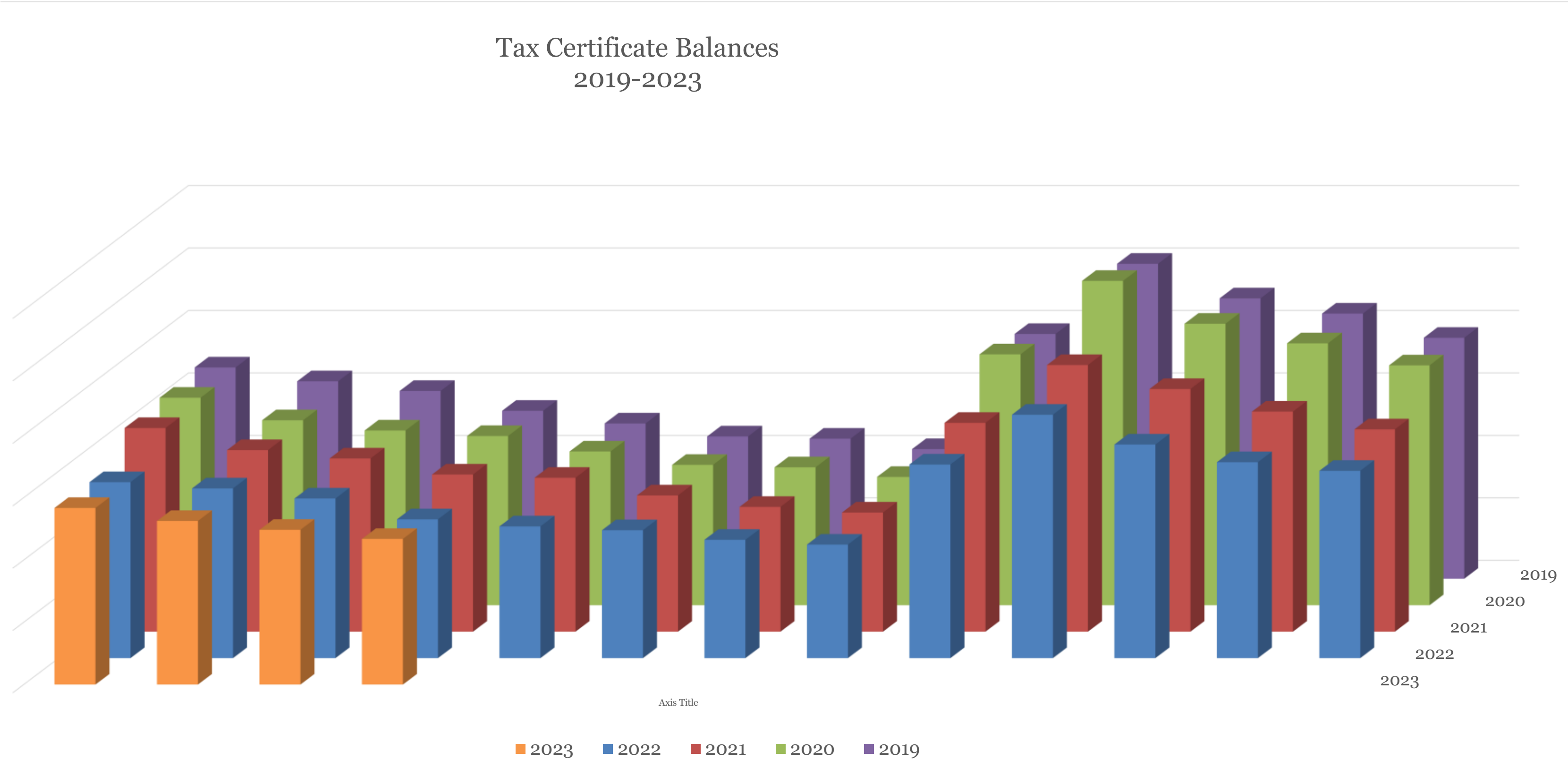
Dollars listed are from the tax certificate roll. Certificates are issued by law on September 1 for delinquent current year taxes and are added to the prior year delinquent taxes due.

% listed is the % of levy uncollected.

The number and dollars listed for September through January are all tax certificates.

*The number of parcels listed for February through August includes both current year delinquent parcels and prior year tax certificates. The dollars do not include current year delinquent taxes.

There are currently 11 parcels with delinquent taxes due that are on a payment plan.


Tax Certificate Balances
2019-2023
2019
2020
2021
2022
2023
Axis Title
2023
2022
2021
2020
2019

SALES TAX INCOME

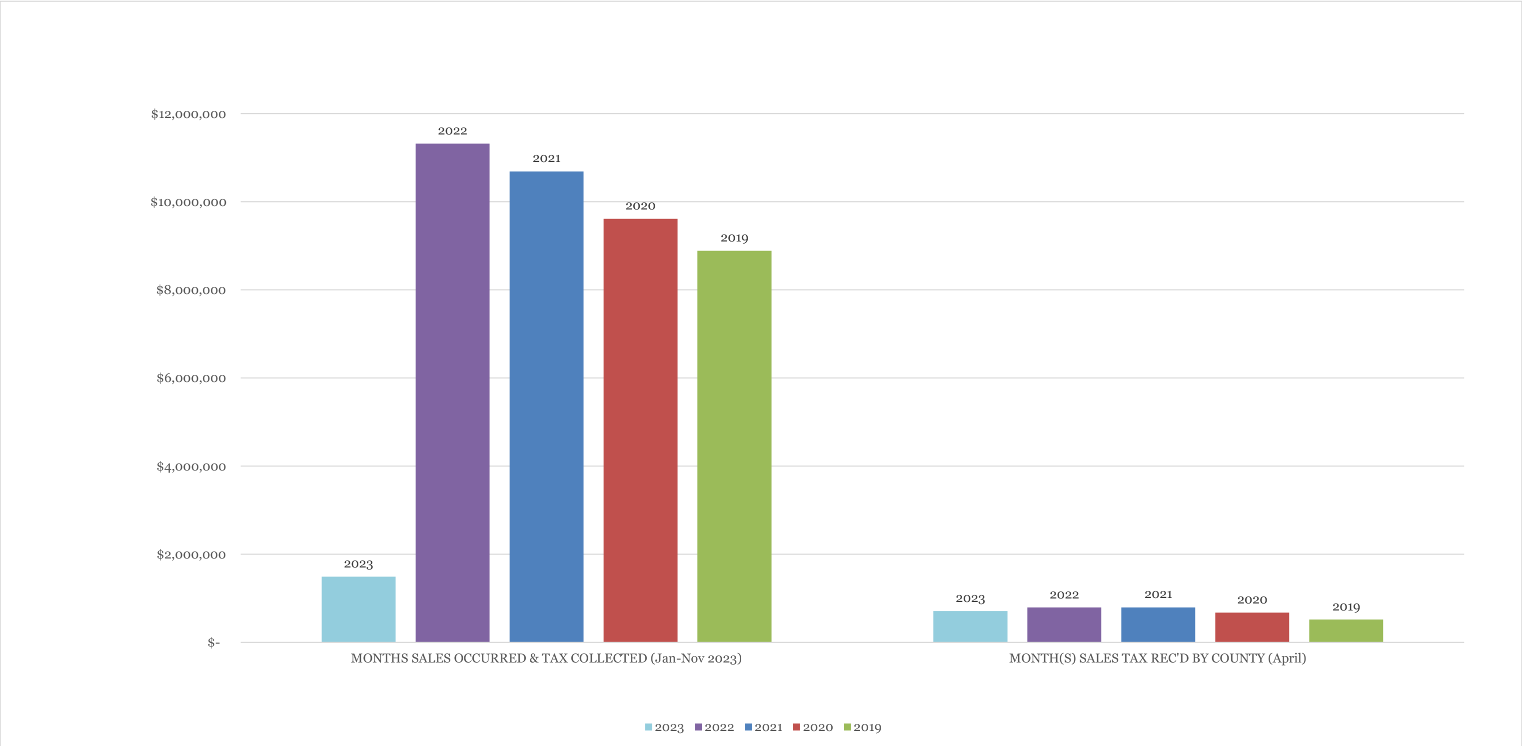
MONTH COUNTY RECEIVES SALES TAX MONEY	MONTH SALES OCCURRED AND SALES TAX COLLECTED	2023	2022	2021	2020	2019
January	November	$ 819,961	$ 819,968	$ 838,958	$ 840,209	$ 847,021
February	December	$ 1,213,586	$ 1,004,389	$ 837,361	$ 811,096	$ 835,788
March	January	$ 780,367	$ 753,101	$ 709,655	$ 640,248	$ 566,612
April	February	$ 708,888	$ 791,175	$ 794,643	$ 676,988	$ 519,868
May	March		$ 752,730	$ 749,818	$ 624,557	$ 796,918
June	April		$ 1,032,797	$ 942,045	$ 646,382	$ 685,858
July	May		$ 948,041	$ 988,440	$ 836,826	$ 767,577
August	June		$ 982,372	$ 807,042	$ 816,972	$ 927,214
September	July		$ 1,015,951	$ 1,074,803	$ 817,956	$ 623,068
October	August		$ 953,798	$ 852,524	$ 1,208,946	$ 902,946
November	September		$ 1,038,162	$ 944,816	$ 730,504	$ 815,601
December	October		$ 1,016,809	$ 1,000,698	$ 936,555	$ 606,837
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Nov 2023)		$ 1,489,255	$ 11,318,483	$ 10,688,841	$ 9,612,253	$ 8,888,496
MONTH(S) SALES TAX REC'D BY COUNTY (April)		$ 708,888	$ 791,175	$ 794,643	$ 676,988	$ 519,868
BUDGET		$ 11,216,085	$ 10,100,721	$ 9,106,921	$ 8,656,921	$ 8,276,921

County receives	97.75%	of the .5% tax collected
State retains	1.75%	
Retailers retain	0.5%	
	100.00%	

Attachment: TREASURER MAY REPORT (Treasurer)

SALES TAX INCOME

		2023		2022		2021		2020		2019	
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Nov 2023)	$	1,489,255	$	11,318,483	$	10,688,841	$	9,612,253	$	8,888,496	<------------
MONTH(S) SALES TAX REC'D BY COUNTY (April)	$	708,888	$	791,175	$	794,643	$	676,988	$	519,868	<------------



REVOLVING LOAN FUND UPDATE

	Cash Balance
RLF CASH BALANCE 2023	**$0.00**

RLF LOANS	**Loan Begin Date**	**Loan End Date***	**Principal Due**	**Monthly Payment**	**Paid Through**	**Most Recent Payment Date****
107 W Buntrock LLC	July 1, 2014	June 2024	$16,071.06	$904.54	December 2022	05/08/2023
Cheel LLC	February 1, 2018	December 2024	$14,504.52	$647.01	January 2023	05/08/2023
Oldenburg Metal Properties	April 1, 2014	March 2024	$8,734.99	$678.41	February 2023	05/01/2023
Oldenburg Metal Loan #3	June 1, 2018	June 3, 2023	$57,890.60	$975.10	February 2023	05/01/2023
The Bottle Shop	May 1, 2017	October 1, 2023	$6,986.35	$542.91	March 2023	3/23/2023
The Fermentorium	May 1, 2015	July 2025	$25,886.76	$757.79	August 2022	04/17/2023

**Payment dates updated to most current payment date as of 05/08/2023

Ozaukee County Committee Report

General Fund Treasurer

For the Four Months Ending Sunday, April 30, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Taxes	$129,731	$26,399	$98,439	$321,850	$223,411	30.59%
Public Charges for Services	($223)	$407	$2,821	$4,000	$1,179	70.53%
Other Revenue	$2,056	$412	$949	$23,500	$22,551	4.04%
Total Revenues	**$131,564**	**$27,218**	**$102,209**	**$349,350**	**$247,141**	**29.26%**
Expenditures						
Salaries	$64,557	$16,928	$71,098	$239,213	$168,115	29.72%
Fringe Benefits	$33,029	$6,900	$32,168	$96,246	$64,078	33.42%
Travel/Training	$593	$22	$22	$4,950	$4,928	0.44%
Supplies	$33,750	$220	$1,201	$39,250	$38,049	3.06%
Purchased Services	$2,771	$53	$446	$13,100	$12,654	3.40%
Interdepartment Charges	$12,093	$2,143	$9,867	$34,206	$24,339	28.85%
Other Expenses	$667	$265	$1,571	$8,180	$6,609	19.21%
Total Operating Expenditures	**$147,460**	**$26,531**	**$116,373**	**$435,145**	**$318,772**	**26.74%**
Capital Outlay						
Total Expenditures	**$147,460**	**$26,531**	**$116,373**	**$435,145**	**$318,772**	**26.74%**
Net Increase (Decrease)	**($15,896)**	**$687**	**($14,164)**	**($85,795)**	**($71,631)**	**16.51%**
Equity:						
Due To / Due From	($15,271,953)	($1,299,313)	$3,425,457	-	($3,425,457)	0.00%