



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

1. CALL TO ORDER

A regular meeting of the Finance Committee was held in the auditorium at the Administration Center.

Attendee Name	Title	Status	Arrived
P. Melotik	Chairperson	Present	
D. Larson	Vice-Chairperson	Present	
T. Winker	Supervisor District 1	Excused	
E. Stelter	Supervisor District 18	Present	
J. Hagen	Supervisor District 13	Present	

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden (8:01 AM), Human Resources Director McDonell, County Treasurer Tretow, Deputy Treasurer Morano, Finance Director McMahon, and Deputy County Clerk Niemuth.

2. PROPER NOTICE

Chairperson Melotik called the meeting to order at 8:00 AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. April 27, 2023

Motion to approve the April 27, 2023 minutes as submitted.

FINANCE COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Stelter, Supervisor District 18
SECONDER:	J. Hagen, Supervisor District 13
AYES:	Melotik, Larson, Stelter, Hagen
EXCUSED:	Winker

5. CORPORATION COUNSEL DEPARTMENT REPORT

a. Corp. Counsel Finance Report

Chairperson Melotik requested to move ahead in the agenda until Corporation Counsel Gorden joins the meeting. There were no objections.

Ms. Gorden provided an update on the implementation of DocuWare software. Human Services will assume the role of collections for their clientele; a rewrite proposal for policy and procedure for debt collections is in process.

6. ACTION ITEMS

a. Resolution: Increase of Revenue 2023 - Planning & Parks; Public Health

Motion to approve the increase of revenue resolution amending the budget for the Land & Water Management Department to include the 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 for the Public Health Department, to include funds from the Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant -\$10,872. This resolution will move forward to the County Board for final action.

8:01 AM Ms. Gorden joined the meeting.

Chairperson Melotik reverted to the original order of the agenda.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: E. Stelter, Supervisor District 18

SECONDER: D. Larson, Vice-Chairperson

AYES: Melotik, Larson, Stelter, Hagen

EXCUSED: Winker

b. Resolution: Supplemental Appropriation 2023 – Human Services

Discussion and questions on cost and structure.

Motion to postpone to the June 29, 2023 meeting.

FINANCE COMMITTEE

RESULT: POSTPONED [UNANIMOUS] **Next: 6/29/2023 8:00 AM**

MOVER: E. Stelter, Supervisor District 18

SECONDER: J. Hagen, Supervisor District 13

AYES: Melotik, Larson, Stelter, Hagen

EXCUSED: Winker

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

Motion to approve the resolution for a full-time Children and Family Supervisor Position, 40 hours per week, Pay Grade 16. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED [3 TO 0]****MOVER:** D. Larson, Vice-Chairperson**SECONDER:** E. Stelter, Supervisor District 18**AYES:** Melotik, Larson, Stelter**ABSTAIN:** Hagen**EXCUSED:** Winker

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

Mr. McDonnell summarized the appeal process and noted that amending Chapter 3 is the final step in the process.

Wages will be retroactive to January 1, 2023.

Motion to approve the resolution to amend Chapter 3 of the Ozaukee County Policy & Procedure Manual. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]****MOVER:** J. Hagen, Supervisor District 13**SECONDER:** E. Stelter, Supervisor District 18**AYES:** Melotik, Larson, Stelter, Hagen**EXCUSED:** Winker

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

Mr. McDonnell explained that time off accrual scored low in the employee engagement survey through the Milwaukee Journal Sentinel Top Workplaces program. When reviewing comparable counties, Ozaukee County was lagging behind. Amending the vacation accrual will make Ozaukee County competitive with other employers.

Questions about accrual and carry over policy.

Motion to approve the resolution amending Chapter 4.04(1) of the Ozaukee County Policy and Procedure Manual relating to Vacation Leave. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE**RESULT:** **APPROVED [UNANIMOUS]****MOVER:** D. Larson, Vice-Chairperson**SECONDER:** E. Stelter, Supervisor District 18**AYES:** Melotik, Larson, Stelter, Hagen**EXCUSED:** Winker**f. Wire Transfers #3745 -#3765 and April Schedule of Vouchers**

Motion to approve wire transfers #3745-#3765 and April 2023 Schedule of Vouchers in the amount of \$5,880,739.17.

FINANCE COMMITTEE**RESULT:** **APPROVED [UNANIMOUS]****MOVER:** E. Stelter, Supervisor District 18**SECONDER:** D. Larson, Vice-Chairperson**AYES:** Melotik, Larson, Stelter, Hagen**EXCUSED:** Winker**7. DEPARTMENT REPORTS****a. County Clerk**

There were no questions.

b. Finance

Mr. McMahon is looking into investment vendors. Ozaukee County's goal is diversification.

c. Human Resources

Updates on employee engagement initiatives.

d. Information Technology

Update on the Pinnacle Tower and Microsoft 365.

8:57 AM Supervisor Larson excused.

e. Treasurer

Update on property taxes, foreclosures, and staffing.

8. NEXT MEETING DATE

June 29, 2023

9. ADJOURNMENT

Motion made by Supervisor Stelter, seconded by Supervisor Hagen to adjourn. Motion carried. Meeting adjourned at 9:04 AM.

Karen J. Niemuth, Deputy County Clerk