

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, October 25, 2011 7:00 p.m.

Jefferson County Courthouse
320 South Main Street, Room 205
Jefferson, WI 53549

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **REVIEW OF THE AGENDA**
6. **COMMUNICATIONS**
7. **PUBLIC COMMENT** Note: Public Comment on Non-Budget items

- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
8. **FINANCE COMMITTEE**
 - a. Report – Regarding proposed change to the County's Fund Balance Policy (Page 1)
 - b. Resolution – Modification of County's Fund Balance Policy (Page 2-5)
9. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution – Creating one full-time Medical Records/File Clerk position and eliminating one part-time vacant Medical Records position and one part-time File Clerk position (Page 6)
 - b. Resolution – Creating one full-time Intake/On-Call Worker position and eliminating one full-time Lead Intake Worker position (Page 7)
10. **PUBLIC HEARING ON THE 2012 RECOMMENDED BUDGET**
11. **APPOINTMENT BY COUNTY BOARD CHAIRMAN**
 - a. Erin O'Brien to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Page 8)
12. **ANNOUNCEMENTS**
13. **ADJOURN**

**PLEASE BRING PREVIOUSLY DISTRIBUTED COPY OF THE
2012 RECOMMENDED BUDGET TO THIS MEETING**

**NEXT COUNTY BOARD MEETING, TUESDAY, NOVEMBER 15, 2011 7:00 P.M. ROOM 205
(ADOPTION OF THE 2012 COUNTY BUDGET IS SCHEDULED FOR THIS MEETING)**

**REPORT TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS
REGARDING A PROPOSED CHANGE TO THE COUNTY'S FUND BALANCE
POLICY**

The Health Department is not a county-wide tax levy because the City of Watertown maintains its own Health Department. As such, any remaining fund balance for the County Health Department should remain separate from the (county-wide) General Fund.

Past practice was that the Health Department applied all available fund balance against the subsequent year tax levy. During the creation of the 2012 budget, it was originally suggested that a smaller amount of fund balance be applied against the levy so as to not cause a potential problem in subsequent years arising from the operation of the new levy caps.

The Finance Department recommended that the County's current Fund Balance Policy be modified to separate the Health Department from the rest of the county-wide funds in relation to how much fund balance is available to apply against the tax levy.

When looking at the County as a whole, the 2012 levy and fund balance totals remain the same. This proposed modification simply requires two sets of calculations (Health and all other funds) versus one set of calculations (all funds).

The resolution on tonight's agenda uses the same format used for ordinance changes. Additions to the policy are underlined. Deletions to the policy have a strike-through.

David P. Ehlinger, CPA
Finance Director
Jefferson County

10-25-11

Item 8b

RESOLUTION NO. 2011-_____

Modification of County's Fund Balance Policy

WHEREAS, the Finance Committee and county staff review the County's current Fund Balance Policy on a periodic basis, and

WHEREAS, the Health Department tax levy is not county-wide because the City of Watertown has its own Health Department, and

WHEREAS, any fund balance within the Health Department should be held separately from the General Fund balance because the Health Department tax levy is not county-wide, and

WHEREAS, it is deemed prudent to modify the County's Fund Balance Policy to reflect the application of the policy separately to the Health Department funds, and

WHEREAS, the Finance Committee has worked with Ehlers & Associates, the County's independent financial advising firm, and Clifton Gunderson LLP, the County's independent auditing firm, to modify the Fund Balance Policy,

NOW, THEREFORE, BE IT RESOLVED that the Fund Balance Policy for Jefferson County be amended as presented below.

Jefferson County Fund Balance Policy

Jefferson County finds that is essential to maintain an adequate level of fund balance in order to:

- adapt to revenue shortfalls and/or unanticipated expenditures,
- help ensure stable tax rates, and
- provide a measure of liquidity for normal operations while at the same time keeping the County's long range investments intact.

As such, Jefferson County has elected to implement a Fund Balance Policy guided by the "Best Practice" adopted by the GFOA (Government Finance Officers Association) Executive Board in October 2009. The Fund Balance Policy details are indicated below:

1. Jefferson County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Fund Balance Type Definitions*. All definitions within the Fund Balance Policy will be in agreement with GASB Statement No. 54.

2. GASB Statement No. 54 pertains only to governmental funds. Business type funds, such as the Highway Department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.
3. The County shall maintain a minimum of two (2) months of budgeted expenditures within the General Fund for “working capital.” This “working capital” shall be maintained to help cover revenue shortfalls, unanticipated expenditures, stabilize the tax rate, and provide liquidity.
4. The County shall maintain a minimum of two (2) months of budgeted expenditures within the Health Department for “working capital.” This “working capital” shall be maintained to help cover revenue shortfalls, unanticipated expenditures, and stabilize the tax rate.
4. ~~5.~~ The Finance Committee shall strive to maintain three (3) months of budgeted expenditures within both the General Fund and Health Department for “working capital.”
 - a. Should a budget proposed for adoption seek to utilize a portion of this additional “month” of “working capital,” the reasoning for the usage of working capital shall be included in the budget document.
 - b. Within three months of the adoption of the proposed budget, unless already included in the budget document, the County Board shall be informed by the Finance Committee and/or the County Administrator as to either
 - i. A plan to restore the three months of working capital and related time frame, or
 - ii. The rationale for remaining between two (2) and three (3) months working capital.
- ~~5.~~ ~~6.~~ Budgeted expenditures for the General Fund shall be defined as
 - a. Total budgeted expenditures for the entire County in all governmental and business type funds for the immediate prior year (i.e. most recently adopted budget) less total budgeted expenditures for the Health Department for the immediate prior year.
 - b. Total budgeted expenditures shall include operating, capital, and debt expenditures.
 - c. Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.
- ~~7.~~ Budgeted expenditures for the Health Department shall be defined as total budgeted expenditures for the immediate prior year (i.e. most recently adopted budget).
- ~~6.~~ ~~8.~~ Any amount above three (3) months of budgeted expenditures for both the General Fund and Health Department shall be considered as the fund’s County’s unassigned fund balance. During the preparation of the budget for the subsequent year, the Finance Committee shall recommend to the County Board its plan for usage of this unassigned fund balance. This usage shall be limited to:
 - a. Fund capital outlay, being specific on purpose and timing of said outlay.

- b. Repayment of debt.
 - c. Reduction of tax levy.
9. In the event that the Health Department's "working capital" does not meet the minimum required amount of two (2) months of budgeted expenditures or three (3) months of budgeted expenditures at the election of the Finance Committee.
- a. The tax levy for the Health Department shall be increased to methodically bring the working capital up to required levels within a maximum of five (5) years.
 - b. The budget document shall include a recap of the methodology being used.
 - c. The calculation for unassigned funds within the General Fund shall be based upon total budgeted expenditures for all funds including the Health Department.
7. 10. All departments shall transfer all remaining balances at year end to the General Fund, unless these balances are requested and approved to be non-lapsing. All funds within the Health Department shall automatically be retained by the Health Department.
8. 11. Each department, including the Health Department, shall make a written preliminary request to the Finance Department by December 1st of each year for both discretionary and non-discretionary non-lapsing requests to be carried forward into the subsequent budget year. The Finance Committee at its first available meeting in December reviews these requests. Should the Finance Committee determine it will not support a discretionary non-lapsing request, the applicable department shall be informed so that they have until year end to determine a course of action.
9. 12. Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.
- a. Non-discretionary
 - i. Non-spendable, because of their form. Examples include:
 - 1. Inventory
 - 2. Delinquent property taxes
 - 3. Prepaid expenditures
 - ii. Restricted, because of externally enforceable limitations on use. Examples include:
 - 1. Statutory limitations
 - 2. Specific donor limitations
 - 3. Signed contracts and/or purchase orders with vendors
 - 4. Specific state agency limitations
 - 5. Unspent bond proceeds.
 - b. Discretionary, which are classified as committed under GASB Statement No. 54. Examples include:
 - i. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.
 - ii. Available departmental surpluses wished to be used for future appropriations.
 - iii. Special circumstances that shall be considered by the Finance Committee.

~~10.~~ 13. Final written requests for both discretionary and non-discretionary non-lapsing items from all departments are due to the Finance Department by February 15th of the succeeding year. Thereafter, the Finance Committee will propose a resolution to the County Board with their recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

~~11.~~ 14. In regards to vested employee benefits for governmental funds, the County specifically intends that such vested benefits (sick pay and vacation pay) shall include (a) 100% of the calculated liability for vested vacation pay and (b) 65% of vested sick pay , with both as “assigned” fund balances as defined under GASB Statement No. 54. While it may be argued that the County does not have to accrue this liability for governmental funds, the County has elected to fully fund this liability with an assigned fund balance.

Fiscal Note: The Fund Balance Policy is applied each year by the Finance Committee during the creation of the tax levy for the subsequent year. The proposed changes do not change totals on a county-wide basis.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by:
Finance Committee

10-25-11

David P. Ehlinger: 9/27/11; 10/13/11
Philip C. Ristow: 10/19/11

Resolution creating one full-time Medical Records/File Clerk position and eliminating one part-time vacant Medical Records position and one part-time File Clerk position

WHEREAS, the duties of the Medical Records Clerk are extremely time-sensitive and critical to ensure that the County is in compliance with privacy and confidentiality regulations, and

WHEREAS, both the part-time Medical Records Clerk position and the part-time File Clerk position have experienced high turnover since the positions were reduced to part-time, and

WHEREAS, the continuous need to recruit and train new staff results in overtime for other employees, as well as increases the County's risk of HIPAA and other legal violations, and

WHEREAS, the current part-time File Clerk is already trained in the duties of the Medical Records Clerk, and

WHEREAS, the Human Services Director and the Human Services Board recommend creation of one (1) full-time, Medical Records/File Clerk position and elimination of one (1) part-time vacant Medical Records Clerk position and one (1) part-time File Clerk position, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Human Services Director and Human Services Board.

NOW, THEREFORE, BE IT RESOLVED that the 2011 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: The part-time Medical Records position and the part-time File Clerk position to be eliminated and the full-time Medical Records/File Clerk position to be created are funded 68.5% with state funds. If approved, there is an additional cost of \$931.50 for 2011 and an additional annual cost of \$5,589, commencing in 2012. However, the Human Services Department has adequate funds in 2011 to cover this cost, and an increase in funding from a Department of Child and Family Services allocation of \$20,380 in 2012. As a result, no additional funds are required. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

10-25-11

Terri M Palm-Kostroski & Phil Ristow: 10-19-11

Resolution creating one full-time Intake/On-Call Worker position and eliminating one full-time Lead Intake Worker position

WHEREAS, the position of Intake/On Call Worker provides diagnosis, assessment, case planning, treatment, protection and case management services to consumers who are seriously mentally ill, and

WHEREAS, the workload in this area continues to increase at an alarming rate, while at the same time State mandates and reporting requirements have also increased significantly in the areas of Child Protection Services and Emergency Mental Health, and

WHEREAS, the lead duties performed by the current Lead Intake Worker have been reassigned to the Intake and Juvenile Delinquency Supervisor, leaving more time for the Lead position to concentrate on intake duties, and

WHEREAS, the Human Services Director and the Human Services Board recommend creation of one (1) full-time, Intake/On-Call Worker position and elimination of one (1) full-time Lead Intake Worker position, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Human Services Director and Human Services Board.

NOW, THEREFORE, BE IT RESOLVED that the 2011 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: Both the Lead Intake Worker position to be eliminated and the Intake/On-Call Worker position to be created are funded approximately 55% with state funds. Therefore, with consideration of the overlap of pay ranges, an average reduction to the tax-levy is expected to be \$128.50 in 2011 and \$1,542.00 on an annual basis. No additional funds are required in 2011. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

10-25-11

Terri M Palm-Kostroski & Phil Ristow: 10-19-11

Item 11a

**APPOINTMENTS BY COUNTY BOARD CHAIR:
TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:
MEMBERS OF THE BOARD:**

By virtue of the authority vested in me I do hereby appoint and request the County Board's confirmation of the following individual as a member of the designated Committee:

a. Local Emergency Planning Committee (LEPC)

Erin O'Brien to fill a vacancy for an indeterminate term. I respectfully request confirmation of this appointment.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

10-25-2011