NOTICE OF MEETING

FINANCE COMMITTEE

April 24, 2019 - 3:30 PM

Administration Building
508 New York Avenue
Sheboygan, WI 53081

Conference Room 119

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Approval of Minutes
    Finance Committee - Regular Meeting - April 10, 2019 3:30 PM
Correspondence
County Administrator Report
Finance Director Report

Treasurer
    2018 In Rem Sales Report
    Update on In Rem No. 45
    Draft County Treasurer 2018 Annual Report

Finance Director
    Consideration to Hire New Accounting Manager for HHS Above Mid-Point

Approval of Vouchers
Approval of Attendance at Other Meetings or Functions
Adjourn
    Next Scheduled Meeting - May 8, 2019 at 3:30 PM in Room 119, Administration Building

Prepared by:
Ashley Meyer
Recording Secretary

William Goehring
Committee Chairperson

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

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

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

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

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

SHEBOYGAN COUNTY FINANCE COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan WI 53081

April 10, 2019 **Called to Order: 3:30 P.M.** **Adjourned: 4:57 P.M.**

MEMBERS PRESENT: William Goehring, Greg Weggeman, Vernon Koch, Keith Abler, Roger Te Stroete

MEMBERS ABSENT:

ALSO PRESENT: Adam Payne, Ashley Meyer, Brian Hoffmann, Chad Broeren, Chris Lewinski, Cory Roeseler, Crystal Fieber, Ed Procek, Jeremy Fetterer, Mary Fetterer, Natascha Rowell, Thomas Epping, Wendy Charnon

Chairperson Goehring called the meeting to order. He verified that the meeting notice was posted on April 5, 2019 at 3:00 P.M.

Supervisor Weggeman moved to approve the minutes of March 27, 2019. Motion seconded by Supervisor Koch. Carried

Correspondence – None

County Administrator Report – County Administrator, Adam Payne discussed with the committee what was presented at the April 8, 2019, Sheboygan County Legislative Breakfast. His focus was on the State's lack of funding regarding the child welfare crisis and the impact it is having and will continue to have on Sheboygan County's ability to provide adequate services, and its budget. For more information regarding these issues, please see the attached documents.

Finance Director Report – Finance Director, Wendy Charnon informed the committee that the first draft for the Request for Service (RFS) for the Operational and Cash audit for the Treasurer's Department is nearing completion. Timing for the audit is being worked on with the Treasurer. Director Charnon also informed the committee that the Treasurer will be presenting her IN REM report at the April 24 meeting. Director Charnon updated the committee on the interviews for the Accounting Manager for the Health and Human Services, stating that a candidate will soon be chosen.

Sheriff, Cory Roeseler presented an update on the Sheriff's Department Overtime.

Inspector, Chad Broeren, presented a request for a budget adjustment for a Pre-Disaster Mitigation Grant. Supervisor Koch moved to approve the request. Motion seconded by Supervisor Te Stroete. Carried

Sheriff, Cory Roeseler presented a request to use Jail Assessment Funds to purchase a New Washing Machine. Supervisor Abler moved to approve the request. Motion seconded by Supervisor Weggeman. Carried

Sheriff, Cory Roeseler presented a request to Re-Prioritize the Capital Outlay Camera Upgrade Project. Supervisor Weggeman moved to postpone the request until April 24, 2019, in order for the Sheriff to work with the IT Director and to get an independent assessment of facility's camera system needs. Motion seconded by Supervisor Abler. Carried

Deputy Finance Director, Jeremy Fetterer presented the Financial Statements for February.

Finance Director, Wendy Charnon presented the Investment Statements for February.

Vouchers were reviewed. Supervisor Te Stroete moved to approve the expenditures. Motion seconded by Supervisor Weggeman. Carried

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

Supervisor Koch moved to adjourn. Motion seconded by Supervisor Te Stroete. Carried

The next scheduled meeting will be Wednesday, April 24, 2019 at 3:30 p.m.

Vernon Koch
Secretary

Ashley Meyer
Recording Secretary

SHEBOYGAN COUNTY

Thomas G. Wegner
Chairman of the Board

Adam N. Payne
County Administrator

Sheboygan County Legislative Breakfast

April 8, 2019
8:00am – 9:30am
Sheboygan County Health & Human Services Building
Room 372

Agenda

Call to Order - County Administrator Adam Payne

Presentation on Child Welfare Crisis - Health & Human Services Director Matt Strittmater
- Child & Family Services Division Manager Scott Shackelford
- District Attorney Joel Urmanski

State Budget Issue Papers - County Administrator Adam Payne

Legislative Update - Area Legislators

Roundtable

Adjourn

A light continental breakfast will be provided

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SHEBOYGAN COUNTY

Thomas G. Wegner
Chairman of the Board

Adam N. Payne
County Administrator

Issue: Children & Family Aids

Sheboygan County is experiencing a child welfare crisis similar to most counties in Wisconsin:

- Staff and Supervisors face significant challenges with caseload sizes and state mandates.
- 70% of open cases are driven/complicated by drug and alcohol abuse (August 2018).
- The number of children removed from their home because of caretaker drug abuse rose 110% from 2011 to 2016.
- Numbers of children in out-of-home care increased 200% from 2012- 2017 (73 to 219).
- Out-of-home care expenses rose 55% from 2013 to 2017 ($1.19 million to $1.86 million).
- Sheboygan County tax levy for these services increased 56% from 2011 to 2017.

Requested Action:

Please support the Governor's proposal to allocate an additional $15 million annually for Children and Families Aids in order to assist with out-of-home care costs and hire more case workers and supervisors.

Rationale:

In Sheboygan County alone, the number of children removed from their home for safety reasons and placed in out-of-home care increased 200% from 2012 (73) to 2018 (219). The out-of-home care placement costs for these children increased 55% from 2013 ($1.19 million) to 2017 ($1.86 million). Yet, State Children & Family Aids received by Sheboygan County was essentially flat from 2010 through 2017.

The three major components needed to ease the crisis are stabilizing out-of-home care costs, worker to caseload ratios need to be improved, and the state needs to increase its investment.

Fiscal Impact:

State aid increases in the children and family aids allocation has been pale in comparison to the increased property tax levy that has been put into state mandated child welfare services. A $5 million increase was provided to counties in 2018. By comparison, from 2011 to 2016, counties increased their levies for core child welfare functions from $87.5 million to $117.9 million, a 35% increase ($30.4 million). The 2019 Sheboygan County child welfare budget is $5.8 million; $3.3 million (57%) of this is County levy.

The Wisconsin Counties Association respectfully requested a $30 million increase. However, the Governor's budget increases funding for Children and Family Aids by $15 million GPR beginning in 2020, as well as funding the costs related to the 2.5% foster care rate increase included in the 2017-19 biennial budget.

Counties cannot meet the growing needs of children and families. The State's Opioid Task Force recommended an increase in the Children and Family Aids allocation to counties, and we respectfully request your help and support.

April 5, 2019

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SHEBOYGAN COUNTY

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County Administrator

Issue: **State District Attorney Funding**

The role and responsibilities of County District Attorney's Offices are critical in order for victims to be protected and justice to be served. Unfortunately, their work is growing increasingly complex and has been significantly impacted by the opioid and methamphetamine crises affecting the State. To make matters worse, the Sheboygan County District Attorney's Office (SCDAO) is significantly underfunded by the State. We have not received any additional State funding for much needed prosecutor positions since 2000, and we are currently understaffed by the State by 4.5 prosecutor positions.

Requested Action:

Support the Governor's budget proposal that provides 19.6 new assistant district attorney positions, as well as funding and position authority to increase part-time assistant district attorney positions to full-time (6.90 positions). The Governor's budget also recommends one-time funding ($307,300 in FY20 and $918,000 in FY21) for pay progression for assistant district attorneys and deputy district attorneys.

Rationale:

In 2017, the SCDAO handled a total of 4,007 cases, which includes criminal, juvenile and civil forfeiture cases (this number does not reflect the total referrals reviewed). The County's foster care caseload, fueled by the opioid epidemic and other factors, has more than doubled since 2010.

The need for additional prosecutors is so great that Sheboygan County funded one full-time Special Prosecutor beginning in 2017 dedicated to child welfare and an additional half-time position this year to focus on domestic violence cases. The full time position has allowed the County to double the number of TPR cases issued and over 3 times the number of Guardianship cases, providing long awaited permanence for children and opportunities for adoption. The added half-time position will provide an important focus and an attempt to lessen caseloads. Although these added positions have helped with the growing caseload, they are not nearly sufficient.

According to information shared in the past from a member of the State Public Defender's Office to our District Attorney a staff assistant state public defender is expected to have approximately 75 open criminal cases at one time. As a snapshot of the SCDAO, in May 2018, five of the Office's prosecutors had over 150 open cases, with three of these five having over 250 open cases.

Providing funding for more State Prosecutors would greatly assist the SCDAO in handling its high number of cases, eliminating the backlog of referrals waiting on decisions, and shorten the time it takes from referral to issuing cases. Further, the County-funded Special Prosecutor,

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which relies on property tax levy and variable grant funding, could become State-funded, as it should be, so the County can put more efforts towards preventative work in local schools in areas such as truancy, sexual assault, sexting, human trafficking and assisting people with mental illness.

There is a substantial need for increased funding for prosecutors. Last year, a bill was introduced in the Assembly that sought to make improvements, and would have provided us with 2 additional prosecutors. Unfortunately, the bill eventually died in the Senate.

Fiscal Impact:

The Governor's budget recommends 19.6 new assistant district attorney positions, as well as funding and position authority to increase part-time assistant district attorney positions to full-time (6.90 positions). The Governor's budget also recommends one-time funding ($307,300 in FY20 and $918,000 in FY21) for pay progression for assistant district attorneys and deputy district attorneys.

April 5, 2019

SHEBOYGAN COUNTY

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Issue: **Court Appointed Attorney Compensation**

Wisconsin's circuit court system is a partnership funded by a mix of state general purpose revenue (GPR), court fees and surcharges, and county taxes. In recent years, however, that partnership has frayed as counties have borne a growing share of the costs including the salaries and benefits of the clerks of circuit court and their employees; salaries and benefits for court commissioners; courtroom security personnel and equipment; and rising jury costs.

In addition to the responsibility of funding state mandated circuit court operations, counties are also responsible for providing—and paying for—legal counsel for many individuals. For example, Guardian ad Litem costs are paid for by the County and not the State. Further, some people qualify for an attorney appointed and paid for by the County, but not the State. In addition, Counties are required by Supreme Court rule to pay $70 per hour for court appointed attorneys, when the State rate for a public defender appointed attorney is only $40 per hour.

Last year, the Supreme Court raised the court appointed attorney rate to $100 per hour beginning January 2020. This increase will be financially devastating for cash-strapped counties struggling to provide state-mandated services in an era of growing demands and reduced revenues. While the rate for court appointed attorneys was raised for counties to $100 per hour, the court does not have the authority to statutorily change the rate for the SPD office which remains at $40 per hour. This $60 discrepancy will further burden the counties with providing representation where the state cannot acquire an attorney to represent a client who qualifies for the SPD.

Requested Action:

Support the Criminal Justice Coalition's, and the Governor's request to increase the SPD private rate to $70 per hour effective July 1, 2019. Further, support the Criminal Justice Coalition request for $10 million over the biennium for the increased cost to counties for court appointed attorneys. The rate will increase to $100 per hour beginning January 2020.

Rationale:

The State Public Defender rate is $40 per hour, the lowest in the nation.

Fiscal Impact:

The Governor's budget recommends that the private bar rate be increased to $70 per hour by January 1, 2020 by providing $8.6 million in FY20 and $16.6 million in FY21. The Governor's budget does not provide any additional funds to counties to offset the Supreme Court Rule to increase the county court appointed attorney rate from $70 per hour to $100 per hour starting January 1, 2020.

April 2, 2019

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SHEBOYGAN COUNTY

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Issue: **Support Local Control and Adjust Statutory Property Tax Levy Limit**

Wisconsin Statutes § 66.0602 restricts a county's ability to increase its tax levy. The limitation is set at the increase in net new construction. Since 2012, net new construction has averaged just 1.3%, with many counties experiencing significantly less growth. There are exceptions to this limit, including debt service, holding a referendum to exceed the cap, and various special exceptions for specific governmental units. Net new construction has no relationship to local needs and conditions, and the caps are too restrictive.

Requested Action:

Support local control and the Governor's proposed budget that allows counties to increase their property tax levies by the greater of the percentage change in equalized value due to net new construction, or up to 2 percent.

Rationale:

The limited ability to generate tax revenue under current tax law, coupled with limited ability to generate other revenue from fees, licenses, and permits, hinders a county's ability to address local needs, economic development opportunities, and increasing costs. These costs include personnel costs and maintaining essential programs and services.

The present property tax revenue limit does not have any relationship to the needs of our community, nor is it even sufficient to cover inflationary increases. It is unreasonable, and it does not support local control.

Fiscal Impact:

Since 2008, Sheboygan County has had an average annual increase of just 1% in the property tax levy. The 2019 budget represents a 1.62% or $681,605 increase in operations, which is the capture of the additional revenue allowed by state law associated with net new construction. Net new construction has no relationship to the mental health, law enforcement, and health and human service needs in our community, nor the rising cost of health insurance or goods and services.

Going forward, Sheboygan County is facing annual inflationary costs of over $2.0 million (2.25% wage, between 10% and 15% health insurance increases, and CPI operating increases in 2020). If the State does not adequately fund its state mandated programs, and the County can only increase its property tax levy equivalent to net new construction (three year estimate of 1.56% or $663,000 for 2020), we will not be able to maintain essential programs and services.

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Issue: **Underfunded State Mandated Programs and State Shared Revenue**

Requested Action:

Support the Governor's proposed budget that provides counties with a 2 percent shared revenue increase.

Rationale:

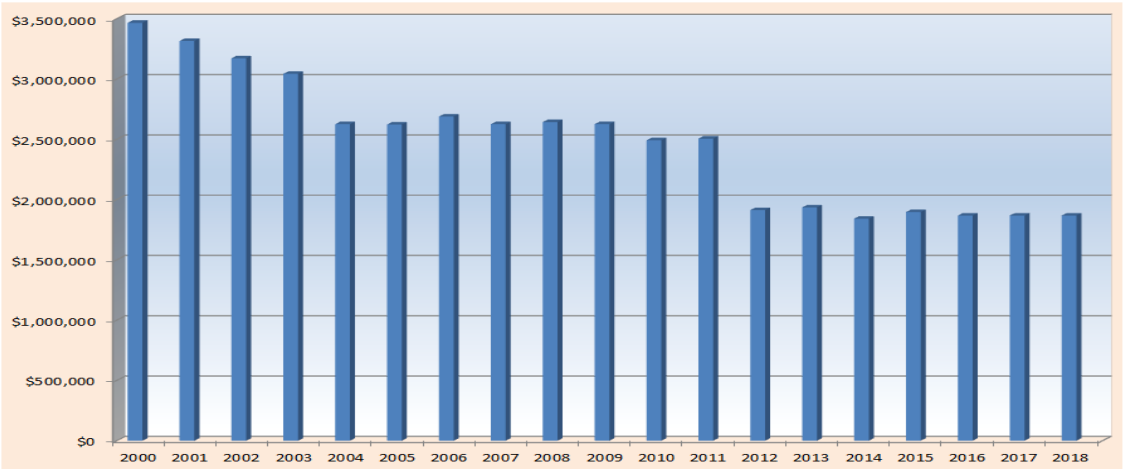
Counties are the primary delivery system of State mandated programs and services. Approximately two-thirds of county spending is funded with either property taxes (40%) or state aids (27%), and revenues have changed little in recent years.

During 2012-16, state aid to counties rose an average of 0.6% annually. Total general county revenues rose an average of just 0.9% during this same time period. With county revenues and state aids to counties rising less than inflation, counties have found it increasingly difficult to fund state mandated services.

This is the first proposed Shared Revenue increase in over a decade. In fact, base County shared revenue has not increased since 2003, and was actually reduced in 2004, 2010, and 2012. Sheboygan County received $1,867,914 in County and Municipal aid in 2018.

Fiscal Impact: The state is not sufficiently funding its mandated programs and a State Shared Revenue increase is long overdue.

State Shared Revenue – County Aid (*Base*)



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SHEBOYGAN COUNTY

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Issue: **Nursing Home Rate Increase**

Requested Action:

Support the Governor's proposed budget that provides $8.7 million in FY20 and $17.8 million in FY21 for a 2.5 percent general rate increase for nursing homes with a 1.5 percent increase targeted to direct care workforce and 1.0 percent for acuity.

Consider the Systemic Nursing Facility Workforce Payment Reform report and recommendations, as proposed by LeadingAge Wisconsin. [1]

Rationale:

More than 90,400 Wisconsin residents live in long-term care and residential facilities. These residents depend on the 82,902 caregivers that work in those facilities.

Rocky Knoll Health Care Center and Wisconsin's nearly 400 nursing facilities are facing closures or financial loss due to a shortage of workers which has been compounded by Wisconsin's low Medicaid reimbursement rate. Inadequate reimbursement doesn't allow wage increases which is necessary when competition for workers is intense and Wisconsin's unemployment rate of 3.1% is nearing a historic low.

Fiscal Impact:

Medicaid underfunds Wisconsin's nursing facilities by $78.58 per resident day. According to a national study, Wisconsin currently ranks second worst for Medicaid nursing facility reimbursement rate in the country. [2]

For fiscal 2017-2018, Medicaid residents made up 69.3% of Rocky Knoll Health Care Center's patient days which resulted in a $2,257,664 deficit with $703,702 from direct care loss. LeadingAge Wisconsin has calculated the total Medicaid loss for all of Sheboygan County's nursing facilities (Assembly Districts 26 and 27) was $7,463,536. Wisconsin's total Medicaid nursing home deficit- direct care and overall loss was $324,757,862.

Since 2016, Wisconsin has seen 27 skilled nursing facilities close and eight nursing facilities have announced that they will close in 2019. [2]

In order for Wisconsin to continue to serve those persons who are physically disabled, elderly, intellectually disabled, diagnosed with Alzheimer's Disease and other dementia, diagnosed with behavioral health issues, plus those needing other support or care, we need systemic payment reform to address the funding crisis (which also plays a large part in the long-term care workforce crisis).

[1] http://www.leadingagewi.org/public-policy/public-policy-issues/medicaid. 2019-2021 SNF Biennial Budget Request
[2] http://www.leadingagewi.org/media/64636/loss-report.pdf

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Issue: **Transportation Funding**

County General Transportation Aids (GTA) are critical to maintaining the 19,000-mile county trunk highway system. Faced with limits on local property tax collections and rising costs in the delivery of state-mandated services, many counties have been forced to delay important maintenance activities. According to a survey of county highway commissioners, the average replacement schedule for a county highway is now over 75 years—far longer than its lifespan. While the Governor and Legislature have recently devoted additional funding to county GTA, state funding currently accounts for a smaller share of county maintenance costs than a decade ago.

Requested Action:

Support additional funding for County General Transportation Aids, the Segregated Transportation Fund, and the Local Road Improvement Program.

Rationale:

Providing adequate funding is critical in order to responsibly maintain our transportation system. The "share of costs" counties receive in GTA from the state is the local portion of the gas tax and vehicle registration fees collected from users. Counties currently receive less in state GTA "share of costs" than they received 10 years ago. At one time, counties received approximately 30 percent "share of costs" for local transportation needs.

Over the past decade, state funding has slipped to under 20 percent. Yet, road construction costs have outpaced inflation. Investing in county GTA allows counties to responsibly maintain our roads and bridges, be fiscally responsible, and not kick the can down the road or pass on more of the burden to local property taxpayers.

Fiscal Impact:

The Governor's proposed budget funds the state's infrastructure with approximately $6.6 billion, up from $6.1 billion in the current biennium.

The Governor's proposed budget increases county general transportation aids (GTA) from $111,093,800 in the 2017-19 budget cycle to $122,203,200 by calendar year 2020. The increase is 10% over the biennium (in second year).

The Governor's proposed budget increases the funding for the Local Road Improvement Program (LRIP) by 4 percent in the 2019-21 biennium. A total of $1,288,000 will be added to the overall program.

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SHEBOYGAN COUNTY Wisconsin

Child Welfare Crisis

Legislative Breakfast
4-8-19

Today's Presentation

- Child Welfare Overview
- An Unsustainable System
- Action

Joel Urmanski
District Attorney

Scott Shackelford
Child & Family Services Manager

Matt Strittmater
Health & Human Services Director

Child Welfare Overview

- State Mandated County Responsibilities (Ch. 48)
  - Intake
  - Ongoing
  - Alternate Care

- Staffing: 4 Supervisors, 24 Social Workers/Support
- 2019 Budget: $5.8 Mil ($3.3 is County levy – **57%**)

Unsustainable Child Welfare System

- Overwhelmed counties
- Unfunded mandates
- Opioid/Meth impact
- Out-of-Home expenses
- Inadequate financing structure

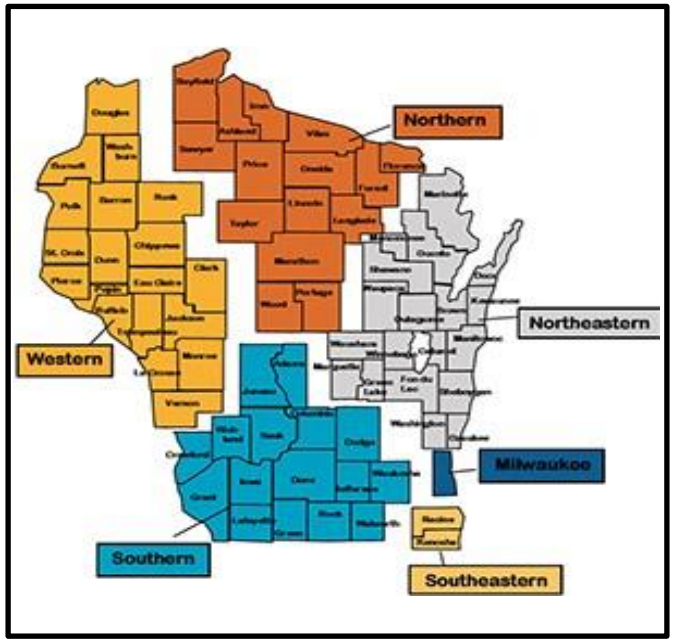
Unsustainable Child Welfare System

Discussions at Regional Directors Meetings (2016-17)

"Our Ship is Sinking"

"Overwhelmed"

"Nowhere left to place children"



"Blown Funding Reserve"

"Desperate"

"100% Turnover"

SHEBOYGAN COUNTY Wisconsin

Unsustainable Child Welfare System

New Child Welfare *Unfunded Mandates* Since 2011

2011

- CANS Assessment
- Subsidized Guardianship
- Licensing all Relatives as

2012

- Face to Face Contact Req
- Permanency Roundtable
- Integrated Case Plan / P

2013

- Transition Planning Req
- New CPS Ongoing Stand
- Confirming Safe Environ
- Youth in OHC Identity Th Requirements

2014

- Extension of Responsibility Care until age 21
- Documentation Requirements for B-3 referrals, CAPTA

2015

- Appeals Requirements for Maltreatment Substantiations
- uirements for Foster

Youth Aging out of Care
for Youth in Out-of-Home Care
ted to Children Missing from

nt Parenting Standard
ool for Foster Care Licensing
ver Background Checks

very Student Succeeds Act

on the Placement of Children
nge
rements Regarding Alleged Child
g Changes

- Change Regarding Child Care Payments Offsetting Out- of-Home Care Costs

WCHSA estimates mandates added since 2011 have increased the work time required for every case by ***40 – 120 hours.***

Unsustainable Child Welfare System

Unacceptable workloads not predictive of success

	Families per worker	Children per worker	CPS Workers per Supervisor
Best Practice	8	15	1:6
DCF State Ave (BOS)	15	30	1:6 to 1:11
Sheboygan County	16.5	25	1:6

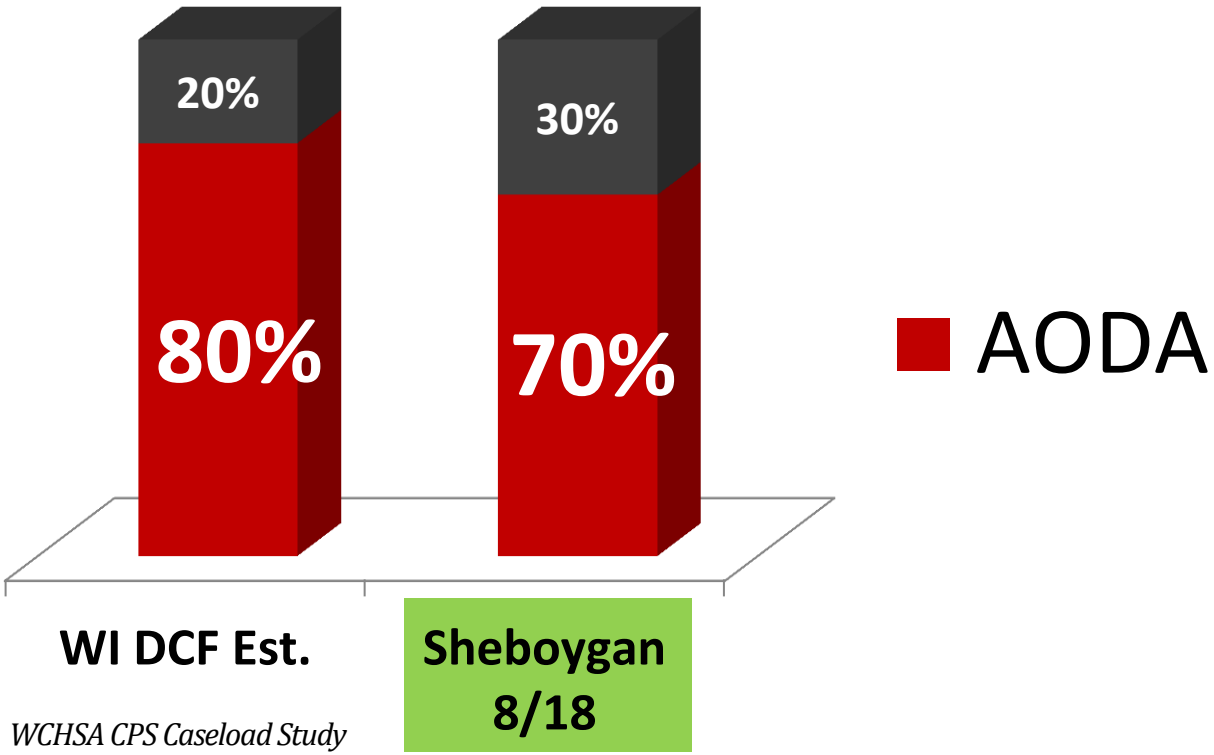
Unsustainable Child Welfare System

A 2018 analysis by the Wisconsin Institute of Law & Liberty found a ***strong relationship between the number of opioid hospitalizations and the number of kids entering out-of-home care***.

Source: Flooding the System: A Study of Opioids and Out-of-Home Care in Wisconsin, Wisconsin Institute for Law & Liberty (February 2018)

Unsustainable Child Welfare System

Percent of open Child Protection Cases either driven by or complicated by alcohol and other drug abuse (AODA)



WCHSA CPS Caseload Study Committee Presentation

Unsustainable Child Welfare System

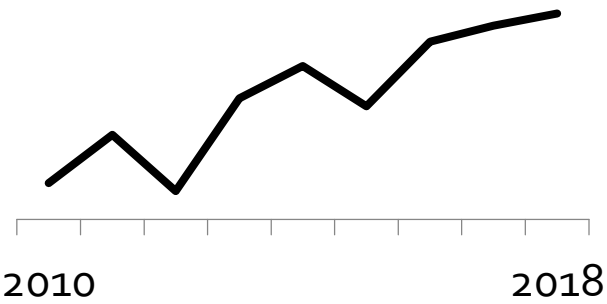
WI children removed from home because of ***caretaker drug abuse*** ***rose 119%*** (2011-2016)

- **Sheboygan rose 110%**

WCHSA CPS Caseload Study Committee Presentation

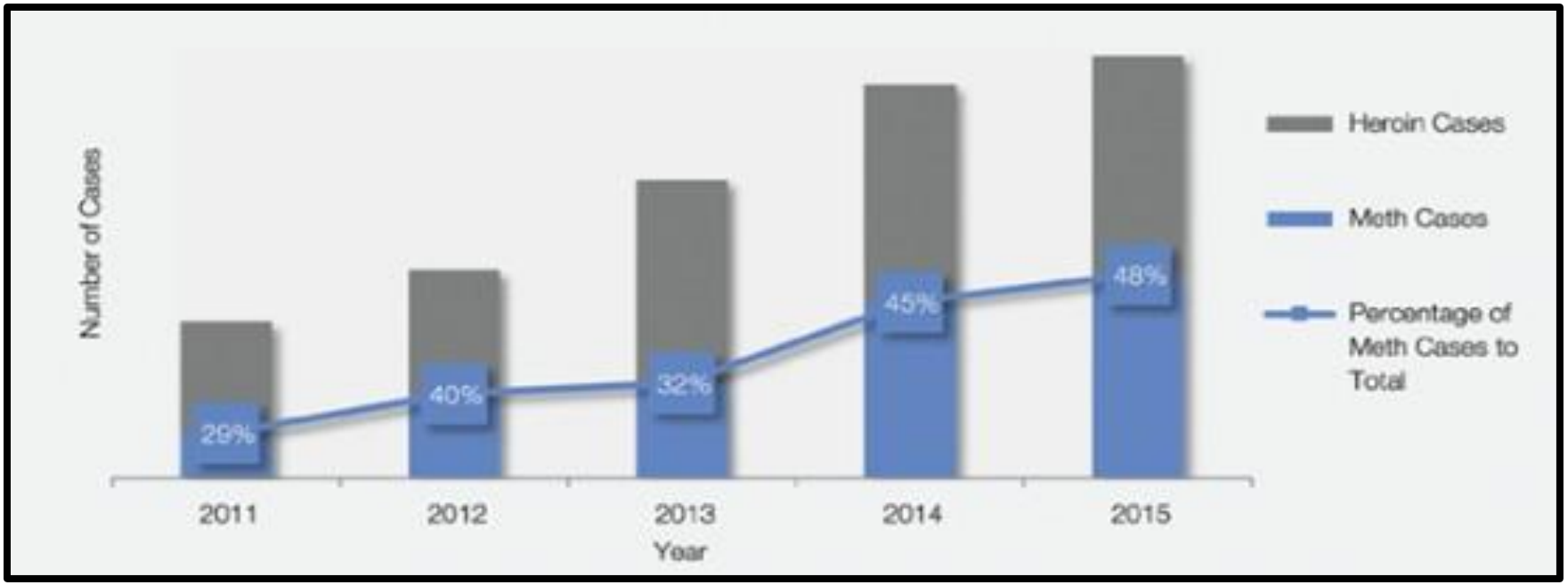
276

Sheboygan County children removed for this reason from 2010 - 2018



Unsustainable Child Welfare System

"For the next five to ten years, Wisconsin will continue to see a statewide growth in meth use, as there are no known signs indicating an eventual collapse or reduction in use."

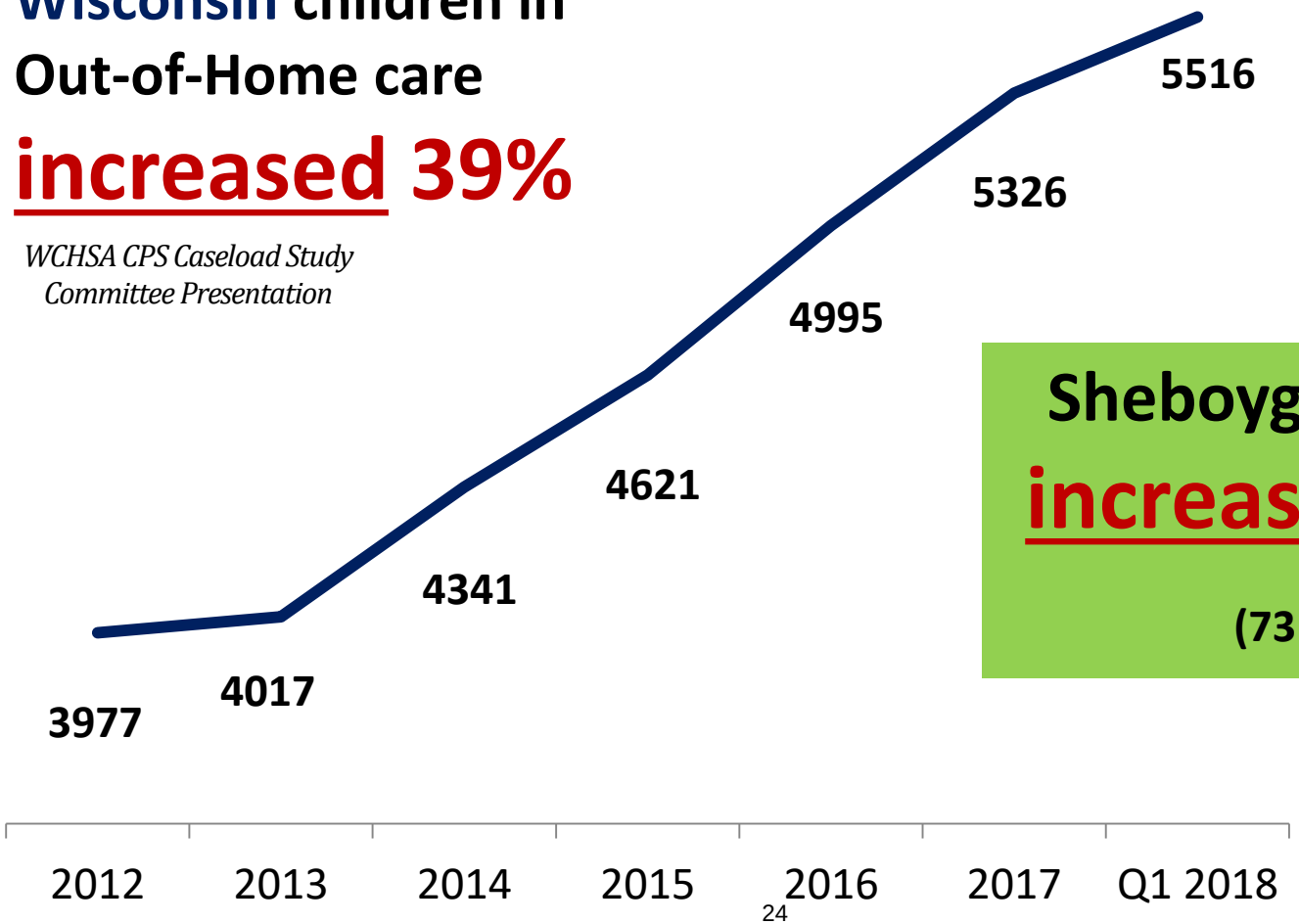


Unsustainable Child Welfare System

Wisconsin children in Out-of-Home care

increased 39%

WCHSA CPS Caseload Study Committee Presentation

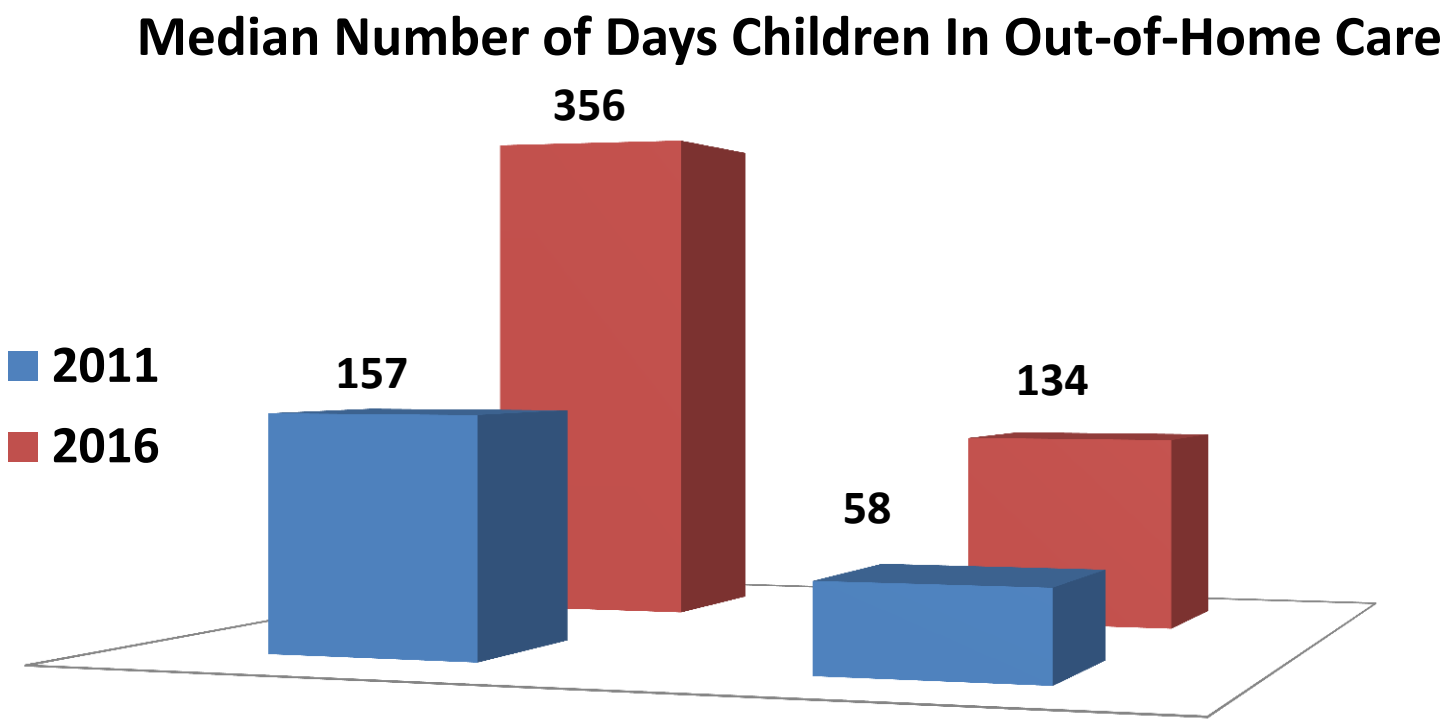


Sheboygan County

increased 200%

(73 to 219)

Unsustainable Child Welfare System



Wisconsin

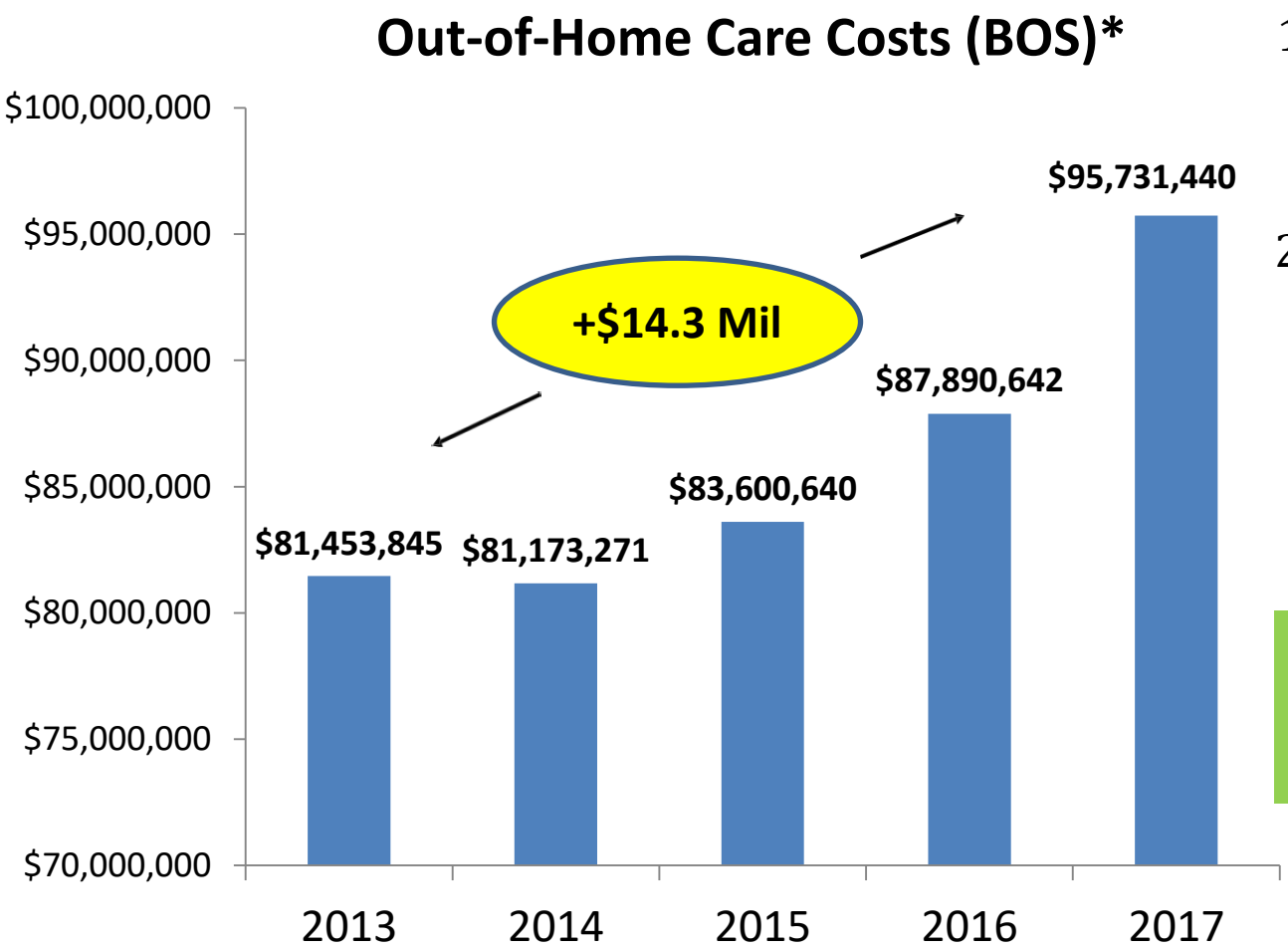
127%

WCHSA CPS Caseload Study Committee Presentation

Sheboygan

131%

Unsustainable Child Welfare System



1. There has been a ***18% increase*** in out-of-home care costs (2013-2017)

2. Many counties have more ***dramatic increases*** (2013-2017):
   - 34 Counties – 30% or more
   - 23 Counties – 50% or more
   - 11 Counties – 100% or more

3. **Sheboygan County *increased 55%*** ($1.19 Mil) to 2017 (1.86 Mil)

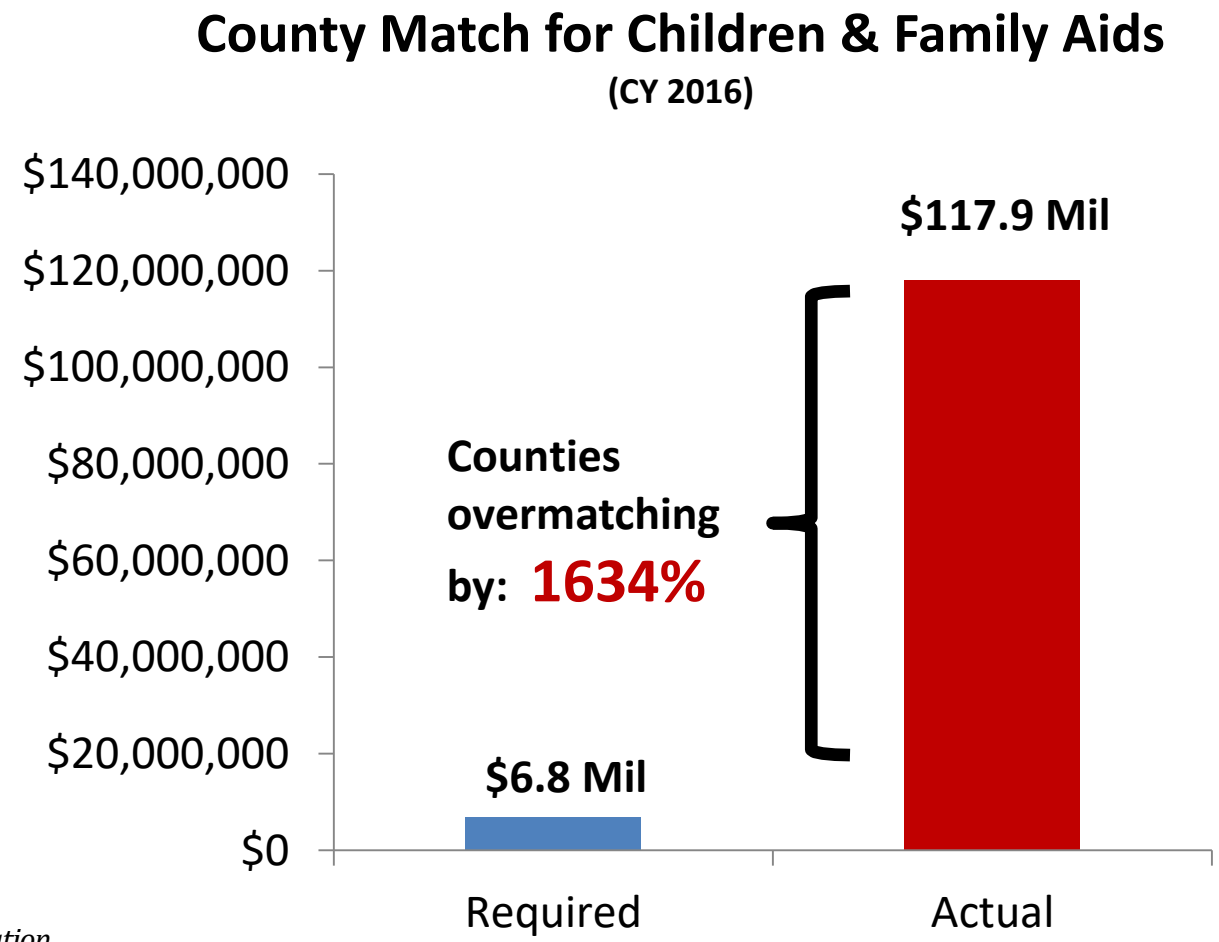
*Includes: RCCs, Group Homes, Treatment Foster Care, Foster Care & Subsidized Guardianships

Unsustainable Child Welfare System

The state of Wisconsin provides ***shared funding support*** via *Children & Family Aids.*

CY 2016=$68.0 Mil

10% County match required



Unsustainable Child Welfare System

State Funding up 9% from 2009 – 2018 ($5.5 Mil increase)

- Sheboygan funding from State up 8%

Counties have put 35% more levy in from 2011 – 2016 ($30.4 Mil increase)

- Sheboygan levy **increased 10%**

Unsustainable Child Welfare System

Sheboygan County child welfare budget increased by **$1.9 million** (2010 – 2018)

State funding/grants covered $452k (**24%**)

Sheboygan levy covered $1.45 mil (**76%**)

SHEBOYGAN COUNTY Wisconsin

District Attorney Office Input

District Attorney

Joel Urmanski

Government » Departments A-E

District Attorney

Print Feedback Share & Bookmark

MISSION STATEMENT AND SUMMARY OF RESPONSIBILITIES:
The mission of the Sheboygan County Office of the District Attorney is to prosecute all crimes occurring within the County on behalf of the State of Wisconsin. In addition, this office is charged with prosecuting all non-criminal traffic and ordinance citations on behalf of the Wisconsin State Patrol, the Sheboygan County Sheriff's Department and the Department of Natural Resources [DNR] that occur in the County. Finally, the office is charged with prosecuting a variety of juvenile matters including delinquencies, Children/Juveniles In Need Of Protection or Services [CHIPS/JIPS], Truancies, Termination of Parental Rights [TPR], Guardianships, juvenile ordinance violations and inoculation violations.

Action

- **Sheboygan County** 2019 Budget
  - CPS Supervisor
  - Contracted Services
  - Collaboration
  - Letter Campaign, Resolution

Action

- **Child Welfare Crisis**
  - 1000+ reports/yr.
  - Hundreds removed/yr.
  - Addiction impact
  - Children in system longer
  - $1.9 million increase (**76%** levy)

70% of open cases

267 Children removed

- **Address Funding Inequity**
  - $15 mil (Evers) . . . . . $30 mil (WCA)
  - **Today:** Right size staffing & speed up permanency
  - **Tomorrow:** Freed up resources used upstream

Questions?

2018 In Rem Sales Report to Finance Committee
Parcel Number Order
April 24, 2019

A	B	C	D	E	F	G	H	I	J	K	L	M
Award Date	12/12/2017	10/10/2018	10/10/2018	10/10/2018	10/10/2018	9/12/2018	9/12/2018	9/12/2018	10/10/2018	10/10/2018	10/10/2018	
Sale Date	1/10/2018	10/30/2018	10/19/2018	10/12/2018	11/5/2018	12/19/2018	12/19/2018	12/19/2018	10/11/2018	11/5/2018	10/15/2018	
Parcel No.	59008094850	59010126803	59010128110	59111521320	59271811400	59281204200	59281204210	59281204220	59281204390	59281508740	59281618875	
Former Owner	Roscoe	Biles	Raabe	Simerlein	Broussard	Sukowaty	Sukowaty	Sukowaty	Dietz	Reitmeyer	Bittner	
Asset No.	10938	10944	10945	10947	10948	10949	10950	10951	10952	10954	10955	
Asset Type	E	E	E	E	E	E	E	E	E	E	E	
In Rem	43	44	44	44	44	44	44	44	44	44	44	
County Gain or (Loss) on Sale	124,223.23	40,819.17	45,606.60	13,353.82	32,704.98	-	-	-	245.20	13,134.45	(560.67)	269,526.78

SHEBOYGAN COUNTY TREASURER

Laura Henning-Lorenz
County Treasurer

Jayne Dragan
Administrative Manager

508 New York Avenue – Room 109
Sheboygan, WI 53081-4126
Telephone: 920-459-3015

Memo

To: Sheboygan County Finance Committee

From: Laura Henning-Lorenz

Re: Update on In *Rem No. 45*

Date: April 18, 2019

Our office commenced *In Rem No. 45* in October 2018, our normal annual commencement month. The listing of tax foreclosure properties totaled 200 at that time.

To date 55 properties remain on our unpaid listing (not including the 4 gaps/overlaps in the Town of Sheboygan). We optimistically anticipate that approximately most properties will be removed or requested to be removed from that listing by the time the final listing is presented to this committee, leaving about 12 properties.

Timeline
Week of April 29 – Final review with Corporation Counsel.
Week of May 6 – File legal document with Clerk of Courts.
Week of July 1 – Final redemption and set court date.
Week of August 5 - Present final list to the Finance Committee.
August – Final court date.

SHEBOYGAN COUNTY

Laura Henning-Lorenz
County Treasurer and Real Property Listing

February 9, 2019

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne:

On behalf of the County Treasurer and Real Property Listing Office, I am pleased to present our 2018 Annual Report. I am taking this opportunity to share with you our overall accomplishments.

Our office continued with many “firsts” in the live environment of our new land record enterprise software system, GCS. On September 1, 2018 tax certificates were generated and reconciled for the first time in GCS. Completing tax certificates was the final process that was completed in the live environment during our flow through the assessment, taxation, and real property listing cycle in GCS. On September 18, 2018 our office celebrated our first anniversary on this new software system. It has been a year of constant change for us that included writing new instructions for various processes in GCS.

In 2019 we will continue to update our written instructions for the land record enterprise system along with a cash audit in the spring; migrating to a new online payment system; and begin Phase II of our land record enterprise system project.

I continue to be very proud and thankful of the contributions, accomplishments, and hard work ethic of the County Treasurer and Real Property Listing team members. They strive for excellence and go above and beyond to help the public each and every day.

Additionally, I thank you for supporting our office and providing the resources for us to carry out our mission. Our mission allows us to provide services to the public and many other units of government.

Respectfully Submitted,

Laura Henning-Lorenz
Sheboygan County Treasurer/Real Property Listing

Mission Statement and Summary of Responsibilities
The mission statement of the Sheboygan County Treasurer/Real Property Listing Office is to serve the public and other units of government in the most friendly, efficient, and effective manner possible by providing treasury, assessment, tax, and real property information.

The Sheboygan County Treasurer is an elected public official, whose constitutional duties are defined in Wisconsin State Statute, section 59.25. The Real Property Listing duties are defined in Wisconsin State Statute 70.09. Those two divisions blend extremely well together in our office, as they provide our taxpayers with a one-stop-shop experience. A summary of responsibilities is as follows:

Public Service
- Provide excellent customer service to each person we serve.
- Assist representatives from title insurance companies, realtors, attorneys, financial institutions, statistical/analytical companies, units of government, and the general public daily for requests and questions ranging from legal descriptions to tax calculations.

Treasury Management
- Banking routines and all fiduciary related matters in order to ensure meeting payroll, accounts payable, and all other distribution needs of the County.
- Initiate transfers of unexpended revenues and reserves with various banking and investment institutions.
- Keep a true and correct account of general receipts from all County departments.
- Receipt taxes while collecting second installment and delinquent real property taxes from all 28 municipalities.
- Calculate or distribute funds to the State and all taxing jurisdictions during all settlement periods.
- Unclaimed funds tracking, publication, and procurement.

Land Records Administration
- Calculate and tax 53,678 real estate and 3,049 personal property bills generated in December for a total of 56,727 bills, all of which were mailed timely.
- Generated 11,367 second installment notices in June.
- Track exempt and non-exempt parcels in Sheboygan County, totaling 59,592 parcels.
- Real property listing and administration of all conveyances and corrections recorded in the Register of Deeds Office. Maintaining accurate ownership and description information of parcels, including parcel numbers, owners' names, legal descriptions, mailing addresses, number of acres, school districts, and special purpose districts. During 2018 there were 4,554 straight-type transfers recorded that amounted to changes to 5,818 parcels. Additionally, there were 243 boundary change documents recorded that amounted to 890 new or changed parcels. There were 144 deeds, where we uncovered errors and notified the parties involved.
- Map all straight transfers in geographic information system to ensure conveyance and legal description is accurate.
- Review of all annexations for the Department of Revenue.
- *In Rem* proceedings, property owner outreach, and sale of *In Rem* properties.
- Assessment reconciliation processes utilizing assessment information from the 6 municipal/state assessors and coordinating the flow of assessment information between the County and taxation districts for assessment and taxation purposes.
- Prepare and manage tax certificates.
- Comply with federal laws, Wisconsin State Statutes, administrative rules, ordinances, and administer policies and procedures.
- Educate annually treasurers from our 28 municipalities.
- Provide ongoing support throughout the year to all 28 municipalities.

Reporting
- Reconcile the tax roll for recording the taxes receivable and prepare reports to the State of Wisconsin timely.
- Prepare and report to the County Finance Committee write-offs.
- Prepare and submit on behalf of 28 municipalities, multiple state and local reports.
- Prepare reports for state and local assessors.

Records Retention and Organization

- Legal custodian of the Records Retention Schedule, dated May 1, 1997, from the State Historical Society and by county ordinance.
- Provide public access to all records open to the public, mainly in electronic format and online.

Goals and Objectives Achieved in 2018

1. GCS – From January through September we completed many processes for the first time in the live environment of our land record enterprise software system, GCS. First installment collections and settlements balanced. On September 1, 2018 tax certificates were generated and reconciled, also for the first time in GCS. Completing tax certificates was the final process that was accomplished in the live environment during our flow through the assessment, taxation, and real property listing cycle. On September 18, 2018 our office celebrated our first anniversary on the new land record enterprise software system. In December, tax bills were calculated, generated, and completed on time. Due to utilizing this new software, our office receives batch files from our municipalities during December and January. Those files are loaded daily in to our land record enterprise system and immediately are seen on our web portal found at treasurer.sheboygancounty.com. We continue to receive many complements from the public about the ease of use and ability to view payments in one place.

2. GCS Instructions – Wrote new instructions for a variety of internal processes.

3. GCS Integrations – Worked with GCS and the programmer of Market Drive, the software utilized by most assessors in Sheboygan County, on solving issues related to software integrations. Additionally, and separately, worked with GCS and Fidlar, to resolve an integration issue due to a change in a programming update by Fidlar.

4. GCS Add-on – Appropriated the ConnectRight software from the Finance Department to our office. Our office is now the only office utilizing this software in the County and as an add-on to our tax calculation/generation process. It made sense to do this in that it makes the tax calculation/generation process more efficient by not having to stop in the middle of the process to wait for another department to do this step.

5. GCS Support – Provided continued support and assistance to our local municipalities and banks during collection periods. Our time was mostly spent with our municipal treasurers and mainly due to the large number of new municipal treasurers. The banks are using a module designed for our County by GCS.

6. GCS and Brown County – Hosted Brown County, successfully demonstrating our internal processes and how they relate to the functionality of GCS.

7. Other Land Information Council Projects – All property record cards have been scanned and viewed for quality control. The Purchasing Agent found a buyer for the paper record cards and they were transported. We have a map collection that exceeds 500 maps. Due to various stages of dilapidation, over 300 have been repaired internally prior to being scanned. As scanning commenced the maps were electronically categorized and filed in an effort to provide long-term and meaningful organization. These maps have assisted real property listing technicians on numerous occasions throughout the year and saved hours of document research due to errors on deeds and property boundary disputes. Additionally, our office entered in to a contract with the Sheboygan County Historical Research Center to complete a scanning project during 2019.

8. Records – Spent several days at the former North 23rd Street Transportation facility, assisting with the cleanup of records stored there for backup purposes, as they relate to our office.

9. Education – Prepared for and provided daytime and evening education for all local municipal treasurers prior to tax collection season. Scheduled our software company to be part of the education, allowing municipal treasurers to ask questions and perform hands-on processes in Municipal Collections software in our training room. Additionally, there were many new municipal treasurers that came in to their office during 2018. Our office wrote a New Treasurer Orientation Handbook. This handbook along with several PowerPoint presentations was utilized during a separate and daylong educational session by our office.

10. Youth Government Day – Designed new Youth Government Day, utilizing game methodology from the board game *Monopoly* that our office designed several years ago by adding the Register of Deed and Planning and Conservation, which resulted in a combined departmental fun learning day for students from several local high schools. The new learning game has been requested and shared with another county that was looking for an innovative and fun way to teach students about county government.

11. Treasury Management – Set up an electronic shared folder for Rocky Knoll with regard to banking services. Updated signature cards, consolidated accounts, and discontinued an imaging service that was no longer cost effective, by finding a new and less expensive process.

12. Compliance – On 2 separate topics our office worked with the IT Department to complete compliance documentation with our online payment vendor. Additionally, the annual Statewide Parcel Map XML file was submitted to the State of Wisconsin and passed compliance measures.

13. Team Meetings – Continued to conduct monthly team meetings, allowing for an opportunity to communicate and keep appraised of updates.

14. Reports – Completed all performance evaluations, annual report, and Legislative Breakfast Meetings on time.

15. Other Changes – Our office migrated from Outlook to Google Gmail in January and in June changed telephone systems, migrating to Shoretel/Mitel, all due to IT Department initiatives. Additionally, our storage room was converted to a storage, conference, and tax printing/sealing room. This will allow this room to provide more functionality than in the past and has also allowed printing and sealing equipment that had been housed in the training room to be re-located, allowing for uninterrupted training to take place in the training room. We also completed our Celebration Board and had it hung in our new storage, conference, and tax printing/sealing room. Lastly, our office worked with Corporation Council and our new online payment vendor to approve a contract. Completion of signing the contract and migration will occur in 2019.

Budget
The total 2018 operating budget for the County Treasurer/Real Property Listing Office was $774,796 of which $611,555 is property tax levy. No significant budget modifications were made. The budget was reviewed by the Finance Director and County Administrator and then presented to the Finance Committee for the approval before being presented to the County Board for review and final vote.

The year 2018 ended in an overall positive variance of $316,764.02. That was mainly attributed to the gain on the sale of assets.

The County Treasurer/Real Property Listing Office was successful in achieving the 2019 budget target. The budget target is lower by $62,178 and is mainly attributed to savings from our new software system. The total operating budget for our office for 2019 is $784,511 of which $549,377 is property tax levy. Overall our budget increased 1% over last year and is mainly due to wages. We have a history of functioning very frugally and we continue to search for cost saving processes and procedures for the people that we serve.

Issues and Challenges Ahead
Our main challenge is for our security enhancements to be implemented. Since our last report our office has continued to work with the County Administrator and Building Services on a layout plan that is complete. We are waiting to hear on a timetable. All enhancements are part of the 2019 capital outlay budget for Building Services. These enhancements include carpeting that has been anticipated for the past 4 years and is a safety hazard.

Goals and Objectives for 2019
Outlined below are our goals and objectives for 2019.

1. Continue to refine processes and instructions in GCS.
2. External cash audit.
3. Migrate on to new online payment system.
4. Procure and install new cash drawers.
5. Commence Phase II of the GCS Project.

SHEBOYGAN COUNTY

Wendy A. Charnon
Finance Director

Jeremy J. Fetterer
Deputy Finance Director

TO: Members of the Sheboygan County Finance Committee

FROM: Wendy A. Charnon, Finance Director

DATE: April 24, 2019

RE: Consideration of Job Offer above Mid-Point for the Accounting Manager-HHS

Hello,

We have finished our process for the interviews and reference calls, and I would like to make an offer to an applicant that would be above the mid-point for this position.

The candidate I want to offer this position is currently working in a senior level within the Financial Management area for the State of Wisconsin's Department of Health Services (DHS) and has previously worked for the Milwaukee County Department of Family Care as an Accounting Manager. I feel we need to take every opportunity to bring this experience to Sheboygan County.

The offer I would like to make is $84,500. This is slightly less than 2% above the candidate's present salary, yet would place the offer 7% above the mid-point for the DBM band C45.

I feel extremely fortunate to have had qualified candidates in the pool for this very important position. I believe being able to offer a competing compensation for this candidate is critical to providing the opportunity to bring this level of expertise to the County.

Thank you for your consideration.

Telephone (920) 459-3007
Facsimile (920) 459-0334

Administration Building
508 New York Avenue - Room 208
Sheboygan, WI 53081-4126

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