

**AGENDA**  
Eau Claire County  
**Committee on Finance & Budget**  
Monday, August 17, 2020  
**4:30 p.m.**  
Webex Conference Call

**Public Access:**  
Dial in Number: 415.655.0001  
Access Code: 145 683 4437

**Notice Regarding Public Comment:** Members of the public wishing to make comments must email Amy Weiss at [amy.weiss@co.eau-claire.wi.us](mailto:amy.weiss@co.eau-claire.wi.us) at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Proposed Resolution 20-21/062 “Providing for the Sale of Approximately \$13,935,000 General Obligation Refunding Bonds” / Discussion – Action
5. Department Budget Review / Discussion – Action
  - a. Treasurer
  - b. County Clerk
  - c. Finance
6. Proposed Actions to Address Human Services Mismanagement and Fiscal Crisis / Discussion – Action
7. Proposed Resolution 20-21/061 “Authorizing a Forensic Audit” / Discussion – Action
8. Review of August 10, 2020 Meeting Minutes / Discussion – Action
9. Future Meetings (see attached joint meeting schedule) and Agenda Items / Discussion
10. Adjourn

Agenda items are linked to supporting documentation.

There are also bookmarks to navigate through the document.

Prepared by: Amy Weiss

*Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945 (FAX) 715-839-1669 or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.*

**FACT SHEET**  
**File No. 20-21/062**

The attached resolution is authorizing the solicitation of bids to facilitate refunding the 2011B general obligation debt issue.

Respectfully Submitted,

Amy Weiss  
Senior Accounting Manager

RESOLUTION PROVIDING FOR THE SALE OF  
APPROXIMATELY \$13,935,000 GENERAL OBLIGATION  
REFUNDING BONDS

WHEREAS, the County Board of Supervisors of Eau Claire County, Wisconsin (the "County") is presently in need of approximately \$13,935,000 for the public purpose of refunding the General Obligation Building Bonds, Series 2011B, dated December 22, 2011; and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The County shall issue its General Obligation Refunding Bonds in an amount of approximately \$13,935,000 (the "Bonds") for the purpose above specified.

Section 2. Solicitation for Sale of Bonds. The County Board of Supervisors hereby authorizes and directs the officers of the County and Ehlers & Associates, Inc. ("Ehlers") to take all actions necessary to solicit proposals from potential purchasers of the Bonds. At a subsequent meeting, the County Board of Supervisors shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Offering Documents. The County Clerk, in consultation with Ehlers, is authorized to prepare and distribute any Offering Documents required to solicit such proposals.

I hereby certify that the foregoing correctly represents the action taken by the undersigned Committee on August 17, 2020 by a vote of \_\_\_\_ for, \_\_\_\_ against.

\_\_\_\_\_  
Chairperson Stella Pagonis  
Committee on Finance & Budget

Adopted, approved and recorded August 18, 2020.

\_\_\_\_\_  
Nicholas Smiar  
Chairperson, Eau Claire County Board of  
Supervisors

Attest:

\_\_\_\_\_  
Janet K. Loomis  
County Clerk

(SEAL)

# TREASURER

## DEPARTMENT MISSION

Our mission is to provide the most effective, efficient, and accountable administration of all treasury and tax collection activities for the County taxpayers.

## STRATEGIC DIRECTION AND PRIORITY ISSUES

Software replacement of the ACS program. The new program is called Ascent and is owned by Transcendent Technologies. My department uses it for tax bill preparation, collections, and settlement.

## TRENDS AND ISSUES ON THE HORIZON

Investment income expected to be severely low for the remainder of 2020. Delinquent tax payments of interest and penalties expected to be steady. Bank fees will be substantial in 2020 due to low credit earnings rate.

## OPERATIONAL CHANGES – WITH FISCAL IMPACT

1. Decrease in investment income due to historically low interest rates. This is not an operational change, however, it is worthy to note since it will have a large fiscal impact.
2. Increase expense in Bank fees due to low earning credit rates
3. Decrease in postage expense as we will no longer be mailing out receipts unless the taxpayer has provided a postage paid envelope

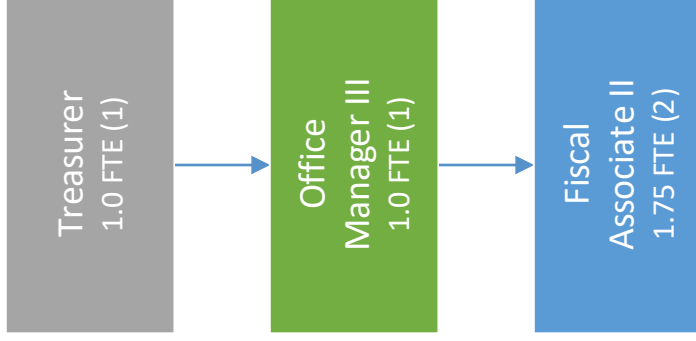
## OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- New software Ascent will make public access to records and online payments easier.

## POTENTIAL RISKS

- There will be additional calls and complaints related to us not mailing out receipts at the county's expense. We will offer them to print directly from an online link; send a fax or send an email with the receipt attached.

# Treasurer



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	4.00	4.00	4.00	4.00	3.75	3.75	3.75	3.75	3.75	3.75	3.75

## Treasury Management

### Duties of the County Treasurer:

* Daily receipting and balancing of the general funds	* File personal property chargebacks with the State
* Short term investing of funds and having sufficient daily cash balances in bank	* Issue tax certificates and create/maintain the sale book
* Supply all forms and flash drives with tax reports for the 18 municipalities	* Bill and collect the Agricultural Use Value charges
* Collect first installment taxes for City of Eau Claire, Altoona and Town of Ludington	* Report and publish unclaimed funds for the County
* Collect second installment for the entire county from February - August	* Maintain the Lottery Credit list and complete a yearly audit.
* Calculate January, February and August settlements for all taxing jurisdictions	* Reconcile our Alio accounts and prepare journal entries
* Create and publish the legal notice for properties entering the tax deed process	* Keep online tax portal current and maintain accuracy
* Certify and sign off that there are no delinquent taxes for timber cutting permits	
* Certify and sign off that there are no unpaid taxes on properties for the purpose of recording plats	
* Maintain records and collect delinquent taxes year round & advanced tax payments prior to the new bills being created	
* Calculate mill rates; enter municipal special charges; county special charges; file associated tax reports with the State of WI	
* Create & produce 18 municipal tax rolls, reports and the 50,000 tax statements. Maintain these records for 15 years	
* Filing and remitting monthly/quarterly/yearly state reports for Register of Deeds; Probate; County Clerk; and Clerk of Courts	
* Daily provide taxpayers, realtors, title companies, attorneys and lending information the most reliable and efficient service possible.	
* Report and pay managed forest land and private forest crop settlements to the Department of Natural Resources	
* Disburse County Payroll and Accounts Payable. Assist in ACH payments both incoming and outgoing.	
* Assist municipal Clerks and Treasurers and provide yearly training for our tax software and key dates for the DOR	
* Prepare a yearly budget; annual report and performance management report.	

OUTPUTS	2017	2018	2019	YTD* 2020
Total number of real estate tax statements produced (November/December)	45,914	46,205	46,462	
- Number of real estate tax stmts produced for the City of Eau Claire only	21,701	21,859	22,041	
- Number of real estate tax stmts produced outside the City of Eau Claire	24,213	24,346	24,421	
Number of personal property tax statements produced (November/December)	3,118	2,911	2,904	
Number of municipalities supported by Treasurer's Office	18	18	18	18
Number of municipalities contracting with Eau Claire County for tax collection	4	3	3	3
Number of general transactions processed per year	4,146	4,378	4,386	2,346
Number of tax transactions processed during the year	59,015	43,332	44,907	22,803
Dollar amount of tax transactions collected during the year	\$131,461,564	\$121,903,350	\$126,558,177	\$52,999,730
Dollar amount of delinquent taxes collected during the year	\$2,552,465	\$1,915,237	\$2,190,508	\$599,198
Number of Seasonal Employees	3	2	2	0
Year to date total overage (shortage) of daily cash receipts	-\$21	-\$66	\$5	\$71
Total tax receipt dollars collected & processed through Treasurer's office	\$134,014,029	\$123,818,587	\$128,748,685	\$53,598,928
Number of Tax Certificates mailed out in September - new measure for 2019	1,170	1,049	1,173	
Number of Letters mailed out "1st installment missed" in February - new measure for 2019	1,225	1,160	1,095	

\*YTD indicates Jan-Jun results

OUTCOMES	Benchmark	2018	2019	YTD* 2020
100% of tax rolls and statements will be available to the municipal treasurers by December 6, 2020	100%	100%	100%	
There will be no fines assessed against Eau Claire Co. due to delay in issuing settlement payments to municipalities, school districts, or the State of WI.	\$0	\$0	\$0	
Cash balancing shortage or overage will be less than .0005% of the total	-0.00002%	-0.00005%	0.00000%	0.00013%
100% of receipts issued by 4:00 p.m. are deposited in the bank each day. Checks held are deposited next business day.	100%	100%	100%	

\*YTD indicates Jan-Jun results

## County Treasurer

### Overview of Revenues and Expenditures

Revenues	2019	2020	2020	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy	(\$660,704)	(\$486,705)	(\$384,360)	(\$289,425)	-41%
03-Other Taxes	\$520,286	\$457,500	\$457,500	\$457,500	0%
06-Public Charges for Services	\$75,407	\$75,500	\$76,505	\$76,500	1%
09-Other Revenue	\$618,948	\$275,000	\$175,000	\$100,000	-64%
<b>Total Revenues:</b>	<b>\$553,937</b>	<b>\$321,295</b>	<b>\$324,645</b>	<b>\$344,575</b>	<b>7%</b>

Expenditures	2019	2020	2020	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$196,179	\$208,336	\$204,571	\$219,470	5%
02-OT Wages	\$1,561	\$1,000	\$1,000	\$1,000	0%
03-Payroll Benefits	\$66,610	\$73,228	\$72,883	\$78,905	8%
04-Contracted Services	\$1,200	\$2,181	\$2,231	\$2,700	24%
05-Supplies & Expenses	\$39,089	\$33,500	\$30,500	\$25,500	-24%
07-Fixed Charges	\$260	\$300	\$300	\$300	0%
09-Equipment	\$5,775	\$2,500	\$5,060	\$4,600	84%
10-Other	\$76	\$250	\$8,100	\$12,100	4740%
<b>Total Expenditures:</b>	<b>\$310,750</b>	<b>\$321,295</b>	<b>\$324,645</b>	<b>\$344,575</b>	<b>7%</b>

Net Surplus/(Deficit)- County Treasurer	\$243,187	\$0	\$0	\$0	
---	-----------	-----	-----	-----	--

**Revenue Assumptions**

	2019	2020	2020	2020	2021	2021	2021		
Revenue Source	Actual	Budget	YTD	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	(\$660,704)	(\$486,705)	(\$243,353)	(\$384,360)	(\$289,425)	-	-	Reduced due to historically low interest revenue	75%
Interest On Taxes	338,310	300,000	118,694	300,000	300,000	-	-	Believe this will be steady	75%
Penalty On Taxes	170,271	150,000	59,879	150,000	150,000	-	-	Believe this will be steady	75%
Property Use Value Penalty	11,704	7,500	-	7,500	7,500	-	-	Total variable - we have no control and no foresight	50%
Tax Searches	3,252	3,000	1,450	3,000	3,000	-	-	Believe this will be steady	75%
Bad Check Charges	750	500	330	500	500	-	-	Total variable - we have no control and no foresight	75%
Co Treas Collection Svcs	71,404	72,000	73,006	73,005	73,000	-	-	Contracts signed w/Eau Claire, Altoona & Ludington	100%
Interest Investments	618,948	275,000	124,582	175,000	100,000	-	-	Reduced due to historically low interest rates available	75%
<b>TOTAL</b>	<b>\$553,937</b>	<b>\$321,295</b>	<b>\$134,587</b>	<b>\$324,645</b>	<b>\$344,575</b>	<b>\$0</b>	<b>\$0</b>		



## Budget Analysis

	2020 Adjusted Budget	Interest Rates & Bank Fees	No Longer Mailing Receipts		Cost to Continue Operations in 2021	2021 Requested Budget
01-Tax Levy	(\$486,705)	\$186,850	(\$8,000)		\$18,430	(\$289,425)
02-Sales Tax	-				-	-
03-Other Taxes	\$457,500				-	\$457,500
04-Intergovernment Grants and Aid	-				-	-
05-Intergovernmental Charges for Services	-				-	-
06-Public Charges for Services	\$75,500				\$1,000	\$76,500
07-Licenses & Permits	-				-	-
08-Fines & Forfeitures	-				-	-
09-Other Revenue	\$275,000	(\$175,000)			-	\$100,000
10-Bond Proceeds	-				-	-
11-Fund Balance Applied	-				-	-
12-Fund Transfers	-				-	-
<b>Total Revenues</b>	<b>\$321,295</b>	<b>\$11,850</b>	<b>(\$8,000)</b>	<b>-</b>	<b>\$19,430</b>	<b>\$344,575</b>

01-Regular Wages	\$208,336				\$11,134	\$219,470
02-OT Wages	\$1,000				-	\$1,000
03-Payroll Benefits	\$73,228				\$5,677	\$78,905
04-Contracted Services	\$2,181				\$519	\$2,700
05-Supplies & Expenses	\$33,500		(\$8,000)		-	\$25,500
06-Building Materials	-				-	-
07-Fixed Charges	\$300				-	\$300
08-Debt Service	-				-	-
09-Equipment	\$2,500				\$2,100	\$4,600
10-Other	\$250	\$11,850			-	\$12,100
<b>Total Expenditures</b>	<b>\$321,295</b>	<b>\$11,850</b>	<b>(\$8,000)</b>	<b>-</b>	<b>\$19,430</b>	<b>\$344,575</b>

# COUNTY CLERK

## DEPARTMENT MISSION

Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, preparation of required publications, provide supplies to municipal clerks, and update voter records in the Statewide Voter Registration System (WisVote) for 12 of the 18 municipalities. 2021 outlook is one February primary (if necessary) and an April spring election. Research and send notice to all tax parcels that are three years delinquent. Conduct a public sale on properties that have been taken. Issue marriage licenses per State Statutes. The County Clerk is the clerk to the County Board with duties being to record minutes, enroll legislation, and follow through on any directives as well as compile the Journal of Proceedings each session year. Create Official and In-house telephone directories

## STRATEGIC DIRECTION AND PRIORITY ISSUES

Keeping up with election changes and requirements will be a priority for 2021. A change in the way ballots are handled and distributed is restructuring the workload of both county and municipal election workers. With COVID-19 the office has had to do these things differently and it is looking like we will have to continue to adapt to the social distancing requirements for the immediate future.

## TRENDS AND ISSUES ON THE HORIZON

Ever-changing technology seems to be the driving factor of upcoming changes. A goal to streamline operations and fully utilize technology that is available is at the forefront. Absentee ballot tracking will likely continue to be utilized. Other ways of doing business that require less physical contact will be a focus as well. Marriage license activity has been on the decline. People are postponing weddings due to the inability to have large gatherings. Due to the unstable economy we anticipate an upswing in the number of properties we deal with the tax deed process.

## OPERATIONAL CHANGES – WITH FISCAL IMPACT

1. Change in number of elections - odd year/even year – affects number of ballots and publications

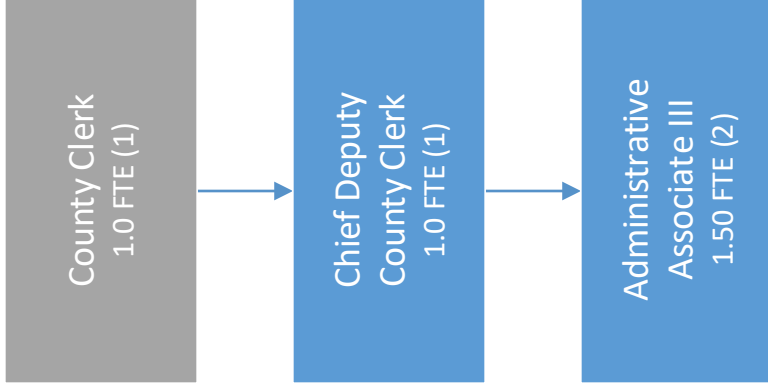
## OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Working from home when possible to minimize contact
- Maintaining the current process of taking appointments for marriage licenses & other meetings instead of allowing walk-ins.

## POTENTIAL RISKS

- With less staff we may be unable to provide contracted WisVote services to municipalities, or pursue tax delinquent properties in a timely manner, resulting in a reduction of revenue. – (unknown)
- Illness: With a smaller staff an illness would complicate and affect our workflow especially in terms of election work. If a staff member were out for a significant amount of time due to illness during a critical election time-frame we would have to hire an outside company to do the programming which would be costly.

# County Clerk



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50

## Elections

Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, insuring all required publications are made in a timely manner and updating the Statewide Voter Registration System. 2020 has two primaries and two elections and has the highest voter turnout in a four year election cycle.

OUTPUTS	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>YTD*</u> <u>2020</u>
Number of paper ballots styles created for jurisdiction combinations	58	166	61	120
Election equipment programmed	72	144	72	72
Number of elections night results and reports	2	4	2	2
Provide WisVote services for number of municipalities	15	15	15	15

\*YTD indicates Jan-Jun Results

## Tax Deeds

Administer the tax deed program, from research to determining ownership, through having a tax deed sale.

OUTPUTS	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>YTD*</u> <u>2020</u>
Tax deed notices	144	150	126	86
Quit claim deeds if sold	5	14	10	0
Taxes, interest, and penalties collected	\$278,844	\$261,698	\$228,209	\$104,562

\*YTD indicates Jan-Jun Results

## Other Services

A couple wishing to marry in Wisconsin must obtain a license from the County Clerk in which one of them lives. The required information that each applicant needs to supply is stated in the State Statutes. Act as records custodian for and liaison to the county board, its committees, boards and councils, including publication of meeting notices, verifying attendance sheets and compilation and publication of the Journal of Proceedings.

OUTPUTS	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>YTD*</u> <u>2020</u>
Number of marriage applications and licenses	651	603	609	196
Number of County Board meeting minutes produced	17	17	17	9
Number of enrolled legislation	103	108	100	51
Journal of Proceeding publication	1	1	1	1
Dog licenses and tags distributed to the municipality and reconciled	6997	6847	7002	3,918
In-house telephone directories printed	750	750	750	750
Official Directory books printed	925	925	750	750

\*YTD indicates Jan-Jun Results

## County Clerk

### Overview of Revenues and Expenditures

Revenues	2019	2020	2020	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy	\$232,096	\$277,604	\$277,604	\$224,095	-19%
06-Public Charges for Services	\$7,293	\$5,700	\$7,274	\$7,050	24%
07-Licenses & Permits	\$42,630	\$42,000	\$38,500	\$42,000	0%
09-Other Revenue	\$30,208	\$10,000	-	\$10,000	0%
<b>Total Revenues:</b>	<b>\$312,227</b>	<b>\$335,304</b>	<b>\$323,378</b>	<b>\$283,145</b>	<b>-16%</b>

Expenditures	2019	2020	2020	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$169,575	\$174,191	\$168,115	\$160,679	-8%
02-OT Wages	\$2	-	-	-	
03-Payroll Benefits	\$75,691	\$82,273	\$82,273	\$86,616	5%
04-Contracted Services	\$12,947	\$6,600	\$3,250	\$7,100	8%
05-Supplies & Expenses	\$19,588	\$71,940	\$69,440	\$26,550	-63%
09-Equipment	\$574	\$300	\$300	\$2,200	633%
<b>Total Expenditures:</b>	<b>\$278,378</b>	<b>\$335,304</b>	<b>\$323,378</b>	<b>\$283,145</b>	<b>-16%</b>

<b>Net Surplus/(Deficit)- County Clerk</b>	<b>\$33,849</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>	
--	-----------------	------------	--------------	--------------	--

**Revenue Assumptions**

Revenue Source	2019	2020	2020	2020	2021	2021	2021	Assumptions	Confidence Level %
	Actual	Budget	YTD	Estimate	Request	Recom- mended	Adopted		
County Tax Levy	\$232,096	\$277,604	\$138,802	\$277,604	\$224,095	-	-	0	0%
Assembly License Fees	-	-	-	-	-	-	-	0	0%
Marriage Fees	30,450	30,000	8,450	27,500	30,000	-	-	0	0%
Marriage Fee/Counseling	12,180	12,000	3,360	11,000	12,000	-	-	0	0%
County Clerk Revenue-Clearing Account	-	-	270	270	-	-	-	0	0%
Clerk'S Fees	8	-	4	4	-	-	-	0	0%
Waivers	410	200	120	200	200	-	-	0	0%
Election Programming Revenue	2,875	1,500	-	2,800	3,000	-	-	0	0%
Svrs Charges	4,000	4,000	-	4,000	3,850	-	-	0	0%
Sale Of Tax Deeds/Profits	30,208	10,000	-	-	10,000	-	-	0	0%
<b>TOTAL</b>	<b>\$312,227</b>	<b>\$335,304</b>	<b>\$151,006</b>	<b>\$323,378</b>	<b>\$283,145</b>	<b>\$0</b>	<b>\$0</b>		

## Budget Analysis

	2020 Adjusted Budget	1. Difference between election supplies needed- odd /even year rotation	Vacant Position on Hold		Cost to Continue Operations in 2021	2021 Requested Budget
01-Tax Levy	\$277,604	(\$34,425)	(\$17,734)	-	(\$1,350)	\$224,095
02-Sales Tax	-				-	-
03-Other Taxes	-				-	-
04-Intergovernment Grants and Aid	-				-	-
05-Intergovernmental Charges for Services	-				-	-
06-Public Charges for Services	\$5,700				\$1,350	\$7,050
07-Licenses & Permits	\$42,000				-	\$42,000
08-Fines & Forfeitures	-				-	-
09-Other Revenue	\$10,000				-	\$10,000
10-Bond Proceeds	-				-	-
11-Fund Balance Applied	-				-	-
12-Fund Transfers	-				-	-
<b>Total Revenues</b>	<b>\$335,304</b>	<b>(\$34,425)</b>	<b>(\$17,734)</b>	<b>-</b>	<b>(\$0)</b>	<b>\$283,145</b>

01-Regular Wages	\$174,191		(\$16,474)		\$2,962	\$160,679
02-OT Wages	-				-	-
03-Payroll Benefits	\$82,273		(\$1,260)		\$5,603	\$86,616
04-Contracted Services	\$6,600				\$500	\$7,100
05-Supplies & Expenses	\$71,940	(\$34,425)			(\$10,965)	\$26,550
06-Building Materials	-				-	-
07-Fixed Charges	-				-	-
08-Debt Service	-				-	-
09-Equipment	\$300				\$1,900	\$2,200
10-Other	-				-	-
<b>Total Expenditures</b>	<b>\$335,304</b>	<b>(\$34,425)</b>	<b>(\$17,734)</b>	<b>-</b>	<b>\$0</b>	<b>\$283,145</b>

# FINANCE

## DEPARTMENT MISSION

The purpose of the Finance Department is to facilitate the effective and efficient use of County resources and to provide a record and accountability for those resources. The Finance Department maintains financial records according to established accounting principles; coordinates budget preparation and implementation; and provides financial information to the County Board and County departments; provides County Purchasing support and processes bi-weekly payroll. The goal of the department is to provide insight and contribute to the overall fiscal management of Eau Claire County.

## STRATEGIC DIRECTION AND PRIORITY ISSUES

- Support the required fiduciary responsibilities of the Finance function for the County.
- Assess the internal control environment of the county, implement necessary changes where needed and provide for means of internal auditing of controls.
- Continue to evolve and improve financial reporting to County departments, committees, and the Board to provide consistent and meaningful reporting. In 2021 we will be expanding the financial reporting system chart of accounts to provide greater reporting capabilities, particularly for the Human Services department.
- Continue the transition of the department from less transactional support to more analysis and departmental business support.
- Build on the fiscal partnership created through the Finance User Group (FUG) to provide continued financial education and support and provide a forum for finance related topics.
- Establish forecasting processes to assist in the fiscal management of the annual budget.
- Create and/or update financial policy documents for the County.
- Provide training opportunities for new staff.

## TRENDS AND ISSUES ON THE HORIZON

- The movement in Finance is to eliminate paper transaction workflows and replace them with electronic workflows. We will continue to assess financial workflows that could be transition to more efficient electronic workflows.
- Finance systems for the future will need to evolve to handle more automation and the introduction of new technology.
- Future financial reporting will be moving towards more real-time financial reporting and less emphasis on structured time reporting such as monthly/quarterly reporting.
- The skills required for financial support personnel will be more analytical and require the ability to transition from scorekeeper to business partner.



## OPERATIONAL CHANGES – WITH FISCAL IMPACT

1. For 2021 the current vacant position for a Fiscal Associate III continues to be on hold and will be unfunded in the 2021 budget. The 2021 impact of this position not being funded is \$73,696.

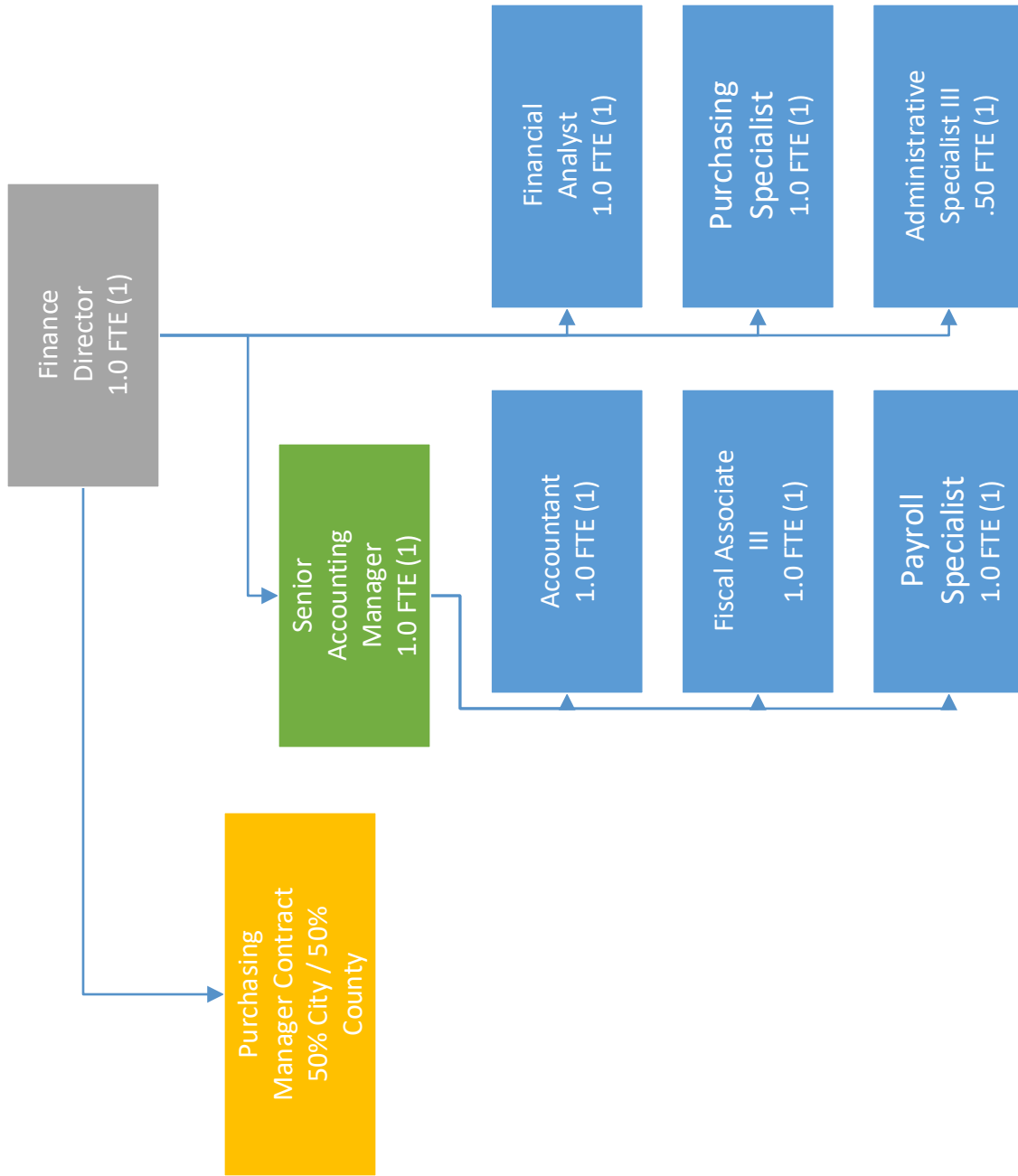
## OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- The increase in the financial system chart of accounts will require modifications of existing financial reports and creation of new reports to take advantage of the additional reporting fields added.

## POTENTIAL RISKS

- With the current vacant position unfunded for 2021 and remaining vacant, the job duties for that position have been delegated across the department. This will take away from activities and progress that could be made to continue to improve financial reporting as well as continue to strengthen relationships with other departments. In addition, this will likely slow down the timeline for financial management reports and limit progress on new projects such as assessing internal controls.
- The reporting requests that result from the new chart of accounts may require external assistance to create and implement and result in additional contracted services.

# Finance



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	6.00	8.00	7.50	7.50

## Finance

### Overview of Revenues and Expenditures

Revenues	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Tax Levy	\$803,944	\$808,234	\$808,234	\$767,995	-5%	-	-100%	-	-100%
02-Sales Tax	\$223	-	\$96	-		-		-	
03-Other Taxes	-	-	-	-		-		-	
04-Intergovernment Grants and Aid	-	-	-	-		-		-	
05-Intergovernmental Charges for Services	-	-	-	-		-		-	
06-Public Charges for Services	-	-	-	-		-		-	
07-Licenses & Permits	-	-	-	-		-		-	
08-Fines & Forfeitures	-	-	-	-		-		-	
09-Other Revenue	\$44,071	\$24,000	\$9,250	\$17,500	-27%	-	-100%	-	-100%
10-Bond Proceeds	-	-	-	-		-		-	
11-Fund Balance Applied	-	-	-	-		-		-	
12-Fund Transfers	-	-	-	-		-		-	
<b>Total Revenues:</b>	<b>\$848,238</b>	<b>\$832,234</b>	<b>\$817,580</b>	<b>\$785,495</b>	<b>-6%</b>	<b>\$0</b>	<b>-100%</b>	<b>\$0</b>	<b>-100%</b>

Expenditures	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Regular Wages	\$498,775	\$514,178	\$465,577	\$452,629	-12%	-	-100%	-	-100%
02-OT Wages	\$2,022	\$4,000	\$2,500	\$4,000	0%	-	-100%	-	-100%
03-Payroll Benefits	\$162,981	\$169,689	\$180,172	\$163,841	-3%	-	-100%	-	-100%
04-Contracted Services	\$79,551	\$123,267	\$120,910	\$138,198	12%	-	-100%	-	-100%
05-Supplies & Expenses	\$9,110	\$20,100	\$14,000	\$20,250	1%	-	-100%	-	-100%
06-Building Materials	-	-	-	-		-		-	
07-Fixed Charges	-	-	-	-		-		-	
08-Debt Service	-	-	-	-		-		-	
09-Equipment	\$1,738	\$1,000	\$1,000	\$6,577	558%	-	-100%	-	-100%
10-Other	-	-	-	-		-		-	
<b>Total Expenditures:</b>	<b>\$754,177</b>	<b>\$832,234</b>	<b>\$784,159</b>	<b>\$785,495</b>	<b>-6%</b>	<b>\$0</b>	<b>-100%</b>	<b>\$0</b>	<b>-100%</b>

Net Surplus/(Deficit) - Finance	\$94,060	\$0	\$33,421	\$0		\$0		\$0	
---------------------------------	----------	-----	----------	-----	--	-----	--	-----	--

**Revenue Assumptions**

Revenue Source	2019	2020	2020	2020	2021	2021	2021	Assumptions	Confidence Level %
	Actual	Budget	YTD	Estimate	Request	Recommended	Adopted		
County Tax Levy	803,944	808,234	404,117	808,234	767,995	-	-		0 100%
Retained Sales Tax	223	-	96	96	-	-	-		0 0%
Misc Revenue	7,053	2,000	623	750	1,500	-	-	Assumes lower garnishments, etc. based on 2020	75%
Pro Card Rebates	37,019	22,000	3,851	8,500	16,000	-	-	Assumes lower P card spending in 2021	75%
Use Of Fund Balance	-	-	-	-	-	-	-		0 0%
<b>TOTAL</b>	<b>\$848,238</b>	<b>\$832,234</b>	<b>\$408,687</b>	<b>\$817,580</b>	<b>\$785,495</b>	<b>\$0</b>	<b>\$0</b>		

## Budget Analysis

	2020 Adjusted Budget	Vacant Position Unfunded			Cost to Continue Operations in 2021	2021 Requested Budget
01-Tax Levy	\$808,234	(\$73,696)	-	-	\$33,457	\$767,995
02-Sales Tax	-				-	-
03-Other Taxes	-				-	-
04-Intergovernment Grants and Aid	-				-	-
05-Intergovernmental Charges for Services	-				-	-
06-Public Charges for Services	-				-	-
07-Licenses & Permits	-				-	-
08-Fines & Forfeitures	-				-	-
09-Other Revenue	\$24,000				(\$6,500)	\$17,500
10-Bond Proceeds	-				-	-
11-Fund Balance Applied	-				-	-
12-Fund Transfers	-				-	-
<b>Total Revenues</b>	<b>\$832,234</b>	<b>(\$73,696)</b>	<b>-</b>	<b>-</b>	<b>\$26,957</b>	<b>\$785,495</b>

01-Regular Wages	\$514,178	(\$40,394)			(\$21,155)	\$452,629
02-OT Wages	\$4,000				-	\$4,000
03-Payroll Benefits	\$169,689	(\$33,302)			\$27,454	\$163,841
04-Contracted Services	\$123,267				\$14,931	\$138,198
05-Supplies & Expenses	\$20,100				\$150	\$20,250
06-Building Materials	-				-	-
07-Fixed Charges	-				-	-
08-Debt Service	-				-	-
09-Equipment	\$1,000				\$5,577	\$6,577
10-Other	-				-	-
<b>Total Expenditures</b>	<b>\$832,234</b>	<b>(\$73,696)</b>	<b>-</b>	<b>-</b>	<b>\$26,957</b>	<b>\$785,495</b>

Request for an item on the Administrative and Finance and Budget Committee agendas "**Proposed Actions to Address Human Services Mismanagement and Fiscal Crisis discussion/action.**"

There remain severe problems in the DHS. It seems to me it is caused by a lack of adequate management oversight and inferior fiscal judgment. What has been happening is extremely serious and has not been adequately addressed.

DHS over the past three years has experienced significant budget overages, continuous and substantially wrong fiscal projections, failure to reconcile monthly federal and state grants, unacceptable delay of 60 to 90 days after the end of the month to complete the financial report, delayed and inadequate mitigation of overages, a 1.2 million dollar accounting error, a second significant accounting error of \$200,000, and now an alleged significant theft of gift cards. We may also find that DHS is not making a sound judgment when allocating taxpayer dollars.

Recommended action steps

- 1) The Finance Director should be in the position of having the authority and responsibility for the DHS financial unit effective immediately (pending. DHS fiscal unit should not be operating separately in its own "fiscal silo."
- 2) Evaluation by another department's financial person what internal control procedures for handling gift cards are and evaluate the value and appropriateness of gift cards given to clients.
- 3) Contract promptly for a DHS in-depth program audit. The audit should look at 2019 and evaluate if expenditures were appropriate, efficient, prudent, and necessary use of taxpayer dollars.
- 4) Implement a DHS forensic audit. The scope of the forensic examination should be determined by law enforcement and grantees in consultation with Finance and Budget.

Gerald "Jerry" Wilkie  
County Board Supervisor District #19

August 13, 2020

**FACT SHEET RESOLUTION 20-21/061. AUTHORIZING A FORENSIC AUDIT**

This resolution authorizes the expenditure of funds of up to \$100,000 for the purpose of conducting a forensic audit of the finances of the Eau Claire County Department of Human Services.

Between 2017 and 2019 the department of Human Services has been overbudget approximately \$7,500,000. During that same period, it added approximately 70 employees to its staff. In 2019 the Department of Human Services was overbudget approximately \$3,100,000 and recorded an accounting error of approximately \$1,200,000, even though there are approximately 20 staff in the fiscal unit of the Department of Human Services. The finances of the Department of Human Services continue to be in disarray.

Recently, a former employee of the Department of human Services was charged with multiple criminal counts related to the theft of gift cards and misuse of purchasing cards.

This resolution would require the Committee on Finance and Budget and the Committee on Administration to determine the scope of work to be done in the forensic audit as well selecting an accounting firm to conduct the audit.

This resolution is also supported by the Eau Claire County Sheriff, the Eau Claire County Treasurer, and the Eau Claire County District Attorney.

---

Steve Chilson  
District 7 Supervisor

---

Mark Beckfield  
District 21, Supervisor

2  
3 AUTHORIZING THE EXPENDITURE OF FUNDS TO CONDUCT A FORENSIC AUDIT OF  
4 THE FINANCES OF THE DEPARTMENT OF HUMAN SERVICES

5  
6 WHEREAS, the Department of Human Services has overspent its budget consistently over the  
7 last three years (2017-2019), for a cumulative amount of over \$7,500,000; and,

8  
9 WHEREAS, during the same three-year period the number of staff in the Department of Human  
10 Services has increased by 70 individuals, or about 45 percent. This includes 17 FTEs from the juvenile  
11 detention center; and,

12  
13 WHEREAS, the overage in the budget for the Department of Human Services for the year 2019  
14 exceeded \$3,100,000 of levy, or about 35 percent overage of levy, and 10 percent of the overall budget;  
15 and,

16  
17 WHEREAS, the Department of Human Services made an accounting error of approximately  
18 \$1,200,000 in the 2019 end of year reconciliation; and,

19  
20 WHEREAS, the finances of the Department of Human Services appear to be in disarray despite a  
21 fiscal staff of more than 20 full time equivalent employees; and,

22  
23 WHEREAS, criminal charges were recently filed against a former employee of the Department of  
24 Human Service, that allege the employee stole credit cards and gift cards from the department, and that  
25 the theft went unnoticed for approximately a year due to the inadequate accounting and reconciling; and,

26  
27 WHEREAS, a previous request for a program audit of the Department of Human Services  
28 resulted in a cursory analysis and a two-page memo from the auditors.

29  
30 NOW THEREFORE BE IT RESOLVED, that the Eau Claire County Board of Supervisors  
31 authorizes a complete forensic audit to be completed of the Department of Human Services, with the  
32 scope of work to be determined jointly by the Committee on Administration and Committee on Finance  
33 and Budget; and,

34  
35 NOW THEREFORE BE IT FURTHER RESOLVED, the Board of supervisors authorizes the  
36 expenditure of up to \$100,000 to complete a forensic audit of the finances of the Department of Human  
37 Services by an accounting firm, the name of which will be determined jointly by the Committee on  
38 Administration and the Committee on Finance and Budget.

39  
40 I hereby certify that the foregoing  
41 correctly represents the action of the  
42 Committee on Finance and Budget on  
43 August \_\_\_\_, 2020, by a vote of \_\_\_\_ for,  
44 and \_\_\_\_ against.

45  
46  
47 \_\_\_\_\_  
48 Stella Pagonis, Chair  
49 Committee on Finance and Budget

50 **APPROVED BY**  
51 **CORPORATION COUNSEL**  
**AS TO FORM**



**MINUTES**  
Eau Claire County  
**Committee on Finance & Budget**  
Monday, August 10, 2020  
**4:30 p.m.**  
Webex Conference Call

**Members present:** Supervisors Steve Chilson, Jim Dunning, Robin Leary, Stella Pagonis, Gerald Wilkie; Board Chair Nick Smiar

**Staff present:** Norb Kirk, Finance Director; Janet Loomis, County Clerk; Sue McDonald, Deputy County Clerk; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Advisor

**Others present:** Sean Lentz, Senior Municipal Advisor with Ehlers; Ryan Patterson, Leader Telegram

Chair Pagonis called the meeting to order at 4:30 pm and confirmed compliance with open meetings law.

Committee clerk took roll call. All members were present.

No members of the public wished to comment.

Sean Lentz reviewed the refunding options for the 2011B general obligation bonds. The original issue was \$18M. Sean feels that the best option is to do the forward purchase, which would be a refunding of 2011B bonds prior to the call date. The committee requested a resolution to be on the next agenda.

Proposed Resolution 20-21/054 “Authorizing the County Clerk to Submit a County Elections Security Subgrant Agreement...”

Motion: Wilkie moved approval as presented, second by Dunning

Vote: 5-0, no negative vote via voice vote

Norb Kirk notified that the committee that the 2019 audit is final and financial reports have been issued.

Norb Kirk reviewed the 2<sup>nd</sup> quarter financial results. Reports can be found on the county website under Report Central.

Kathryn Schauf reviewed the 2021 budget priorities.

The committee is supportive of updating the 2020 budget survey for the 2021 budget development. The committee is interested in developing an ongoing satisfaction survey.

Motion: Leary moves to put together a budget survey based upon the 2020 budget survey

Vote: 5-0, no negative vote via voice vote

The committee reviewed the July 2020 sales tax report, which is for collections through May 2020.

The committee reviewed the July 13, 2020 regular meeting minutes.

Motion: Wilkie moved approval as amended

Vote: 5-0, no negative vote via voice vote

Future Meeting: August 17; department budget review, advanced refunding resolution

The meeting was adjourned at 6:35 pm.

  
Amy Weiss, Committee Clerk

# Joint Finance & Budget Meetings

for the purpose of Budget Reviews

## **Administration**

Tuesday, September 8, 2020 at 2:30 PM

## **Parks & Forest**

Monday, September 14, 2020 at 5:00 PM

## **Extension**

Wednesday, September 16, 2020 at 4:00 PM

## **Judiciary & Law**

August 26, 2020 and Sept. 2, 2020 at 3:00 PM

## **Finance & Budget**

August 10, 2020

## **Highway**

Thursday, September 3, 2020 at 6:15 AM

## **Human Services**

## **Human Resources**

Friday, Sept 11, 2020 at 8:30 a.m.

## **Planning & Development**

Tuesday, August 25, 2020 at 6:00 PM