

## FINANCE AND PERSONNEL COMMITTEE

February 1, 2022

The Finance and Personnel Committee convened at 1:00 p.m., Tuesday, February 1, 2022, in the County Board Room at 181 West Seminary Street and via videoconference and teleconference.

Committee members present included: Shaun Murphy-Lopez, Committee Chair, Marty Brewer and Linda Gentes. Marc Couey, Melissa Luck, Donald Seep and David Turk attended via WebEx.

Others present included: Michael Bindl, Jeff Even, Clinton Langreck, Jason Marshall, Clay Porter, Barb Scott, Tracy Thorsen and Tammy Wheelock. Steve Carrow, Ingrid Glasbrenner, Jasen Glasbrenner, Aaron Wallace, Michael Windle and WRCO attended via WebEx.

1. **Call to order:** Committee Chair Shaun Murphy-Lopez called the meeting to order at 1:02 p.m.
2. **Proof of notification:** Clinton Langreck verified that the meeting had been properly noticed.
3. **Agenda approval:** Motion by Brewer, second by Turk for approval of agenda. All ayes, motion carried.
4. **Approval of previous meeting minutes:** Motion by Luck, second by Brewer for approval of the minutes from the January 21<sup>st</sup> meeting, with Couey recorded as absent from that meeting. Motion carried.
5. **Tax Deed Process and Report:** Corporation Counsel, Michael Windle gave overview of the counties current tax deed process, gave pros and cons of tax deed process vs. in rem process. County Treasurer, Jeff Even presented current tax deed properties, 5 of which were sent certified mailings last week. Jasen Glasbrenner spoke on the cons of the counties current tax deed process.
6. **Purchase of Spillman Geo-Validation Upgrade with Mapping Update:** Sheriff's Department is requesting purchase of Geo-Validation Upgrade for their Spillman Module for \$31,326.03 from Fund 93. Jason Marshall, MIS explained that the previous mapping program to dispatch officers and emergency responders is no longer supported. Luck questioned if the county knew this was going to need updated. Langreck explained that he and MIS is working on budgeting for these needs in the future through the technology fund and outlay/dispatch fund. Motion by Seep, second by Gentes. All ayes, motion carried.
7. **Purchase of a New Cisco Switch:** Motion by Brewer, second by Seep to purchase Cisco Switch from JComp Technologies for \$14,135.58 using Fund 92. All ayes, motion carried.
8. **Fund #75 Capital Borrowing Appropriation for New Mower at Fairgrounds:** Richland County Fair and Recycling Committee requesting \$15,000 from Fund 75 for purchase of new lawn mower. Gentes recommends sharing mowers with highway or campus, to which Seep doesn't believe is cost effective. Couey states, as a member of the Highway Committee, that it's not cost effective to have highway mow fairgrounds. Motion by Couey, second by Turk. Murphy-Lopez requests roll call vote. Ayes: Murphy-Lopez, Couey, Brewer, Turk, Luck and Seep. Nays: Gentes. Six ayes and one nay, motion carried.
9. **American Rescue Plan Act-Final Rule:** Langreck gave overview of final rule released by U.S. Department of Treasury for use of American Rescue Plan Act funds.
10. **Discussion and Possible Action on the ARPA Final Utilization and Appropriation:** Langreck proposes the remaining "Public Sector Lost Revenue" apportionment be used as a county contingency fund to help cover potential operational gaps until balance in expenditures can be reached through prioritizing services. Brewer questions if these funds could be used for the tower project. Murphy-Lopez

states he is hesitant with this motion, as it may allow the county to keep spending. Seep agrees with motion as it allows for a “cushion.” Turk shares Murphy-Lopez concerns but likes the idea of having a contingency fund. Brewer states the county has the highest per capita borrowing in the state. Motion by Turk, second by Brewer. Murphy-Lopez requests roll call vote. Ayes: Seep, Luck, Turk, Gentes and Couey. Nays: Murphy-Lopez and Brewer. Five ayes and two nays, motion carried.

Marc Couey leaves meeting at 2:00 p.m.

**11. County Statistics on Compensations, Benefits, Retention and COLA Projections:** Langreck gave overview of compensation, benefits and retention of county employees. In 2021, the county experienced 138 new hires, 137 terminations, and had 27 employees that were both hired and separated in the same year of 2021. Recently, general employees received a 7% pay increase, with Pine Valley receiving 9%.

In February the current employee benefits package will be reviewed and a survey will be conducted with county employees to gather preferences/priorities regarding compensations, benefits and paid time off that would encourage retention.

In March the previous commitment to include wage progression on the Carlson Dettmann Wage schedule to reach market value, along with discussion on consideration for COLA adjustments to the wage schedule will be reviewed. Also to be reviewed in March is the consideration of the counties health insurance package and movement to ETF and paid time off accrual rates.

Murphy-Lopez referenced the Bureau of Labor Statistics that shows Richland County government turnover rate is comparable to other county governments. Luck agreed the issue is not unique to our county. Jasen Glasbrenner explained how costly turnover is from a human resource perspective. Motion by Seep, second by Turk. Luck amends motion, would like topic brought back with more information. Second by Gentes. All ayes, motion carried.

**12. Request for Premium Pay and Policy Commitment by HHS: \*Turk abstains from this topic.\***

Tracy Thorsen of Health and Human Services shares that in 2021 HHS had a 28% turnover rate, 18 staff, which is the highest HHS has experienced. In 2020 the turnover was 6%. She referenced a five question survey given to employees focusing on retention

Langreck shared that on January 13, 2022 the Health & Human Services Board approved the 2 following retention incentive actions:

1. Approved providing \$1/hr premium pay to employee wages beginning the first pay period in February and ending December 31, 2022 (premium pay would end if the County implements a comprehensive wage step advancement plan). Forward this proposal on to the County Administrator and Finance and Personnel Committee for consideration.
2. Approved making a recommendation that the Finance and Personnel Committee develop and adopt a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.

Langreck reminds committee that with American Rescue Plan Act-Final Rule, all county staff are now considered essential, not just those in the healthcare settings. Langreck recommends option #2. Luck states #2 is essential, is not comfortable doing #1 for just one department, would like it county wide. Seep recommends a workflow study to potentially consolidate departments. Murphy-Lopez shares that the wage scale is part of the Strategic Plan and will be presented to the county board in the near future, but agrees with option #2. Brewer notes that the Carlson Dettmann study did not give plans for future promotions on the wage scale.

Brewer makes motion to develop and adopt a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, ~~and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.~~ This motion is option #2 without authorizing the administrator to approve higher placement. Second by Luck. Murphy-Lopez requests roll call vote. Ayes: Gentes, Luck, Seep, Murphy-Lopez and Brewer. (Turk abstained from topic and Couey was no longer in meeting.) All ayes, motion carried.

**13. Discussion and Possible Action Regarding Administrative Strategic Goals:** Langreck updated committee on progress of administrative strategic goals.

**14. Administrators Report:**

- a. **Broadband Survey-** County will promote PSW survey, analyze data, determine need, and create mail out survey through UW Extension Survey Center.
- b. **Extension of EDA Grant** – Requested 8-month extension from Troy Maggied with SWWRPC.
- c. **Radio/Tower Project Bonding Procedure-** Working with Carol Wirth, our municipal advisor, on process and bonding.

**15. Future agenda items:** None

**16. Adjournment:** Motion by Gentes, second by Luck. All ayes, motion carried. Adjourned at 3:00 p.m. Next meeting of the Finance and Personnel Committee will be Friday, February 18, 2022 at 1:00 p.m.

Tammy Wheelock  
Accounting Supervisor