

FINANCE AND PERSONNEL COMMITTEE

January 4, 2011

The Finance and Personnel Committee met on Tuesday, January 4, 2011, at 9:00 a.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Gaylord Deets, Walter Gust, Betty Havlik and Larry Wyman. Ann Greenheck participated in the meeting via conference call.

Others present included: County Clerk Victor Vlasak, Coroner Mary Turner, Courthouse Maintenance Supervisor Avery Manning, Register of Deeds Sue Triggs, Highway Bookkeeper Jeanne Marshall, County Treasurer Julie Keller, Highway Commissioner Jim Chitwood, Agent Adam Hady, Health and Human Services Director Randy Jacquet, Information Technology Services Jason Marshall, Health and Human Services Information Technology Barb Scott, Veterans Service Officer Sandra Kramer, Zoning Program Assistant Cheryl Dull and County Conservationist Cathy Cooper.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk confirmed that the meeting had been properly noticed. Copies of the agenda were sent by either mail or email to all Committee members, a copy was posted on the Courthouse Bulletin Board, a copy was faxed to The Richland Observer and a copy was sent by email to WRCO.

Motion by Wyman, second by Gust to approve the agenda, as mailed, with one addition. Motion carried.

Motion by Greenheck, second by Clary to approve the printed copies of the minutes for the meetings held on December 7 and December 14, 2010. Greenheck noted that the resolution creating the position of temporary/casual interpreter needs to be amended. The resolution, as adopted, refers to English/Spanish interpreters. Reference to English/Spanish needs to be removed so that the position classification applies to interpreters for any language. Greenheck questioned the lien on equipment for the extension given on the due date of the Revolving Loan Fund loan to Steve's Southern Oldies, LLC. The Clerk reported that the lien had been extended when the loan agreement extension was signed by Mr. Anderson. Greenheck requested that the Committee be updated on action taken by Corporation Counsel Southwick regarding the delinquent Revolving Loan Fund loan made to Lou Ann Schmitz. Motion carried.

Chairman Kirkpatrick reviewed the memo to department heads regarding the contracting of services through Workforce Development for information technology services to be provided by Jason Marshall.

The draft update to the Richland County Computer Policy was discussed. The current policy was adopted in 1999. Draft language regarding passwords was discussed. Cathy Cooper

explained the password policy requirements that the Land Conservation Department must comply with because of that department's use of the federal computer system. Randy Jacquet explained that at Health and Human Services passwords are needed by the IT staff if they are working on computers after hours. He also noted that in the event of the absence of an employee someone in the department must have the password to allow access to the computer's information. Stacy Kleist explained the password requirements for Clerk of Court's staff using the state computer system. Questions were raised about language in the draft policy prohibiting food and drink at the work station. It was noted that not all employees take breaks; instead they may have coffee at their workstation. The section of the draft prohibiting use of computers for political or union activity was discussed. Other policies will be checked to see how political or union use of computers is addressed. Jeanne Marshall explained the computer password policy at the Highway Department. The installation of personal software on county computers was discussed. The application of the policies county-wide versus giving discretion to department heads was discussed. Below are sections of the draft policies that need be further discussion.

- Access and Passwords – Password access.
- Software – Personal software and screen savers.
- Hardware – Consumption of food and drink around computer hardware.
- Electronic Mail – Use for political or union activity.

Labor council will be asked for an opinion regarding prohibiting the use of county computers for union activity. Further discussion will continue regarding application of the policies where state or federal computer policies already exist. Department head authority in the draft policy will also be discussed.

Jim Chitwood addressed the Committee regarding the newly created Information Technology position. He explained that Jeanne Marshall has been trained and is able to take care of most of the Highway Department computer problems.

Employees left the meeting with the exception of Hady, Marshall, Chitwood, Manning, Gudgeon, Turner and Hougan.

Jim Chitwood addressed the Committee explaining that currently there are two Highway Department employees who will be on long term sick leave. Two temporary/casual employees have been contacted to cover for the two employees on sick leave. Chitwood is requesting permission to hire two additional temporary/casual employees to help when there are snow emergencies. Chairman Kirkpatrick reported that Attorney Jon Anderson advises that while hiring to cover the temporary vacancies may be within the management rights clause, hiring two more temporary/casual employees to help during snow emergencies may be viewed as an effort to reduce overtime for employees in the bargaining unit. Chitwood advised that he has discussed the situation with representatives of the union. It was noted that County policies prohibit the County Clerk's office from paying wages for positions that have not been created by the County Board. The issue will be returned to the Highway Committee so that they can get a clear understanding of what Commissioner Chitwood is requesting.

Chitwood and Jeanne Marshall left the meeting.

Adam Hady presented the reports for the pesticide account, agent's program accounts and postage account. Motion by Clary, second by Wyman to approve the reports. Motion carried.

Mary Turner addressed the Committee requesting approval to install a phone line in the Coroner's office. Currently Coroner calls go to the Emergency Management Department and are then transferred to an extension located in the Coroner's office. Gudgeon noted that this arrangement worked when the Coroner shared an office with Emergency Management. Jason Marshall explained what would need to be done to get a phone line and internet access for the Coroner's office. Motion by Clary, second by Greenheck to authorize the Coroner to proceed with the installation of the phone line and internet access and that the costs of the installation and services come from the Coroner's budget. Motion carried.

Gudgeon, Turner, Manning and Jason Marshall left the meeting.

Clary reported that Corporation Counsel has the information on the master check list for contracts and will be putting together a draft policy for committee review.

The claim of Rachel Cockroft for compensation for injury as a result of a motor vehicle accident involving a Highway Department dump truck was discussed. Motion by Greenheck, second by Gust to present a resolution denying the claim. Motion carried.

The claim of Jennifer Petkus for property damage when search warrants were executed on her property was discussed. Motion by Greenheck, second by Clary to present a resolution denying the claim. Motion carried.

Clary reported that he has been re-appointed to the Underwriting Advisory Committee for the Wisconsin County Mutual Insurance Corporation.

Agenda items for the February 1st meeting at 9:00 a.m. will include:

- Master check list for contractors;
- Schmitz Revolving Loan Fund loan update;
- Amendment of Resolution on temporary/casual interpreter position;
- Archival of electronic mail;
- Sheriff's union contract negotiations.

Motion by Deets, second by Havlik to adjourn. Motion carried. The meeting adjourned at 10:39 a.m.

Victor V. Vlasak
Richland County Clerk