

FINANCE AND PERSONNEL COMMITTEE

February 1, 2011

The Finance and Personnel Committee met on Tuesday, February 1, 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, Campus Dean/CEO Patrick Hagen, Health and Human Services Director Randy Jacquet, Chief Deputy Tom Hougan, Assistant Dean for Administrative Services Barb Wentz, Central Information Technology Specialist Jason Marshall, H&HS Information Technology Coordinator Barb Scott and Bob Holets.

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.

Chairman Kirkpatrick noted that the agenda was amended to add the restoration of four non-paid holidays for non-union employees, the interpreter job description and the deletion of the closed session on personnel matters. Motion by Havlik, second by Gust to approve the agenda, as amended. Motion carried.

Motion by Greenheck, second by Wyman to approve the printed copies of the minutes for the meeting held on January 4, 2011. Motion carried.

Chairman Kirkpatrick read the notice of sale for the tax deed parcel located in Hub City, Town of Henrietta. An oral bid of \$500 was received from John Jansen. The Clerk reported that no written bids were received. Motion by Deets, second by Havlik to accept the bid from Mr. Jansen. Motion carried. Mr. Jansen was instructed to pay the County Treasurer \$500 plus \$30 to cover the cost of recording the deed.

Barb Wentz addressed the Committee explaining that, because there is no FEMA approved floodplain model along Brush Creek, the Wisconsin Department of Natural Resources is requiring Jewell to create a model. The model will begin at Covered Bridge Drive and continue downstream ending at the approved model of the Pine River. Jewell Associates Engineers, Inc. indicates that compensation for these additional services would be a lump sum amount of \$1,500. Motion by Wyman, second by Gust to approve the contract amendment for Jewell Associates Engineers, Inc. with funding coming from the Borrowed Money Fund. Motion carried.

The revised job description for the Zoning Administrator was discussed. Chairman Kirkpatrick noted major changes to the minimum training and experience requirements section of the job description. Clary noted that current Zoning Administrator Harriet Pedley was given time to get the certifications needed for the position. Greenheck stated that applicants should have the necessary training and be ready, when hired, to perform all of the duties of the position. Motion by Wyman, second by Havlik to table the agenda item. Motion carried.

Tom Hougan addressed the Committee regarding the \$80,104 Traffic Stop Data Collection grant from the State of Wisconsin to be used to enhance the County's Mobile TraCs Equipment Project to enable officers to issue citations and prepare accident reports from their squad cars. The reports would then be automatically entered into the department's computer system and linked to the Clerk of Court and District Attorney offices. Motion by Wyman, second by Havlik to approve the acceptance of the grant. Motion carried.

Motion by Deets, second by Gust to approve payment from the 911 Outlay of an invoice in the amount of \$610.13 from MSA Professional Services for services relating to 911 mapping updates and training. Motion carried.

Motion by Gust, second by Wyman to approve payment from the 911 Outlay of an invoice in the amount of \$3,969.80 from microData GIS, Inc. for annual maintenance for the Sheriff's Department Enhanced 911 mapping system. Motion carried.

Discussion took place regarding the cost of maintenance services for the Spillman software. It was explained that software updates are included in the services provided. Motion by Clary, second by Wyman to approve payment from the 911 Outlay of the fee of \$17,999.00 for maintenance services provided by Spillman Technologies, Inc. The agreement is for a period of one year starting March 1, 2011. Motion carried.

Costs of the proposed Barracuda Message Archiver totaling \$20,394.00 were presented. Greenheck noted that Corporation Counsel Southwick had questions about archiving email and was to give a written opinion on records retention. Jacquet explained that the archiver is a tool to save emails in case there is ever a need to produce them. Motion by Wyman, second by Gust to table the discussion and have Jacquet contact Corporation Counsel Southwick for the written opinion. Motion carried.

The resolution creating the classification of interpret was discussed. Chairman Kirkpatrick noted that the adopted resolution was specific to English/Spanish. Jacquet presented a draft job description for the position. Motion by Clary, second by Wyman to present a resolution approving the job description for the position and amending Resolution No. 10-124 changing the title of the classification to "Interpreter". Motion carried. Jacquet noted that the Sheriff's and Health and Human Services Departments will be placing an ad to recruit interpreters.

Motion by Clary, second by Gust to go into closed session under section 19.85 (1) (c) (e) and (g) of the Wisconsin Statutes for an update on labor negotiations and that the County Clerk

be allowed to remain. Roll call vote. AYES: Deets, Havlik, Wyman, Gust, Clary, Kirkpatrick, Greenheck. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Havlik, second by Gust to return to open session. Motion carried.

Clary reported that the proposed checklist for contractors is still being reviewed by Corporation Counsel Southwick.

Wyman left the meeting at this point.

The draft computer policy was reviewed. Changes are as follows:

Introduction - Added – “Any department whose computers and peripherals are on a State or Federal mandated network and utilizing state equipment may be subject to the computer policies of the overseeing agency. Those State or Federal Policies would supersede this policy.”

Access and Passwords – Added – “County computers will have administrative accounts set up by IT Staff.” Deleted – “All passwords must be on file with department head or designee.”

Software – “In consultation of IT Staff” added at the end of the paragraph about installing personal software, etc.

Hardware – Deleted – “Food and drink should be consumed and stored away from computer hardware.”

Electronic Mail – Strike the words “Union activity” from the paragraph regarding prohibited e-mail use.

Web Page – Deleted – “This designated web planning group shall have the responsibility to approve the design and shall monitor and review the quality and content of the web site in order to maintain a uniform and quality presentation.”

Chairman Kirkpatrick stated that the amended draft of the computer policy should be sent to all department heads for review and comment.

Jason Marshall reviewed information technology activity for the months of December and January.

Marshall noted that the annual fee of \$755 for Cisco SMARTnet is for the Cisco ASA5510 Firewall that most of the Courthouse, Health and Human Services, Highway and Pine Valley departments use to access the Internet. Health and Human Services has budgeted for the fee in 2011.

In an email from Corporation Counsel Southwick, Ben indicates that he will be filing a Motion for Summary Judgment against Lou Ann Schmitz regarding her default on the loan she has from the County’s Revolving Loan Fund. Clary indicated steps should be taken to seize any non-exempt assets to pay the judgment.

Marshall will prepare a list of which departments are maintaining their own web sites.

Resolution No. 10-15 making changes to conditions of employment was discussed. Chairman Kirkpatrick noted that while the resolution did state that the layoff days were to take place in 2010, there was no sunset provision for the four unpaid holidays for non-union employees. Motion by Gust, second by Havlik to present a resolution restoring the four holidays as paid holidays as of January 1, 2011. Motion carried.

The next Finance and Personnel Committee agenda will include the following:

- Zoning Administrator revised Job Description
- Barracuda Message Archiver
- Revised Computer Policy
- County Website Maintenance
- Master Check List for Contractors

The Finance and Personnel Committee will meet on March 1st at 9:00 a.m. and April 5th at 9:00 a.m.

Motion by Clary, second by Deets to adjourn. Motion carried. The meeting adjourned at 11:33 a.m.

February 24, 2011

The Finance and Personnel Committee met on Thursday, February 24, 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, Ann Greenheck, Walter Gust, Betty Havlik and Larry Wyman.

Others present included: Victor Vlasak, County Clerk and Bob Holets. Attorney Jon Anderson participated in the meeting via conference call.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk confirmed that the meeting had been properly noticed. A copy of the agenda 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 Greenheck to go into closed session under section 19.85 (1) (c) (e) and (g) of the Wisconsin Statutes for an update on labor negotiations and that the County Clerk be allowed to remain for the closed session as well as Attorney Anderson's participation via telephone. Roll call vote. AYES: Wyman, Gust, Greenheck, Clary, Kirkpatrick, Deets, Havlik. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Havlik, second by Wyman to return to open session. Motion carried.

Motion by Clary, second by Havlik to accept the tentative offer from the Deputy Sheriff's Association for a two year contract with the same terms as agreed to with the other AFSCME offers. Motion carried.

Motion by Wyman, second by Gust to adjourn. Motion carried. The meeting adjourned at 10:43 a.m.

Victor V. Vlasak
Richland County Clerk