

## **FINANCE AND PERSONNEL COMMITTEE**

April 5, 2011

The Finance and Personnel Committee met on Tuesday, April 5, 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; Julie Keller, County Treasurer; Sue Triggs, Register of Deeds; Randy Jacquet, Health and Human Services Director; Sandra Kramer, Veteran Service Officer; Denise Hanold, Symons Recreation Complex Director; Cathy Cooper, County Conservationist; Shelley Brookens, Child Support Administrator; Harriet Pedley, Zoning Administrator; Paul Klawiter, Real Property Lister; Darin Gudgeon, Emergency Management Director; Marianne Stanek, Public Health Manager; Bob Frank, Road Patrol Lieutenant; Jason Marshall, Central Information Technology Specialist; Barb Scott, Information Technology Coordinator; Virginia Wiedenfeld, Fair Committee Member; Cheryl Dull, Local 2085 President; Angela Porter, Local 2085 Union Steward; and Jeffrey Schultz.

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 Havlik that the agenda be approved. Motion carried.

Motion by Greenheck, second by Gust to approve the printed copies of the minutes for the meetings held on March 1st and March 15, 2011. Motion carried.

The Richland County Employees Union Local 2085 grievance regarding the termination of Jeff Schultz's employment was presented by Union Steward Angela Porter. Chairman Kirkpatrick noted that legal council has recommended that the grievance be denied. Motion by Greenheck, second by Wyman to deny the grievance. Motion carried.

Bob Frank addressed the Committee regarding the repair or replacement of the Racal recorder in the Sheriff's Department. Vendors were unable to provide cost estimates for parts to repair the equipment because of its age and the unavailability of replacement parts. Quotes will be sought for the replacement of the current equipment.

Randy Jacquet addressed the Committee requesting the approval of an updated job description for the position of temporary/casual driver/escort driver. Motion by Wyman, second by Greenheck to accept the updated job description. Motion by Gust, second by Greenheck that the updated job description contain language stating that the hours worked per week not exceed

seventeen hours. Motion carried on the amendment to the motion. The motion, as amended, carried. A resolution will be presented at the next County Board session for approval of the updated job description.

Randy Jacquet addressed the Committee regarding the need for additional temporary/casual nutrition drivers if the main person is not available. The intent is that not more than one person be working at a time. A pool of available drivers is needed when the main person is not available. Marianne Stanek explained that when Paula White has to be gone from work, the assistant fills in. That leaves no one to deliver meals to Lone Rock and Gotham. In Germantown an individual can not be found to commit to delivering the meals five days a week, so the site manager has been doing most of the work herself. Motion by Greenheck, second by Havlik to approve the hiring of additional temporary/casual nutrition drivers as are necessary to get the work done at meal sites. Motion carried. A resolution will be presented at the next County Board session for approval of hiring additional drivers.

Jason Marshall and Barb Scott addressed the Committee regarding the purchase of a Barracuda Message Archiver to preserve e-mails so that they can be retrieved in the future event of an open records request. The proposal is to purchase the archiver from JComp Technologies for a purchase price of \$6,395.00 which includes a one-year energizer update. Thereafter the current cost of an annual update is \$1,349.00. Motion by Greenheck, second by Gust to present a resolution for approval to purchase the archiver using funding from the Contingency Fund. Motion carried.

Virginia Wiedenfeld addressed the Committee regarding the need for clerical assistance at fair time to help with the data entry and reporting for fair entries. It is estimated that the data entry would take from 135 to 140 hours. Discussion followed regarding the duties of the half-time Fair Coordinator. Motion by Deets, second by Havlik to approve the additional temporary clerical position on a one year trial basis. Roll call vote. AYES: Gust, Kirkpatrick, Deets, Havlik. NOES: Wyman, Greenheck Clary. Ayes 4. Noes 3. Total 7. Motion carried. Virginia will bring a job description for the proposed position.

Denise Hanold addressed the Committee recommending that Symons Recreation Complex Lifeguard Emily Frank be paid at the job rate for her position at the end of her probationary period of employment. Motion by Wyman, second by Gust to approve the recommendation. Motion carried.

A letter was received from Food Service Supervisor Laurie Allen recommending that UW-Richland Food Service Worker Mary Conner be paid at the job rate for her position at the end of her probationary period of employment. Motion by Greenheck, second by Havlik to approve the recommendation. Motion carried.

Discussion followed regarding the County's policy concerning employees who serve as ambulance/fire volunteers during their work hours. Barb Scott explained that she logs in and out when she leaves Health and Human Services to respond to an ambulance call. Comp time is used when responding to an ambulance call during work hours. Jason Marshall explained that he does not take ambulance calls during the day. The Committee reached the conclusion that the

policy is OK as is.

The combining of the UW-Richland Food Service and Nutrition was discussed. Marianne Stanek explained the operation of the Nutrition Program. Gust explained that the backdrop was discussion regarding combining the Property and UW-Richland committees. If Food Service was removed from the duties of the UW-Richland Committee, it would be easier to combine the two committees.

The combining of Land Conservation, Land Records and Zoning was discussed. Cathy Cooper explained that Sauk County is combining the departments. The Sauk County Conservationist has retired. It is too early to tell how combining the departments will work in Sauk County. Harriet Pedley and Cathy Cooper reviewed the tasks for their individual departments. Chairman Kirkpatrick noted that the two departments really don't have common tasks.

The Clerk distributed copies of the breakdown of the dividend adjustment returned to departments for the 7/1/09 to 7/1/10 workers comp policy period.

Motion by Gust, second by Greenheck to adjourn to Tuesday, May 3, 2011 at 9:00 a.m. Motion carried. The meeting adjourned at 10:45 a.m.

Victor V. Vlasak, Richland County Clerk