

## FINANCE AND PERSONNEL COMMITTEE

November 21, 2013

The Finance and Personnel Committee met on Thursday, November 21, 2013, 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, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Julie Keller, County Treasurer; Jim Chitwood, Highway Commissioner; Kathy Cianci, Pine Valley Administrator; Denise Hanold, Symons Recreation Complex Director; Angie Arneson, Campus Food Services Supervisor; Sandra Kramer, Veterans Service Officer; Darin Gudgeon, Ambulance/Emergency Management Director; Tom Hougan, and Dan Krueger, Sheriff's Department; Pat Metz and Angie Rizner, Health and Human Services; Barb Scott and Jason Marshall, M I S Department; Buford Marshall, Jr.; Daniel J. Borowski, phillipsborowski, s.c.; Damon Anderson, Anderson Realty; and Attorney Jon Anderson.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent either by 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 copies were sent by e-mail to WRCO and to all County Department Heads.

Motion by Holets, second by Crofton to approve the agenda, as amended, with two additional agenda items added. Motion carried.

Motion by Crofton, second by Van Vliet to approve the printed copies of the minutes for the meeting held on November 5, 2013. Motion carried.

Angie Arneson addressed the Committee requesting approval of a job description for the temporary/casual position of Food Service Worker to be paid at the minimum wage rate of \$7.25 per hour. Individuals hired for the position would be students and Experience Works workers who have completed their training under that program. Motion by Van Vliet, second by Deets that the request be forwarded to the County Board for approval. Motion carried.

Julie Keller addressed the Committee requesting approval to contract with Point & Pay, LLC for the acceptance of credit card and electronic payments for real estate taxes. Fees for the use of the services are paid by the tax payer. Motion by Holets, second by Bellman to approve contracting with Point & Pay, LLC for credit card and electronic payments services. Motion carried.

Motion by Bellman, second by Crofton that Deets and Holets serve on the Interview Subcommittee for the Assistant Real Property Lister position. Motion carried.

Discussion followed regarding an invoice in the amount of \$162.00 from Kenneth J. Doran, Doran Law Offices, for services provided regarding bankruptcy documents relating to an approximately \$15,000 judgment in favor of the County against Randall L. Dilley which the Clerk of Circuit Court is trying to collect. Corporation Counsel Southwick is requesting approval for the hiring of Mr. Doran and for reimbursement to Mr. Southwick for the \$162.00 fee for services which Mr. Southwick has paid to Mr. Doran. Motion by Crofton, second by Bellman to authorize the hiring of Mr. Doran and to approve

reimbursing Mr. Southwick the \$162.00 he paid Mr. Doran for his services, with the expenditure to come from the Clerk of Court's budget. Motion carried.

Clary gave an update on a conference call he participated in regarding the development of policies dealing with cyber liability and the addition of an endorsement to the liability insurance policy.

Daniel J. Borowski, an attorney with the firm phillipsborowski, s.c., Mequon, was present to answer questions regarding the proposal for the development of an administrative manual to provide consistency in County management practices and provide standards by which to hold managers accountable. Motion by Crofton, second by Holets to present a resolution for approval to proceed with the development of the manual and the retaining of the services of Mr. Borowski at a cost not to exceed \$10,000.00. Motion carried. Mr. Borowski will send examples of manuals created for other counties.

Damon Anderson addressed the Committee with an offer to purchase Lots 50, 52 and 53 in the Pine Forest Subdivision for \$11,500.00. Motion by Holets, second by Crofton to accept the offer. Motion carried.

Committee discussion took place regarding mandated and non-mandated services provided by County government. Motion by Holets, second by Crofton that Departments provide a listing of their mandated programs to their supervising committee for review. Roll call vote. AYES: Crofton, Holets, Bellman. NOES: Deets, Kirkpatrick, Clary, Van Vliet. Ayes 3. Noes 4. Total 7. Motion declared defeated.

Attorney Jon Anderson joined the meeting at this point.

Discussion took place regarding the timing of the annual salary adjustments for the Veterans Service Officer position versus percentage adjustments made to the non-union salary grades. Motion by Van Vliet, second by Bellman to refer the issue to Attorney Jon Anderson. Motion carried.

Motion by Clary, second by Deets to adjourn until 1:00 p.m. Motion carried. The meeting adjourned at 11:15 a.m.

Committee Chairman Kirkpatrick called the meeting to order at 1:00 p.m.

The Committee reviewed proposed amendments to the Handbook of Personnel Policies and Work Rules, Health and Human Services Addendum, Highway Department Addendum and Pine Valley Healthcare Addendum.

Barb Scott presented the draft of a proposed Social Media Policy to be made a part of the County's Computer Policy. Angie Rizner noted that the adoption of the policy will need to take place before the updated Civil Rights Compliance Plan can be submitted. Motion by Van Vliet, second by Crofton to postpone action on the Social Media Policy. Motion carried. Clary noted that the County's liability insurance carrier will be providing guidance on the development of policies dealing with cyber liability.

The next meetings are scheduled for December 3<sup>rd</sup> and 19<sup>th</sup>.

Motion by Holets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 3:03 p.m.

Victor V. Vlasak  
Richland County Clerk