

FINANCE AND PERSONNEL COMMITTEE

January 30, 2014

The Finance and Personnel Committee met on Thursday, January 30, 2014, 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; Stacy Kleist, Clerk of Circuit Court; Randy Jacquet, Health and Human Services Director; Tom Hougan and Rita McCarthy, Sheriff's Department; Barb Scott and Jason Marshall, MIS; Mike Bindl, Zoning Administrator; Sandra McNamer, Register in Probate; Dana Roberts, Nordic Group of Companies General Counsel; Attorney Jon Anderson; and County Board Supervisors Larry Sebranek, Marilyn Marshall, Virginia Wiedenfeld and Buford Marshall, Jr.

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 e-mail to all Committee members, a copy was posted on the Courthouse Bulletin Board, a copy was faxed to The Richland Observer, a copy was e-mailed to WRCO and copies were e-mailed to all County Department Heads.

Chairman Kirkpatrick called the meeting to order.

Motion by Van Vliet, second by Holets to approve the agenda, as amended, with one additional agenda item. Motion carried.

Motion by Bellman, second by Crofton to approve the printed copies of the minutes for the meeting held on January 7, 2014. Motion carried.

Motion by Crofton, second by Bellman to go into closed session under Section 19.85 (1) (b), (c) and (f) of the Wisconsin Statutes to consider a recommendation for the termination of employment of a public employee and that the County Clerk and Attorney Anderson be allowed to remain for the closed session. Roll call vote. AYES: Van Vliet, Bellman, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 7. Noes 0. Total 7. Motion carried. County Board Supervisors Virginia Wiedenfeld, Larry Sebranek, Marilyn Marshall and Buford Marshall, Jr. remained for the closed session.

Closed session.

Motion by Holets, second by Crofton to return to open session. Motion carried.

Dana Roberts, General Counsel for the Nordic Group of Companies, Ltd., addressed the Committee regarding the refinancing of the property in Richland Center located at 1140 Sextonville Road on which the County has a second mortgage for the Center Industries, LLC loan from the County's Revolving Loan Fund. The County mortgage is a second to a first

mortgage given to Impact Seven, Inc. Richland County's second status position is of equal priority to a mortgage given to the City of Richland Center for a loan from their Revolving Loan Fund.

The proposal from the Nordic Group is to replace the loan from Impact Seven, Inc., as the primary lender, with a loan from the State of Wisconsin Investment Board and make SWIB the primary lender holding the first mortgage. The proposal is also to transfer the property at 1140 Sextonville Road, Richland Center, from Center Industries, LLC to Nordic Equity, LLC, another wholly owned subsidiary of the Nordic Group of Companies, Ltd. The business, Seats Incorporated, would continue to occupy and operate at the property located at 1140 Sextonville Road, Richland Center. Richland County and the City of Richland Center would continue to hold equal second mortgage status. Approval of the proposal would require that a new mortgage be recorded with the Richland County Register of Deeds. Motion by Clary, second by Crofton to approve the proposal. Motion carried.

Chairman Kirkpatrick noted the receipt of correspondence from Corporation Counsel Ben Southwick in which he withdrew his opinion that annual salary increases granted to the County Veterans Service Officer be pegged to the date of that officer's hire. It is Corporation Counsel Southwick's opinion that the County Board has the authority to grant annual salary increases to the Veterans Service Officer with the increases starting on the same date as increases granted to all other County employees.

Attorney Jon Anderson addressed the Committee with a recommendation to resolve the back pay issue with the Veterans Service Officer. Calculations were made based upon a year by year comparison of the increases given to the Veterans Service Officer position and the increases given to all other County employees. The calculations for the years 2002 through 2012 would result in a salary adjustment totaling \$4,962.97. Motion by Crofton, second by Holets to present a resolution for approval of the lump sum payment in the amount of \$4,962.97. Motion carried.

The next agenda item was the establishing of the salaries for the Sheriff, Clerk of Circuit Court and Coroner for the next four year term of the offices (2015-2018). It was noted that the health insurance and retirement contributions should be the same for all of the County's constitutional officers. It was also noted that the elected constitutional officers' positions do not accrue sick leave or vacation benefits.

The salary for the 2015-2018 term for the Clerk of Circuit Court position was discussed. Motion by Clary, second by Crofton to present a resolution to increase the salary for the year 2015 by adding \$1,321 to the 2014 salary of \$52,859.04 and then a 2.5% salary increase after the \$1,321 adjustment; for the year 2016 a 2.5% increase over the 2015 salary; for the year 2017 a \$1,200 wage increase over the 2016 salary; and for the year 2018 a \$1,200 wage increase over the 2017 salary. Motion by Holets, second by Crofton to amend the motion to state that the holder of the Clerk of Circuit Court position contribute to the cost of their health insurance by paying an amount equal to 12% of the premium of the lowest-cost health insurance plan. Motion carried on the amendment. Motion carried on the original motion, as amended.

The salary for the 2015-2018 term of the Sheriff's position was discussed. Motion by Clary, second by Crofton to present a resolution to increase the salary for the year 2015 by 2.5%

increase over the 2014 salary of \$67,506.66; for the year 2016 a 2.5% increase over the 2015 salary; for the year 2017 increase the 2016 salary by \$1,200 and for the year 2018 increase the 2017 salary by \$1,200; that the holder of the Sheriff's position contribute to the cost of their health insurance by paying an amount equal to 12% of the premium of the lowest-cost health insurance plan; and that the holder of the position contribute to the cost of the employee share of the Wisconsin Retirement System an amount equal to 2% for 2015, 4% for 2016, 6% for 2017 and 7% for 2018. Motion carried.

The compensation for the 2015-2018 term of the Coroner position was discussed. Motion by Crofton, second by Bellman that for 2015 and 2016 the coroner be paid \$75 per call, \$25 for cremation only and \$100 for a call plus cremation and that for 2017 and 2018 the coroner be paid \$95 per call, \$25 for cremation only and \$115 for a call plus cremation. Motion carried.

The Committee discussed the resolution establishing the Fair Donations non-lapsing fund. The Fair Committee would like to use the funds in the donations account to cover the costs of a special entertainment event at the County Fair. Motion by Holets, second by Bellman that the funds be used for the purpose of covering the costs relating to entertainment events at the County Fair. Motion carried.

Junior Marshall gave an update on action taken by members of the Board of Directors of the Richland Chamber and Development Alliance to dissolve the Alliance.

Sheriff Berglin addressed the Committee regarding action taken by the Law Enforcement and Judiciary Committee supporting entering into a one-year agreement with Advanced Correctional Healthcare to provide medical and mental health services for inmates of the jail. The cost of the annual contract will be \$46,092.64. \$29,000 was included in the 2014 County Jail budget. Additional funding is needed to fully implement the program. Motion by Crofton, second by Bellman to approve the one-year agreement and to present a resolution for approval to transfer \$20,000 from the Contingency Fund to the County Jail account in the 2014 budget. Motion carried.

Sheriff Berglin addressed the Committee regarding amending the Sheriff's Department Ordinance to add one full-time dispatcher-male section jailer position. This would allow for 13 jailers and get the department closer to having three jailers on for each shift. Sheriff Berglin noted that while the County made the commitment to increase the number of jailors so the number of beds could be increased in the jail, action was never taken to approve the staffing increase. Funding was included in the 2014 County Jail budget to cover the cost of the position starting November 1st. Sheriff Berglin is requesting additional funding so that the position can be put in place earlier than November 1st. Motion by Clary, second by Crofton to present a resolution for approval to transfer \$25,000 from the Contingency Fund to the 2014 County Jail budget to fund the additional jailer position. Motion by Bellman, second by Deets to amend the motion to make June 1st the effective date for the additional position. Motion carried on the amendment. Motion carried on the original motion, as amended.

Randy Jacquet addressed the Committee regarding a Health and Human Services employees who is contemplating retirement questioning the request from the County Clerk's

office for a letter indicating the employee's retirement date. Attorney Jon Anderson was consulted and his response was as follows:

“The traditional answer is that a resignation not accepted may be withdrawn. Traditional wisdom suggests that once an employee submits a resignation or a retirement that is effective on a date certain, the County should accept same. Once accepted, a resignation can not be rescinded except with the permission of the County. So when you get retirement/resignation letters, act quickly to accept. If you can accept the letter, do so or schedule the appropriate committee to accept quickly.”

It was noted that the Handbook of Personnel Policies and Work Rules contains no language regarding accepting or rescinding retirement/resignation letters. The suggestion is that the department head be designated to accept the letters and if it is the department head retiring or resigning, that the department's supervising committee be the one accepting the letter. Draft language will be brought back to the Committee for review.

Julie Keller addressed the Committee regarding language in the Handbook of Personnel Policies and Work Rules stating that part-time employees must work 17.5 hours per week to receiving the half-time benefit of holiday pay and the dental insurance benefit. Julie noted that the newly hired Assistant Tax Lister works two days one week and 3 days the second week for a total of 35 hours in a pay period. Motion by Holets, second by Crofton to postpone the discussion until the February meeting. Motion carried.

Chairman Kirkpatrick reported that a conference call will be held at the February 4th meeting with Attorney Patrick Henneger regarding the timeline for the development of the Richland County Administrative Manual.

Chairman Kirkpatrick reported that the State of Wisconsin Department of Housing has approved the final draft of the Community Development Block Grant Housing Regional Contract with a change to two words in the contract due to a request from HUD. “Without limitations” had to be removed from the following statement: “Whereas, it is the intent of the parties that this Contract establish that the Lead County is responsible for all functions and duties associated with the DOH Agreement including, ~~without limitations~~.” Motion by Crofton, second by Van Vliet to approve the changes and authorize Chairman Kirkpatrick's signature on the contract. Motion carried.

Crofton gave an update on his attendance at a WCA Educational Seminar entitled “Lean Government Initiatives”. The seminar covered Adopting Lean Initiatives; The State of Lean in Wisconsin; Lean at the Local Level; Lean Fundamentals; and Lean partnerships.

Motion by Deets, second by Van Vliet to adjourn to February 4th at 9:00 a.m. Motion carried. The second meeting is scheduled for February 20th at 9:00 a.m. The meeting adjourned at 12:32 p.m.

Victor V. Vlasak
Richland County Clerk