

FINANCE AND PERSONNEL COMMITTEE

March 20, 2014

The Finance and Personnel Committee met on Thursday, March 20, 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; Sheriff Darrell Berglin; Julie Keller, County Treasurer; Susan Triggs, Register of Deeds; Cathy Cooper, County Conservationist; Mike Bindl, Zoning Administrator; Randy Jacquet, Pat Metz and Angie Rizner, Health and Human Services Department; Barb Scott and Jason Marshall, MIS Department; Wes Starkey and Luann Almer, WPPA; Paul Klawiter, Property Tax Lister; Chris Glassbrenner, Pine Valley Human Resources Director; and Dean Patrick Hagen, Dundee McNair and Tom Waalkens, UW-Richland.

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 the addition of four agenda items. Motion carried.

Motion by Crofton, second by Van Vliet to approve the printed copies of the minutes for the meeting held on March 4, 2014. Motion carried.

Motion by Crofton, second by Holets to approve the Memorandum of Understanding between the County of Richland and the Richland County Deputy Sheriff's Association as a remedy to the grievance filed regarding the pay out of accumulated compensatory time rather than allowing it to be carried over as had been the past practice. The MOU prohibits the payout of compensatory time. Motion carried.

Paul Klawiter addressed the Committee requesting approval for the payment of an invoice in the amount of \$1,356.00 to MSA Professional Services from the Electronic Access Fees Fund. The invoice is for professional services regarding the Richland County GIS Web Hosting. Motion by Crofton, second by Holets to approve the request. Motion carried.

Dean Hagen provided an introduction and an explanation of the community impact of the UW-Richland and the funding process for the Master Plan. Dundee McNair reviewed the various phases of the plan as well as cost estimated for each phase. An overview of recommendations was presented for the following: 1. Classroom Building Remodel; 2.A.

Student Center Addition; 2.B. Performing Arts Center Remodel; 3.A. East Hall Remodel; 3.B. Melvill Hall Remodel; 4. Library Remodel; 5.A. Gymnasium Addition; 5.B. Gymnasium Remodel; 6. Greenhouse and Science Building Update; and 7. Site Improvement Projects. The presentation then focused on the Classroom Building and the ten year maintenance and repair cost estimate of \$215,083 for that building.

Motion by Clary, second by Crofton to approve the recommendations from the UW-Richland Committee for various line item transfers in the 2013 UW Outlay budget. Motion carried.

The Committee discussed taking action regarding the occupant of the Viola Tax Deed property. Motion by Bellman, second by Crofton that Corporation Counsel Southwick proceed with the eviction process. Motion carried.

Chairman Kirkpatrick noted the email from Corporation Counsel Southwick regarding a Court of Appeal's decision stating that the prohibition against increasing or decreasing certain elected county officials' compensation during the term of office does not preclude adjustments to fringe benefits. The statute expressly protects only salaries and fees.

Pat Metz addressed the Committee requesting approval for the Health and Human Services Department's purchase of 18 computers. The computers would be used, if needed, should there be issues when the Windows 7 upgrades take place. Motion by Holets, second by Bellman to approve the purchase of the computers. Motion carried.

Randy Jacquet addressed the Committee with a proposal to eliminate the Health and Human Services Office Supervisor Position held by Angie Rizner and create the position of Administrative Services Manager and name Angie Rizner to the position. The new position would be the Richland County Equal Opportunity Coordinator and Limited English Proficiency Coordinator. The Office Supervisor position currently held by Ms. Rizner is paid at Grade 23 (\$22.95 probationary rate / \$24.03 after-probation rate) in the non-union salary plan. The holder of the proposed new position would be paid at Grade 28 (\$29.08 probationary rate / \$30.49 non-probation rate) in the non-union salary plan. Mr. Jacquet gave as a justification for setting the new position at Grade 28 the increased responsibilities for the Civil Rights Compliance Plan and added duties as reflected in the job description for the proposed new position. Motion by Van Vliet, second by Crofton to approve the proposal. Roll call vote. AYES: Van Vliet, Kirkpatrick, Crofton. NOES: Bellman, Clary, Deets, Holets. Ayes 3. Noes 4. Total 7. Motion declared defeated. Motion by Holets, second by Crofton to approve the proposal except that the pay grade for the proposed new position be set at Grade 25 in the non-union salary plan. Roll call vote. AYES: Deets, Holets, Crofton. NOES: Van Vliet, Bellman, Clary, Kirkpatrick. Ayes 3. Noes 4. Total 7. Motion declared defeated. Motion by Bellman, second by Crofton to approve the proposal except that the pay grade for the proposed new position be set at Grade 24 in the non-union salary plan. Mr. Jacquet stated that if the Committee's intention is to set the pay grade for the proposed new position at Grade 24 or Grade 25 in the non-union salary plan, then he would withdraw the whole request; take any responsibility that Ms. Rizner had for the Civil Right Plan and give it to the County Clerk and direct the Emergency Management Department to look for another Public Information Officer. The motion failed.

Holets and Deets left the meeting at this point.

Charlie Draheim, Lean/Leadership Training Facilitator for Southwest Tech, made a presentation on Lean Government. Following is language from the brochure that was distributed: “Lean is a business strategy based on satisfying the customer by delivering quality products and services that are just what the customer needs, when the customer needs them, in the amount required, at the right price, while using the minimum of materials, equipment, space, labor, and time. As a continuous improvement model Lean focuses on the reduction of non-valued added activities (waste) in product/service delivery processes.”

Motion by Crofton, second by Bellman to recess until 1:00 p.m. Motion carried. The meeting recessed at 11:50 a.m.

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

Committee members present included: Kirkpatrick, Bellman, Clary, Crofton and Van Vliet. Deets and Holets were absent.

Others present included: County Clerk Victor Vlasak, Attorney Daniel Borowski and County Department Heads.

Attorney Borowski distributed copies of the draft portions of the administration manual as developed at the February 20th meeting of the Finance and Personnel Committee. Discussion continued on the development of the following sections of the proposed manual:

- Personnel files maintenance,
- Hiring,
- Hours of work for management employees,
- Record keeping requirements,
- Evaluations
- Employee Discipline,
- Performance issues,
- Voluntary separation from employment,
- Terminations,
- Layoff and recall,
- Discrimination,
- Workplace safety and issues,
- Drug and Alcohol
- Off-duty conduct related to County business
- Procurement policies,
- Web posting of agendas and minutes,
- Procedures for County Board agenda items.

Attorney Borowski will continue drafting the administration manual based upon the conversations that have taken place at today's meeting. The draft language will be discussed at the April Finance/Personnel meeting. The discussion will take place on April 17th at 1:00 p.m.

The next regular meeting of the Finance and Personnel Committee is scheduled for April 1st at 9:00 a.m.

Copies of the Cash Trial Balance and Investment Reports as of February 28, 2014, were distributed to Committee members.

Motion by Crofton, second by Bellman to adjourn. Motion carried. The meeting adjourned at 3:12 p.m.

Victor V. Vlasak
Richland County Clerk