

FINANCE AND PERSONNEL COMMITTEE

February 3, 2015

The Finance and Personnel Committee met on Tuesday, February 3, 2015, 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.

Finance and Personnel Committee members present included: Jeanetta Kirkpatrick, Bob Bellman, Tom Crofton, Gaylord Deets, Larry Sebranek and Lew Van Vliet. Fred Clary was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Sue Triggs, Register of Deeds; Stacy Kleist, Clerk of Circuit Court; Jim Chitwood, Highway Commissioner; Pat Metz, Health and Human Services Director; Sandra Kramer, Veterans Service Officer; Chris Glasbrenner and Therese Deckert, Pine Valley; Paul Klawiter, Tax Lister; Mike Bindl, Zoning Administrator; Barb Scott, MIS Director; Sandra McNamer, Register in Probate; Avery Manning, Courthouse Maintenance Supervisor; Damon Anderson, Anderson Realty;

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 each Finance and Personnel Committee member; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to WRCO and to each County Department Head.

Motion by Crofton, second by Van Vliet to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

Motion by Bellman, second by Crofton to approve the printed copies of the minutes for the January 6th meeting. Motion carried.

Chris Glasbrenner and Therese Deckert addressed the Committee regarding Resolution No. 14-122 which established an incentive pay program for on-call nursing staff at Pine Valley. The request is to amend the resolution to remove references to a rate per hour and to clarify who is eligible for the incentive pay. Motion by Crofton, second by Sebranek to approve the requested amendments and the presenting of a resolution to amend Resolution No. 14-122. Motion carried.

Paul Klawiter and Mike Bindl addressed the Committee requesting approval for the payment of an invoice in the amount of \$586.75 from the Electronic Access Fees Fund. The invoice is from MSA Professional Services of Baraboo for GIS web hosting management services performed from September 21, 2014 to January 3, 2015.

Klawiter and Bindl presented a proposed contract from MSA Professional Services of Baraboo for web application upgrade and Global Information System web hosting and technical support services in 2015 at an estimated cost of \$5,500. Task # 1 as set forth in the proposed contract at an estimated cost of \$2,500 is to be paid from the Land Records Retained Fees account and Task # 2 at an estimated cost of \$3,000 is to be paid from the Electronic Access account in the 2015 County budget. The Zoning and Land Information Committee will be presenting a resolution for approval of the proposed contract.

Motion by Sebranek, second by Crofton to approve payment of the MSA Professional Services invoice in the amount of \$586.75 from the Electronic Access Fees Fund. Motion carried.

The Committee reviewed a claim from the Town of Dayton for charges of \$600 from the Richland Rural Fire District growing out of an all-terrain vehicle accident on County Trunk Highway Y on August 16, 2014. Motion by Van Vliet, second by Crofton to present a resolution to reimburse

the Town of Dayton \$200 as required by Wisconsin Statutes, section 60.557 for the cost of a fire call involving an accident on a County Trunk Highway. Motion carried.

The Committee discussed the current policy of reimbursing employees at the IRs rate in effect when miles are driven for county related business. Motion by Sebranek, second by Crofton to amend the language in the Handbook of Personnel Policies to state that mileage shall be reimbursed at the same rate set by the State as mileage reimbursement to its employees effective March 1st. Motion carried.

Damon Anderson addressed the Committee regarding the realtor listing for Town of Henrietta Tax Deed Parcel # 014-3440-0570 and Village of Lone Rock Tax Deed Parcel # 146-0027-1100. Motion by Crofton, second by Bellman to set the sale price for the Town of Henrietta parcel at \$7,900.00. Motion carried. Mr. Anderson's commission for the sale of the parcel will be \$1,500.00. Motion by Van Vliet, second by Sebranek that Mr. Anderson determine the sale price of the Village of Lone Rock parcel. Motion carried. Mr. Anderson's commission for the sale of the parcel will be \$1,000.00.

Mr. Anderson addressed the Committee regarding the three parcels that he sold previously on which real estate taxes were assessed and on which he paid the new owners' share of taxes due because he erroneously indicated to the new owners that they would not have real estate taxes to pay on the parcels for the year 2014.

Julie Keller reported to the Committee that Paul Klawiter has submitted a letter indicating that he will be retiring from the County position of Real Property Lister effective April 10th. Motion by Van Vliet, second by Bellman to accept the letter of notification from Mr. Klawiter of his retirement. Motion carried. The Committee will meet on February 17th at 1:30 p.m. to discuss the Real Property and Assistant Real Property positions.

Jim Chitwood address the Committee regarding a proposed change to the language in the Highway Addendum to the Handbook of Personnel Policies that a process that the department has of maintaining eligibility lists as a part of their hiring process for departmental vacancies is able to continue. Committee members emphasized the importance of advertising position vacancies as they occur. The current addendum allows for promotions or transfers within the department when a vacancy occurs.

Pat Metz addressed the Committee regarding the current policy requiring the advertising of and acceptance of applications for position vacancies that occur. Discussion followed among Committee members and Department Heads regarding the advantages and disadvantages of the current policy of advertising vacant positions and the idea of offering current employees the opportunity to transfer to the vacant positions before they are advertised.

Chairman Kirkpatrick presented the proposed revision prepared by Attorney Patrick Henneger to make the Handbook consistent with the Administrative Manual regarding the hiring procedures. Chairman Kirkpatrick noted that the proposed revision to the Handbook does not include the following language under the Hiring section that is a part of the current Handbook:

- a. The appropriate board or committee, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- b. The County Clerk shall not pay wages to any County employee whose hiring has not been accomplished in accordance with this paragraph or appropriate addendum.

Motion by Crofton, second by Deets that the above language remain in the Handbook of Personnel Policies and that the language be added under section 3, page 3 of the Administrative Manual for the “Hiring Process to Fill Vacancies”. Motion carried.

Motion by Crofton, second by Deets to approve the changes to the Handbook as proposed by Attorney Henneger with the exception that the above two sections remain as F and G. Motion carried.

The Committee discussed the section of the Handbook which states that “Probationary employees may be terminated at any time at the discretion of the Employer”. The recommendation is that the language of the first sentence in the last paragraph of the section under **Probation Period** of the Handbook be changed to state that “Probationary employees may be terminated at any time at the discretion of the Employer Department Head”. Another recommendation is that the first sentence of section “d” under **Discipline, Suspension or Dismissal of an Employee** be changed to state that “The department head shall not have the authority to terminate a non-probationary ~~an~~ employee.

The following language will be added to the Handbook: “Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed”.

Discussed was the employee use of their personal credit cards to make purchases for the County. Concern was raised about purchases being made outside of the budget process.

Barb Scott requested that language be included in the Handbook to require departments to consult and coordinate with IT regarding purchases of equipment. A list will be developed of the items that would fall under the rule.

A section will be added at the end of the Administrative Manual requiring that all meeting notices be sent to The Richland Observer and WRCO.

The Committee discussed the recommendation that job descriptions be reviewed prior to conducting a compensation analysis. Also discussed was combining the various salary grade schedules. Other items discussed included employee benefits and employee payouts of sick leave and vacation upon retirement. Chairman Kirkpatrick will bring information to the Committee’s next meeting.

The next agenda will include a review of employee benefits and the salary schedules.

The Committee reviewed the list of agenda items developed November, 2012 to determine how many items on the list have been accomplished.

Motion by Bellman, second by Crofton to approve funding the cost of Attorney Henneger’s review of the Handbook and Administrative Manual.

The next meeting is scheduled for March 3rd at 9:00 a.m.

Motion by Van Vliet, second by Bellman to adjourn. Motion carried. The meeting adjourned at 11:59 a.m.