

FINANCE AND PERSONNEL COMMITTEE

March 3, 2015

The Finance and Personnel Committee met on Tuesday, March 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, Fred Clary, Tom Crofton, Gaylord Deets, Larry Sebranek and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Michael Goetz, Business Agent for the Wisconsin Professional Police Association; Damon Anderson, Anderson Realty; and department heads and staff.

Vice Chairman Clary 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 Deets, second by Bellman to approve the agenda, as amended, with the addition of four agenda items. Motion carried.

Motion by Van Vliet, second by Crofton to approve the printed copies of the minutes for the meetings held on January 13th and February 3rd. Motion carried.

Damon Anderson reported the receipt of an offer to purchase Lot 11 in the Yeager subdivision on Logan Road, Highways 130 and 14, for \$3,500.00. There are no contingencies. Motion by Crofton, second by Sebranek to accept the offer. Motion carried. Lots 35 and 36 on Logan Road are still available for sale. Both lots are 1.5 acres in size.

Damon Anderson reported the receipt of an offer to purchase Town of Henrietta Parcel # 014-3440-0570 located in the Village of Hub City for \$7,900.00. The offer to purchase has contingencies. The proposed use of the site is for the operation of a farm machinery sales lot and repair shop. A conditional use permit would be required. There is also an issue with setbacks and site views. The offer to purchase is from John Neumann who has his business in Union Center. The offer is good for 45 days. Motion by Bellman, second by Sebranek to accept the offer. Motion carried.

Tom Crofton addressed the Committee regarding the process that takes place from the receipt of notification that a tax delinquent parcel can be taken for tax deed through to the ultimate sale of the tax deed property. Some of the issues to address before taking a tax deed on a tax delinquent parcel include locating the parcel, inspection for hazards or environmental issues and determining whether it is occupied or not. Once the County takes a tax deed on the parcel a sale value must be determined, occupants evicted, utilities turned off, the site secured and access made available to potential bidders. If the parcel is not sold at the tax deed sale it can then be listed with a realtor. The Committee discussed options for dealing with some of the issues such as using current county staff or contracting for services. Suggestions included using Zoning and Highway staff. Treasurer Keller noted that at her conferences it is advised that a police officer accompany whoever makes the initial visit to the parcel. Damon Anderson indicated a willingness to take the initial steps before and after a parcel is taken and to provide a broker price opinion for the tax deed sale.

Kirkpatrick took over as Chair of the meeting at this point.

The Committee discussed amending the Sheriff's ordinance to eliminate the designation of the three task force officer positions listed and replace them with the designation of three road patrol officer positions. Chief Deputy Sheriff Chad Kanable noted that the change will save time and money as the cross training will no longer be needed. Motion by Clary, second by Crofton to proceed with the amendment to the Sheriff's ordinance. Motion carried.

Michael Goetz, Business Agent for the Wisconsin Professional Police Association, explained the proposed Memorandum of Understanding to the Deputy Sheriff's 2015-2016 contract. The Memorandum would remove the task force designation and change the effective date of the wage increases identified in Schedule A of the contract. Chairman Kirkpatrick noted the need to change the effective date of the changes in the employee contribution to the cost of the retirement plan to coincide with the effective date of the wage increases. The proposed memorandum would also remove the reference to "Swingpersons" and replace it with "Swing Shift" and place it with the other shift period designations. Motion by Crofton, second by Bellman to accept the proposed MOU with the following provisions. Motion carried. Mr. Goetz will revise the MOU, send it to Local President Wes Starkey for signature and then forward it on to the County Clerk.

- Swing Shift: Work the shift of the person off. Minimum of eight (8) hours between shifts for Swing Shift schedule.
- Eliminate the reference to the Task Force Officer designation.
- Wave the probationary period for current Task Force Officers who will henceforth be classified as Deputy Sheriffs.
- Change the effective date of wage increases from 7/1/15, 1/1/16 and 7/1/16 to the first day of Pay period 13 in 2015, the first day of Pay Period 1 in 2016 and the first day of Pay Period 13 in 2016.
- Change the effective date of the phase in of the employee payment of the employee share of the Wisconsin Retirement Fund contribution to 6% effective the first day of Pay Period 13 in 2015, and the full employee share effective the first day of Pay Period 1 in 2016.

Bob Frank addressed the Committee requesting approval for the use approximately \$600.00 from the 911 Outlay to cover costs associated with signage changes resulting from the renaming of County Trunk Highway O from the Middle School to Pine Valley. Motion by Crofton, second by Van Vliet to approve the use of funds from the 911 Outlay to cover the costs. Motion carried.

Bob Frank addressed the Committee requesting approval for the use of 911 Outlay funds to cover the annual 911 system maintenance contract starting March 1st in the amount of \$20,098.00 from Spillman Technologies, Inc. of Salt Lake City, Utah for the Spillman software system. Motion by Van Vliet, second by Sebranek to approve the request. Motion carried.

Pat Metz addressed the Committee and presented updated job descriptions for the positions of Economic Support Specialist and Economic Support Manager and a proposal to hire additional Economic Support positions to support the increased workload associated with the mandatory Able-Bodied Adults without Dependents work requirements for the seven-county Capital Consortium region. Funding is available to support the cost of the new positions. \$33,000.00 has been set aside to fund startup costs associated with the staffing increase. The positions will continue as long as the specially designated funding allocation from the Wisconsin Department of Health and Human Services continues. Motion by Bellman, second by Crofton to present a resolution for approval of the updated job descriptions and the creation of seven new Economic Support Specialist positions. Motion carried.

Amanda Coorough, Children Service Manager, distributed a handout of the 2014 year to date performance in the areas of initial assessments (investigations), caseworker contacts and placement stability in the Children's Services Unit. Areas of non-compliance are occurring because of the lack of trained child protection staff. Currently interviews are being held to fill the Lead Worker and Field Worker positions. The request is to increase the hours worked by the Early Intervention Special Educator from 28 hours per week to 35 hours per week. Motion by Bellman, second by Sebranek to allow for the increase as requested. Motion carried.

Pat Metz addressed the Committee requesting approval to create one additional Temporary/Casual Driver/Escort Driver position in the Department of Health and Human Services. Currently there are three approved positions. Grant funds are available to cover the costs associated with the additional position. Motion by Van Vliet, second by Crofton to present a resolution for approval to create the additional position. Motion carried.

Pat Metz addressed the Committee regarding a request from an employee at Health and Human Services for a leave of absence without pay for up to six months for medical reasons. The employee was hired on November 3, 2014 and is still under the probationary period of employment and not eligible for Family Medical Leave. Under a medical leave of absence the County would continue to pay its portion of the monthly health insurance premium. Motion by Crofton, second by Kirkpatrick to grant the six month unpaid medical leave. Questions were raised about the length of time of the leave. Roll call vote. AYES: Crofton, Deets, Van Vliet. NOES: Bellman, Kirkpatrick, Clary, Sebranek. Ayes 3. Noes 4. Total 7. Motion declared defeated. Chairman Kirkpatrick suggested that the request be brought back to the Committee with a definition of how long the period of the leave will be.

Pat Metz addressed the Committee regarding The Bestflex Plan through Employee Benefits Corporation. The change in the dental plan is not considered a qualifying event for employee changes to their elections under the Plan. Employees elected full coverage costs under the plan for crowns. Crowns are now covered 50% under the dental plan. At the end of the Plan year employees could lose funds put into the Plan. Options available are to modify the Plan to allow for a 2.5 month grace period or to have the ability to roll over up to \$500 of remaining funds into the following year. The options would require an amendment to the Agreement. The cost to amend the Agreement is \$50.00. Motion by Clary, second by Crofton to amend the Agreement to permit the 2.5 month grace period. Motion carried.

Sandra Kramer reported that she has submitted written notification of her intent to retire. Her last day as Richland County's Veterans Service Officer will be April 17th.

Sandra Kramer addressed the Committee requesting approval to increase the hours of the Assistant County Veterans Service Officer from 17.5 per week to 35 per week effective March 16th to allow for a training period and for coverage to keep the office open until the new Veterans Service Officer is present. Motion by Sebranek, second by Crofton to grant the request. Motion carried. The hours worked per week by the Assistant will revert back 17.5 hours per week when the Veterans Service Officer position is filled.

The Committee discussed the use by employees of their personal credit cards for County business. The concern is that employees are making purchases without going through the budgetary process. Chairman Kirkpatrick noted that the use of personal credit cards for County purchases should be prohibited.

Deets left the meeting at this point.

Discussion took place between Committee members and Highway Commissioner Jim Chitwood regarding the Highway Department's practice of maintaining an eligibility list for vacancies that may occur within the Highway Department. Committee members emphasized the need to have all vacancies advertised. Motion by Crofton, second by Bellman to table the agenda item until later in the meeting. Motion carried.

Barb Scott presented a suggested listing of items on which departments should consult with MIS before purchasing.

The Committee adjourned for lunch at 12:08 p.m.

Committee Chairman Kirkpatrick called the meeting to order at 12:45 p.m.

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

Also present was County Clerk Vlasak and County department heads and staff.

Motion by Sebranek, second by Crofton to proceed with the review and research of employee health insurance. Motion carried.

Committee members discussed amending the Delta Dental plan to extend dental coverage to domestic partners. Motion by Sebranek, second by Bellman that the no changes be made to the plan. Motion carried.

Motion by Van Vliet to take from the table and bring back on to the floor for discussion the agenda item regarding maintaining a Highway Department eligibility list. Discussion continued regarding the proposed amendment to the Highway Department's Addendum to the Handbook. The amendment would allow for keeping an eligibility list on file for up to two years. Commissioner Chitwood stated that the proposed language would be removed from the list of amendments to the Highway Department Addendum. Commissioner Chitwood did however want to have the ability to maintain an eligibility list for seasonal employees. Chitwood will bring his proposal Addendum language for seasonal employees to the April Finance/Personnel Committee meeting.

The Committee discussed the purchases which should be made after consulting with the MIS Department. Language will be added to the Handbook to state that "Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases".

The Committee reviewed the listing of proposed amendments to the Handbook of Personnel Policies. The change from the IRS rate to the State rate will become effective with miles driven April 1, 2015 and thereafter.

The Committee discussed the use by employees of their personal credit cards to make purchases. Research will be done to see if a County credit card can be obtained.

A discussion took place regarding conducting a wage and compensation analysis. Compensation includes vacation time, sick leave time and holiday pay. Chairman Kirkpatrick indicated that the goal is January 1, 2016 to have in place a new compensation plan.

Discussion took place regarding possible capital projects. Crofton explained the proposed courthouse remodeling and the relocation of offices. Clary expressed concern regarding proposed major changes in the layout of the dispatch/jail. Bellman explained the UW-Richland priority of remodeling the Classroom Building based upon recommendations made in the Campus Master Plan. Kirkpatrick noted that the Pine Valley project is coming together. Highway Commissioner Chitwood noted the highway and bridge upgrading and maintenance needs. Chairman Kirkpatrick commented on the need for a revenue stream from either a wheel tax or another half per cent sales tax.

Motion by Clary, second by Bellman that funding for the attorney fees to update the hiring section of the Handbook be taken from the Contingency Fund. Motion carried.

The Committee reviewed the listing of account deficiencies for 2014.

Clary reviewed the topics discussed at the Legislative Exchange which was held in Madison.

Motion by Bellman, second by Deets to adjourn. Motion carried. The meeting adjourned at 2:25 p.m. The next meeting is scheduled for April 7th at 9:00 a.m.

Victor V. Vlasak
Richland County Clerk