

FINANCE AND PERSONNEL COMMITTEE

June 2, 2015

The Finance and Personnel Committee met on Tuesday, June 2, 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.

Highway Committee members present included: Richard Rasmussen, Gaylord Deets, James Lewis, Paul Kinney and Buford E. Marshall, Jr.

Others present included: Victor Vlasak, County Clerk; Damon Anderson, Anderson Realty; and Chris Glasbrenner, Jim Chitwood, Susan Lawrence, Sandra McNamer, Sheriff Bindl, Bob Frank, Mike Bindl, Chad Kanable, Wes Starkey, Julie Keller, Pat Metz, Sue Triggs, Stacy Kleist, Barb Scott, Amber Muckler

Kirkpatrick called the Finance and Personnel Committee meeting to order.

Rasmussen called the Highway Committee meeting to order.

The Clerk verified that the Finance and Personnel meeting had been properly noticed. Copies of the agenda were sent by either mail or email to all Finance and Personnel Committee members and to each County Department Head, a copy was posted on the Courthouse Bulletin Board and the County web site, a copy was faxed to The Richland Observer and a copy was emailed to WRCO.

Motion by Sebranek, second by Van Vliet that the Finance and Personnel agenda be approved, as amended, with the addition of two items Motion carried.

Motion by Bellman, second by Crofton to approve the printed copies of the minutes for the May 5th Finance and Personnel Committee meeting. Motion carried.

Damon Anderson addressed the Committee regarding Village of Cazenovia Tax Deed Parcel # 111-1312-4400. Pictures taken of the property show that there are large number of discarded tires in the yard as well as a number of discarded items inside the house. The pictures also show that the home is poor condition. Highway Commissioner Chitwood indicated that the Highway Department would budget time to get the tires removed. Mr. Anderson is recommending that the property be listed for \$24,900.00. His commission on the sale would be \$3,000.00. Motion by Crofton, second by Van Vliet to contract with Anderson Realty for the sale of the parcel. Motion carried.

Damon Anderson presented an offer from Kathleen Hartley to purchase Tax Deed Lots 36 and 37 in the Yeager Subdivision on Logan Road, Town of Buena Vista, for \$7,000.00. Motion by Crofton, second by Van Vliet that the offer be accepted. Motion carried.

Jim Chitwood addressed the Committee requesting an extension, for a Highway Department employee injured on the job, to language in the Personnel Handbook that limits the County's payment of its normal health insurance premium contribution to a period of up to six month. The Highway Committee is recommending the extension due to the recovery period the employee will need due to

the injury. Motion by Van Vliet, second by Sebranek to honor the request and grant an extension up to a year. Committee members discussed amending the handbook to extend the period from up to “six months” to up to “one year” Van Vliet withdrew his motion and Sebranek withdrew his second. A resolution will be drafted to amend the Personnel Handbook to state that the County will pay its normal health insurance premium contribution for those employees who are Worker’s compensation leave for a period of up to one year. The County payment of its normal premium contribution will remain at a period of up to six months for medical leaves of absence. Motion by Van Vliet, second by Sebranek to postpone action on the agenda item until the June 16th County Board meeting. Motion carried.

Jim Chitwood addressed the Committee requesting approval for an increase in the hours worked per week by the Highway Department Office Clerk from 35 to 40 hours, changing the job title of the position to Administrative Financial Assistant and moving the position from the Highway Union pay schedule to Grade 19 in the County’s non-union salary schedule with the rate per hour for the position remaining frozen at \$20.24. Mr. Chitwood also requested approval for the position of Highway Department Bookkeeper to be placed at Grade 23 in the County’s non-union salary schedule and that the job title of the position be changed to Highway Office Manager.

Procedures for reconsideration of the request for the two Highway Department employees were discussed by Committee members. At the April 7th meeting of the Finance and Personnel Committee the motion approving a revision to the Highway Department salary schedule was amended to remove from the proposal the rate increase for the Bookkeeper position and the increase in hours worked per week by the Clerk.

Motion by Clary, second by Deets to move the Highway Department Bookkeeper position from the Highway Department salary schedule to the Job Rate for Grade 21 on the non-union salary schedule and make no change in the job title. Motion carried, with Sebranek and Kirkpatrick voting against the motion.

The Committee continued discussion regarding the request to increase the hours worked per week by the Highway Department Clerk. Motion by Clary, second by Bellman to move the position from the Highway salary schedule to Grade 19 on the non-union salary schedule, leave the title of the position as is and increase the hours worked per week from 35 to 40 hours. Roll call vote. AYES: Clary, Deets, Bellman. NOES: Crofton, Kirkpatrick, Van Vliet, Sebranek. Ayes 3. Noes 4. Total 7. Motion declared defeated.

Sheriff Jim Bindl and Sheriff’s Lieutenant Bob Frank addressed the Committee requesting that Ordinance No. 2000-4 be repealed. The ordinance changed the number of full-time Road Patrol Lieutenant positions from one to two and eliminated the full-time investigator position. Sheriff Bindl explained that by repealing the ordinance, the one vacant non-union road-patrol lieutenant position would be eliminated and the investigator position in the collective bargaining unit would be restored. Motion by Crofton, second by Sebranek that Ordinance No. 2000-4 be repealed. Motion carried.

Kevin Cougherty, M3 Insurance, will be asked to assist with changing employee health insurance coverage for 2016 under the Wisconsin Public Employer Group Health Insurance Program from the current option to a deductible option.

Changes to the Flexible Spending Account plan to allow participants to take up to \$500 of their previous year's funds and add them to the new year plan will be made when the 2016 health insurance deductible coverage option is put into place.

The Committee discussed the notification received that the Local Government Property Insurance Fund will be closing. The Committee discussed getting quotes on property, liability and workers comp coverage. A written notice of cancellation will be sent to the Wisconsin County Mutual Insurance Corporation for liability coverage. Cancellation of coverage with the Local Government Property Insurance Fund can be done at any time.

Motion by Van Vliet, second by Crofton to present a resolution for approval to make the following fund transfers in the Department of Health and Human Service's account in the 2014 County budget as revealed in the audit report by the County's auditor. Motion carried.

- \$135,000.00 transfer from the Institutional Children Costs Fund (Fund 44) to the Health and Human Services Fund (Fund 56);
- \$132,313.77 transfer from the Resource Center Fund (Fund 53) to the Health and Human Services Fund (Fund 56);
- \$180,964.00 transfer from the Institutional Adult Costs Fund (Fund 54) to the Health and Human Services Fund (Fund 56);
- \$91,355.52 transfer from the General Fund (Fund 10) to the Health and Human Services Fund (Fund 56);
- \$7,428.08 transfer from the General Fund (Fund 10) to the County Aging Unit Fund (Fund 63).

Motion by Van Vliet, second by Sebranek to forward the County Clerk's Annual Report, January 1, 2014 – December 31, 2014, Financial Condition of Richland County, on to the County Board for approval. Motion carried.

The Finance and Personnel Committee will meet on Tuesday, June 16th at 6:30 p.m., prior to the start of the County Board meeting, to take action on the proposed resolution to amend the Personnel Handbook to state that the County will pay its normal health insurance premium contribution for those employees who are Worker's compensation leave for a period of up to one year.

The next regularly meeting of the Finance and Personnel Committee will take place on Tuesday, July 7th at 9:00 a.m.

Motion by Van Vliet, second by Crofton to approve payment from the Electronic Access Fees Fund of the invoice in the amount \$1,500.00 from MSA Professional Services for GIS Web Hosting Services for 3 Web applications for the period January 1, 2015 to June 30, 2015. Motion carried.

Motion by Deets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 10:55 a.m.

Victor V. Vlasak
Richland County Clerk