

FINANCE AND PERSONNEL COMMITTEE

September 18, 2015

The Finance and Personnel Committee met on Friday, September 18, 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.

Also present was: Victor Vlasak, County Clerk.

Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by mail or email to all 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 Deets, second by Bellman that the amended agenda be approved. Motion carried.

Highway Commissioner Jim Chitwood presented the 2016 levy request of \$2,283,000.00 for the Highway Department. Discussion followed regarding the affect that levy limits are having on operations after which the levy amount of \$1,950,000.00 was proposed.

Commissioner Chitwood addressed the Committee regarding the reclassification of the Bookkeeper position to Office Manager and Clerk to the 40-hour per week position of Administrative Financial Assistant. No Committee action was taken on the proposal.

Commissioner Chitwood addressed the Committee regarding County Trunk Highway O and the estimated cost of 1.2 million which would be the County's share of this federal project. Construction funding has been applied for. The project is still in the design phase. Chitwood questioned the ability of the Highway Department to cover the cost of the project.

Commissioner Chitwood reported that he has the appraisal for the proposed sand pit. A future Finance and Personnel Committee meeting will be scheduled to discuss the purchase.

Commissioner Chitwood reported that he has the opportunity to apply for \$109,000 in CHIP funds and \$240,000 in CHIP D funds, both of which are matching funds.

Stacy Kleist presented the 2016 budget request for the Clerk of Circuit Court's office. Job descriptions for the proposed change of the Clerical Assistant II position to Deputy Clerk and the proposed change of the part-time Clerical Assistant position to part-time Deputy Register in Probate were emailed to Committee members.

Fair and Recycling Coordinator Carla Doudna presented the 2016 proposed fair budget and recycling budget. A different allocation of the Carla's time between the Fair budget and the Recycling budget was discussed. Motion by Sebranek, second by Van Vliet to change the allocation of Carla's hours to 16 hours for the fair and 12 hours for recycling. Motion carried.

Symons Director Denise Hanold presented the proposed 2016 budget for the Symons Recreation Complex.

Director Hanold presented a proposal to increase the salary of the Assistant Director position because of increased responsibilities.

Health and Human Services Director Pat Metz presented the proposed 2016 budget for the Health and Human Services Department.

Director Metz proposed the change in classification of the Regional ADRC Manager position from Grade 27 to Grade 30 in the salary plan and the Economic Support Manager position from Grade 23 to Grade 27 in the salary plan due to changes in regional operations.

Director Metz proposed new positions in the Clinical Unit. The first proposal is to change the title of the Mental Health Therapist position to Mental Health Therapist (Licensed), with this position remaining at Grade 26 in the salary plan. The second proposal is to move the Comprehensive Community Services Clinician position from the professionals' salary schedule to grade 25 in the salary plan and rename it Mental Health Therapist (Non-Licensed). The third proposal is the creation of a Mental Health Technician position at Grade 19 in the salary schedule.

Chairman Kirkpatrick noted that while the proposed position changes are included in the 2016 Health and Human Services budget; that does not mean that the Finance and Personnel Committee has approved them.

The Institutional Cost Funds were discussed. Director Metz noted that it was the auditor's request to set aside funds for institutional costs. These costs are not under the Director's control.

District Attorney Jennifer Harper presented the proposed 2016 budget for the District Attorney's office. An additional \$4,000 is being requested. \$1,500 is being requested for interior changes to make of office functional. Crofton recommended that discussion regarding changes in the office take place at the Property Committee Subcommittee. \$2,500 is being requested to hardwire the small courtroom to enable use of the technology that has been received from the state. The recommendation is that the \$4,000 for the two projects be made a part of the Property Committee's capital budget.

The Committee discussed the resolution presented for the Veterans Benefit Specialist position. Motion by Bellman, second by Sebranek to revise the resolution to approve the job description for the position.

Motion by Van Vliet, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:16 p.m.

Victor V. Vlasak
Richland County Clerk