

FINANCE AND PERSONNEL COMMITTEE

January 5, 2016

The Finance and Personnel Committee met on Tuesday, January 5, 2016, 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; elected officials, department heads and employees.

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 and the 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 Van Vliet, second by Crofton to approve the agenda. Motion carried.

Motion by Deets, second by Sebranek to approve the printed copies of the December 1st and December 8th minutes. Motion carried.

Adam Hady presented the Extension Program Accounts report as of December 1, 2015.

Jim Rossing presented a proposal for compensation increases for Deputy Coroners. Committee members recommended that fees be increased to cover the cost of the increased compensation. Motion by Crofton, second by Sebranek to present a resolution for approval of the proposed increased compensation based upon an agreement to raise revenues. Motion by Clary, second by Crofton to amend the motion increasing the compensation and change the proposed rate per call to \$95.00. Motion carried on the amendment. Motion carried on the resolution as amended. A recommendation will be forwarded to the Law Enforcement and Judiciary Committee that Coroner's fees be increased. Motion carried. It approved by the County Board the compensation for Deputy Coroners would be as follows:

\$95.00	Per call
\$25.00	Cremation
\$.51	Cents Per Mile
\$15.00	Per Call on Calls over Two Hours
\$25.00	Monthly Meeting Attendance
\$ 2.00	Per Hour on Call

Carla Doudna addressed the Committee reporting that the bid accepted for the roof repairs to several Fairgrounds buildings was received from Templin Tri-Builders for \$19,020.00. At the August

4th Finance and Personnel Committee meeting approval was given to transfer \$18,500.00 from the Contingency Fund to cover the cost of the repairs. Motion by Clary, second by Crofton to approve the bid from Templin Tri-Builders and the presenting of a resolution to transfer \$19,020.00 from the Contingency Fund to the Fair Fund to cover the cost of the project. Motion carried.

Carla Doudna addressed the Committee with a proposal to increase the compensation paid to Judges at the Fair. The current compensation rate is \$50.00 for the first four hours worked plus mileage plus \$8.00 per hour for every hour worked beyond the first four hours. The proposal is to keep the current rate for general judging for the first four hours and increase the rate from \$8.00 to \$9.00 for each hour worked beyond the first four hours. A further proposal is that a beef judge would receive \$100.00 for the first four hours of judging plus \$9.00 for each hour after four. The carcass show judge would receive \$100.00 for the first four hours of judging in the morning plus \$9.00 for each hour after four and \$100.00 for the first four hours of evening judging plus \$9.00 for each hour after four hours. Motion by Van Vliet, second by Bellman to present a resolution for approval of the changes in compensation.

Carla Doudna addressed the Committee noting that a resolution is needed for approval to apply for and receive the 2016 Responsible Unit Recycling Grant. Motion by Bellman, second by Clary to approve applying for and accepting the Grant. Motion carried. The Fair and Recycling Committee will present a resolution for approval to apply for and accept the Grant.

Chad Kanable addressed the Committee requesting approval for a paid medical leave of absence. The leave was the result of an illness of an immediate family member. Motion by Crofton, second by Bellman to accept the request for a paid leave because salaried employees are not on the time clock. Roll call vote. AYES: Van Vliet, Bellman, Crofton. NOES: Sebranek, Clary, Kirkpatrick, Deets. Ayes 3. Noes 4. Total 7. Motion declared defeated. Motion by Clary, second by Bellman to approve a non-paid medical leave of absence with no proration of benefits. Motion carried.

Julie Keller reported that Tim Dahlen has submitted his resignation from the position of Real Property Lister. His last day of employment with the County will be January 15, 2016. Motion by Bellman, second by Sebranek to accept the resignation. Motion carried.

Deets will participate in the interview of applicants for the Real Property Lister position.

Training for the Real Property Lister position was discussed. Discussed was the possibility of hiring a former employee on a temporary basis who served in the position to assist with the training. Motion by Crofton, second by Bellman to grant permission to use Workforce Development in staffing the position in the interim. Motion carried.

Julie Keller discussed the possibility of moving the office of the Real Property Lister from its current location to the office of the County Treasurer. Jason Marshall stated that the Treasurer's office has adequate cabling to accommodate the phone and computer equipment if the move is made. There were no objections to moving the office.

Patrick Metz and Amanda Coorough addressed the Committee requesting approval for the creation of a Youth Aide Worker position, working at 35 hours per week and paid at Grade 17 in the

Salary Grade schedule. The position would be responsible for providing support and assistance to the Social Work staff of the Children's Service Unit in their day-to-day case management duties. Motion by Sebranek, second by Crofton to present a resolution approving the creation of the position and approving the job description. Motion carried.

Metz presented an updated Professional Salary Schedule to reflect the current positions in the Health and Human Services Department. Motion by Van Vliet, second by Bellman to present a resolution for approval of the schedule. Motion carried.

Metz presented an updated listing of the positions at the Health and Human Services Department for inclusion in the Handbook of Personnel Policies under the section "HEALTH AND HUMAN SERVICES". Motion by Deets, second by Sebranek to present a resolution amending the Handbook of Personnel Policies with the updated listing. Motion carried.

Metz reviewed proposed changes to the Health and Human Services Addendum to the County Handbook of Policies and Work Rules. One change is the inclusion of language awarding performance incentive pay based upon a longevity structure and subject to an employee's overall evaluation score. A second change states that employees working less than 25 hours per week are not subject to the Health and Human Services Board Interview Sub-Committee process. The third change adds language regarding social worker certification. The fourth change states that employees offered a new position within the same department where they work will serve a three month probationary period. The fifth change allows for a probationary period extension of to a maximum of one full year. The final change adds a section for employee acknowledgement that they received a copy of the addendum. Motion by Clary to approve the changes with the exception of the section dealing with Performance Incentive Pay. Motion died due to the lack of a second. Motion by Van Vliet, second by Sebranek to present a resolution for approval of the proposed changes. Roll call vote. AYES: Bellman, Kirkpatrick, Sebranek, Van Vliet. NOES: Crofton, Deets, Clary. Ayes 4. Noes 3. Total 7. Motion carried.

The extension of the Professional Services Agreement with Jewell Associates Engineers was discussed. The proposed extension is limited to a study of the courthouse entry and vertical circulation. Compensation for the design development will be \$4,500 with services to be billed monthly based on work completed to date. Motion by Crofton, second by Deets to present a resolution for approval to pay the costs of the contract extension by using funds available in the Capital Projects Fund. Motion carried.

The Committee discussed the bidding process for property, liability, worker compensation, crime and boiler and machinery coverage. Motion by Clary, second by Crofton that the advertisement for coverage proposals state that full package bids are preferred but partial package bids will be accepted. Motion carried.

The Committee discussed conducting a salary study. A special meeting is scheduled for January 27th at 9:00 a.m. to meet with representatives from firms who provide salary study services.

Chairman Kirkpatrick will work on putting together a meeting to include a representative from Regional Planning, the City and Ron Brisbois to discuss developing an Economic Development organization for the County.

Avery Manning presented an updated job description for the position of Maintenance Supervisor for the courthouse. The proposed description would change the pay grade from the current Grade 18 in the salary grade system (\$18.15 probationary rate; \$19.02 after-probation rate) to Grade 22 (\$21.91 probationary rate; \$22.97 after-probation rate). The current rates are \$33.32 monthly single premium and \$95.33 monthly family premium. Motion by Van Vliet to accept the updated job description at pay grade 20 in the Salary Schedule. Motion failed due to the lack of a second. Motion by Crofton, second by Sebranek to present a resolution for approval of the updated job description with no change in the salary grade. Motion carried.

Committee members were provided with copies of the Delta Dental March 2016 Renewal Analysis. Motion by Clary, second by Sebranek to accept the premium increase and leave the allocation of cost as is. Motion carried. Employees will continue to pay one-half of the cost of the new single monthly premium of \$36.62 and one-half of the cost of the new family monthly premium of \$104.77.

Copies of the reports for County Investments and Cash Trial Balance as of December 31, 2015, were distributed to Committee members.

Motion by Van Vliet, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:28 p.m.

Victor V. Vlasak
Richland County Clerk