

FINANCE AND PERSONNEL COMMITTEE

April 5, 2016

The Finance and Personnel Committee met on Tuesday, April 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.

Others present included: Victor Vlasak, County Clerk, 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 Sebranek, second by Bellman to approve the agenda. Motion carried.

Motion by Clary, second by Bellman to approve the March 1st minutes. Motion carried.

The first agenda item discussed was the Career Education Cooperative proposal for Richland County. Chairman Kirkpatrick provided the following background for the agenda item.

- The purpose of the program is for the County to provide additional intern opportunities for Richland County youth.
- CEC representatives made a presentation at the March Finance and Personnel Committee meeting.
- CEC representatives have met with Pine Valley and Highway personnel to discuss possibilities.
- A \$5,000 fee is required of the County to join.
- The County must provide 450 hours of engagement/training/work experience for each intern.
- The proposed time line is a May 18th meeting with students with the internships beginning in June/July.

Chairman Kirkpatrick expressed concern about the age of the students, tasks to be performed, their use of machinery, HIPPA, insurance coverage in case of an accident or incident and nepotism. Her vision is for a one year pilot beginning in 2017 with only two or three students participating. Her long term vision is a County wide policy with process, procedures and policies adopted by the County Board.

Becky Dahl and Larry Engels, CEC Co-Chairs and Tom Martin, CESA 3 School-to-Work Coordinator addressed the Committee. Mr. Martin provided information on the success of the program. Motion by Clary, second by Sebranek that by September the Committee be provided with job descriptions, information on how the students are selected and a proposed rate of pay. Motion carried.

Darin Gudgeon, Emergency Medical Services Director, addressed the Committee requesting approval for a medical leave of absence for Rachel Kerian, an Ambulance EMT, who missed twelve hours of her scheduled shift on March 21st due to a non-work related injury. Ms. Kerian's physician had cleared her to return to work on her scheduled shift which was March 26th. Motion by Clary, second by Crofton to grant the medical leave of absence request and follow the existing Handbook procedures. Motion carried.

Pine Valley Administrator Kathy Cianci addressed the Committee requesting approval of a LeadingAgeWi network contract to be able to negotiate and credential with large insurance companies by being part of a large network. Corporation Counsel Southwick is reviewing the contract. The estimated cost of the contract should not exceed \$10,000.00. Motion by Crofton, second by Sebranek to approve the request and forward it onto the County Board for approval. Motion carried.

Buford Marshall, Fair Committee Chairman, and Carla Doudna, Fair and Recycling Coordinator, addressed the Committee requesting funding for the removal of the old horse barn buildings located on the Fairgrounds. Ken Rynes will use a backhoe to knock the buildings down. The materials will be burned and disposed of by using dumpsters from Town and Country Sanitation. The inspection fee will be \$450.00 and the DNR fee will be \$100.00. Motion by Crofton, second by Bellman to approve spending up to \$3,000.00 from the Contingency Fund to cover the costs associated with the removal of the barns. Motion carried.

Chad Kanable, Chief Deputy Sheriff, addressed the Committee requesting approval for the annual Spillman maintenance contract in the amount of \$20,905.00. Motion by Crofton, second by Bellman to approve the expenditure from the 911 Outlay. Motion carried.

Kanable reported the discontinuance of the use of the weather center, which has a satellite dish on the roof and a monitor in dispatch, in favor of the use of the Internet because the Internet does a better job. The annual cost savings for this change is \$1,620.00. The department would like to implement scheduling software at a cost of \$1,995.00. The proposal for the scheduling software will be presented to the Law Enforcement and Judiciary Committee at their next meeting.

Barb Scott, Management Information Systems Director, addressed the Committee regarding the failure of the County's exchange server and the resulting disruption of email service. Options were reviewed for replacement units. Motion by Crofton, second by Clary to approve the purchase of the server replacement option costing \$33,898.85 by using funds from the Contingency Fund. Motion carried.

Health and Human Services Director Patrick Metz reported the three month probationary period extension for Ashley Finnell, an ADRC Resource Center Specialist.

Director Metz reported on the medical leave of absence taken by Paula White from February 2, 2016 - February 22, 2016. Ms White did submit her request in writing and offered a doctor's statement. Motion by Clary, second by Crofton to grant approval of the medical leave of absence and follow the existing Handbook procedures. Motion carried.

Director Metz asked that the agenda item regarding amending the Health and Human Services Department Addendum to the Handbook of Personnel Policies be postponed.

The Professional Services Agreement with Jewell Associates Engineers, Inc. for compensation for design, drawings, bidding administration and construction contract administration regarding the proposed renovation of portions of the original courthouse structure is awaiting the review and approval of Corporation Counsel Southwick. Motion by Crofton, second by Bellman to approve the Jewell Associates Engineers Professional Services Agreement contingent upon Corporation Counsel's review and approval of the contract with funding for the contract to come from the Contingency Fund. Motion carried.

The Committee discussed funding options for the proposed renovation of portions of the original courthouse structure.

Committee member Bellman presented information he developed regarding a proposed one-time bonus payment for County employees. Excluded from the receipt of the bonus would be constitutional officers, members of the Deputy Sheriff's union, the Chief Deputy and Road Patrol Lieutenant and any other employee who has received a wage increase.

Kevin Clougherty, M3 Insurance Senior Account Executive, addressed the Committee regarding getting a health premium quote once the Unity Health Plan's consolidation with Gunderson Health Plan, which is under review by the Commissioner of Insurance, is complete. Other HMO's in the area have also expressed an interest in a sole-carrier take-over bid now that the County has moved to a deductible health plan. Clougherty explained high deductible plan options that could be implemented by use of health reimbursement accounts (HRA). The HRA can allow the employer to retain all deductible expenses that are not reimbursed to employees.

Adam Hady, Ag Agent, reported that a letter of concern was sent to the Chancellor regarding Richland County's inclusion in a district with La Crosse County for regionalization of UW-Extension Cooperative Extension programs.

Discussion continued regarding employee bonus proposals. Motion by Clary, second by Bellman to present a resolution for approval of a one-time employee bonus for employees effective May 1st who have worked for the County six months or longer based upon hours worked in 2015. Exceptions to the bonus would be constitutional officers, Sheriff's union members, the Chief Deputy, the Road Patrol Lieutenant and emergency medical technicians. Motion carried. The bonus schedule is as follows:

- \$1,000.00 for employees working 35 hours or more per week.
- \$ 750.00 for employees working 25 up to 35 hours per week.
- \$ 500.00 for employees working 17.5 up to 25 hours per week.
- \$ 250.00 for employees working a minimum of 100 hours per year.

Presenters will be scheduled to report on the services that they can provide to conduct a compensation study.

Chairman Kirkpatrick reported that the Community Development Block Grant Southwest Wisconsin Housing Region has funding that is being used to assist in upgrading housing for people with low incomes. La Crosse County is the fiscal agent and SW CAP is the vendor who secures the contractor. Nine homes are currently in the pool. To qualify the homeowner has to have limited income and the real estate taxes have to be current. The funds are given as an interest free loan put against the home as a mortgage. When the home is sold the interest free loan must be paid.

The Committee reviewed year end line item transfers being recommended in the UW-Richland 2015 outlay budget. Motion by Clary, second by Deets to approve the line item transfers. Motion carried.

Chairman Kirkpatrick reported that a review of the Administrative Manual will take place at the May committee meeting.

Copies of the March 31st report on Investments and Cash Trial Balance were distributed to Committee members.

Discussion took place regarding using the Computer Outlay Fund for computer expenditures other than for the AS400.

The next Committee meeting is scheduled for May 10th at 9:00 a.m.

Motion by Crofton, second by Deets to adjourn. Motion carried. The meeting adjourned at 12:15 p.m.