

## **FINANCE AND PERSONNEL COMMITTEE**

May 10, 2016

The Finance and Personnel Committee met on Tuesday, May 10, 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.

Committee members present included: Bob Bellman, Fred Clary, Linda Gentes, Jeanetta Kirkpatrick, Buford Marshall, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Kirkpatrick called the meeting to order.

The first order of business was the election of a Chairman. Motion by Sebranek, second by Bellman that Kirkpatrick be nominated. Motion by Clary, second by Marshall that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Kirkpatrick. Motion carried and Kirkpatrick was declared elected Chairman.

The next order of business was the election of a Vice Chairman. Motion by Seep, second by Gentes that Clary be nominated. Motion by Marshall, second by Sebranek that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Clary. Motion carried and Clary was declared elected Vice Chairman.

The next order of business was the appointment of a Secretary. Motion by Clary, second by Sebranek that the County Clerk be appointed as Secretary. Motion carried.

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, a copy was faxed to The Richland Observer and copies were sent by e-mail to WRCO and to all County Department Heads.

Motion by Sebranek, second by Gentes that the agenda, as amended, be approved. Motion carried.

Motion by Marshall, second by Bellman that the April 5<sup>th</sup> minutes be approved. Motion carried.

County Treasurer Julie Keller addressed the Committee regarding Town of Dayton Parcel Number 008-1942-1100 (formerly owned by Beva Staum) on which the County has taken a Tax Deed. The Tax Deed was recorded with the Register of Deeds on April 7, 2015. Keller sent a letter to the previous owner indicating that they have thirty days from the date of the notice in which to regain ownership of the property by making payment to the County Treasurer for all back taxes, interest, fees and \$1,000 to cover the County's incurred costs in selling the tax deed property. The payment has been received from Sandy Campbell. Motion by Clary, second by Seep that the Clerk be authorized to sign a deed to transfer the ownership of the property. Motion carried.

The Committee discussed a recommendation from the County's auditors that two defaulted Revolving Loan Fund Loans written off of the County's books. Motion by Sebranek, second by Marshall to present a resolution for approval to write off of the County's books the following two Revolving Loan Fund loans. Motion carried.

1. A loan to Performance Manufacturing, Inc. in the amount of \$152,636.76;
2. A loan to Keg & Kettle Tavern in the amount of \$42,418.24, and

The next agenda item was approval of the Health and Human Services Addendum updates. Tim Gottschall, H&HS Business Manager, stated that there was nothing new to report regarding the proposed updates.

Register of Deeds Sue Triggs addressed the Committee requesting approval for an upgrade to the Image Tek software for imaging the records for on-line access. The cost of the upgrade is \$2,200.00. Funding for the upgrade is available from the Redaction Fees Fund. Also being requested is approval for the GCS On-Line Service to host the

Register of Deeds web site for \$4,800.00. Funding for the service is available from the Redaction Fees Fund. The \$2,500.00 maintenance fee for the GCS service will come from the Land Records Fund. Motion by Bellman, second by Gentes to approve the expenditure for the software upgrade and the on-line service. Motion carried. Currently the Redaction Fees Fund has a cash balance of \$65,366.68.

Veterans Service Officer Karen Knock addressed the Committee regarding a proposed resolution making recommendations regarding the process for receiving payments from the Veterans Grant to cover costs associated with improving veterans' services. The proposed grant will be presented to the County Board by the Veterans Service Commission.

Child Support Agency Director Amy Forehand addressed the Committee regarding compensatory time being requested by two agency employees for traveling to and from a conference held in Madison April 19-22. The Handbook of Personnel Policies currently contains no language regarding compensation for employee travel time to and from conferences and trainings when that time occurs outside of the courthouse 8:30 to 4:30 workday. Department Heads present indicated they do allow both compensatory time and/or the use of flex time as long as the flex time is used within the same pay period. It was noted that employees have the option of receiving compensatory time or being paid for their extra work time. Motion by Clary to update language in the Handbook so that compensatory time gets properly recorded and to approve the compensatory time requests of the two employees. Second by Seep. Motion carried.

The Committee discussed the resolution adopted by the County Board approving a one-time bonus for County employees with the amount of the bonus being based upon hours worked in 2015. Chairman Kirkpatrick noted that basing the bonus on hours worked in 2015 reduces the dollar amount some employees will receive because of varying department work schedules. Motion by Seep, second by Bellman to amend Resolution No. 16-66 (Amended) as follows by adding the underlined language and removing the crossed out language. Motion carried.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following one-time bonus is hereby approved for County employees who, as of May 1, 2016, have worked for the County 6 months or longer: ~~based upon hours worked in 2015:~~

- \$1,000.00 for employees working ~~35~~ 34+ hours or more per week;
- \$ 750.00 for employees working from 25 to ~~34~~ 33.99 hours per week;
- \$ 500.00 for employees working from 17.5 up to ~~24~~ 24.99 hours per week;
- \$ 250.00 for employees working a minimum of 100 hours per year.

Kevin Clougherty, M3 Insurance, informed the Committee that Unity Health Plans Insurance Corporate and Gunderson Health Plan have closed the merger agreement, with the approval provided by the Boards of Directors of both companies and after clearing the regulatory process. Clougherty suggested implementing a higher deductible health plan and establishing a health reimbursement arrangement to reimburse employees for some portion of the higher deductible. Clougherty will bring premium estimates from the merged entity to the June 7th Committee meeting.

Highway Commissioner Jim Chitwood addressed the Committee requesting approval for the creation of a permanent additional equipment operator/patrolman position. Commissioner Chitwood reviewed the listing of additional state and local road work requests that the department has received. Funding from the additional work requests would cover the salary and fringe costs for the additional position. Chitwood also requested the creation of an additional position to cover the position currently open due to a work related injury of a department employee. Motion by Bellman, second by Marshall to present a resolution for approval to create one full time position. Roll call vote. AYES: Seep, Bellman, Gentes, Clary, Marshall, Sebranek. NOES: Kirkpatrick. Ayes 6. Noes 1. Total 7. Motion carried.

The Committee will meet on June 14<sup>th</sup> at 9:00 a.m. to hear presentations regarding conducting a wage study.

The review of the Administrative Manual will take place at a future meeting.

Copies of the Investments and Trial Balance reports as of April 30<sup>th</sup> were distributed to Committee members.

Motion by Bellman, second by Marshall to adjourn. Motion carried. The meeting adjourned at 12:10 p.m.

Victor V. Vlasak  
Richland County Clerk