

## **FINANCE AND PERSONNEL COMMITTEE**

September 6, 2016

9:00 a.m.

The Finance and Personnel Committee met on Tuesday, September 6, 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: Jeanetta Kirkpatrick, Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

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

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

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

Motion by Gentes, second by Bellman that the minutes for the August 2<sup>nd</sup> meeting be approved. Motion carried.

Chairman Kirkpatrick opened the sale for two tax deed parcels located in the Village of Lone Rock. Marshall was given permission to abstain from the sale as he serves as a Trustee on the Lone Rock Village Board.

Chairman Kirkpatrick asked for oral bids for Parcel Number 146-0032-1100 located in the Village of Lone Rock. The appraised value set on the parcel is \$2,000.00. Geneva Sittig gave an oral bid of \$2,000.00. Chairman Kirkpatrick asked if there were any other bids. No other oral bids were received. The Clerk reported that no written bids were received. Motion by Sebranek, second by Bellman to accept the \$2,000.00 bid and sell the parcel to Geneva Sittig. Motion carried.

Chairman Kirkpatrick asked if there were any oral bids for Parcel Number 146-0020-0500 located in the Village of Lone Rock. The appraised value set on the parcel is \$10,000.00 plus a \$2,000.00 escrow to ensure that the parcel is cleaned up. An oral bid of \$500.00 was received. Chairman Kirkpatrick explained that bids less than the appraised value could not be considered at this sale. No other oral bids were received. The Clerk reported that no written bids were received. Motion by Bellman, second by Sebranek that the parcel be referred back to the Property, Building and Grounds Committee, with a recommendation that it be listed with a realtor. Motion carried.

Pat Elliott and Sheila Troxel, from Wallace, Cooper & Elliott Insurance Agency, presented estimated savings for 2017 employee health insurance coverage under a Unity HRA HMO with deductibles of \$1,500 single and \$3,000 family. The proposal would have the employees paying the \$500/\$1,000 share of the

deductible and the employer paying the remaining \$1,000/\$2,000 of the deductible. The employee share of the premium would be 12% and the employer share would be 88%. There would be no change in the provider network. Annual maximum out of pocket costs to employees would be \$3,000 single/\$6,000 family with the deductibles and coinsurance. Estimated savings to the County would depend upon employee utilization of the plan and the amount of the deductible the County would end up covering. A County decision will be needed on retiree participation in coverage. The monthly administrative fee for the HRA would be \$4. The annual setup fee would be \$300.

Kevin Clougherty, Senior Account Executive and Partner, M3 Insurance, addressed the Committee. Distributed to Committee members was information from the ETF website indicating that the Group Insurance Board has approved an overall 1.6% increase in State non-Medicare premium rates for 2017. Richland County's rate increase, because we are with a HMO, will actually be a rate decrease. The single monthly premium will be increasing slightly and the family premium will be decreasing \$50 a month. Annualized renewal premiums under the State plan without the HRA will be down approximately \$200,000. The result is a reduction in projected savings under the Unity HRA HMO with deductibles of \$1,500 single and \$3,000 family and coverage coinsurance. Not known is if there are any changes that will take place in the State plan. Also unknown is whether the State will move to a self-funded environment.

Stacey Kleist, Clerk of Court, informed the Committee that Deputy Clerk of Court Denise Klingaman has resigned her position. Ms. Klingaman was paid at Grade 8 in the Courthouse Salary Schedule. The request is to change this Deputy Clerk position to that of Chief Deputy with additional responsibilities and move it from the courthouse salary schedule to Grade 17 in the salary grade system. Motion by Gentes, second by Sebranek to approve the request to replace one Deputy Clerk of Court position with a Chief Deputy Clerk of Court position at Grade 17 (\$17.32 probationary rate; \$18.15 after-probation rate) in the Salary Grade system. Motion carried.

Kleist addressed the Committee requesting that the Clerical Assistant position in the Clerk of Circuit Court office, currently held by Nicole Chitwood, be changed to Deputy Clerk of Court at Grade 5 in the Courthouse Salary Schedule. Motion by Bellman, second by Marshall to approve the request to eliminate the Clerical Assistant position in the Clerk of Circuit Court office and replace it with a Deputy Clerk position at Grade 8 in the courthouse salary schedule (\$16.20 starting rate; \$16.57 6-month rate; \$17.00 1-year rate; \$17.35 2-year rate; \$17.75 5-year rate. Motion carried.

Kleist indicated that she would be advertising for applicants for both the Chief Deputy position and the Deputy position in her office.

Darin Gudgeon, Emergency Medical Services Director, addressed the Committee requesting approval of an unpaid medical leave of absence for Emergency Medical Technician Joni Klinge-West from approximately October 31 – December 28, 2016. Motion by Sebranek, second by Bellman to grant the request. Motion carried.

The Committee discussed the Carlson Dettman Consulting Professional Service Agreement. Chairman Kirkpatrick will contact Corporation Counsel Southwick regarding reviewing the Agreement. Motion by Clary, second by Seep to postpone the agenda item until the next Committee meeting. Motion carried.

Chairman Kirkpatrick gave an update on the Career Education Cooperative initiative. The one issue for departments is the participation fee. Pine Valley is currently able to get placements through Southwest Tech at no cost. It was noted that the students are under the age of 18 and would not be able to drive equipment at the Highway Department.

The newly created Pine Valley Community Based Residential Facility Administrator position was discussed. Pine Valley Administrator Cianci explained that the position is a requirement for the CBRF. Ms. Cianci will be assuming the duties of the position in addition to her current duties. Cianci noted that the duties were put in a separate job description in case the duties associated with the position become too great for her to handle along with her duties as Administrator.

The next agenda item discussed was transfers required as a result of the finalization of the 2015 audit. Approval is needed for the following transfers:

- \$135,000.00 from the Institutional Children Fund to the Health and Human Services Fund;
- \$142,226.00 from the Institutional Adult Fund to the Health and Human Services Fund; and
- \$906,270.43 from the General Fund to the Health and Human Services Fund.

Health and Human Services Director Patrick Metz explained that the funds set aside to cover the costs associated with the court ordered placements need to be increased to meet historical yearly averages. Metz reviewed the historical costs of court ordered placements. In 2013 the costs were \$907,000. In 2014 the costs were \$1,100,000. In 2015 the costs were \$1,500,000. 2016 projected costs based on current placements will be \$1,400,000. Metz reviewed some the placement issues that occur. The 2017 Health and Human Services budget will include funding for a mental health therapist position in the school system with the school district and Health and Human Services each paying half of the cost of the position. Judge Sharp explained the court's responsibilities when situations occur. The effect of transfers of this size from the General Fund was discussed. Motion by Bellman, second by Seep to present a resolution for approval of the transfers. Motion carried with Sebranek voting against the motion.

Register in Probate Sandra McNamer addressed the Committee requesting that the part-time position of Clerical Assistant in her office be reclassified to a part-time Deputy Register in Probate/Juvenile Court Clerk. Ms. McNamer has been training the current holder of the position, Jennifer Laue, to perform McNamer's duties in anticipation of Ms. Laue being appointed to Ms. McNamer's position upon Ms. McNamer's retirement. Judge Sharp noted that he would never request that the part-time position be increased to full-time. Judge Sharp noted that Ms. Laue is performing the duties of the deputy position and receiving compensation as a clerical assistant. Motion by Sebranek, second by Bellman to grant the request. Motion carried with Clary voting against the motion.

McNamer addressed the Committee requesting approval for the creation of a separate budget for the office of Register in Probate/Juvenile Court Clerk/Judicial Assistant. Currently expenses for the Probate office are recorded as a part of the Clerk of Circuit Court's budget. Clerk of Court Kleist had no problem with the creation of a separate budget for the Probate office. Judge Sharp indicated that as a department head Ms. McNamer should have her own budget. Motion by Gentes, second by Bellman to approve the request. Motion carried.

Judge Sharp addressed the Committee explaining that, working with the Department of Health and

Human Services, a grant has been received for an Operating While Intoxicated Court Planning and Implementation Program grant of \$122,500 of State funds through the Wisconsin Department of Justice for the purpose of creating an Operating While Intoxicated Treatment Court in Richland County in 2017. The grant requirements proposed for the 2017 Health and Human Services Department budget are a cash match of \$37,502.00, which is 50% of the cost of a Certified Substance Abuse Counselor position, and an in-kind match of \$24,967.00 of time spent by County employee members of the Richland County Criminal Justice Coordinating Committee attending required meetings, and other operational costs. H&HS Director Metz explained that the \$20,800 of in-kind match that can come from the OWI Treatment Teams time spent on this project. There are also fees that can be charged for the group sessions and there are some insurance reimbursements available. \$39,000 of tax levy will be needed. Motion by Seep, second by Sebranek to approve acceptance of the grant contingent upon \$39,000 being included in the 2017 budget. Motion carried.

Register of Deeds Sue Triggs reported the receipt of the resignation of Ellen Bushee as Deputy Register of Deeds effective September 14, 2016. Motion by Marshall, second by Gentes to accept the resignation. Motion carried. The Committee will discuss at its next meeting the continuation of the Deputy Register of Deeds position as a full-time position.

The Cash Trial Balance as of August 31, 2016 was reviewed by Committee members. County Treasurer Julie Keller distributed copies of the history of the cash balances from 2010 through 2016.

Motion by Clary, second by Seep to approve the County Clerk's Annual Report on the Financial Condition of Richland County as of December 31, 2015. Motion carried.

Motion by Marshall, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:38 p.m.

Victor V. Vlasak  
Richland County Clerk