

FINANCE AND PERSONNEL COMMITTEE

March 1, 2011

The Finance and Personnel Committee met on Tuesday, March 1, 2011, 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, Gaylord Deets, Ann Greenheck, Walter Gust, Betty Havlik and Larry Wyman.

Others present included: County Clerk Victor Vlasak, County Treasurer Julie Keller, Pine Valley Administrator Cathy Cianci, Health and Human Services Director Randy Jacquet, Veterans Service Officer Sandra Kramer, Child Support Administrator Shelley Brookens, Register in Probate Sandy McNamer, Sheriff's Lieutenant Bob Frank, Courthouse Maintenance Supervisor Avery Manning, Pine Valley Administrative Assistant Carol Welsh, Central Information Technology Specialist Jason Marshall, H&HS Information Technology Coordinator Barb Scott, and County Board Supervisors Bill Seep, Virginia Wiedenfeld, Bob Holets, Tom Crofton and Warren Pfeil;

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk confirmed that the meeting had been properly noticed. Copies of the agenda were sent by either 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 a copy was sent by email to WRCO.

Motion by Greenheck, second by Wyman to approve the agenda, as mailed, with the addition of one agenda item. Chairman Kirkpatrick noted that no action would be taken on the discussion items on the agenda. Motion carried.

Motion by Havlik, second by Gust to approve the printed copies of the minutes for the February 1, 2011 meeting. Motion carried.

Bob Frank reported to the Committee that the backup drive is failing on the recorder which records all traffic from dispatch. Due to the age of the equipment, replacement parts are difficult to find. Minimum repairs, including parts and technical services, are estimated to cost between \$5,000 to \$6,000. Estimated costs to replace the equipment is from \$27,000 to \$54,000. Motion by Clary, second by Greenheck that Bob get estimates for the cost to repair the current system and estimates for replacement equipment and that those estimates be brought back to the Finance and Personnel Committee for discussion. Motion carried.

Bob Frank addressed the Committee requesting approval to apply for a grant in the amount of \$73,055 in conjunction with Green Lake and Price counties to enable participation in the Wisconsin Justice Information Sharing Program for communications regarding current cases. Richland County would be the fiscal agent for the grant. Richland County's share of the grant would be \$16,145, Price's share would be \$16,145 and Green Lake's share would be \$40,756. Grant funds must be expended by the end of April. Grant funds cover the installation, set-up and development requirements to hook the three counties into the system. Ongoing costs for Richland County are estimated at \$600. Motion by Greenheck, second by Wyman to approve the grant. Motion carried.

Motion by Clary, second by Havlik to approve the request to make the following line item transfers in the 2010 UW-Richland Outlay budget. Motion carried.

- \$3,638.00 transferred from the Insurance line item to the Roof Repair line item;
- \$1,646.00 transferred from the Grounds line item to the Roof Repair line item;
- \$2,783.75 transferred from the Grounds line item to the Repair of Furnaces and Boilers line item.

Chairman Kirkpatrick read the recommendation from the Zoning and Land Information Committee updating the qualification requirements section of the Zoning Administrator's job description. Chairman Kirkpatrick noted that other changes were made to update the duties of the position. Motion by Wyman, second by Deets to approve the revised job description. Motion carried.

Discussion followed regarding the revised draft of the proposed updated version of the County's computer policies. Motion by Clary, second by Havlik to amend the third paragraph of the Introduction to say "failure to comply may result in disciplinary action as per county union contracts and per county personnel policies". Motion carried. Motion by Havlik, second by Gust to approve the updated and revised version of the County's computer policies. Motion carried.

Copies were distributed to Committee members of an email from Corporation Counsel Ben Southwick to Randy Jacquet of Ben's opinion regarding the retention of electronic records. The cost of the Barracuda Message Archiver to store all county emails is \$6,395.00. The records would be retained for a period of not less than seven years. Motion by Havlik, second by Wyman to table the agenda item until more is known about the impact that state budget cutbacks will have on the County. Motion carried.

Chairman Kirkpatrick explained the tentative agreements reached with the County's five unions for the contract period 2010-2011. Noted was the payment by the non-union employees of ten percent of the cost of their health insurance premiums and the four non-paid holidays in 2010. Motion by Clary, second by Gust to grant a 2.5% wage increase to all non-union employees effective January 1, 2011. Discussion followed regarding concerns over state budget cutbacks and their affect on the County. Motion by Greenheck, second by Havlik to table the discussion. Roll call vote. AYES: Wyman, Greenheck, Deets, Havlik. NOES: Gust, Clary, Kirkpatrick. Ayes 4. Noes 3. Total 7. Motion carried.

The Committee discussed correspondence received from Corporation Counsel Ben Southwick in which he indicates that \$479.07 is due to Fruit Broadcasting, LLC for real estate taxes for the year 2009 attributable to the portion of Fruit Broadcasting's property purchased by the County for the period from the date of purchase of November 3, 2009 through December 31, 2009. Motion by Greenheck, second by Wyman to present a resolution appropriating \$479.07 from the General Fund to reimburse Fruit Broadcasting. Motion carried.

Jason Marshall distributed a list of departments currently on the County web site and a list of who is maintaining the individual sites. It was noted that the County Clerk's items are on the main web site. Those items are currently being update by IT staff.

Deets left the meeting.

Clary explained that he will schedule a meeting with Corporation Counsel Southwick to discuss the proposal of a master check list for contractors.

Julie Keller joined the meeting.

Discussion followed regarding the possibility of combining the responsibilities of recycling with the fair, having the Health and Human Services Board as the supervising Board for the Child Support Agency and combining the duties of the Property and UW-Richland Committees. Noted was action being taken by Sauk County to combine land records, zoning and land conservation. A suggestion was made that the Campus Meal Service be combined with Nutrition.

Julie Keller presented an overview of the investment of County funds. She explained a proposal received from the Citizens First Bank in Viola for the creation of a non-interest bearing transaction account in which \$500,000 would be deposited. An interest rate of 2.25% would then be paid on a six month \$250,000 certificate of deposit. The net return would be .75%. Julie explained her concerns about making larger investments in banks than covered by FDIC insurance or pledged securities. It was the consensus of Committee members that Julie should proceed with the creation of the transaction accounts investment option.

Deets joined the meeting.

Motion by Wyman, second by Deets to go into closed session under section 19.85 (1) (c) and (f) of the Wisconsin Statutes for preliminary consideration of specific personnel problems and that the County Clerk, Shelly Brookens and Sandy Kramer be allowed to remain. Roll call vote. AYES: Wyman, Clary, Deets, Kirkpatrick. Ayes 4. Noes 0. Total 4. Motion carried. Supervisors Seep, Holets and Wiedenfeld remained for the closed session.

Closed session.

Clary left the meeting during the closed session.

Motion by Wyman, second by Greenheck to return to open session. Motion carried.

Motion by Greenheck, second by Wyman to bring back onto the table for discussion non-union salary increases for 2011. Motion carried. Motion by Greenheck, second by Gust that effective January 1, 2011 non-union salaries be increased by 3%. Motion carried.

Motion by Greenheck, second by Wyman to adjourn to Tuesday, April 5, 2011 at 9:00 a.m. Motion carried. The meeting adjourned at 10:51 a.m.

March 15, 2011

The Finance and Personnel Committee met on Tuesday, March 15, 2011 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, Gaylord Deets, Ann Greenheck, Walter Gust, Betty Havlik and Larry Wyman.

Others present included: Victor Vlasak, County Clerk; Cathy Cianci, Pine Valley Administrator; Carol Welsh, Pine Valley Administrative Assistant; and Bob Holets.

Committee Chairman Kirkpatrick called the meeting to order.

The Committee met to discuss two items on the agenda for the March 15, 2011 County Board meeting.

The Committee reviewed the resolution making deficiency appropriations to various accounts in the 2010 budget. Clary noted that the revenue and expense reports do not include Health and Human Services, Highway or Pine Valley. Motion by Clary, second by Gust to approve presenting the deficiency appropriation resolution to the County Board. Motion carried.

The resolution granting salary increases to the County's non-union officers and employees was discussed. Motion by Greenheck, second by Wyman to reconsider the resolution being presented to the County Board. Motion carried. Motion by Gust, second by Greenheck to amend the original motion made at the March 1, 2011 Finance and Personnel Committee meeting granting a 2.5% increase and change the increase to 3%.

Deets joined the meeting.

Cathy Cianci explained that morale at Pine Valley among the non-union employees has been tough. Non-union employees have been contributing to the cost of health insurance and had four unpaid holidays in 2010. Because the union contract at Pine Valley was not settled, union employees were not contributing to the cost of health insurance. Also, because of staffing, union employees did not have lay off days.

Roll call on the motion amending the motion granting a 2.5% increase and changing the increase to 3%. AYES: Gust, Wyman, Kirkpatrick, Deets, Clary, Greenheck. NOES: Havlik. Ayes 6. Noes 1. Total 7. Motion carried.

Motion by Gust, second by Greenheck to approve the resolution being presented to the County Board granting a 3% salary increase. Roll call vote. AYES: Gust, Wyman, Clary, Greenheck, Kirkpatrick, Deets. NOES: Havlik. Ayes 6. Noes 1. Total 7. Motion carried.

Motion by Gust, second by Greenheck to adjourn. Motion carried. The meeting adjourned at 9:28 a.m.

Victor V. Vlasak
Richland County Clerk