

FINANCE AND PERSONNEL COMMITTEE
May 3, 2011

The Finance and Personnel Committee met on Tuesday, May 3, 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, Walter Gust, Betty Havlik, Ann Greenheck and Larry Wyman.

Others present included: Victor Vlasak, County Clerk; Darin Gudgeon, Emergency Management Director; Mary Turner, Coroner; Jason Marshall, Central Information Technology Specialist; Barb Scott, Health and Human Services Information Technology Coordinator; Bob Frank, Sheriff's Department Road Patrol Lieutenant; Randy Jacquet, Health and Human Services Director; Paul Klawiter, Real Property Lister; Virginia Wiedenfeld, Fair Committee Member; and Cheryl Dull, Local 2085 President.

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 copy was sent by email to WRCO.

The printed copies of the minutes for the meeting held on April 5th were discussed. Motion by Clary, second by Havlik to approve the minutes with an amendment stating that the Committee reached the conclusion that the ambulance/fire volunteer policy is OK as is. Motion carried.

Bob Frank reported that bid specs are being written for replacement of the RACAL recorder in the Sheriff's Department. The ad soliciting proposals will go in this week's paper with a deadline of May 21st for the return of proposals.

Virginia Wiedenfeld presented a job description for the temporary/casual/seasonal clerical position for the County Fair. The proposed position would be paid at a Grade 7 in the County's Salary Plan and the holder of the position would be allowed to work not more than 200 hours per year coordinating and entering data for the Fair Blue Ribbon Program dealing with Fair entries. Clary noted that the Fair Coordinator is limited to working not more than 1040 hours per year. Motion by Havlik, second by Clary to approve the job description and try the new position for a year. Roll call vote. AYES: Gust, Clary, Kirkpatrick, Havlik. NOES: Wyman, Greenheck, Deets. Ayes 4. Noes 3. Total 7. Motion carried. A resolution will be presented for approval of the proposed position and job description.

The probationary period of the Fair Coordinator was discussed. In a letter from Fair Committee Chairman Warren Pfeil a recommendation is made that the Fair Coordinator be paid at the job rate for his position at the end of his probationary period of employment. Discussion

took place regarding duties associated with the position. Motion by Clary, second by Havlik to approve the Fair Coordinator's completion of his probationary period of employment. Motion carried.

Paul Klawiter presented an invoice from Applied Data Consultants, Inc. in the amount of \$2,000.00 and an invoice from MSA Professional Services in the amount of \$1,750.00. Both firms provide assistance with the Land Information web site. One provides services for mapping and the other provides services for parcel information. Motion by Havlik, second by Greenheck to approve payment of the invoices from the Electronic Access Fees Fund. Motion carried.

Coroner Mary Turner addressed the Committee requesting guidance concerning cash flow problems she is experiencing regarding office related expenses she must pay for personally and then wait for reimbursement from the County. One suggestion was that the Coroner apply for a credit card for office related expenses. It was noted that credit card billings are paid when due. The Committee took no action regarding the issue.

The passage of the resolution approving amended policies on the use of county-owned computers and software and use of the internet by county employees was discussed. Chairman Kirkpatrick indicated that there is no system for informing employees regarding the policy. It is being suggested that informational meetings be conducted by Jason Marshall so that the policy can be clearly outlined and discussed. Jason feels that the meetings should be held so that every employee gets the same information from the policy and so that there are no gray areas or departments interpreting the policies differently. The resolution adopting the amended policies stated "that these new policies apply to all full-time and part-time, union and non-union County officers and employees and the County Clerk shall communicate these new policies to all County employees". The Clerk indicated that he had emailed a copy of the amended policies to each Department Head in the County. Discussion followed regarding department head and constitutional officers' authority on the operation of their departments. Clary stated that the concept of the having an individual perform County-wide information technology services was to aid departments with information technology issues and prevent an outside vendor from coming in and messing up the County's information technology systems. Clary stated that Jason should deal with just the department heads and leave it up to them if they want the employees in the department to go through the training. The requirement that employees sign a statement that they have read the rules and guidelines was discussed. The Clerk indicated that these statements are being received by the County Clerk's office and are filed in each employees personnel file. Motion by Greenheck, second by Havlik granting approval for Jason to conduct the computer policy informational meetings, that attendance at the meetings is optional and that Jason develop his own schedule on how and when the meetings will take place. Motion carried.

Darin Gudgeon presented a proposal for on call pay for ambulance squad members who are on call on holidays, weekends and weekdays. He reviewed the current staffing structure. The estimated cost of the proposal is \$35,400.00. The Emergency Management Committee has approved the proposal. Motion by Greenheck, second by Clary to approve the on call pay proposal and forward the proposal on to the County Board for approval. Motion carried.

Darin presented a proposal for payment of a recruitment bonus in an attempt to get and keep ambulance volunteers. The bonus would be paid to the recruiter at intervals when the applicant completes a six month probationary period, completes class requirements, obtains a license and completes two years of service. The Emergency Management Committee has approved the proposal. Motion by Clary, second by Havlik to approve the recruitment bonus proposal and forward the proposal on to the County Board for approval. Motion carried.

The Committee discussed the section of the Handbook of Personnel Policies which states that "Upon retirement, early retirement or separation, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum". When the lump sum payment is made, the County does not make a retirement contribution. Randy Jacquet indicated that the policy is subject to interpretation. Clary noted that retiring or separating employees who stretch out their accrued vacation time continue to accrue vacation, sick leave, retirement and health insurance benefits. There are no additional accruals of sick leave and vacation time when lump sum payments are made. Chairman Kirkpatrick indicated that the current policy is subject to interpretation by the department heads based on employee's wishes. The Committee will review the personnel policies handbook at their next meeting.

Barb Scott reported that a lot of departments have official face book pages. She noted that when the face book page is named it should say that it is official. Links would be put on County web site. Having an official face book page also allows employee access to personal face book pages. The Committee will discuss the agenda item in detail at their next meeting. Jason will give a report to the Committee at that meeting.

The Committee discussed information received from Nationwide Retirement Solutions regarding updating the 457(b) Government Plan Document. Clary will contact the representative for Nationwide for an explanation of the changes.

Greenheck left the meeting.

Committee members reviewed and then signed the 2010-2011 Collective Bargaining Agreement between Richland County and Richland County Professional Employees' Union Local 2085-C.

Chairman Kirkpatrick reported the receipt of two letters regarding issues with Economic Development. It was noted that Economic Development is a separate corporation.

The next regular meeting of the Finance and Personnel Committee is scheduled for June 7th at 9:00 a.m.

Motion by Clary, second by Havlik to adjourn to May 10th at 9:00 a.m. for a special meeting regarding contract negotiations. Motion carried. The meeting adjourned at 12:27 p.m.

May 10, 2011

The Finance and Personnel Committee met on Tuesday, May 10, 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; Randy Jacquet, Health and Human Services Director; Attorney Jon Anderson; and Bob Holets.

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 Gust, second by Greenheck to approve the agenda. Motion carried.

Motion by Wyman, second by Gust to go into closed session under section 19.85 (1) (c) (e) and (g) of the Wisconsin Statutes to discuss labor negotiations and that the County Clerk, Attorney Anderson and Bob Holets be allowed to remain. Roll call vote. AYES: Wyman, Gust, Greenheck, Clary, Kirkpatrick, Deets, Havlik. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Havlik, second by Gust to return to open session. Motion carried. Greenheck and Wyman left the meeting.

The Nationwide Retirement Solutions Plan Document effective January 1, 2011 was discussed. Clary explained that the Plan Document incorporates all past amendments, plus new changes of federal law, into one new document. Failure of the County to approve the new Plan Document would mean that employees currently in the plan would not be able to continue in the 457 plan. Motion by Deets, second by Havlik that the County Clerk be authorized to sign the new Plan Document. Motion carried.

The Committee reviewed and signed the 2010-2011 Collective Bargaining Agreement with the Richland County Professional Employees' Union.

Motion by Clary, second by Gust to adjourn to June 7th at 9:00 a.m. Motion carried. The meeting adjourned at 11:40 a.m.

Victor V. Vlasak
Richland County Clerk