

## **FINANCE AND PERSONNEL COMMITTEE**

August 2, 2011

The Finance and Personnel Committee met on Tuesday, August 2, 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; Julie Keller, County Treasurer; Cathy Cianci, Pine Valley Administrator; Randy Jacquet, Health and Human Services Director; Pat Metz, H&HS Business Manager; Steve Kohlstedt, Resource Agent; Jennifer McCulley, AFSCME Council 40; and Cheryl Dull.

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 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 Deets, second by Havlik to approve the agenda, as amended. Motion carried.

Motion by Havlik, second by Wyman to approve the printed copies of the minutes for the July 5, 2011 meeting. Motion carried.

The Clerk reported that the Symons Recreation Complex Fund has unspent funds totaling \$ 1,151.90 left as of the end of 2010. Motion by Wyman, second by Gust to present a resolution to transfer \$575.95 from the Symons operations budget to the Symons Recreation Complex Capital Improvement Fund in the 2011 County budget and send a check in the amount of \$575.95 to the City of Richland Center. Motion carried.

Pat Metz addressed the Committee recommending the creation of a segregated, non-lapsing fund in the County's accounting system for funds received as a result of court ordered juvenile offenders restitution which are to be paid to victims. Currently the funds are being held in an account which is not audited. Motion by Greenheck, second by Clary to present a resolution for approval to create the fund. Motion carried.

Cathy Cianci addressed the Committee recommending the reclassification of the Pine Valley Social Services Supervisor position from a Grade 23 to a Grade 24 in the non-union salary grade system and the reclassification of the Pine Valley Social Worker position from a Grade 18 to a Grade 20 in the non-union salary grade system. The proposal is to pay the holders of the positions at rates which are comparable to similar positions in the Health and Human Services Department. Motion by Greenheck, second by Gust to present a resolution for approval of the reclassifications effective the first pay period in 2012. Motion carried.

Cathy Cianci addressed the Committee requesting approval for union and non-union employees at Pine Valley to contribute sick days to an employee. Jennifer McCulley noted that the intent if the donation is to keep the employee in question as whole as possible. The donation would occur when the employee has used up his/her accrued sick leave. Motion by Clary, second by Wyman to approve the request. Motion carried.

Fred Clary addressed the Committee regarding upcoming capital expenditures at Pine Valley for sprinklering the north half of the building, converting to electronic medical records, replacing the facility's current generator and replacing a roof. Because estimates for the upgrades exceed \$500,000.00, questions were raised by the Trustees about making such a large investment in a 1960's building versus constructing a new one story facility. Motion by Wyman, second by Greenheck that the County's financial consultant, Carol Wirth, be contacted regarding the feasibility of issuing revenue bonds for the construction of a new facility, and if issuing the bonds is feasible, that the Trustees proceed to hire consultants to assist in developing estimates of the size and cost of a new facility. Motion carried.

Jennifer McCulley presented the Pine Valley Local 3363 grievance of Elaine Hansen regarding the posting and filling of the Activity Aid position at Pine Valley. Ms. Hansen signed for the position. Five union employees signed and applied for the position. No one within that classification signed for the position. While the contract notes that the most qualified person be selected, if none of the applicants are qualified, the most senior is to be selected. Testing for the position included the use of computer technology. Ms. Hansen was not given the opportunity to learn the technology to prepare for the test. Ms. McCulley's opinion was that the skills are learnable on the job and that the position should have been awarded to Ms. Hansen.

Cathy Cianci explained that Ms. Hansen did know that the test would include the use of computers. She noted that Ms. Hansen had taken portions of the test once before when she applied for the unit secretary position. Ms. Cianci explained the testing process and the points awarded to each of the applicants. The position was awarded based upon qualifications and not seniority. Cianci noted that the job description was updated to match the current duties when the long-term holder of the position retired.

Clary noted that the Pine Valley Trustees voted to deny the grievance. Motion by Greenheck, second by Wyman to deny the grievance. Motion carried.

Wayde Pollick, Vig and Associates, made the 2010 audit presentation. The presentation included information on fund balances, outstanding tax certificates, sales tax revenues received, long-term debt obligations, revenue and expenditure distributions, tax levy history, equalized property values, and Pine Valley and Highway operations. Mr. Pollick noted that control levels at the county are quite good, that there are minimal journal entries and that this is one of the most clean clients that Vig and Associates audits. The Clerk and Deputy Clerk were complimented on the great job that they do.

Steve Kohlstedt presented the job description being recommended by the Solid Waste and Recycling Committee for the Recycling Coordinator position. Discussion followed regarding the decision by the Fair Committee and the Solid Waste and Recycling Committee that the duties of the Recycling Coordinator and Administrative Fair Coordinator not be combined and one new position created. Steve explained his history in working with the recycling grant. Steve noted that he has met with a representative from the Department of Natural Resources and Richland County does meet the qualifications of the State's new program to receive the \$94,000 grant. He noted that there are 21 different cooperating units of government and each one of them recycle differently. Part of the coordinators duties is to meet with the towns at their sites. Discussion followed. Motion by Wyman, second by Gust to table the proposed job description for now and send it back to the Solid Waste and Recycling Committee with the recommendation

that they take a serious look at the cost of funding the Coordinator's position as a part-time position. Motion carried.

Julie Keller addressed the Committee regarding the tax delinquent parcels located in the Town of Buena Vista formerly owned by Mike Yeager and now titled to the Citizens Bank of Green Bay. The cost to proceed with the title searches on the forty parcels as a group is \$1,000.00. Motion by Clary, second by Greenheck to proceed with the title searches. Motion carried.

The Committee discussed the policies adopted regarding using the services of interpreters. Section 814.67 of the Wisconsin Statutes which sets witness and interpreter fees was discussed. Motion by Wyman, second by Clary to refer to the Law Enforcement Committee discussion regarding the use of certified interpreters and their associated fees. Motion carried.

The drafts of the "Discipline/Termination Grievance Policy and Procedure" and the "Workplace Safety Grievance Policy and Procedure" were discussed and further amendments suggested. Chairman Kirkpatrick will update the drafts with the amendments and bring the policies to the August 30<sup>th</sup> meeting.

The Committee reviewed 2012 budget preparation letter which will be sent to department heads..

Information was presented regarding the creation of an information technology department in the 2012 budget at a cost of \$150,987 comprised of two coordinators, with equal power, each to be paid at non-union grade 23 in the county salary grade system. Darin Gudgeon suggested that job descriptions for the two positions be developed based on the County's needs and not based on personalities of the current IT employees. It was also suggested that the positions be advertised. Also discussed was the importance of one of the positions being the department head. Motion by Clary, second by Gust that job descriptions be developed for the position of Information Technology Department Supervisor and for the position of Information Technology Department Assistant. Motion carried.

The Cash Trial Balance and Investments Reports as of June 30<sup>th</sup> were presented.

Clary updated the Committee regarding cyber liability insurance coverages available for claims regarding web page false or inaccurate information or attachments over which you have no control which lead to another site that carries something inappropriate.

The Clerk reported that the Jeffery Schultz termination arbitration hearing is scheduled for September 15<sup>th</sup> at 9:00 a.m. in the County Board Room.

Motion by Greenheck, second by Wyman to adjourn. Motion carried. The meeting adjourned at 12:30 p.m.

Victor V. Vlasak  
Richland County Clerk