

FINANCE AND PERSONNEL COMMITTEE

January 23, 2012

The Finance and Personnel Committee met on Monday, January 23, 2012, 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 and Bob Holets. Betty Havlik was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Susan Triggs, Register of Deeds; Barb Scott and Jason Marshall, Management Information Systems Department; Kathleen Cianci, Pine Valley Administrator; and Tom Hougan and Amber Muckler, Sheriff's Department.

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 Clary, second by Gust to approve the agenda, as amended. Motion carried.

Barb Scott presented the cost of \$2,799.00 for the Barracuda Web Filter 410 – 3 Year Energize Updates from Jcomp Technologies, Inc.. A three year purchase was made when Barracuda was installed. Funding came from the Sheriff's and Health and Human Services' budgets. Renewal is due by January 27th.

Barb presented the cost of \$1,743.65 for the Symantec System Recovery Server Virtual Edition with one year basic maintenance from Jcomp Technologies, Inc.

Barb presented the cost of \$542.54 for Microsoft Exchange Server 2010 – Standard and the cost of \$8,811.25 for 175 Microsoft Exchange 2010 - Standard User CAL from Jcomp Technologies, Inc. Currently, e-mail services are provided by Genuine Telecom at no cost to the County. Genuine Telecom will be providing a new contract in September to provide the e-mail service for a fee. Barb suggested that each department be charged \$50 per user. The proposal is to host the e-mails on our own server under our own control.

Motion by Clary, second by Holets to approve the purchase of the Barracuda Web Filter for \$2,799.00 and the Symantec System Recovery Server Virtual Edition for \$1,743.65 and have the MIS Department bring back a breakdown of the cost per department for the Exchange Server proposal. Motion carried.

Barb addressed the Committee requesting approval to apply for a credit card for the MIS Department to enable on-line purchases. Motion by Holets, second by Gust to approve the request and also to get a report on the number of departments with credit cards. Motion carried.

The work schedule for Jason Marshall in the MIS Department was discussed. Chairman Kirkpatrick noted that when Jason's services were contracted he worked four days. Chairman Kirkpatrick indicated that Jason was told that he could continue that schedule. It was agreed by the Committee that if the department head and Jason agree, Jason does have the right to have flex time and to work four days a week. Compensatory time for Jason was discussed. Chairman Kirkpatrick noted that Jason needs to stay within the 80 hours for the two week pay period.

Greenheck joined the meeting.

Purchasing guidelines for the MIS Department were discussed. Reference was made to the County Board rules regarding expenditures. Purchases of \$500.00 or less can be made by the department head. Purchases between \$500.00 and \$5,000.00 need Finance/Personnel Committee approval. Expenditures in excess of \$5,000.00 would need Finance/Personnel Committee approval and County Board approval.

The Help Desk Policy was discussed. Motion by Greenheck, second by Holets that departments are e-mailed informing them of the availability of the Help Desk and the procedures to follow. Motion carried.

Kathleen Cianci reviewed the grievance of Linda Chamberlain and explained the steps that had been taken counseling Ms. Chamberlain regarding talking negatively about an employee in front of another employee. Chairman Kirkpatrick noted that Union Stewart Elaine Hanson would not be attending today's meeting. No one from the Pine Valley union was present. Motion by Greenheck, second by Gust to deny the grievance. Motion carried.

The purchase of a backup generator for the Community Services Building was discussed. Barb Scott reviewed the bids received. Motion by Holets, second by Gust to approve the purchase of the generator from Richland Electric, with McCormick installing the unit, plus the annual maintenance cost with funding coming from the General Fund.

The Committee reviewed the listing of established expenditure accounts used to track computer hardware and software costs in each of the departments.

The Committee discussed the action taken at the January 10, 2012 Finance/Personnel Committee meeting setting the salaries for 2013, 2014, 2015 and 2016 for the elected positions of County Clerk, Treasurer and Register of Deeds. Questions were raised regarding equity with the salaries for the Clerk of Circuit Court and Sheriff. Motion by Clary, second by Gust that Resolution No. 10-51 be amended reducing the contribution by the Sheriff and Clerk of Circuit Court to their health insurance premiums from 15% to 12% for the years 2013 and 2014. Motion carried.

Motion by Deets, second by Holets to adjourn. Motion carried. The meeting adjourned at 3:02 p.m.

Victor V. Vlasak
Richland County Clerk