

## **FINANCE AND PERSONNEL COMMITTEE**

March 6, 2012

The Finance and Personnel Committee met on Tuesday, March 6, 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: Fred Clary, Gaylord Deets, Ann Greenheck, Walter Gust, Betty Havlik and Bob Holets. Jeanetta Kirkpatrick was absent.

Others present included: Victor Vlasak, County Clerk; Stacy Kleist, Clerk of Circuit Court; Judge Andrew Sharp; Jim Chitwood, Highway Commissioner; Kathy Cianci, Pine Valley Administrator; Randy Jacquet, Health and Human Services Director; Bob Frank, Road Patrol Lieutenant; Michael Bindl, Zoning Administrator; Shelley Brookens, Child Support Administrator; Patrick Brummond, District Court Administrator; Paul Klawiter, Property Lister; Everett Newberry, Campus Building and Grounds Superintendent; Barb Wentz, UW-Richland Assistant Dean for Administrative Services; Barb Scott, MIS Director; Jason Marshall, MIS Administrator; and Virginia Wiedenfeld and Shannon Grob.

Committee Vice Chairman Clary 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 e-mail 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 e-mail to WRCO.

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

Motion by Greenheck, second by Gust to approve the printed copies of the minutes for the meeting held on February 7, 2012. Motion carried.

Bob Frank addressed the Committee requesting approval for the following expenditures from the 911 Outlay:

1. Spillman Technologies, Inc. of Salt Lake City, Utah to provide maintenance services for the Spillman software for 1 year - \$16,250.00;
2. Microdata GIS, Inc. of St. Johnsbury, Vermont relating to annual maintenance for the 911 mapping services - \$3,969.80;
3. Esri, Inc. of Redlands, California to build the maps for Microdata and the 911 emergency service zones and maintenance of the ArcView Single Use Primary system - \$400.00.

Motion by Greenheck, second by Deets to present a resolution for approval of the expenditures totaling \$20,629.80 from the 911 Outlay. Motion carried.

Bob Frank gave an update on fees collected for 911. Because people are switching from land lines to cell phones, revenues derived from the fees on land lines are being reduced resulting in funding shortages. Under the County's contract with Frontier, the County would be responsible for funding any maintenance costs not covered by the fees collected on land lines.

Motion by Holets, second by Gust to table the agenda item regarding a temporary increase in hours for Child Support Agency staff. Motion carried.

Holets left the meeting at this point.

Kathy Cianci addressed the Committee requesting approval for two amendments to the Pine Valley Addendum to the Handbook of Personnel Policies. Under the sick leave section the request is to amend the following sentence by removing the crossed out words: "Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness ~~per year.~~" Under the sick leave section the request is to amend the following sentence by removing the crossed out words and adding the underlined word: "A doctor's statement ~~may be~~ is required where more than three (3) consecutive days of sick leave are taken except in case of maternity leave. Motion by Gust, second by Greenheck to approve the amendments. Motion carried. The Finance/Personnel Committee will consider all amendments to the Handbook and Addendum at their May meeting.

Havlik joined the meeting.

Stacy Kleist addressed the Committee requesting approval for the creation of second deputy position in the Clerk of Circuit Courts office which would increase staffing in that office from three to four.

Holets jointed the meeting at this point.

Kleist reviewed the duties performed in her office and in the court and explained that current staffing levels are not adequate to maintain service to the public when both she and her deputy are in court and when staff are absent due to illness or vacations. Judge Sharp and District Court Administrator Patrick Brummond addressed the Committee recommending approval for the addition of a second deputy position. Mr. Brummond stated that his primary concern is that without having a person who can be trained to do all of the functions in the office; the office will always be short staffed. Vice Chairman Clary noted the budgetary constraints that the County is under and questioned the source of funding for the position. Kleist stated that possible additional revenue could come from having the ability, with the additional position, to increase collections. Motion by Greenheck, second by Gust to present a resolution for approval to create a full-time fourth position in the Clerk of Circuit Courts office and that the position created be a Deputy Clerk of Circuit Court. Roll call vote. AYES: Havlik, Gust, Greenheck, Deets, Holets. NOES: Clary. Ayes 5. Noes 1. Total 6. Motion carried.

Barb Wentz addressed the Committee requesting approval of an amendment to the Engineering Services Agreement between Jewell Associates Engineers, Inc. and Richland County for continued services in relation to the proposed walkway between the UW-Richland

Campus and East Hall. Jewell Associates have provided the floodway information requested by the DNR and FEMA. Landowners in the floodway have been contacted. Payment in the amount of \$275 for this scope of service is being requested by Jewell Associates. Any additional services provided by Jewell Associates will be at the rate of \$85 per hour not to exceed \$1,000.00. The provision in the agreement amendment assessing interest if invoices are not paid within 30 days was discussed. Motion by Havlik, second by Holets that the Clerk be authorized to sign the amendment, with the section regarding interest charges being deleted from the amendment to the services contract. Motion carried.

The Committee discussed the proposed payment from DOT for easements on County-owned land which is leased to the Board of Regents. It was noted that of the proposed \$12,100 payment, \$6,000 is for the trees being removed along the stream bank. It was also noted that the sign for the Symons Recreation Complex will have to be removed before construction and replaced after construction is completed. Motion by Gust, second by Greenheck to present a resolution recommending acceptance of the payment. Motion carried.

Virginia Wiedenfeld addressed the Committee regarding a donation received by the County for the horse barn which was recently constructed at the fairgrounds. The donator of the \$2,725.00 would only write the check to the County, not directly to the contractor. Motion by Holets, second by Gust to present a resolution approving acceptance of the donation and the issuance of a check for the amount of the donation to the contractor for the project. Motion carried.

Jim Chitwood addressed the Committee regarding the County providing insurance coverage for tools owned by Highway Department mechanics and used by them in the performance of their jobs. Coverage under the County's property insurance policy is available at a cost of \$10.00 for each \$20,000 of coverage. Insurance riders on each of the employee's personal property insurance policies would cost between \$250 and \$500. Motion by Greenheck, second by Holets approving the coverage under the County's property insurance policy. Motion carried.

Jim Chitwood addressed the Committee regarding Personnel Handbook language prohibiting the payment of time lost due to illness during an employee's probationary period. Jim explained that prior practice at the Highway Department was to allow the use of sick days during the probationary period. Randy Jacquet noted that another question is the use of the floating holiday during the probationary period of employment. Motion by Greenheck, second by Havlik that the language in the new Handbook of Personnel Policies prevails. Motion carried.

Jim Chitwood addressed the Committee regarding the hiring of summer help at the Highway Department. Jim noted that one position, resulting from retirements in the department, remains unfilled. Jim would like to hire college students to work during the summer months. It was suggested that an amendment to the Highway Addendum be presented at the May Finance/Personnel Committee meeting granting authority to the Highway Department to hire summer help.

Katie Erb and Barb Scott addressed the Committee regarding the proposed purchase of Electronic Billing and Medical Records software. The proposal is to contract with Streamline, Inc. to set up, implement and host the electronic health records system. The company is requesting a \$20,000 down payment at the beginning of the contract to cover their set-up costs. Federal incentive revenues will be received for the implementation of the system. The request is for approval of the purchase and for an appropriation of \$45,000 to cover the cost of the contract and any computer related equipment required for use of the system. Motion by Holets, second by Deets to present a resolution for approval to contract with Streamline, Inc. for the service, approval to transfer \$45,000 from the General Fund to an expenditure account set up for the project and the return of any incentive monies to the General Fund. Motion carried.

Barb Scott addressed the Committee regarding the County policy regarding departments developing pages on the County web site. Some departments would like to advertise their web sites. Pine Valley has purchased their own web domain name. Current computer policy language requires departments to get clearance before developing pages on the County web site. Barb will develop language for the computer policy which would give departments the ability to develop pages for the web site.

The purchase of e-mail server software to allow the County to host its own e-mail system was discussed. The proposal is to purchase the software from J COMP Technologies, Inc. of Baraboo at a one-time cost of \$8,145.39. Motion by Greenheck, second by Gust to present a resolution for approval of the software purchase and the transfer of \$8,145.39 from the General Fund to a new account set up for the purpose of making the purchase. Motion carried.

Paul Klawiter presented a recommendation from the Zoning and Land Information Committee for the County to enter into a contract with MSA Professional Services, Inc. of Baraboo to provide a program for hosting website mapping and maintenance services and also to acquire a program for managing a farm database to comply efficiently with Chapter NR 151, Wisconsin Administrative Code, with this program to be Internet-based and with the hosting to be provided through 2012, all at a total cost of \$6,500.00. Funding for the purchase will be paid entirely from grant funds from the State Land Information Board. Motion by Holets, second by Greenheck to present a resolution for approval of the purchase from grant funds. Motion carried.

Randy Jacquet addressed the Committee recommending approval for contracting with a private attorney on an as-needed basis to handle Chapter 51 mental commitment proceedings in the event that the Corporation Counsel and the Assistant Corporation Counsel are not available. Corporation Counsel Southwick has contacted Attorney Greg M. Myszkowski. Mr. Myszkowski has agreed to provide the services. Motion by Greenheck, second by Havlik to present a resolution for approval to create the position of Standby Assistant Corporation Counsel to serve on an as-needed basis to handle Chapter 51 mental commitment proceedings and to authorize entering into a written contract with Attorney Myszkowski to serve in this capacity. Motion carried.

The Committee discussed language in the Handbook of Personnel Policies which requires payment for any comp time accumulated up to 24 hours per calendar year and not taken within 30 days of the end of the calendar year in which it was generated. Motion by Holets, second by Gust

that, with the exception of Sheriff's Department employees, accumulated comp time be paid out as directed by the Handbook. Motion carried.

The Committee discussed the Tax Deed property located in Hub City on which there is a trailer home and garage. Discussion had taken place at a previous meeting regarding requiring the purchaser to clean up the parcel. Motion by Greenheck, second by Gust to advertise the parcel for sale and sell it as is. Motion carried.

The listing of 2011 expenditure budget deficiencies was reviewed. Motion by Greenheck, second by Gust to present a resolution transferring funds from the General Fund to cover the deficient accounts. Motion carried.

The next meeting is scheduled for April 3<sup>rd</sup> at 9:00 a.m.

Motion by Deets, second by Holets to adjourn. Motion carried. The meeting adjourned at 11:27 a.m.

Victor V. Vlasak  
Richland County Clerk