

## **FINANCE AND PERSONNEL COMMITTEE**

April 3, 2012

The Finance and Personnel Committee met on Tuesday, April 3, 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, Betty Havlik and Bob Holets. Walter Gust was absent.

Others present included: Victor Vlasak, County Clerk; Jim Chitwood, Highway Commissioner; Randy Jacquet, Health and Human Services Director; Amy Forehand, Assistant District Attorney; Shelly Brookens, Kathy Sutton and Shannon Grob, Child Support Agency; Paul Klawiter, Tax Lister; Cathy Cooper, County Conservationist; and Barb Scott, Management Information Systems Department Director.

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

Motion by Holets, second by Deets to approve the printed copies of the minutes for the meeting held on March 6, 2012. Motion carried.

Chairman Kirkpatrick opened the sale of the tax deed parcel located in the Town of Henrietta. John Jansen gave an oral bid of \$200.00. The Clerk noted that no written bids were received. Chairman Kirkpatrick asked three times if there were any other bids. Hearing no other bids a motion was made by Holets and seconded by Havlik to accept the bid of \$200.00 from John Jansen. Motion carried.

The claim of Thaddeus Stanley in the amount of \$550.00 for billed hours for the months of January and February for clerking for Judge Sharp was presented to the Committee. Clary noted the nine point test, the conditions of which must be met for someone providing services to be considered an independent contractor. Clary stated that since there is no employee position in existence for clerking for the Judge, Mr. Stanley would have to qualify as an independent contractor, otherwise, the County Clerk's office can not pay the claim. Motion by Holets, second by Greenheck to table action on the claim until Mr. Stanley takes the nine point test to determine if he qualifies as an independent contractor. Motion carried.

Paul Klawiter presented for payment from the Electronic Access Fees Fund an invoice in the amount of \$516.67 from Applied Data Consultants, Inc., Eau Claire, for the creation and design of the Surveyor's website for a performance period of December 2011 – March 2012 and

for additional hosting and support for the hosting period March 6, 2012 through June 30, 2012 (annually cost \$50). \$500.00 is for the creation and design of the site and \$16.67 is the quarterly hosting and support fee. Questions were raised about the Management Information Systems Department's involvement in the creation of the web site. Motion by Greenheck to table the agenda item.

Barb Scott joined the meeting at this point.

Second by Clary. Clary expressed concern about cyber liability regarding the creation of web sites and questioned the authority to create this site. Scott indicated that she was unaware of the site for the Surveyor. Scott stated that, with the new format, it would be easy to create a site for the Surveyor. Motion carried.

Shelley Brookens addressed the Committee requesting approval for the part-time Clerical Assistant II position in the Child Support Agency to be increased to full-time status. Information had been provided by Ms. Brookens to Committee members prior to today's meeting to give them an idea of what has changed in the Agency. Amy Forehand addressed the Committee in favor of the proposal. Ms. Brookens reviewed the situations where the workloads have increased. The re-instatement of the Children's First Program was discussed. Ms. Brookens and Ms. Forehand explained the advantages of the Program. Randy Jacquet noted that it would benefit the county to get involved in that Program. Clary noted the general funds applied to the 2012 budget to bring it into balance and questioned the availability of future funding for the increased hours being requested. It was noted that 66% of the funding for the increased hours would come from the State, with the remaining \$4,200.00 being a County cost. Current staffing and work hours were discussed. Ms. Brookens explained the use of flex hours by office staff when necessary. Motion by Havlik, second by Holets to present a resolution for approval to increase the Clerical II position held by Ms. Grob from part-time to full-time status until the end of the year. Motion carried.

Barb Scott addressed the Committee requesting an amendment to the Web Page section of the County's Computer Policy to state that "Richland County Government offices may also use sub-domains of co.richland.wi.us if authorized by the Finance Committee". This amendment enables Pine Valley's creation of a departmental web site. Motion by Clary, second by Deets to approve the update and the presenting of a resolution to amend the policies. Motion carried.

The Committee reviewed the 2011 UW-Richland Outlay budget line items transfers being requested for line items that were over budget. Motion by Greenheck, second by Holets to approve the line item changes. Motion carried.

Cathy Cooper addressed the Committee regarding the loss of funds for 2012 in the amount of \$7,743.60 due to the State budget lapse. This funding shortage affects Fund 72 out of which the salaries and fringe benefits for Ken Anderson and Kent Marshall are paid. The proposal is to use Contribution Agreement funds remaining to cover the funding shortage. \$18,075.25 of Contribution Agreement funding was carried over from the 2011 budget. Clary noted that the alternative is to not use carry-over funds and reduce staff hours. Motion by

Holets, second by Clary to use carried over Contribution Agreement funds to cover the loss of funds due to the 2012 State budget lapse. Motion carried.

Jim Chitwood addressed the Committee requesting approval to amend the Highway Department Addendum to the Handbook of Personnel Policies to allow the Department to hire seasonal employees and pay them at Grade 7. Chitwood reviewed the summer projects where the seasonal employees could be used as flagmen. The seasonal employees would only be paid for time worked. Motion by Greenheck, second by Deets to present a resolution for approval of the amendment to the addendum. Motion carried.

Motion by Holets, second by Greenheck to set the rate for the Highway Department Seasonal employees at Grade 7 in the County's salary grade system. Motion carried.

The Committee conducted a page by page review of the Deputy Sheriff's Association 2012 contract which has been signed by the officers for that union.

The next meeting is scheduled for May 1<sup>st</sup> at 9:00 a.m.

Chairman Kirkpatrick thanked the retiring Committee members for their service.

Motion by Greenheck, second by Havlik to adjourn. Motion carried. The meeting adjourned at 11:19 a.m.

Victor V. Vlasak  
Richland County Clerk