

## **FINANCE AND PERSONNEL COMMITTEE**

June 5, 2012

The Finance and Personnel Committee met on Tuesday, June 5, 2012, at 9:00 a.m., in the County Board Room, located in the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Randy Jacquet, Director and Pat Metz, Business Manager, from Health and Human Services Department; Denise Hanold, Symons Recreation Complex Director; Darin Gudgeon, Ambulance/Emergency Management Director; Michael Bindl, Zoning Administrator; Avery Manning, Courthouse Maintenance Supervisor; Paul Klawiter, Real Property Lister; and Barb Scott, Director, and Jason Marshall from Management Information Systems 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 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 Van Vliet, second by Holets to approve the agenda, as amended, with two additional agenda items. Motion carried.

Motion by Crofton, second by Deets to approve the printed copies of the minutes for the May 1, 2012, meeting. Motion carried.

Denise Hanold addressed the Committee requesting approval to use Symons Capital Improvement Funds to purchase two controllers for the boilers. In the summer months the system is not only heating the water for the pool and whirlpool, it is also sending heated water throughout the building. The installation of the valves would stop that from happening resulting in energy savings for the facility. The \$3,839.00 cost of the two valves would be split between the City and County, with both entities using funds from their individual Symons Capital Improvement Funds. Motion by Holets, second by Crofton to present a resolution approving the request to take \$1,919.00 from the County's Symons Capital Improvement Fund to pay the one-half cost of the two valves. Motion carried.

Bob Frank and Darin Gudgeon presented cost estimates totaling \$33,504.30 for radio system enhancements to build a backup infrastructure for county-wide paging for emergency services. Cost estimates totaling \$5,200.00 were also presented for alarm systems for the WRCO radio tower. Motion by Clary, second by Crofton to present a resolution for approve to use funds from the 911 Outlay for the expenditures which total \$38,704.30. Motion carried.

Michael Bindl and Paul Klawiter addressed the Committee requesting approval for Cheryl Dull and Lynn Newkirk each to work five extra hours per week to transfer data for the electronic section corner program approved under Resolution No. 12-55. Funding totaling \$6,000.00 was included in the grant, approved by the resolution, to cover the cost of transferring the data. Questions were raised regarding using grant funds for fringe benefit costs which would result from the extra hours worked. Motion by Crofton to postpone the request until the July 3<sup>rd</sup> Finance/Personnel Committee meeting so that a clarification can be sought regarding using the grant funds for salaries and fringe benefits. The motion died due to the lack of a second. Motion by Bellman, second by Van Vliet that Ms. Dull and Ms. Newkirk each proceed to work the extra five hours per week to complete the data transfer. Motion carried. The extra hours worked will not result in increased sick leave and vacation accruals above the normal 35 hour work week.

Chairman Kirkpatrick explained the request made of Barb Scott to collect information for the Finance and Personnel Committee on software maintenance contracts. Chairman Kirkpatrick explained further that it was not the intent for the MIS Department to take over and manage the contracts; rather, the purpose was to gather the information for the Finance and Personnel Committee for budgeting purposes. It was further explained that the MIS Department is to be a support system for departments. Departments will be asked when they present their 2013 budgets, to also present details of the software maintenance contracts.

Chairman Kirkpatrick explained that there still appears to be misunderstandings about the administration of the Family and Medical Leave policies. Motion by Crofton, second by Bellman to approve a meeting of the departmental staff handling the forms. Motion carried.

The Committee discussed the claim from Thaddeus Stanley for performing clerking duties for Judge Sharp. Mr. Stanley completed the forms indicating that he is an independent contractor. Motion by Crofton, second by Deets to approve payment of the independent contractor claim from Mr. Stanley in the amount of \$550.00. Roll call vote. AYES: Clary, Kirkpatrick, Deets, Crofton. NOES: Van Vliet, Bellman, Holets. Ayes 4. Noes 3. Total 7. Motion carried.

Crofton presented the proposal being recommended by the Property Committee to contract with Henneman Engineering, Inc. to perform a HVAC System's Analysis for the Courthouse. The proposed fee for professional engineering services is an hourly rate not-to-exceed fee of \$5,850.00, plus \$750.00 for reimbursement for travel, printing and postage expenses. Focus on Energy has presented recommendations for upgrades. This engineering analysis would provide a plan for making future upgrades to increase energy efficiency. Motion by Holets, second by Van Vliet to approve moving ahead with the Analysis. Motion carried.

Crofton addressed the Committee regarding the need for professional and architectural assistance in developing a long term phase plan and implementation schedule for the preservation of the original courthouse structure while making upgrades so that the facility is functional for future use.

Chairman Kirkpatrick brought forth the agenda item regarding communication with department heads. She suggested that all department heads get copies of agendas and minutes

when they are done instead of waiting until they come out on the web site. The Clerk explained that currently Finance/Personnel and County Board agendas and minutes are sent to the MIS Department for placement on the web site as soon as they are ready. Agendas and minutes for Finance/Personnel, Rules/Ethics and County Board will be e-mailed to departments when they are ready.

Chairman Kirkpatrick presented information on the NACo Prescription Discount Card program which would offer prescription savings to uninsured or underinsured county residents. Clary explained that the program is only available through participating pharmacies. He expressed concern about offering discount programs because they give people a false sense of security.

Chairman Kirkpatrick gave an update on the meeting held regarding the creation of a Southwest Wisconsin Community Development Block Grant Consortium for funding from the Department of Administration for housing. Participating counties must have their County Boards adopt a resolution approving entering into an agreement for the consortium with La Crosse County designated as the Lead County. Motion by Van Vliet, second by Crofton to move the resolution on to the County Board for approval. Motion carried.

Randy Jacquet and Pat Metz addressed the Committee presenting an updated job description for the position of Program Assistant. The County position was vacated in 2009. A leased staff person has been performing the duties of the position. The proposal is to update the job description, increase the hours worked per week from 37.5 to 40 and name the leased staff person, Robin Varney, to the position. Motion by Van Vliet, second by Crofton to forward the proposal on to the County Board for approval. Motion by Holets, second by Clary to amend the motion to state that the holder of the position will work 37.5 hours per week. Roll call vote. AYES: Clary, Deets, Holets. NOES: Van Vliet, Bellman, Kirkpatrick, Crofton. Ayes 3. Noes 4. Total 7. Motion declared defeated. Roll call vote on the original motion. AYES: Van Vliet, Bellman, Kirkpatrick, Deets, Holets, Crofton. NOES: Clary. Ayes 6. Noes 1. Total 7. Motion carried.

The Committee discussed the formulation of the budget. Chairman Kirkpatrick explained that in the past salary and fringe benefit costs were calculated into the proposed budgets as well as the other departmental operating expenses. Issues to address in formulating the 2013 budget will include the use of general funds to cover budget deficits and fringe benefit cost increases. Chairman Kirkpatrick will present a draft letter at the July meeting for committee review. The letter would be direction to departments when putting together their 2013 budget requests.

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

Motion by Van Vliet, second by Crofton to adjourn. Motion carried. The meeting adjourned as 12:04 p.m.

Victor V. Vlasak, Richland County Clerk