

FINANCE AND PERSONNEL COMMITTEE

August 7, 2012

The Finance and Personnel Committee met on Tuesday, August 7, 2012, at 9:00 a.m., in the County Board Room, located in the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

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

Fair and Recycling Committee members present included: Virginia Wiedenfeld, Lewis Van Vliet; Jason Kleppe and Richard Wastlick.

Pine Valley Trustees Board members present included: Fred Clary, Jeanetta Kirkpatrick, Virginia Wiedenfeld and Ariel Ferguson.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Berglin, Tom Hougan and Amber Muckler, Sheriff's Department; Stacy Kleist, Clerk of Court; Kathy Cianci, Administrator and Carol Welsh, Administrative Assistant, Pine Valley Healthcare; Randy Jacquet, Pat Metz and Angie Rizner, Health and Human Services Department; Cathy Cooper, County Conservationist; Michael Bindl, Zoning Administrator; Paul Klawiter, Tax Lister; Ann Rynes, Fair and Recycling Coordinator; Barb Scott, Director and Jason Marshall, Administrator, Management Information Systems Department; Steven Brandt, President/CEO, BSG Maintenance, Inc.; Kristofor L. Hanson, Lindner & Marsack, S.C.; Bill Aubrey, Senior Project Manager, Hoffman LLC; Michael Edwin, Director, WIPFLI CPAs and Consultants; Jim Olson, Schmitt Woodland Hills Administrator; and Ariel Ferguson, Pine Valley Trustees.

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 Holets, second by Van Vliet to approve the agenda, as amended, with the addition of one agenda item. Motion carried.

Motion by Crofton, second by Bellman to approve the printed copies of the minutes for the meeting held on July 3, 2012. Motion carried.

Virginia Wiedenfeld and Richard Wastlick addressed the Committee requesting approval for Kathy Granger to work on a temporary basis to assist with the Martech software which is used to enter exhibitors, print tags, run state reports and enter results. Motion by Holets, second by Van Vliet to present a resolution for approval for the Fair and Recycling Committee to hire Ms. Kathy Granger for not more than 200 hours starting August 21, 2012 and ending December 31, 2012 at the pay rate of \$10.17 per hour. Motion carried.

The invoice from Tricor Insurance in the amount of \$327.00 for general liability insurance coverage for a truck drag race at the fairgrounds was presented to the Committee. Ann Rynes explained that Richland County is putting on the event and will be the named insured for the coverage. Motion by Holets, second by Crofton to approve the purchase of the coverage. Motion carried.

Barb Scott addressed the Committee with a request from Verizon to analyze County department's usage of cell phones to determine if it would be advantageous for departments to participate with Verizon under the State contract for cell phone service. Motion by Bellman, second by Holets to proceed with researching to see if there would be possible savings with Verizon under the State contract. Motion carried.

Motion by Clary, second by Holets to go into closed session under section 19.85 (1) (g) of the Wisconsin Statutes to confer with legal counsel regarding Pine Valley Healthcare litigation and that the County Clerk, Ms. Cianci, Ms. Welsh, and Mr. Hanson be allowed to remain for the closed session: Roll call vote. AYES: Van Vliet, Bellman, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Holets, second by Bellman to return to open session. Motion carried.

Kathy Cianci addressed the Committee regarding the facility plan prepared by WIPFLI CPAs and Consultants at the request of the Pine Valley Trustees. The plan gives the options of staying with the status quo, retrofitting the facility to achieve the goals of the Trustees or building a new facility. The strategic plan for the facility was completed in December 2011 with implementation beginning in 2012. The Trustees are requesting approval to proceed with Phase II which would include a full site evaluation, a detailed design of the new nursing home, a detailed project budget and financial projections of the new and smaller facility. The estimated cost of Phase II is \$40,000.00. Crofton noted that the construction of the current structure would make renovation possible. It was also noted that current construction standards will result in a shorter life expectancy of a new structure than the current structure. Motion by Crofton, second by Van Vliet to grant permission to proceed with a site analysis and initial design analysis realizing that the old facility will not be retrofitted. Motion carried, with Holets voting against the motion.

Steven Brandt, President/CEO, BSC Maintenance, Inc. presented information to the Committee regarding contracting out housekeeping and laundry services at Pine Valley. Under the proposal twelve positions would be terminated. Employees in these positions will be given the opportunity to apply for work with BSC. The services would be provided by BSC for a period of seven years at a cost of \$20,812.00 monthly, \$249,744 annually.

Deets left the meeting at this point.

Discussion followed regarding the proposal to contract out housekeeping and laundry services at Pine Valley. Cianci explained that this was one of the solutions to reducing the costs of operating the facility. Attorney Jon Anderson has advised that there would be no employee discrimination issues because the County is eliminating a service. Motion by Clary, second by Van Vliet that the Finance and Personnel Committee support the presentation of a resolution to the County Board to contract out the housekeeping and laundry services at Pine Valley. Several Committee members noted that it would take action by the Finance and Personnel Committee as well as the County board to eliminate the positions. Roll call vote. AYES: Van Vliet, Clary. NOES: Bellman, Kirkpatrick, Holets, Crofton. Ayes 2. Noes 4. Total 6. Motion failed.

Barb Scott presented a proposal to enter into an agreement with MSA Professional Services at a cost of \$2,464.00 to purchase Application Development to allow remote access to County Land Information data. Funding would come from the Electronic Access Fees Fund. Motion by Crofton, second by Bellman to approve the proposal. Clary questioned the availability funds in light of other expenditures that had been approved at prior meetings. Motion by Holets, second by Crofton to postpone the agenda item until the next meeting. Motion carried.

Cathy Cooper addressed the Committee regarding applying for a grant to cover costs associated with eliminating Japanese knotweed from 4-5 private-owned parcels and one parcel owned by DNR along

Willow Creek. The County match would be in the form of labor donated by volunteers. Motion by Holets, second by Bellman to present a resolution for approval to apply for the grant from the Wisconsin Department of Natural Resources with the grant being a 5-year grant paying up to \$15,000 of the cost. Motion carried.

The disposal of excess furniture in the vacant space in the Community Services building was discussed. Chairman Kirkpatrick noted that the Health and Human Services Department had been instructed to leave the furniture in the area in case someone wanted to rent the space. Finance and Personnel Committee members indicated that they were OK with releasing the equipment.

Randy Jacquet addressed the Committee with a request from staff that they receive reimbursement for expenses on a bi-weekly basis due to the high gas costs. Randy explained that employees use their private vehicles for client visits. Motion by Holets, second by Crofton that all County employee mileage reimbursements be paid twice a month. The Clerk noted that reimbursements could be made as a part of the bi-weekly payroll. More information is needed on the timing of the reimbursement payments. Motion by Crofton, second by Holets to postpone the request until the next Committee meeting. Motion carried.

Chairman Kirkpatrick noted the receipt of correspondence regarding Richland County's participating in ITBEC. Annual dues to the organization are \$2,500.00. Van Vliet gave an update on ITBEC activities when he was the County Board representative to the organization. Motion by Van Vliet, second by Holets that the County not participate in ITBEC. Motion carried.

The reclassification request for two positions in the Zoning Department were brought onto the table for discussion. Chairman Kirkpatrick noted that the request was made several times in the past, but, action was not taken due to timing with either contract negotiations or the budget process.

Deets joined the meeting at this point.

Chairman Kirkpatrick noted that two new revenues for the department were added last year to cover the cost of the reclassifications. Copies of updated job descriptions were distributed. Motion by Holets, second by Bellman to present a resolution to reclassify the positions. Motion carried, with Clary voting against the motion. The resolution will reclassify and retitle the two positions and approve new job descriptions as follows:

1. The current position of Zoning Technician is retitled to Geographical Information Systems (GIS) Technician/Assistant Zoning Administrator/Sanitarian; the current pay grade is Grade 9 in the Courthouse Union Salary schedule (5 year rate: \$17.76 per hour) and the new pay grade is Grade 11 in the Courthouse Union Salary schedule (5 year rate: \$19.50 per hour).
2. The current position of Zoning Program Assistant is retitled to Office System Technician; the current pay grade is Grade 6 in the Courthouse Union Salary schedule (2 year rate: \$15.56 per hour) and the new pay grade is Grade 8 in the Courthouse Union Salary schedule (2 year rate: \$16.60 per hour).

Sheriff Berglin presented reclassification requests and updated job descriptions for two positions in the Sheriff's Department. Motion by Clary, second by Deets to place the Clerical position at the rate of \$15.78, Grade 5, in the Courthouse Union Salary Schedule. Motion by Crofton, second by Holets to amend the motion and place the Clerical position at the rate of \$15.95, Grade 6, in the Courthouse Union Salary Schedule. Motion carried. Original motion, as amended, carried with Clary voting against the

motion. Motion by Van Vliet, second by Crofton to advance the Confidential Administrative Secretary position to Grade 20 in the Job Classification and Salary Plan. Motion carried.

The resolution will reclassify and retitle the two positions and approve new job descriptions as follows:

1. The current position of Confidential Administrative Secretary in the Sheriff's Department is retitled to Office Manager/Confidential Assistant-Sheriff's Department; the current pay grade is Grade 18 in the County's Job Classification and Salary Plan (probationary rate: \$17.40 per hour; after-probation rate: \$18.27 per hour) and the new pay grade is Grade 20 in the County's Job Classification and Salary Plan (probationary rate: \$19.22 per hour; after-probation rate: \$20.17 per hour).
2. The current position of Clerical Assistant I in the Sheriff's Department is retitled to Secretarial/Clerical Assistant II; the current pay is \$14.8566 an hour per the Sheriff's Union Salary schedule and the new pay is \$15.95 per hour (5 year rate) in the Courthouse Union Salary schedule.

The Committee discussed the transfers resulting from the completion of the 2011 audit. Motion by Van Vliet, second by Crofton to present a resolution for approval of the transfers. Motion carried. The transfers are as follows:

- \$3,066.62 transferred from Fund 27 (Long Term Care Support Fund) to Fund 56 (Health and Human Services Fund);
- \$107,464.00 transferred from Fund 44 (Institutional Children's Cost Fund) to Fund 56 ((Health and Human Services Fund);
- \$106,530.41 transferred from Fund 53 (Resource Center Fund) to Fund 56 (Health and Human Services Fund);
- \$241,173.00 transferred from Fund 54 (Institutional Adult Costs Fund) to Fund 56 (Health and Human Services Fund);
- \$125,670.22 transferred from Fund 56 (Health and Human Services Fund) to Fund 10 (General Fund);
- \$7,152.78 transferred from Fund 63 (County Aging Unit Fund) to Fund 18 (County Aging Unit Car Replacement Fund).

The Center Industries Revolving Loan Fund loan was discussed. The Amendment to the Loan Agreement calls for a balloon payment to be due on January 1, 2013. Motion by Clary, second by Van Vliet that the Clerk start the process of extending the loan agreement for an additional year as long as Center Industries remain current with their payments. Motion carried.

The Committee reviewed the letter to be sent to department heads directing the formulation of their 2013 budgets. Motion by Clary, second by Crofton to send the letter to the department heads. Motion carried.

Motion by Van Vliet, second by Crofton to approve the County Clerk's Annual Report for 2011. Motion carried.

The meeting adjourned at 2:04 p.m.

Victor V. Vlasak
Richland County Clerk