

## **FINANCE AND PERSONNEL COMMITTEE**

December 4, 2012

The Finance and Personnel Committee met on Tuesday, December 4, 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 Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Stacy Kleist, Clerk of Circuit Court; Amy Forehand, Assistant District Attorney; Randy Jacquet, Health and Human Services Director; Darin Gudgeon and Jeannie Rice, Ambulance/Emergency Management; Bob Frank, Road Patrol Lieutenant; Barb Scott and Jason Marshall, MIS Department; Michael Bindl, Zoning Administrator; Carrie Leonard, Johnson Block and Company, Inc.; Meegan Thompson, Richland Chamber & Development Alliance Director; Renette Collins; Jan R. Aslaksen, Senior Architect, Cameron Aslaksen Architects, LLC; Andrea Fields, Victim/Witness Coordinator; and Ann Rynes and Ingrid Kovars, County Fair.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent either by 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 copies were sent by e-mail to WRCO and Wisconsin Public Radio.

Motion by Crofton, second by Bellman to approve the agenda. Motion carried.

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

Bob Frank addressed the Committee regarding entering into a maintenance agreement with MacTek System, Inc. of Apple Valley, Minnesota. That firm will service the Sheriff Department's logging recording system from September 9, 2012 through September 8, 2013 at a cost of \$3,404.00. Motion by Van Vliet, second by Crofton to present a resolution for approval to enter into the maintenance agreement and for the expenditure to be paid from the 911 Outlay Account. Motion carried.

Ann Rynes introduced Ingrid Kovars. Ms. Kovars has been hired as the new Fair and Recycling Coordinator. Chairman Kirkpatrick explained the request from the Fair and Recycling Committee that Ms. Rynes be hired for up to 40 hours at her last rate of pay of \$14.31 per hour, to provide training for the newly-hired Coordinator, Ingrid Kovars. Motion by Crofton, second by Holets to present a resolution for approval of the request. Motion carried.

Ann Rynes addressed the Committee requesting the creation of a casual seasonal clerical position for the County Fair. Chairman Kirkpatrick noted that the position had been approved in 2011, but was only approved for that year. Motion by Van Vliet, second by Holets to present a resolution for the creation of one casual seasonal clerical position for the County Fair, with this position to be allowed to work not more than 600 hours per year, and with this position be at Grade 7 in the County's Job Classification and Salary Plan (probationary rate: \$10.17 per hour; after-probation rate: \$10.66 per hour). Motion carried.

A proposal to change the compensation paid to emergency medical technicians for signing up for on-call status and having their pagers turned on was presented to the Committee. Motion by Crofton, second by Holets to present a resolution for approval to increase the compensation from \$7.00 to \$9.00 per 12-hour shift on weekdays and from \$10.00 to \$15.00 per 12-hour shift on weekends. Motion carried.

Denise Hanold addressed the Committee requesting the creation of the temporary position of Maintenance Supervisor at the Symons Natatorium at Grade 18 in the County's Job Classification and Salary Plan (probationary rate: \$17.40 per hour; after-probation rate: \$18.27 per hour) due to the permanent Maintenance Supervisor's absence due to a work related injury. Motion by Bellman, second by Holets to present a resolution for approval to create the temporary position for a three month period. Discussion followed regarding the holder of the temporary position qualifying for fringe benefits. Bellman noted that the Symons Board is recommending approval of the position to assist staff with maintenance of the facility. Motion by Crofton, second by Holets to amend the motion to state that holder of the temporary position is to have fringe benefits from day one, and that the temporary position sunset when the permanent Maintenance Supervisor returns to work on a full-time basis. Motion carried on the amendment. Original motion, as amended, carried.

The Committee discussed Resolution No. 87-52 which limits to a period of six months the employer payment of its normal health insurance premium contribution for employees who are on workmen's compensation or medical leave of absence. County policies state that, after the six months, employees who are workmen's compensation or a medical leave can continue their health insurance coverage by paying the entire monthly premium. Motion by Crofton, second by Van Vliet to postpone the discussion indefinitely. Motion carried.

The Committee also discussed the method for determining the employee's share of the health insurance premium while on an unpaid leave of absence. It was noted that the 2013 Health and Human Services budget was based upon employees taking unpaid leaves during the year. Motion by Crofton, second by Holets to postpone the discussion until the January meeting when the Handbook of Personnel Policies will be reviewed. Motion carried.

Amy Forehand addressed the Committee regarding a proposal to reorganize the Child Support Agency. The proposal would eliminate the full-time Administrator/Caseworker position and transfer the administrative duties to Ms. Forehand as Attorney/Administrator and create a Lead Caseworker position. Discussion followed regarding the current salary determination method for Ms. Forehand's duties as Child Support Attorney and Assistant Corporation Counsel for Children in Need of Protection and Chapter 51 Mental Commitments and Ms. Forehand's

proposed compensation for serving as the Administrator for the Child Support Agency. Motion by Holets, second by Van Vliet to present a resolution for approval to appoint Kathy Sutton as Interim Child Support Administrator/Specialist in the Child Support Agency until the reorganization of the Agency takes effect, with the appointment to be retroactive to October 15, 2012 and with the rate of pay to be at the grade for the Administrator/Specialist position which is \$25.74 per hour. Motion carried. Discussion continued regarding the reorganization proposal. Motion by Holets, second by Van Vliet to postpone discussion on the reorganization proposal until the January meeting of the Finance and Personnel Committee. Motion carried.

Meegan Thompson addressed the Committee regarding a November 6<sup>th</sup> letter from the Wisconsin Department of Administration in which it is stated that the County's Revolving Loan Fund Manual must be amended to comply with HUD's requirements. The modifications to the manual include changes to low and moderate income requirements, CDBG funding in areas with revolving loan fund balances and anti-pirating. Motion by Holets, second by Crofton to amend the Manual. Motion carried. A resolution will be presented for approval of the modifications.

Chairman Kirkpatrick reported that the jailor/dispatchers have requested certification as a union; however, the certification process has not been completed on the State side. Renette Collins stated that the members have voted and have been paying dues for the last two months. Ms. Collins has called WPPA Business Agent Luann Alme and was told that the State has been told to put a hold on certifications. Attorney Jon Anderson, the County's labor attorney, stated by email that he cannot advise the County to bargain base wages with the jailer/dispatcher unit absent that certification. Motion by Crofton, second by Holets to postpone the agenda item until the January meeting. Motion carried.

Jan Aslaksen, from Cameron Aslaksen Architects, reviewed the Space Needs Assessment Report that had been prepared for the Property, Building and Grounds Committee. The purpose of the report is to assess the current and future space needs of departments currently located in the old courthouse, sheriff's quarters and the courthouse addition. Also presented was an agreement for a Facility Condition review and Concept Design of the existing courthouse complex. The concept design would be based on the space needs identified in the final Space Needs Assessment Report dated November 30, 2012. The fee for the facility condition review would be \$11,700.00 and the fee for the concept design would be \$22,500.00. Chairman Kirkpatrick stated the Committee would accept this as a report, work in tandem with the Property Committee, and bring the agenda item back to the January Finance/Personnel Committee meeting to see if the Finance/Personnel Committee is ready to proceed with the facility condition review and concept design.

Discussion took place regarding the County's 50% state funding level requirement for continuation of the Victim/Witness Coordinator position. DA Harper distributed handouts of Chapter 950, Rights of Victims and Witnesses of Crime. State funding for the position is based upon a formulary. The formulary can change based upon funding and victim witness surcharges collected. Motion by Clary, second by Van Vliet that a resolution be presented for approval to change the County's funding requirement for continuation of the position from 50% to 33%. Motion carried.

Jennifer Harper addressed the Committee regarding the full-time clerical position held by Nancy Schoepp. One-half of the time of this position is spent in the District Attorney's office and one-half of the time of this position is spent in the Register in Probate's office. Ms. Harper questioned the appropriateness of having one person working in these two offices given the division of supervision. Chairman Kirkpatrick stated that a decision of the structure of the position would be made if there is an opening.

The Department of Revenue has notified the County Treasurer that \$1,373.44 is due to the Town of Dayton because of an assessment error for tax year 2010 relating to a parcel in the Town of Dayton. Motion by Deets, second by Clary to present a resolution for approval to appropriate \$1,373.44 from the General Fund to pay the amount due to the Town of Dayton. Motion carried.

Barb Scott presented a list of computer policy compliance issues as well as challenges and successes of the Management Information Systems Department in 2012.

Motion by Holets, second by Crofton to go into closed session under Section 19.85 (1) (c) of the Wisconsin Statutes to conduct the Management Information Systems Director's performance review. Roll call vote. AYES: Van Vliet, Bellman, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 7. Noes. 0. Total 7. Motion carried.

Motion by Van Vliet, second by Holets to return to open session. Motion carried.

Deets left the meeting at this point.

Committee members did a page by page comparison of the previous agreement and of the 2013-2014 agreement between Richland County and the Richland County Deputy Sheriff's Association. Motion by Clary, second by Van Vliet to authorize signing the 2013-2014 agreement. Motion carried.

The next meeting is scheduled for January 3, 2013 at 9:00 a.m. to review the Handbook of Personnel Policies and Addendum. The next regular meeting is scheduled for January 8, 2013 at 9:00 a.m.

Motion by Crofton, second by Holets to adjourn. Motion carried. The meeting adjourned at 1:30 p.m.

Victor V. Vlasak  
Richland County Clerk