

FINANCE/PERSONNEL COMMITTEE

February 26, 2013

The Finance/Personnel Committee met on Tuesday, February 26, 2013 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, Gaylord Deets, Robert Holets, Fred Clary, Tom Crofton, Bob Bellman, and Lewis Van Vliet.

Others present included: Dianne Monson, Deputy County Clerk, Tom Hougan, Sheriff Darrell Berglin, Sandra Kramer, Darin Gudgeon, Mike Bindl, Patrick Metz, Jim Chitwood, Christina Glasbrenner, Avery Manning, Barbara Scott, Jason Marshall, Julie Keller, Susan Triggs, and Jennifer Harper.

Chair Kirkpatrick called the meeting to order.

The Deputy Clerk verified that the meeting had been properly noticed. Copies of the agenda e-mailed to all Finance Committee members, and Department Heads. A copy was posted on the Courthouse Bulletin Board, a copy was faxed to the Richland Observer and a copy was e-mailed to WRCO.

Motion by Crofton, second by Van Vliet to approve the Proof of Notification and the Agenda. Motion carried.

Motion by Crofton, second by Holets to approve the Finance/Personnel Committee minutes from the February 5, 2013 meeting. Motion carried.

Kirkpatrick discussed the January 29, 2013 letter from Wisconsin Employment Relations Commission regarding procedure for organizing the Professional Unit. The Professional Unit has the right to organize to bargain wages. Motion by Crofton, second by Clary to approve Attorney Jon Anderson to enter into a stipulation for election to organize the Professional Unit. Motion carried.

Kirkpatrick opened discussion on the wage comparability study process. The committee discussed the procedure used by Grant County and reviewed an engagement letter from WIPFLI Consultants that was presented to Grant County. The business purpose of the WIPFLI project is to provide an introduction to aligning base compensation to market values through the process of conducting a wage comparability study on 30 common positions within the County. WIPFLI Point Factor analysis uses compensable factors identified in the Equal Pay Act (skill, effort, responsibility, and work conditions), to evaluate jobs – not the people in the jobs. The professional fees would be \$15,000.

Kirkpatrick noted that this would have a time line of at least one year and will involve a lot of work.

Clary pointed out that other counties doing this have a Personnel department, and the process in those counties worked through it with no wage decreases, not all got increases and some had wage freeze at some level. After getting it done future wage increases were performance based.

Crofton presented a printout of proposed steps to equate a job to one rate.

Kirkpatrick emphasized that the County implement a required basic skill set for a job title/classification that has to be tested into by new hires. Once hired there would be training in the specific department to enhance job performance within that department. The training does not warrant a wage increase.

The committee discussed starting with one step on the committee level before committing to contracting with a consulting firm.

Motion by Bellman, second by Holets to ask the County Clerk's office to provide a listing of Job Titles that are currently used within the payroll system. Motion carried.

The Job Titles report can then be used to group the number of employees with like Titles and identify job titles no longer active.

The investment and trial balance reports were reviewed by the committee.

The next meeting will be March 5 at 9:00 a.m. March 26 at 9:00 a.m. will be the next meeting to work on job titles and wage comparability.

Motion by Clary, second by Bellman to adjourn. Motion carried. Meeting adjourned at 10:21 a.m.

Respectfully submitted,

Dianne Monson
Deputy County Clerk/Accounting Supervisor