

FINANCE AND PERSONNEL COMMITTEE

October 1, 2013

The Finance and Personnel Committee met on Tuesday, October 1, 2013, 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, Tom Crofton, Gaylord Deets, Robert Holets and Lewis Van Vliet. Bob Bellman was absent.

Others present included: Victor Vlasak, County Clerk; Marty Malloy, Area Senior Vice President, Arthur J. Gallagher & Co.; Damon Anderson, Anderson Realty; Barb Scott, MIS Director; Paul Klawiter, Property Tax Lister; Randy Jacquet and Tracy Thorson, Health and Human Services Department; and Denise Hanold, Symons Recreation Complex 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 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, Wisconsin Public Radio and to all County Department Heads.

Motion by Van Vliet, second by Crofton to approve the agenda, as amended, with the addition of five agenda items. Motion carried.

Motion by Crofton, second by Holets to approve the printed copies of the minutes for the September 3rd meeting. Motion carried.

Chairman Kirkpatrick announced the opening of the sale of Tax Deed Parcel Number 006-3838-5500, located in the Town of Buena Vista, Plat of Pine Forest Subdivision. The appraised value of the lot is \$3,500.00. No written or oral bids were received. Chairman Kirkpatrick declared a no-sale of the parcel. Motion by Crofton, second by Holets to list the parcel with Anderson Realty. Motion carried.

Marty Malloy presented cost estimates to raise the Commercial Crime policy coverage from the current amount of \$30,000 to a new amount of \$2,000,000. The annual premium for one million dollar coverage is \$3,954 and the annual premium for two million dollar coverage is \$4,643. Motion by Holets, second by Clary to go with the \$2,000,000 coverage limit. Motion carried. Mr. Malloy noted that the increased coverage would go into effect as of today's date.

Damon Anderson presented a proposal to list the Richland Center tax deed parcel for \$59,900 with a commission of 6% or \$3,000, whichever is greater. Motion by Crofton, second by Holets to approve the listing. Motion carried. Mr. Anderson reported that he has purchase a storage container for the personal property of the former owner, Mr. Karr.

Paul Klawiter addressed the Committee requesting approval for the payment of an invoice in the amount of \$1,250 from MSA Professional Services from the Electronic Access Fees fund. The invoice is for professionals services from June 30th to December 31st associated with GIS Web Support/Hosting Services for the land records and land conservation apps. Motion by Crofton, Second by Van Vliet to approve the payment. Motion carried.

The agenda item regarding the use of the Veterans Service Grant will be discussed at a future meeting.

The County Clerk reported that the Revolving Loan Fund Loan Agreement between Center Industries and the County will expire January 1, 2014. The current loan balance is \$148,862.22. Interest accrues at the rate of 4%. Payments on the loan are current. Motion by Clary, second by Van Vliet to authorize a one-year extension of the Loan Agreement to January 1, 2015. Motion carried.

The County Clerk requested approval for a training period from December 2, 2013 through January 10, 2014 for the new Accounting Supervisor. This would allow the new person an opportunity to work with current Accounting Supervisor Dianne Monson for the month end and year end closing of the accounting and payroll systems. Motion by Crofton, second by Holets to approve the request. Motion carried.

Clary and Kirkpatrick will participate in the interview process for applicants for the Accounting Supervisor position.

The County Clerk requested approval to sign an updated HIPAA Business Associate Agreement with Employee Benefits Corporation to come into compliance with regulations which became effective September 23, 2013. Motion by Holets, second by Van Vliet to give the County Clerk authorization to sign the updated Agreement. Motion carried.

Randy Jacquet and Tracy Thorson presented a proposal for changes in the Clinical Services Unit. The proposal is to eliminate the vacant CCS Clinician Masters Degree position and create a Psychiatric RN position in the Unit. The RN could do case management and clinic assessments. The proposal includes making several minor changes to the job description for the Psychiatric Nurse. Motion by Holets, second by Crofton to present a resolution for approval of the proposal and of the amended job description. Motion carried.

Barb Scott addressed the Committee regarding a software upgrade needed for the courtroom video conferencing equipment. The purchase of a maintenance agreement for the equipment would include any software upgrades. The cost of the agreement is not known at this time. Motion by Crofton, second by Van Vliet to table the agenda item to allow Barb time to get the actual cost of the agreement. Motion carried.

The Committee discussed the US Cellular contract and Corporation Counsel Southwick's comments about the "Terms and Conditions of the Agreement". Barb Scott noted that the State of Wisconsin has entered into a similar contract with US Cellular. Barb noted that all contracts for Richland County departments will be included in this one agreement once it is signed.

Motion by Clary, second by Crofton to approve the contract as presented by US Cellular.
Motion carried.

Motion by Holets, second by Crofton to go into closed session under section 19.85 (1) (c) (f), of the Wisconsin Statutes for an update on the Symons Maintenance Supervisor's injury and that the County Clerk and Ms. Hanold be allowed to remain for the closed session. Roll call vote. AYES: Van Vliet, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 6. Noes 0. Total 6.
Motion carried.

Closed session.

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

The proposed 2014 budget was discussed. The proposed budget will be balanced by applying \$136,555.89 from the General Fund. Possible options to reduce future dependence on the use of the General Fund to balance the budget include furlough days, elimination of the dental benefit and/or increasing the employee contribution to the cost of the health insurance. The Committee will start meeting on the third Thursday of each month for the purpose of discussing changes that can be made to eliminate the reliance on the use of the General Fund to balance future budgets. October 17th at 9:00 a.m. will be the first of the meetings.

Motion by Clary, second by Holets to go closed session under section 19.85 (1) (c) (f), of the Wisconsin Statutes for an update on the Symons Maintenance Supervisor's injury and that the County Clerk, Ms. Hanold and Attorney Jon Anderson be allowed to remain for the closed session. Roll call vote. AYES: Van Vliet, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 6. Noes 0. Total 6. Motion carried.

Closed session.

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

The next regularly scheduled meeting will be November 5th at 9:00 a.m.

Motion by Clary, second by Holets to adjourn. Motion carried. The meeting adjourned at 11:04 a.m.

Victor V. Vlasak
Richland County Clerk