

FINANCE AND PERSONNEL COMMITTEE

December 3, 2013

The Finance and Personnel Committee met on Tuesday, December 3, 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, Bob Bellman, Tom Crofton, Gaylord Deets, Bob Holets and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Sheriff Darrell Berglin; Dan Krueger, Rita McCarthy and Amber Muckler, Sheriff's Department; Jim Chitwood, Highway Commissioner; Pat Metz and Angie Rizner, Department of Health and Human Services; Amy Forehand, Child Support Agency; Barb Scott and Jason Marshall, MIS; Meegan Thompson, Economic Development; Tom Delagrave, Community First Bank; Nathan White, State Jail Inspector; and Peggy DeYoung.

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 to all County Department Heads.

Motion by Crofton, second by Holets that the agenda be approved. Motion carried.

Motion by Crofton, second by Van Vliet that the printed copies of the minutes for the November 21st meeting be approved. Motion carried.

Tom Delagrave, Community First Bank, addressed the Committee regarding the Revolving Loan Fund loan of Rickey and Peggy DeYoung. The County's loan is secured by a second mortgage on the real estate of The Homesteader's Store. The first mortgage is held by M & I Marshall and Illsley Bank. Mr. and Mrs. DeYoung are applying to the Community First Bank for a refinancing. The request is for the County to change its second mortgage position from the M & I Bank to the Community First Bank. Under the new loan, Community First Bank would have a first mortgage on 75% of the appraised new value of the real estate and the County would have a second mortgage on 25%. The current loan with the County from its Revolving Loan Fund balloons on April 1, 2014. Ms. DeYoung is also requesting an extension of the date when the balloon payment is due. Motion by Clary, second by Holets to approve the requests subject to getting the details of the request in writing. Roll call vote. AYES: Holets, Kirkpatrick, Clary. NOS: Deets, Bellman, Van Vliet, Crofton. Ayes 3. Noes 4. Total 7. Motion failed. Motion by Crofton, second by Holets to table the agenda item. Motion carried.

Amy Forehand reported that the six month review of the restructuring of the Child Support Agency has been conducted. The review was presented to the Child Support Committee

and approved. Motion by Holets, second by Bellman that the six month review requirement has been satisfied and that the restructuring plan continues. Motion carried.

Sheriff Berglin distributed copies of information from Advanced Correction Healthcare to provide nursing and mental health services for the County Jail. Currently the medical services are being provided on a voluntary basis by a local physician when that physician is available. The proposal is to contract for nursing and mental health services in order to provide adequate mental health services to the inmates.

Sheriff Berglin distributed copies of information supporting the need for an additional dispatch/jailor position. While the position was approved in theory during the budget process, adequate funding was not included in the 2014 budget to cover the salary and fringe costs for the additional position. Nathan White addressed the committee expressing concern over current jail staffing patterns and the safety of the dispatch/jailors. Clary noted that the addition of a position would require amending the ordinance that governs the number of positions in the Sheriff's Department. Motion by Clary, second by Crofton to refer the staffing request to the Law Enforcement and Judiciary Committee. Motion carried.

Motion by Bellman, second by Holets to take from the table and bring back onto the floor for discussion the DeYoung Revolving Loan Fund Loan agenda item. Motion carried.

Tom Delagrave distributed copies of a summary of the request regarding the County's second mortgage position on the Revolving Loan Fund loan of Ricky and Peggy DeYoung. The DeYongs are considering refinancing their current bank debts with Community First Bank. DeYongs are asking that the County consider subordinating their existing debt to a proposed first mortgage with Community First Bank. The DeYongs are also requesting an extension of up to three years on their existing balloon note with the County under the same conditions of the current loan. Motion by Van Vliet, second by Bellman to approve the request to change the subordination from the M & I Bank to the Community First Bank and to approve the request for a three year extension of the balloon due date on the Revolving Loan Fund Loan that the DeYongs have with Richland County. Roll call vote: AYES: Holets, Deets, Kirkpatrick, Clary, Bellman, Van Vliet, Crofton. Ayes 7. Noes 0. Total 7. Motion carried.

Barb Scott addressed the Committee requesting approval for the purchase of a Buffalo TeraStation 5800 , Rack Mount NAS, 8X 4TB Hard Drives, from Jcomp Technologies, Inc. at a cost of \$3,856.55 for use in backing up virtual servers. Motion by Holets, second by Van Vliet to approve the purchase. Motion by Bellman, second by Holets to amend the motion to state that all departments be included with this backup. Motion carried on the amendment. Motion carried and the original motion, as amended.

Barb informed the Committee that departments will need to update to Windows XP because Microsoft support of older versions of their product will expire April, 2014. The cost of the upgrade is \$150 per computer. There are estimated to be approximately 150 computers throughout County departments. Pine Valley's 24 computers have been updated. The Health and Human Services Department has been updating their computers gradually.

Jason Marshall presented a proposal to put out a request for proposals for services to revamp the County web site's structure and security and bring consistency to the various departmental web sites. No Committee action was taken.

Motion by Crofton, second by Bellman to recess the meeting until noon. Motion carried.

Chairman Kirkpatrick called the meeting back to order at 12:06 p.m.

Jim Chitwood addressed the Committee regarding the proposal for job title changes, job description approvals and wage rate increases for certain positions in the Highway Department. Chairman Kirkpatrick noted that the Rules of the County Board, specifically Rule 24, require that increases in compensation for employees be considered by the County Board only at its August or September sessions. Motion by Clary, second by Holets that the proposal for job title, job description and wage rate changes be a part of the discussion for the 2015 County budget. Motion carried.

Chairman Kirkpatrick reviewed some additional revisions suggested for the Handbook of Personnel Policies and Work Rules. Motion by Van Vliet, second by Crofton to approve the additional revisions. Motion carried.

Motion by Holets, second by Crofton to recess the meeting. Motion carried.

Motion by Clary, second by Van Vliet to return to regular session. Motion carried.

Copies of a draft of an Administrative Manual from Forest County and of the proposal from phillipsborowski, s.c. to provide services to Richland County for the development of a Manual were distributed to Committee members. Motion by Holets, second by Deets to table the agenda item to allow Committee members time to read the proposal. Motion carried.

Chairman Kirkpatrick reviewed the Claim from the Town of Sylvan for expenses incurred in having the Richland Rural Fire District respond to a car accident on County Trunk Highways G and E. The Township has been unsuccessful in getting reimbursement from the owner of the vehicle involved in the accident. Motion by Clary, second by Van Vliet to present a resolution for approval to pay the claim based upon the limits set forth in the Wisconsin Statutes. Motion carried.

Chairman Kirkpatrick reported that an independent consultant has requested permission to present alternatives to the County's current dental plan. The renewal with the County's current dental provider, Anthem Blue Cross Blue Shield, includes a 5.48% rate increase effective March 1, 2014. The presentation will take place at the December 19th Finance and Personnel Committee meeting.

Chairman Kirkpatrick reported on additional training opportunities that will be available through the Wisconsin Counties Association for County Board Supervisor. The cost of the two sessions of additional training is \$150.00 per supervisor attending.

Chairman Kirkpatrick reported that the Wisconsin Counties Association is requesting programming suggestions for the 2014 WCA Conference.

The Finance and Personnel Committee will be meeting on the following dates:

Thursday, December 19, 2013 – 9:00 a.m. – County Board Room

Tuesday, January 7, 2014 – 9:00 a.m. – County Board Room

Thursday, January 30, 2014 – 9:00 a.m. – County Board Room

Motion by Deets, second by Holets to adjourn. Motion carried. The meeting adjourned at 12:58 p.m.

Victor V. Vlasak
Richland County Clerk