

## **FINANCE AND PERSONNEL COMMITTEE**

December 19, 2013

The Finance and Personnel Committee met on Thursday, December 19, 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; Jennifer Harper, District Attorney; Sheriff Darrell Berglin; Tom Hougan, Chief Deputy Sheriff; Julie Keller, County Treasurer; Amy Forehand, Child Support Administrator; Pat Metz, Health and Human Services Business Manager; Cathy Cooper, County Conservationist; Barb Scott; MIS Director; Angie Rizner, Office Supervisor, Department of Health and Human Services; and Richard Pepe and Timothy Pachowitz, Employee Benefits.

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 to approve the agenda as amended with the addition of one agenda item. Motion carried.

Motion by Bellman, second by Deets to approve the printed copies of the minutes for the meeting held on December 3<sup>rd</sup>. Motion carried.

Information will be presented at the January committee meeting regarding tax deeds sold in 2013.

Julie Keller reported that she is recommending that Tim Dahlen be hired to fill the recently created position of Assistant Real Property Lister. Two individuals were interviewed. Mr. Dahlen was given several skills tests. Motion by Holets, second by Bellman to approve hiring Tim Dahlen for the position of Assistant Real Property Lister. Motion carried.

Angie Rizner addressed the Committee requesting authorization to submit Richland County's 2014 – 2017 Civil Rights Compliance Letter of Assurance. This is the first step before the Civil Rights Compliance document is developed. The development of the document involves the collection of various data and the conducting of self assessments of buildings occupied by programs at the Ambulance Service, Child Support, Pine Valley and Health and Human Services. The deadline for submission of the Letter of Assurance is January 3<sup>rd</sup>. The finalization of the complete plan must take place within sixty days. Motion by Van Vliet, second by Holets to approve submission of the Richland County 2014 – 2017 Civil Rights Compliance letter of Assurance. Motion carried.

The Committee discussed the proposal from phillipsborowski, s.c. to assist the County in developing an Administrative Manual. Motion by Crofton, second by Clary to present a resolution for approval to engage the services of Phillips Borowski, S.C. to develop an administrative policy handbook at a cost up to \$10,000 for fees and expenses, with funding to come from the General Fund. Motion carried.

Amy Forehand addressed the Committee regarding the temporary vacancy in the position of Clerical Assistant II in the Child Support Agency. Shannon Grob resigned from the position effective Friday, December 6<sup>th</sup>. On Monday December 10<sup>th</sup> Ms. Grob contacted Ms. Forehand indicating that she wanted to return to the position in the Child Support Agency. Ms. Forehand contacted the Child Support Committee recommending that Ms. Grob be allowed to return to the position she vacated because she is good at her job and because Ms. Forehand did not want to go through the hiring process. The Child Support Committee agreed to Ms. Grob returning to her prior position in the Agency if permitted under the Handbook of Personnel Policies. Ms. Forehand contacted the County Clerk who referred her to Corporation Counsel Southwick because the Handbook did not address this particular situation. Chairman Kirkpatrick was contacted by Corporation Counsel Southwick regarding the situation. The consensus by the Corporation Counsel and Chairman Kirkpatrick was that Ms. Grob could return to her former position in the Agency. The question now is, does Ms. Grob retain her original date of hire for benefit purposes. The County Clerk noted that Ms. Grob was paid on December 13<sup>th</sup> for her unused accumulated vacation time when she left County employment. Ms. Forehand noted that, while she did have a written letter of resignation, she did not have a written letter from Ms. Grob requesting to return to her former position. Motion by Clary, second by Holets that Ms. Grob continue to be paid at the same hourly rate she was paid at when she left the position; that Ms. Grob have a new anniversary date for benefit purposes based upon her being rehired to the position she vacated; and that copies of Ms. Grob's resignation letter and letter requesting to return to her former position be placed in her personnel file in the County Clerk's office. Motion carried.

Richard Pepe and Timothy Pachowitz presented cost comparisons between rates for dental coverage with Anthem, the County's current carrier, and Delta Dental. The Delta Dental proposal included options for deductibles as well as the plan design with similar benefits to those provided under the Anthem plan. Renewal rates for Anthem effective March 1<sup>st</sup> are \$35.45 for a single plan and \$111.04 for a family plan. Rates for the Delta Dental plan, with no deductibles, are \$30.84 for a single plan and \$99.14 for a family plan. Delta Dental rates are guaranteed for two years. Motion by Crofton, second by Holets to accept the zero deductible plan from Delta Dental. Motion carried.

2015 budget formulation discussions took place.

Motion by Van Vliet, second by Bellman to adjourn. Motion carried. The meeting adjourned at 10:47 a.m.

Victor V. Vlasak  
Richland County Clerk