

FINANCE AND PERSONNEL COMMITTEE

March 4, 2014

The Finance and Personnel Committee met on Tuesday, March 4, 2014, 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 Holets, Tom Crofton, Gaylord Deets and Lew Van Vliet. Bob Bellman was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Sheriff Darrell Berglin; Randy Jacquet, Pat Metz and Angie Rizner, Health and Human Services Department; Denise Hanold, Symons Recreation Complex Director; Barb Scott and Jason Marshall, MIS; Rita McCarthy and Wes Starkey, Sheriff's Department; Luann Alme, WPPA; Ed White, Regional Planning Commission; and Marie Rakow and Melinda Jones

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

Motion by Crofton, second by Deets to approve the printed copies of the minutes for the meeting held on February 4th. Motion carried.

The Committee discussed contracting with the Regional Planning Commission for assistance with applicants for funds from the County's Revolving Loan Fund and for economic development services. A contract would be developed for RLF assistance and a contract would be developed for economic development assistance. The cost of services would be \$60.00 per hour. ED 101 will be presented either May 15th or May 21st from 1:00 to 4:00 p.m. to officials involved in economic development efforts. Motion by Holets, second by Clary to approve contracting with Regional Planning for RLF assistance and economic development assistance and the presentation of ED 101. Motion carried.

Luann Alme, WPPA Business Agent, presented Grievance No. 13-00492 regarding the payout of compensatory time at the last payroll period in 2013. The union contract is silent on the issue. Ms. Alme argued that past practice was that accumulated compensatory time was not paid out but used at the discretion of the employee with management approval. Ms. Alme proposed a MOU so that this does not occur again while the next contract is being negotiated. Motion by Holets, second by Van Vliet to address the issue during the next bargaining session. Motion carried.

Motion by Van Vliet, second by Crofton to go into closed session under Section 19.85 (1) (b) (c) and (f) of the Wisconsin Statutes regarding the discharge of an employee at the Symons Recreation Complex during their probationary period of employment and that the County Clerk and Symons Director Hanold be allowed to remain for the closed session. Roll call. AYES: Van Vliet, Clary, Kirkpatrick, Deets, Holets, Crofton. Ayes 6. Noes 0. Total 6. Motion carried.

Closed session.

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

Denise Hanold addressed the Committee requesting approval of the following transfers from the Symons Projects Fund (Donations) (Fund 37) to the Symons Operations Budget (Fund 36): \$180 from Swim Team funds, \$1,230 from Partnership with Youth funds and \$198 from Kinship funds. Motion by Holets, second by Van Vliet to approve the request to transfer funds totaling \$1,608. Motion carried.

Julie Keller addressed the Committee requesting approval to purchase a new copier to replace the unit in her office that can no longer function as a printer because of the Windows 7 update. Estimates for replacement copiers were received from Rhyme and Gordon Flesch. Motion by Holets, second by Clary to approve the purchase of the Canon 2525 from Gordon Flesch at a cost of \$2,139.00 from the Treasurer's 2014 budget. Motion carried.

Barb Scott addressed the Committee regarding a request from Judge Sharp that the sound quality of the video conferencing equipment be tested. Motion by Crofton, second by Holets that costs for testing the system come from the video conferencing budget. Motion carried.

Barb Scott distributed copies of a proposed Social Media Policy. Motion by Crofton, second by Van Vliet to approve the policy as written. Motion carried. The policy will become an addendum to the Computer Policy.

Copies of a summary the Cyber Risk Enhancement Endorsement to the Wisconsin County Mutual liability insurance policy were distributed to Committee members.

Randy Jacquet presented a draft of a proposed reformatted job description for the Health and Human Services Director position. Discussion followed regarding the salary grade for the position. Motion by Clary, second by Crofton to accept the draft of the reformatted job description and establish the salary for the position at a Grade 34. Motion carried.

The establishment of an Interim Health and Human Services Director was discussed. Motion by Holets, second by Clary that the Interim Director be paid at the job rate for Grade 32 effective upon the date of Mr. Jacquet's retirement and until the new director is in place and that the appoint of the Interim Director be made by the Health and Human Services Board. Motion carried.

Randy Jacquet addressed the Committee requesting approval to eliminate one of the remaining vacant fiscal clerk positions by renaming it Nutrition Program Coordinator. The

creation of the position will give the ability to transfer Nutrition Program duties from other Administrative Services staff and provide necessary program oversight. The current fiscal clerk position is paid at a Grade 8 under the courthouse union schedule. The proposed Coordinator position would be paid at the same Grade 8. Motion by Holets, second by Crofton to approve the elimination of the fiscal clerk position, creation of the Nutrition Program Coordinator position at a Grade 8 under the courthouse union schedule and approval of the job description for the new position. Motion carried.

Randy Jacquet addressed the Committee requesting approval to increase the hours worked by the Children's Long Term Support Case Manager from 28 hours per week to 40 hours per week to cover shortages in service coverage in several Children's Services programming areas. Motion by Van Vliet, second by Crofton to approve the request. Motion carried.

Committee members were provided with a listing of account deficiencies for 2013.

Committee members were provided with a handout of service that METCO could provide with Brownfield Grants through the Wisconsin Economic Development Corporation to assist communities with properties that are either blighted, abandoned and or tax delinquent. Holets gave an update on the Town of Willow's progress in securing funding for the cleanup of the tax delinquent cheese factory property located in Lloyd.

The Committee discussed the Tax Deed parcel in the Village of Viola that is occupied by its previous owner. Discussion followed regarding having a staff person from the County contact the previous owner.

Rita McCarthy addressed the Committee requesting consideration for wage increases for the jailor/dispatchers. Chairman Kirkpatrick distributed copies of settlement agreement for 2013 and 2014 for the Deputy Sheriff's Union. Sheriff Berglin spoke in favor of the request noting that Act 10 had split his department unfairly. It was noted that 2014 budget contain no funds for wage increases. No Committee action was taken.

The Committee discussed appointments to fill the three vacant seats on the Revolving Loan Fund Committee. Motion by Holets, second by Deets to appoint Mark Staum, Joe Hinke and Greg Myszkowski. Motion carried.

Chairman Kirkpatrick distributed copies of the timeline and changes made to the Crawford County courthouse. Discussion followed regarding possible changes that could be made to the courtroom area of the Richland County courthouse to address security concerns.

Angie Rizner distributed copies of the proposed 2014 – 2017 Richland County Civil Rights Compliance Plan. The Letter of Assurance was submitted. Ms. Rizner reviewed the plans for addressing the requirements that have not been met. These include access to services, discrimination complaint/grievance procedures and training requirements. Assignments performed include forms completion and postings, data collection, training and self-assessments. Responsibilities associated with carrying out the Plan were discussed. Ms. Rizner would serve

as Program Administrator for the Plan. Motion by Clary, second by Crofton to authorize the appropriate signatures to the plan. Motion carried.

The next meeting is scheduled for March 20th. The development of the Administrative Handbook will take place from 1:00 to 3:00 p.m. on that day.

Motion by Deets, second by Crofton to adjourn. Motion carried. The meeting adjourned at 12:31 p.m.

Victor V. Vlasak
Richland County Clerk