

FINANCE AND PERSONNEL COMMITTEE

May 6, 2014

The Finance and Personnel Committee met on Tuesday, May 6, 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, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Larry Sebranek and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Sheriff Darrell Berglin; Julie Keller, County Treasurer; Chris Glasbrenner, Pine Valley Human Resources Director; Pat Metz, Health and Human Services Interim Director; Barb Scott, MIS Director; Mike Bindl, Zoning Administrator; and Kevin Clougherty, M3 Insurance.

Committee Chairman Kirkpatrick called the meeting to order.

The first order of business was the election of a Chairman, Vice Chairman and Secretary. Motion by Van Vliet, second by Crofton that Kirkpatrick be nominated for Chairman, Clary be nominated for Vice Chairman and County Clerk Vlasak be nominated for Secretary and that the Secretary be instructed to record that a unanimous ballot was cast for Kirkpatrick, Clary and Vlasak. Motion carried.

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 Deets, second by Crofton to approve the agenda with the addition of four agenda items. Motion carried.

Motion by Van Vliet, second by Clary to approve the printed copies of the minutes for the meeting held on April 15th. Motion carried.

Julie Keller reviewed the updates she is recommending to the Richland County Investment Policy. One amendment is the result of the adoption of Resolution No. 14-25 naming the Richland County Bank as the County's banking institution until otherwise directed by the County Board. Motion by Bellman, second by Croton to approve the recommended changes and the presentation of a resolution to the County Board outlining the changes. Motion carried.

Julie Keller addressed the Committee regarding the probationary period of part-time Assistant Property Lister Tim Dahlen. Mr. Dahlen was hired on January 21, 2014, prior to changes in the Handbook of Personnel Policies regarding the probationary period. The amended Handbook changed the probationary period to require that employees new to a position serve a probation period the length of which shall not be less than six months in duration. Prior to the amendment of the Handbook, the requirement was that employees new to a position shall serve a probation period the length of which shall be determined by multiplying the number of hours in the normal work week of the department in which the position is situated by 26. The Committee will take action on Mr. Dahlen's probationary period at their July meeting.

Pat Metz addressed the Committee requesting approval of the job description for the Case Manager of the Children's Services unit. The updated job description includes new state requirements for the position. One new requirement is the use of a new assessment tool (CANS Assessments) to rate the needs of the child for appropriate placement. Another new requirement (COMPAS) is related

to juvenile justice. The change of 40 hours per week on the proposed job description from 37.5 hours on the 2005 job description was discussed. Motion by Crofton, second by Van Vliet to approve the updated job description. Motion carried.

Kevin Clougherty, Senior Account Executive & Partner, M3 Insurance, addressed the Committee regarding various possible options to the County's current employee health insurance plans through Wisconsin Public Employers Group Health Insurance. Mr. Clougherty will bring a proposal back to the Committee on the cost to conduct an actuarial study.

The Committee reviewed two contracts from the Southwestern Wisconsin Regional Planning Commission. One contract is for the presentation of an Economic Development 101 program on May 22, 2014. The second contract is for providing services relative to applications for funds from the County's Revolving Loan Fund. Motion by Clary, second by Bellman that both contracts be approved. Motion carried.

Committee member Bellman addressed the Committee regarding the procedures for the presentation of resolutions, by the Committee, to the County Board. Specifically, the discussion surrounded resolutions presented making General Fund appropriations to Pine Valley Healthcare of funds received under the Supplemental Payment Program. The Pine Valley appropriation resolutions are presented without having been discussed at a meeting of the Finance and Personnel Committee. Motion by Crofton, second by Bellman to postpone the discussion until the next session. Motion carried.

Copies of the Investments and Cash Trial Balance reports as of April 30, 2014, were distributed to Committee members.

Attorney Daniel Borowski joined the meeting at this point.

Departmental representatives included: Julie Keller, County Treasurer, Sue Triggs, Register of Deeds; Sheriff Darrell Berglin; Jennifer Harper, District Attorney; Barb Scott, MIS Director; Jim Chitwood, Highway Commissioner; Chris Glasbrenner, Pine Valley Human Resources Director; Pat Metz, Interim Health and Human Services Director; Denise Hanold, Symons Recreation Complex Director; and Mike Bindl, Zoning Administrator.

Attorney Borowski distributed copies of the draft Administrative Manual as of May 6, 2014. Sections of the Manual reviewed included the introduction, job descriptions and recruitment and hiring. Discussion took place regarding possible conflicts between the Manual and the authority of the Constitutional Officers. Job description reviews on a periodic basis will be the responsibility of the department head. The hiring process was discussed.

Department heads will be asked to share their comments on the proposed administrative manual with other department heads prior to the next meeting. The Committee will be meeting on May 22nd from 9:00 a.m. to noon to continue the review of the draft manual. The review will continue when the Committee meets on June 19th at 9:00 a.m.

Motion by Crofton, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:17 p.m.

Victor V. Vlasak
Richland County Clerk