

FINANCE AND PERSONNEL COMMITTEE

June 3, 2014

The Finance and Personnel Committee met on Tuesday, June 3, 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; Julie Keller, County Treasurer; Mike Bindl, Zoning Administrator; Pat Metz, Health and Human Services Interim Director; Barb Scott, MIS Director; Chris Glasbrenner, Pine Valley Pine Valley Human Resources Director; Bill Barnes, Nationwide Retirement Solutions; Kevin Clougherty, M3 Insurance Solutions, Inc.; Bill Sailer, Area Vice President, Arthur J. Gallaher Risk Management Services; Attorney Patrick Henneger, Phillips Borowski, S.C.; and Richard Hauser.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent 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, a copy was emailed to WRCO and copies were emailed to all County Department Heads.

Motion by Crofton, second by Bellman to approve the agenda, as amended, with the addition of two agenda items. Motion carried.

Chairman Kirkpatrick announced that the sale would now take place on Town of Ithaca Tax Deed Parcel Number 016-0423-4200. The appraised value of the parcel is \$100.00. The purchaser must remove the house and abandon the septic on the parcel. Richard Hauser made a verbal bid of \$110. No written bids were received. No other bids were received. Motion by Van Vliet, second by Crofton to accept the bid of \$110.00. Motion carried.

Pat Metz addressed the Committee regarding his ability to accrue compensatory time while serving as Interim Director. Mr. Metz stated that it was his understanding, in discussions with the previous H&HS Director, that he could accrue compensatory time as normal. The resolution creating the Interim Director position was silent on the issue of compensatory time accumulation. Mr. Metz is also performing the duties of the Business Manager position while serving as the Interim Director. Motion by Van Vliet, second by Bellman to refer the question of accruing compensatory time by the Interim Director to the Health and Human Services Board. Motion carried.

Bill Barnes, Investment Advisor Representative, Nationwide Retirement Solutions, addressed the Committee regarding the 457 Deferred Compensation Plan currently available to County employees. Mr. Barnes is recommending that the County, as the plan sponsor, transfer to Morningstar the decision of the investment offerings selected from the Fund Universe for inclusion in the Program. Nationwide would continue to provide ongoing administrative support. Morningstar would act as a fiduciary to the Plan to assist the Plan Sponsor in satisfying one of its key responsibilities, namely, to select and monitor the Plan's investment options. If Morningstar determines a replacement investment option is necessary, Morningstar will select a replacement investment option. Morningstar will monitor investment options in the Fund Lineup for the Plan Sponsor's review and use in discharging the Plan Sponsor's responsibility to monitor Morningstar in its role as a plan fiduciary. Morningstar would replace existing fund selections that employees have made with similar style funds. Fees for employees would be reduced to zero. ProAccount services have a fee to employees of 1%. Motion by

Crofton, second by Bellman to go to the zero fee option for fees charged to employees and the transfer to Morningstar the investment offerings decisions. Motion carried.

Kevin Clougherty, Senior Account Executive & Partner, M3 Insurance Solutions, Inc., presented a proposed Consulting Agreement. The scope of services under the agreement is as follows:

- Review of potential alternatives to the State of Wisconsin Plan, including an approach to include a High Deductible Health Plan with the Health Reimbursement Arrangement, and possibly a high-low plan design offering, including pricing a Health Savings Account option.
- Provide a tutorial on the basics of the Health Reimbursement Arrangement plans.
- Review any new, high deductible option that may be available from the State Plan for the next year.
- Provide a review of the current fully insured Delta Dental Plan, including a review of Evidence Based Dentistry benefit plan design changes, and do a review of a potential self-funding option.

Motion by Crofton, second by Clary to approve the short term consulting agreement contingent upon approval of the agreement by Corporation Counsel Southwick, with the \$2,000.00 fee for the services coming from the General Fund. Once the agreement is approved, a committee will be appointed to work with Mr. Clougherty. Motion carried.

Bill Sailer, Area vice President, Arthur J. Gallaher Risk Management Services, presented the proposals for workers compensation, boiler and machinery, and crime insurance coverage for the policy period 7/1/14 to 7/1/15. The annual premium for the policy period for the three policies is \$328,448.00. The workers compensation experience modification factor was discussed. Motion by Crofton, second by Van Vliet to approve the following recommended carriers. Motion carried.

- Workers Compensation – Liberty Mutual Fire Insurance Company
- Equipment Breakdown – Hartford Steam Boiler Inspection & Insurance Company
- Crime – The Hanover Insurance Company

Chairman Kirkpatrick presented the Claim in the amount of \$400.00 from the Town of Sylvan for the Rural Fire District's responding to a motorcycle accident on June 13, 2013. Township attempts to collect from the property owner have not been successful. Motion by Clary, second by Crofton to present a resolution for approval to pay the amount allowed by State statutes. Motion carried.

The Committee discussed the Neighborhood Housing Services of Southwest Wisconsin request for a \$20,000.00 partnership grant with County government to be utilized by NHSSW to hold, improve, purchase and if necessary sell lots; demolish dilapidated structures to create buildable lots; purchase and repair problem properties where feasible; and to provide flexible gap construction funding in projects. The funding would be used in Richland County in a restricted manner for approximately five to eight years. At the end of that time period, the funds would no longer be restricted and could be used in any manner deemed appropriate by NHSSW. Clary suggested that the County write the terms of an offer under which the County would be willing to provide the funding. Motion by Van Vliet, second by Crofton to postpone action until an offer from the County is drafted for review by the Committee. Motion carried.

County Clerk Vlasak addressed the Committee recommending that approval be given for paying Accounting Supervisor, Deputy County Clerk Jeff Harrison at the after-probation rate for his

position as he has successfully completed his probationary period of employment and merits regular status as a County employee. Motion by Van Vliet, second by Deets to approve the recommendation. Motion carried.

Motion by Crofton, second by Bellman to postpone until the July meeting approving appointments to the Revolving Loan Fund Committee.

The Committee discussed the issue of committees sponsoring resolutions for action by the County Board without the resolutions having been on the agenda of and discussed by the sponsoring committee. Specifically the discussion was regarding appropriations to Pine Valley of Supplemental Payment Program Funds that have been deposited in the County's General Fund. Motion by Bellman second by Crofton to clear up the way the resolution regarding Supplemental Payments is written and that the Finance and Personnel Committee meet before County Board sessions when the SPP resolutions will be presented. Motion carried.

Copies of the Cash Trial Balance and Investments reports as of May 31, 2014, were distributed to Committee members.

The status of Viola Tax Deed Parcel Number 186-1833-1560 was discussed. Chairman Kirkpatrick reported that the eviction notice was served. The Judge gave an extended time for the removal of personal property by the former owner through July 9th. Corporation Counsel Southwick is recommending that the locks be changed and that access by the former owner occur only by appointment. County Treasurer Keller reported that the Viola Village has questions regarding the water and utility services to the home. Access to the house would be needed for Viola Utilities to cut the water service. Motion by Crofton, second by Bellman that the utilities be turned off on June 16th; that Damon Anderson be instructed to have the locks on the doors changed; and that the Village mow the lawn. Motion carried.

Barb Scott addressed the Committee regarding the purchase of NAS backup. Total cost of the purchase is \$4,057.64. \$3,200.00 of funding will come from the Preparedness Grant. The remainder of the cost will come from the MIS budget. Motion by Bellman, second by Van Vliet to approve the purchase. Motion carried.

The following were present for the next portion of the meeting. Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Sheriff Darrell Berglin; Stacy Kleist, Clerk of Circuit Court; Jim Chitwood, Highway Commissioner; Pat Metz, Interim Health and Human Services Director; Denise Hanold, Symons Recreation Complex Director; Tom Hougan, Chief Deputy Sheriff; Barb Scott, MIS Director; Mike Bindl, Zoning Administrator; Sandra Kramer, Veterans Service Officer; and Chris Glasbrenner, Pine Valley Pine Valley Human Resources Director.

Copies of the proposed Administrative Manual were distributed. Attorney Henneger review the changes made since the last meeting with Department Heads. Attachments to the Manual will include the employment application form, the suspension checklist and the Rules of the County Board.

Deets left the meeting at this point.

The use of the Richland Hospital for drug and alcohol testing was discussed. The posting of committee agendas and minutes on the County web site were discussed. Notation will be made on posted minutes when there are draft minutes still needing committee approval. Attorney Henneger noted that the employment application attached to the Handbook would contain generic information.

Several department heads indicated having a more comprehensive application that is specific to their department. Language will be added to the Manual stating “unless your department has an approved employment application, the attached employment application is to be used”. Attorney Henneger reviewed other changes made to the Manual.

Motion by Clary, second by Crofton to adjourn. Motion carried. The meeting adjourned as 12:03 p.m.

Victor V. Vlasak
Richland County Clerk