

## **FINANCE AND PERSONNEL COMMITTEE**

August 5, 2014

The Finance and Personnel Committee met on Tuesday, August 5, 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.

Fair and Recycling Committee members present included: Buford Marshall, Jr., Marilyn Marshall, Gary Peters, Virginia Wiedenfeld and Richard Wastlick,

Others present included: Victor Vlasak, County Clerk; Sue Triggs, Register of Deeds; Mike Bindl, Zoning Administrator; Patrick Metz, Health and Human Services Director; Darin Gudgeon, EMS Director; Chris Glasbrenner and Joan Bailey, Pine Valley; William Molien, Johnson Block & Company; and Rita McCarthy and Glenn Schnadt.

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 Sebranek to approve the printed copies of the minutes for the July 1<sup>st</sup> meeting. Chairman Kirkpatrick reported that she has requested an update on the dental coverage questions. Motion carried.

Chairman Kirkpatrick asked for bids on Town of Dayton Tax Deed Parcel Number 008-0712-1200. The appraised value has been set at \$500.00. Lyle Williams made an oral bid of \$510.00 on behalf of John and Cynthia Hughes. No other oral bids were received. No written bids were received. Motion by Van Vliet, second by Crofton to accept the bid of \$510.00 from John and Cynthia Hughes. Motion carried.

Chairman Kirkpatrick asked for bids on Town of Henrietta Tax Deed Parcel Number 014-3440-1012. The appraised value has been set at \$4,000.00. No oral bids were received. No written bids were received. Motion by Van Vliet, second by Crofton to refer the sale of the Tax Deed parcel back to the Property Committee for reappraisal. Motion carried.

Chairman Kirkpatrick asked for bids on Village of Lone Rock Tax Deed Parcel Number 146-1011-0700. The appraised value has been set at \$17,000.00. Carl Busjahn made an oral bid of \$17,000.00. No other oral bids were received. No written bids were received. Motion by Crofton, second by Van Vliet to accept the bid of \$17,000.00 from Carl Busjahn. Motion carried.

Chairman Kirkpatrick introduced Glenn Schnadt and explained that Mr. Schnadt is offering assistance in initiating a plan to improve the energy efficiency of Richland County. Mr. Schnadt wants to participate in developing a plan and is willing to contribute \$10,000 towards costs associated with the development of a plan. Mr. Schnadt explained conversations that he has had with SunPower Solar Panels, whereby panels can be leased, with installations costs being paid for over time by reductions in electrical costs. Assessments would need to be conducted on possible sites where the panels could be located. Crofton noted that a meeting has been scheduled for Monday, August 11<sup>th</sup> with the Campus Dean and members of the Campus Foundation to discuss the location of solar panels on the UW-Richland grounds. Motion by Van Vliet, second by Bellman to postpone the agenda item until the September Finance and Personnel Committee meeting at which time more information will be available after Mr. Crofton and Mr. Schnadt meet with the Campus Dean and Campus Foundation representatives. Motion carried.

Ingrid Kovars addressed the Committee requesting that \$30,000.00 be temporarily transferred from the General Fund to the Richland County Fair Revolving Fund for use by the Fair Committee in conducting the 2014 Richland County Fair. At the end of 2014, \$30,000.00 would be transferred back from the County Fair Revolving Fund to the General Fund. Motion by Crofton, second by Sebranek to approve the request. Motion carried.

Ms. Kovars presented information on the current financial status of the Richland County Fair non-lapsing fund. Reports were presented showing operations for 2012, 2013 and to date for 2014. The fund balance has decreased from a 2012 beginning balance of \$39,694.62 to the current balance of \$-1,251.04 due to the loss of revenue sources. Finance and Personnel Committee members were provided with copies of minutes from a meeting held by the Fair and Recycling Committee with vendors of the Fair. Discussion took place regarding the use of the building and grounds by other organizations and the development of a contract for the use. A motion was made by Clary, second by Bellman to amend the previous motion making a temporary \$30,000.00 transfer, to state that the transfer would not have to be returned to the General Fund at the end of 2014. Motion carried.

Ms. Kovars explained special events coverage that has been purchased for \$340.00 for a one night event at the County Fair. Clary emphasized that the policy must be in the name of the County of Richland, in care of the County Clerk. Motion by Sebranek, second by Crofton to grant approval for the purchase of the special events coverage. Motion carried.

Sue Triggs addressed the Committee requesting approval for the use of funds from the Redaction Fees Fund to hire a firm to view real estate documents and redact social security numbers from the documents so that they can be scanned and made available through the internet. Paper documents dating back to 1965 have been redacted and indexed. The quote for the services is \$3,620 plus 4 cents per image for any documents viewed and redacted over 78,000 in number. Motion by Van Vliet, second by Sebranek to authorize the expenditure. Motion by Van Vliet, second by Sebranek to amend their motion and authorize spending up to \$4,999.00 from the Redaction Fees Fund for the viewing of real estate documents and the redaction from them of social security numbers. Motion carried.

William A Moilien, Johnson Block & Company, presented the 2013 audit report. An unmodified opinion is expected to be made on the financial statements of Richland County. The scope of the audit included all funds and activities of the County. An audit conference was held with the Pine Valley Trustees. A separate audit communications document will be submitted to the County Board. The auditors prepared the 2013 regulatory report that was filed with the Wisconsin Department of Revenue. Financial highlights included as follows:

- The governmental fund balance decreased by \$55,063.00.
- The General fund balance as of December 31, 2013 was \$3,782,382.00. This represents three months of expenditures.
- Tax certificates totaled \$900,458.00 compared to 872,111.00 at the end of 2012.
- Sales tax revenue totaled \$937,788.00 in 2013 compared to \$952,400.00 in 2012.
- The County complied with state imposed tax levy limits.
- No new general obligation debt was incurred.
- Pine Valley experienced an operating loss of 960,553.00 which was offset by a tax levy of \$200,000.00 and \$570,400.00 in supplemental governmental transfer fund payments.
- The Highway Department experienced a net loss of \$566,372.00 after operations were offset by a tax levy of \$1,950,000.00.
- Local property taxes have increased approximately 6.5% over the 2008 level.
- The County's equalized value of property has increased by approximately 6% over the eight year period.

The following notes were included in the 2013 audit report:

- Provisions in the state budget will continue to limit the County's tax levy authority. With expenditure growth exceeding revenue growth rates, the County will find it difficult to adopt balanced budgets.
- During the course of the audit full and complete cooperation was received from County personnel.
- The County-wide accounting system operates effectively and provides centralization which is a key element in establishing effective internal controls.

Chris Glasbrenner presented a proposal for a financial incentive program for on-call professional nursing staff at Pine Valley. The persons holding the full-time positions of Nurse Manager and Nurse Supervisor are required to be on call one weekend a month and the on-call pay is increased from \$10.00 per 8-hour shift (7 shifts per weekend) to \$15.00 per 8-hour shift. Part-time or full-time nurses working additional weekend shifts would be eligible for this differential only if overtime does not apply. Qualified full-time or part-time staff are eligible for the per hour incentive pay relative to their positions only if they work a 3<sup>rd</sup> or 4<sup>th</sup> weekend for the month. Motion by Crofton, second by Van Vliet to approve the entire proposal effective at the start of the first pay period after January 1, 2015. Motion carried.

1. For the Nurse Technician position, a \$3.00 per hour differential incentive is added to the highest rate of pay for this position, thereby placing the total pay at \$18.77. Nurse Technicians who work every other weekend are eligible for the \$3.00 per hour incentive pay only if they work a 3<sup>rd</sup> or 4<sup>th</sup> weekend for the month;

2. For the Licensed Practical Nurse position, a \$4.00 per hour differential incentive is added to the highest rate of pay for this position, thereby placing the total pay at \$23.94 per hour, and
3. For the Registered Nurse position, a \$5.00 per hour differential incentive is added to the highest rate of pay for this position, therefore placing the total pay at \$30.22 per hour.

Motion by Sebranek, second by Crofton to present a resolution for approval to appropriate \$146,550.00 from the General Fund to Pine Valley for general operations purposes. The appropriation represents funds that have been received under the Supplemental Payment Program. Motion carried.

Darin Gudgeon presented a proposal that the compensation paid to Emergency Medical Technicians for on-call status and for having their pagers turned be changed retroactive back to July 19, 2015. . Motion by Crofton, second by Bellman to approve the proposal. Motion carried. The proposal is as follows:

1. Reduce the pay of backup Emergency Medical Technicians from \$.75 to per hour per 12-hour shift to \$.50 per hour;
2. Increase the pay of the primary crew of Emergency Medical Technicians from \$.75 per hour per 12-hour shift for weekdays to \$1.50 per hour;
3. Increase the pay of the primary crew of Emergency Medical Technicians from \$.75 per hour per 12-hour shift for weekends and holidays to \$2.50 per hour.

Chairman Kirkpatrick addressed the Committee regarding the information that has been presented to the Ambulance Service Temporary Study Committee. A report was presented to the Study Committee of ambulance calls made in 2013. The report excluded any calls for transfers, event standbys or calls for Pine Valley Healthcare residents. The numbers on the report represent the actual ambulance calls to each of the municipalities. A report was presented to the Study Committee of the cost of the County's proposal to each municipality based upon either the number of calls or based upon per capita. The proposal would generate approximately \$119,000.00 annually from the municipalities and be for a three-year period.

Under the proposal the ambulance service staff would consist of a blended crew made up of volunteers and supplemented with four full-time paid EMTs; plus a director at 30% FTE and an assistant/support staff person at 100%. Revenues for the service would consist of the fees collected from ambulance bills and revenues received for the participating municipalities based upon either \$150.00 per 911 call or \$10.16 per capita. The Committee to oversee the ambulance operation would consist of two county board members, one town board chair, one village president and one member from the city council. In the 2015 budget, Richland County would create a segregated account for all revenues and expenditures related to the ambulance service. The length of the contract would be three years, 2015, 2016 and 2017.

Patrick Metz addressed the Committee and explained a recommendation from the Health and Human Services Board that his probationary period as Director be waived. Mr. Metz has serviced as Interim Director since April 11<sup>th</sup> and is also performing the duties of the Business Manager position as well. Motion by Kirkpatrick, second by Bellman to present a resolution for

approval to waive Mr. Metz's probationary period as Health and Human Services Director effective July 1<sup>st</sup>. Motion carried.

Patrick Metz presented the following proposal for the reorganization of the Administrative Services Unit at the Health and Human Services Department. All positions would be at 40-hours per week.

- Eliminate the Business Manager position (non-union Grade 30), which is currently vacant;
- Create a Fiscal Supervisor position (non-union Grade 23);
- Rename the Office Supervisor position (non-union Grade 23) to Office Manager (Grade 27) and appoint Angie Rizner to the position;
- Refill the vacant Confidential Administrative Secretary position (Grade 16);
- Eliminate the second Confidential Administrative Secretary position, which is currently vacant;
- Remove the Clerical Assistant II position (Joyce McKenzie) from the courthouse union schedule (Grade 5) and move the position to the non-union schedule (Grade 15) and increase the hours of the position to 40 hours per week effective January 1, 2015;
- Remove the Secretary position (Teresa Scribbins) (40 hours per week) from the courthouse union schedule (Grade 6) and move the position to the non-union Schedule (Grade 16) effective January 1, 2015;
- Remove the Secretary position (Lisa Burns) from the courthouse union schedule (Grade 6) and move the position to the non-union schedule (Grade 16) and increase the hours of the position to 40 hours per week effective January 1, 2015;
- Remove the Secretary position (Robin Varney) (40 hours per week) from the courthouse union schedule (Grade 6) and move the position to the non-union schedule (Grade 16) effective January 1, 2015;
- Remove the Fiscal Specialist position (Kathy Dobbs) (40 hours per week) from the courthouse union schedule (Grade 8) and move the position to the non-union schedule (Grade 17) effective January 1, 2015;
- Remove the Fiscal Specialist position (Sharon Pasold) (40 hours per week) from the union schedule (Grade 8) and move the position to the non-union schedule (Grade 17) effective January 1, 2015;
- Remove the Fiscal Specialist position (vacant) (40 hours per week) from the union schedule (Grade 8) and move the position to the non-union schedule (Grade 17) effective January 1, 2015 but filled as soon as possible.

The proposed reorganization structure of the Health and Human Services Administrative Services Unit was discussed. Clary noted the receipt of an unsigned letter. Clary expressed concern about the proposal that the Fiscal Supervisor would report to the Office Manager and not directly to the Health and Human Services Director. Clary also expressed concern about the proposed organizational chart having the confidential secretary reporting to the Office Manager.

The meeting adjourned until 1:00 p.m.

Committee Chairman Kirkpatrick called the meeting back to order at 1:00 p.m.

Discussion continued regarding the proposed Health and Human Services Administrative Services Unit reorganization. Objections were made to the wage increases employees would receive going from their current union grades to the non-union grades. Motion by Bellman, second by Clary to eliminate the Business Manager position and create the Fiscal Supervisor position at non-union Grade 23. Mr. Metz expressed concern with the proposed motion. Roll call vote. AYES: Van Vliet, Sebranek, Deets, Bellman, Crofton. NOES: Clary, Kirkpatrick. Ayes 5. Noes 2. Total 7. Motion carried. Motion by Crofton to create the Office Manager position at non-union Grade 24 and eliminate the Office Supervisor position. The motion failed due to the lack of a second. Mr. Metz stated that the motions have created a structure that is not workable. Motion by Crofton, second by Deets to reconsider the motion eliminating the Business Manager position and creating the Fiscal Supervisor position. Roll call vote. AYES: Clary, Bellman, Crofton, Kirkpatrick. NOES: Van Vliet, Sebranek, Deets. Ayes 4. Noes 3. Total 7. Motion carried. Clary noted that the real problem with the original proposal is naming the person to the proposed position of Office Supervisor and increasing her annual wage by \$10,000. He indicated that the proposal would pass if the grade stays the same. A voice vote was taken on the motion. The motion eliminating the Business Manager position and creating the Fiscal Supervisor position was declared defeated.

Motion by Clary, second by Van Vliet to approve the original proposal in its entirety but that the Office Manager position be created at a non-union Grade 23 and that all of the changes be effective the first pay period of 2015. Motion carried. Motion by Bellman, second by Crofton that the hiring for the Fiscal Supervisor position at the non-union pay Grade of 23 take place as soon as possible and that the position report directly to the Health and Human Services Director. Motion carried.

Patrick Metz presented a proposal to remove the ADRC and Regional ADRC positions (Clerical Assistant II, Secretary, Administrative Secretary and Benefit Specialist) currently in the courthouse union pay grade structure and place them in the non-union pay grade structure. Motion by Crofton, second by Sebranek to accept the proposal as written. Motion carried.

1. Move the Clerical Assistant II position (currently vacant) from courthouse union grade 5 to Secretary grade 15 in the non-union salary grade system and increase the hours of the position to 40 hours per week;
2. Move the Administrative Secretary position held by Meghan Rohn from courthouse union grade 7 to that of Administrative Secretary grade 16 in the non-union salary grade system, with the hours of the position to remain at 40 hours per week.
3. Move the Secretary position held by Angela Porter from courthouse union grade 6 to that of Transportation Program Coordinator at grade 17 in the non-union salary grade system and increase the hours of the position to 40 hours per week;
4. Move the Benefit Specialist position held by Joanne Welsh from courthouse union grade 10 to that of Elder Benefit Specialist at grade 19 in the non-union salary grade system, with the hours of the position to remain at 40 hours per week.

Patrick Metz presented a proposal for reclassifications in the Economic Support Unit. Motion by Crofton to approve the reclassification of the four Economic Support Specialist positions to non-union grade 16, leave the hours worked by the Specialists at 37.5 hour per week and to take no action on the reclassification of the Economic Support Manager position. The

motion failed due to the lack of a second. Motion by Van Vliet, second by Sebranek to accept the proposal as presented. Motion carried.

1. Reclassify the Economic Support Manager position held by Stephanie Ronnfeldt from non-union grade 23 to non-union grade 27, with the hours of the position to remain at 40 hours per week;
2. Reclassify the Economic Support Specialist position held by Briana Turk from courthouse union grade 7 to that of Economic Support Specialist at grade 16 in the non-union salary grade system and increase the hours of the position to 40 hours per week;
3. Reclassify the Economic Support Specialist position held by Becky Dalberg from courthouse union grade 7 to that of Economic Support Specialist at grade 16 in the non-union salary grade system and increase the hours of the position to 40 hours per week;
4. Reclassify the Economic Support Specialist position held by Darin Steinmetz from courthouse union grade 7 to that of Economic Support Specialist grade 16 in the non-union salary grade system and increase the hours of the position to 40 hours per week;
5. Reclassify the Economic Support Specialist position held by Barb Ottesen from courthouse union grade 7 to that of Economic Support Specialist grade 16 in the non-union salary grade system and increase the hours of the position to 40 hours per week.

Patrick Metz presented a proposal to reclassify the Nutrition Program Coordinator position current held by Tanya Webster from courthouse union grade 8 to that of Nutrition Program Coordinator grade 17 in the non-union salary grade system, with the hours of the position to remain at 40 hours per week. Motion by Deets, second by Crofton to accept the proposal as presented. Motion carried.

Barb Scott presented the Southwest Wisconsin Workforce Development Board 2014 Leased Employee Service Contract and 2014 Master Leased Employee Contract for the MIS Department assistant position. The term of the contract is from August 1, 2014 through December 31, 2014. The County Board resolution approving entering into the contract required approval of the written contract by the Finance and Personnel Committee before Ms. Scott can be authorized to sign it. Motion by Van Vliet, second by Sebranek approving the contracts and Ms. Scott's signature on them. Chairman Kirkpatrick noted that the contracts have not been reviewed by Corporation Counsel Southwick. Motion carried.

Chairman Kirkpatrick reported that NHS Director Terry Testolin has asked that the agenda item regarding the Neighborhood Housing Services Funding proposal be tabled. Motion by Crofton, second by Sebranek to postpone the agenda item until Mr. Testolin makes his budget presentation. Motion carried.

The final draft of the Administrative Manual was presented to the Committee. Motion by Deets, second by Van Vliet to present a resolution for approval of the Administrative Manual. Motion carried.

The final draft of the Consulting Agreement with M3 Insurance Solutions, Inc. was presented to the Committee. The Agreement has been reviewed by Corporation Counsel Southwick. His recommended changes have been made to the final document. Motion by Clary, second by Bellman to present a resolution for the approval of the agreement and the transfer of \$3,000.00 from the General Fund to cover the \$2,000.00 agreement fee and any actual out-of-pocket expenses incurred by M3. Motion carried. The services under the agreement include:

- Potential alternatives to the State of Wisconsin health insurance plan;
- Basics of high deductible health plans with health reimbursement arrangements;
- Current fully insured Delta Dental plan benefits and potential self-funding option;
- Current offering for voluntary benefits.

The Committee discussed conducting a county-wide wage analysis to get a consistency between positions in County government.

The Committee discussed the 2015 budget formulation process. The Committee reviewed the 2014 budget summary, levy distribution and meeting schedule with departments. The Committee will meet on September 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> with departments to formulate the 2015 budget and on October 3<sup>rd</sup> to finalize the budget.

Chairman Kirkpatrick reported that the Professionals Union failed to achieve the support of 51% of those eligible to vote in the annual certification election. The Professionals Union will exist until the current collective bargaining agreement expires.

The County Clerk's Annual Report of the Financial Condition of Richland County as of December 31, 2013, was reviewed. Motion by Clary, second by Deets to approve the report and forward it on to the County Board for approval. Motion carried.

The Committee reviewed the Cash Trial Balance and Investments reports as of July 31, 2014.

The Committee discussed procedures to draw funds from the State Trust Fund Loan. Motion by Van Vliet, second by Bellman that Corporation Counsel Southwick draw up a resolution authorizing the County Clerk to make withdrawal of the funds as requested by the Pine Valley New Facility Temporary Construction Oversight Committee. Motion carried.

Motion by Deets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 3:47 p.m.

Victor V. Vlasak  
Richland County Clerk