

## **FINANCE AND PERSONNEL COMMITTEE**

December 2 , 2014

The Finance and Personnel Committee met on Tuesday, December 2, 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.

Finance and Personnel Committee members present included: Jeanetta Kirkpatrick, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Larry Sebranek and Lew Van Vliet.

Emergency Management Committee members present included: Fred Clary, Jeanetta Kirkpatrick and Buford Marshall, Jr.

Also present was: Victor Vlasak, County Clerk. Present at various times during the meeting were County Department Heads and members of the public.

Kirkpatrick called the Finance and Personnel Committee meeting to order.

The Clerk verified that the Finance and Personnel Committee meeting had been properly noticed. Copies of the agenda were sent by mail or email to all Committee members and to each County Department Head, a copy was posted on the Courthouse Bulletin Board and the County web site, a copy was faxed to The Richland Observer and a copy was emailed to WRCO.

Clary called the Emergency Management Committee meeting to order.

Jeanne Rice, Emergency Management Specialist, confirmed that the Emergency Management Committee meeting agenda had been properly noticed.

Motion by Crofton, second by Bellman that the agenda for the Finance and Personnel Committee meeting be approved. Motion carried.

Motion by Van Vliet, second by Sebranek that the printed copies of the minutes for the November 4<sup>th</sup> Finance and Personnel Committee meeting be approved. Motion carried.

Emergency Management Committee Chairman Clary reported that the Rules and Resolutions Committee will be presenting a resolution to the County Board for approval of the creation of the Joint Ambulance Committee.

Motion by Crofton, second by B. Marshall, Jr. that the County Clerk be authorized to sign such contract with each participating municipal unit as is approved by the Joint Ambulance Committee. Motion carried.

Emergency Management Committee Chairman Clary reported that the City of Richland Center has requested making monthly payments of the amount due under the Memorandum Agreement with the County. Discussion followed regarding the billing procedures for the participating municipalities in the ambulance service. Motion by Kirkpatrick, second by B. Marshall, Jr. that the billings be processed through the Emergency Management Department with copies of the billings going to the County Clerk's office. Motion carried.

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Darin Gudgeon, Emergency Medical Services Director, reviewed a listing of pros and cons of the hiring of four full-time advanced emergency medical technicians versus contracting for paramedic

services. Motion by Crofton, second by Bellman of the Finance and Personnel Committee to accept the four full-time AEMT model of providing ambulance service. Motion by Kirkpatrick, second by B. Marshall, Jr. of the Emergency Management Committee to accept the four full-time AEMT model of providing ambulance service. The Emergency Management Committee motion carried. The Finance and Personnel Committee motion carried.

The job description for the advanced emergency medical technician position was presented. Four full-time positions would be created at Grade 7 (probationary rate: 10.92 per hour/after probation rate: \$11.42 per hour). Motion by Van Vliet, second by Crofton of the Finance and Personnel Committee that a resolution be presented to the County Board for approval of the job description and pay grade. Motion carried.

Motion by Crofton, second by Sebranek of the Finance and Personnel Committee that the four full-time advanced emergency medical technicians be hired as County employees. Motion carried.

An update was given on the municipalities who have returned their signed Memorandum Agreements.

Copies of the report of ambulance profits minus ambulance and 911 outlay expenditures were distributed.

Motion by B. Marshall, Jr., second by Kirkpatrick to adjourn the Emergency Management Committee meeting. Motion carried. The meeting adjourned at 10:20 a.m.

Motion by Van Vliet, second by Bellman to present a resolution for approval to appropriate \$269,500.00 from the General Fund to Pine Valley for general operations. Motion carried. The appropriation is being made in order to maximize the amount of Federal funds which Pine Valley will be eligible to receive between July 1, 2014 and June 30, 2015 under the Supplemental Payment Program.

Mike Bindl, Zoning Administrator, presented information on a proposal to purchase a new copier/printer for the Zoning Department from Ricoh, Inc. at a cost of \$4,774.00. Included in the proposal is a 5-year maintenance contract, with a monthly usage fee of \$31.20, which includes ink and toner. Funding for the purchase and maintenance contract would come from the Working Lands Fund. Motion by Sebranek, second by Crofton to present a resolution for approval of the purchase of the Ricoh copier and the maintenance contract with funding coming from the Working Lands Fund. Motion carried.

Stacy Kleist, Clerk of Circuit Court, addressed the Committee requesting a waiver of the probationary period for Ellen Bushee who was hired on October 16<sup>th</sup> to fill the vacant Deputy Clerk position in the Clerk of Circuit Court office. Since December, 2013, Ms. Bushee, as Clerical Assistant, has been performing all of the same job functions of the Deputy Clerk position with the exception of clerking in court. Committee members expressed concern about the loss of probationary period rights by the employer if the probationary period is waived. Also noted was the importance of having a review period for employees who are new to a position. The position was advertised with the probationary period conditions in place. Motion by Crofton, second by Sebranek to deny the request for a waiver of the probationary period for Ms. Bushee. Motion carried.

Paul Klawiter, Real Property Lister, and Lynn Newkirk, Zoning GIS Technician, addressed the Committee requesting approval for the purchase of a license to enable the Assistant Real Property Lister to have access to the mapping system used by the Zoning Department to map parcel changes. The cost to purchase the license from Environmental Systems Research, Inc. of Redlands, California is \$6,300.00 plus an annual fee of \$1,500.00 after the one year warranty expires. Funding for the purchase would come from the Land Information Grant Fund. The software would enable the Assistant Lister computer mapping editing ability. Currently the entire computer mapping editing is being done by Ms. Newkirk. Motion by Sebranek, second by Crofton to present a resolution for approval of the proposal.

Patrick Metz, Health and Human Services Director, addressed the Committee regarding the probationary period for Megan Rohn who applied for and was hired on November 3rd to fill the position of Confidential Administrative Secretary. Ms. Rohn's previous position was that of Administrative Secretary at Grade 7 (two-year rate: \$16.59 per hour) in the courthouse union schedule. The position Ms. Rohn has accepted, Confidential Administrative Secretary, is at Grade 16 in the salary grade system (probationary rate: \$16.52 per hour/after-probation rate \$17.31 per hour). If Ms. Rohn is paid at the probationary rate of \$16.52 (salary grade system), that would result in a reduction of pay from her current rate of \$16.59 per hour (courthouse union schedule). The Health and Human Services Board is recommending the waiver of the probationary period for Ms. Rohn in the position of Confidential Administrative Secretary. It was noted that Ms. Rohn was aware of the probationary period when she accepted the position. Motion by Sebranek, second by Crofton to deny the request for a waiver of the probationary period for Ms. Rohn. Motion carried.

Jim Chitwood, Highway Commissioner addressed the Committee and explained that the Murphy pit will soon be unavailable for sand. A site of 25 acres is available for purchase on Morris Valley Road that could provide the sand needed by the Highway Department. Highway Commissioner Chitwood will work with Corporation Counsel Southwick and the Highway Committee on the potential purchase.

The County Clerk Vlasak reported that that the Revolving Loan Fund –Economic Development Account consisting of funds on deposit in the State Local Government Investment Pool has exceeded the \$750,000 cap for Richland County. Amounts in the Revolving Loan Fund in excess of \$750,000 must be returned to the Wisconsin Department of Administration, Division of Housing, Bureau of Community Development on a monthly basis. Motion by Clary, second by Crofton to present a resolution authorizing the return of the funds. Motion carried.

Kevin Clougherty, M3 Insurance, addressed the Committee regarding the following options for employee dental coverage. Details on the options will be presented at the January 6<sup>th</sup> Finance and Personnel Committee meeting.

- Minimum employer premium payment options while still keeping it as a group plan;
- Fully insured plan with employees paying the entire premium. Delta Dental would have to indicate what they would accept for minimum participation to keep it as a group plan;
- Voluntary group dental plan with no employer participation.

The Committee did not receive a draft of the resolution amending the resolution which restructured the Child Support Agency. Motion by Crofton, second by Bellman to postpone the agenda item. Motion carried.

A claim was presented from the Town of Orion in the amount of \$600 from the Richland Rural Fire District growing out of a fire call due to a motorcycle accident on County Trunk Highway TB on July 24<sup>th</sup>. Wisconsin Statutes, section 60.557 requires the County to reimburse the Town up to \$200 for the cost of a fire call involving an accident on a County Trunk Highway. Motion by Crofton, second by Van Vliet to present a resolution for approval to reimburse the Town of Orion \$200. Motion carried.

Barb Scott, MIS Director, addressed the Committee requesting that procedures be streamlined regarding expenditures from the Video-Conferencing Fund. Resolution No. 12-145 establishing the Fund requires that all expenditures from the Fund must be approved by the Law Enforcement and Judiciary Committee. The request is that the governing committee be changed to the Finance and Personnel Committee. It was also noted that original appropriation has been expended and the balance in the Fund is now at zero. Motion by Van Vliet, second by Crofton to present a Resolution naming the Finance and Personnel Committee as the oversight committee for the Video-Conferencing Fund and for approval to appropriate \$5,000 from the Contingency Fund to the Video-Conferencing Fund. Motion carried.

Motion by Crofton, second by Sebranek to present a resolution for approval to enter into a contract with Johnson Block and Company, Inc. of Viroqua for audit and accounting services for the County for 2014. Motion carried.

Planning for the formulation of the 2016 budget was discussed. Also discussed was the conducting of a compensation study. It was noted that the updating of job descriptions would need to take place before the compensation study.

Motion by Bellman, second by Deets to adjourn. Motion carried. The meeting adjourned at 1:42 p.m.

Victor V. Vlasak  
Richland County Clerk