

FINANCE AND PERSONNEL COMMITTEE

January 13, 2015

The Finance and Personnel Committee met on Tuesday, January 13, 2015, 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, Larry Sebranek and Lew Van Vliet. Crofton and Deets were absent.

Others present included: Victor Vlasak, County Clerk; Damon Anderson, Anderson Realty, LLC; Kevin Clougherty, M3 Insurance; County elected officials; and department heads and employees.

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 Finance and Personnel Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to WRCO and to each County Department Head,

Motion by Van Vliet, second by Sebranek that the agenda be approved. Motion carried.

Kevin Clougherty presented a recommendation for employee dental coverage effective March 1, 2015. The recommendation is for the County adoption of option Q16 D01 with a 50% County contribution towards the monthly premium cost and the addition of coverage for bridges and crowns. The County's annual cost for this option would be \$124,075.00. Rates for this option would be \$33.32 single and \$95.33 family. Using the current dental plan as the basis, the following changes would be made:

- Add a \$50 individual deductible with a maximum of a \$150 family deductible;
- Change basic coverage (fillings, etc.) from 100% to 80%;
- Add coverage for bridges and crowns (major restorative services) at 50%;
- Drop orthodontia coverage.

The employee's portion of the premium can be deducted for their payroll check pre-tax under the current Section 125 plan through Employee Benefits Corporation. 50% minimum employee participation is required for this dental plan option. The benefit changes were discussed and employee questions answered. Motion by Sebranek, second by Van Vliet to present the recommended option to the County Board for approval. Motion carried.

The request for changing the agent of record for the dental plan was discussed. Motion by Clary, second by Sebranek that Kevin Clougherty, M3 Insurance Solutions, Inc., be made the exclusive agent for Group Dental. Motion carried.

Pat Metz presented proposed amendments to the Health and Human Services Addendum to the Handbook of Personnel Policies and Work Rules. The first proposed amendment was to allow employees access to their accrued sick leave while serving their probationary period of employment. The second proposed amendment was that all new Health and Human Services employees earn three days of paid vacation upon successful completion of their probationary period. The next proposed amendment was that Health and Human Services employees who are offered a new position within the

department be exempt from the requirement to serve a probationary period at the discretion of the Director. Committee members felt that some probationary period should be served by employees new to a position. Committee members also felt that the proposed amendments should apply to the Handbook and not just to the Health and Human Services' Addendum.

Chris Glasbrenner presented the following proposed amendments to the Pine Valley Addendum to the Handbook of Personnel Policies:

- Under the section entitled Performance Evaluations add "Evaluation forms used will be based off of Pine Valley's template and are specific to the employee's job description".
- Under the section entitled Overtime state that employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over "8 hours per day or 80 hours per pay period" and delete the words "or more than 8 consecutive".
- Under the section entitled Vacations delete the words "Exceptions to the above cases may be granted by the Administrator".
- Under the section entitled Procedures for Hiring add "Applicant will complete Pine Valley's application which is available at the reception desk or online at www.co.richland.wi.us".
- Under the second entitled Weather Conditions add "If weather conditions improve, employees should call in to see if they should report to work".

Motion by Clary, second by Sebranek to approve the proposed amendments to the Pine Valley Addendum. Motion carried.

Jeanne Marshall presented proposed amendments to Highway Addendum to the Handbook of Personnel Policies. One proposed amendment is the addition of a section regarding the employee's responsibility regarding the completion of timesheets. Another proposed amendment is to eliminate the section allowing the Patrol Superintendent to accumulate compensatory time. The position is salaried. The Commissioner now takes more of the calls. The auditors have recommended that the Addendum be amended to state that compensatory time and overtime are to be charged to the Project Number the employee was working on at the time the overtime was earned. New employees are allowed to bank compensatory time and use it when they don't have vacation time.

The Committee discussed a proposal which would allow a three day overlap for training and safety purposes for new Highway Department employees. For that three day time period two people would be paid for the same position. The overlap would allow for an orientation period for using the trucks and equipment.

The Committee discussed a proposal which would allow for the maintaining of an eligibility list at the Highway Department for vacancies in full-time positions. This would eliminate the need to publish a notice for every vacancy that occurs.

Motion by Bellman, second by Clary to approve the proposed changes to the Highway Department Addendum with the exception of the proposal to maintain an eligibility list for vacancies in full-time positions.

Amber Muckler presented a proposed change to the times of the shifts for the dispatchers and jailors in the Sheriff's Department Addendum to the Handbook of Personnel Policies because they do

vary. Motion by Van Vliet, second by Sebranek to approve the proposed changes to the Sheriff's Department Addendum. Motion carried.

The Committee discussed amending the Handbook of Personnel Policies to allow employees to use their accrued sick leave during their probationary period of employment. Motion by Clary, second by Kirkpatrick to approve the proposed amendment. Motion carried.

The Committee discussed amending the Handbook of Personnel Policies to grant three days of vacation during the first year after the probationary period is completed. Motion by Van Vliet, second by Sebranek that the proposed amendment not be approved. Motion carried.

Motion by Clary, second by Van Vliet to approve amending the Handbook of Personnel Policies to shorten the probationary period for an employee moving to a new position within the same department. Motion carried.

Motion by Clary, second by Bellman to amend the section of the Handbook of Personnel Policies entitled "Dental Insurance" to state that the County will pay 50% of the premium cost for employees. Motion carried.

Committee members felt that clarification is needed regarding "compensation" when employees volunteer their time.

Language will be added to the Handbook of Personnel Policies requiring the submission in writing by an employee of their intention to retirement or leave County employment and to add a requirement that the supervising committee take action to accept the notice of retirement or leave from County employment.

A conflict in the language of the Handbook of Personnel Policies regarding employee termination during the probationary period and the dismissal or suspension of an employee needs discussion.

Chairman Kirkpatrick will contact Attorney Patrick Henninger to assistance in bringing the hiring section in the Handbook of Personnel Policies into sync with hiring section in the Administrative Manual.

Other items to discuss include employees selling items to the County and the use of personal credit cards for County business.

Barb Scott requested that language be added to the Handbook to require departments to consult with the IT Department before making purchases of copiers, etc.

Motion by Van Vliet, second by Clary to adjourn to February 3rd at 9:00 a.m. Motion carried. The meeting adjourned at 12:04 p.m.

Victor V. Vlasak
Richland County Clerk