

FINANCE AND PERSONNEL COMMITTEE

April 7, 2015

The Finance and Personnel Committee met on Tuesday, April 7, 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.

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

Others present included: Victor Vlasak, County Clerk; Kevin Clougherty, M3 Insurance; Carol Ann Wirth, Wisconsin Public Finance Professionals, LLC; Damon Anderson, Anderson Realty; Julie Keller, County Treasurer; Patrick Metz, Health and Human Services Director; Jim Chitwood, Highway Commissioner; Susan Triggs, Register of Deeds; Stacy Kleist, Clerk of Circuit Court; Barb Scott, MIS Director; and other department heads and employees.

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, copies were posted on the Courthouse Bulletin Board and County web site, a copy was faxed to The Richland Observer, and copies were sent by e-mail to WRCO and all County Department Heads.

Motion by Crofton, second by Bellman to approve the amended agenda. Motion carried.

Motion by Van Vliet, second by Deets to approve the March 3rd minutes. Motion carried.
Deets

Kevin Clougherty reviewed the following topics in the Delta Dental of Wisconsin Dental Plan Management Report: Monthly enrollment and claims; a demographic profile of the group; monthly claims, administrative fees and enrollment changes; and special plan provisions.

Kevin Clougherty provided a review of Health Reimbursement Account (HRA) options. Information that was presented and reviewed was based upon continuation in the State Local Employers Programs. Deductible options were also explained based upon continuation in the State Local Employers Programs and with Unity as the sole provider of coverage. Premium cost information will be presented at the next meeting regarding deductibles with the State Local Employers Programs.

Carol Wirth made a presentation regarding borrowing for Richland County projects. The presentation included information on statutory borrowing limits, sources of funding and the Moody's Investors service rating process. The Moody's Investors Service rating process scorecard was reviewed. Copies of the Moody's Investors Service rating as of August 12, 2010, were distributed to Committee members.

Damon Anderson addressed the Committee requesting an extension of the Listing Contract until the end of the year 2015 for three remaining tax deed lots in the Yeager Subdivision, Town of Buena Vista. The lots were originally listed for sale at \$7,500.00 each. Lot 11 was sold for \$3,500.00. Motion by Van Vliet, second by Crofton to approve an extension of the Listing Contract retroactive to March 3, 2015. Motion carried. Motion by Crofton, second by Sebranek to list the two remaining lots at \$6,500.00 each. Motion carried.

County Treasurer Julie Keller presented an estimated amount due to Melissa Cornell on Village of Viola Tax Deed Parcel # 186-1833-1560 that was sold November 5, 2014. Motion by Bellman, second by Crofton to approve payment of the claim. Motion carried. The actual amount of the claim will be determined after consultation with Corporation Counsel Southwick.

Patrick Metz reported that the request made at the March 3rd meeting for an unpaid medical leave of absence for an employee at Health and Human Services is for a period of six weeks. Motion by Crofton, second by Deets to grant the request. Motion carried.

Jim Chitwood presented a proposed revision of the salary schedule for the employees at the Highway Department who are paid based upon the former union schedule. Motion by Crofton, second by Clary that all employees in Classification III be paid at the same hourly rate of \$20.62. Discussion followed regarding moving the positions in Classification III to an equivalent rate in the Salary Grade system. The proposed rate of pay for the Foreman positions was discussed. Roll call vote. AYES: Crofton, Deets, Van Vliet. NOES: Bellman, Kirkpatrick, Clary, Sebranek. Ayes 3. Noes 4. Total 7. Motion declared defeated.

Motion by Crofton, second by Sebranek to approve the proposed revision of the salary schedule for the employees at the Highway Department. Discussion took place regarding the proposed rate per hour increase for the Bookkeeper position and for the proposed increase in hours worked by the Clerk from 35 hours per week to 40 hours per week. Motion by Bellman to amend the motion by removing from the proposal the rate increase for the Bookkeeper position and the increase in hours worked per week by the Clerk. Motion carried on the amendment. Motion carried on the original motion as amended.

The Committee reviewed proposed changes to the Highway Addendum. The language regarding the "probationary rate shall be 5% less than the job rate for the position being filled" was discussed. Motion by Clary, second by Bellman to approve the proposed Highway Addendum changes with the probationary rate being 5% less than the job rate and with the job titles of Bookkeeper and Clerk remaining unchanged. Motion carried.

Chitwood noted that the Addendum language regarding the hiring of Seasonal Employees has not been changed. Attorney Jon Anderson was contacted and he advised that the maintaining of an eligibility list is a permissible practice.

Motion by Clary, second by Van Vliet to approve the transfer of the Pine Valley Supplemental Payment in the amount of \$92,251.00. Motion carried.

Sue Triggs reported that she has received written notification from Kay Peterson that she will be retiring from the position of Deputy Register of Deeds effective July 1st. Motion by Crofton, second by Sebranek to accept the written notification. Motion carried.

Julie Keller reported that of the 13 applicants for the position of Property Tax Lister, only one applicant met the qualification requirements. Deets and Sebranek will serve on the committee to interview the applicant. The interview will take place on Thursday, April 9th at 1:00 p.m.

Patrick Metz reviewed the proposed revisions to the Health and Human Services Addendum to the County Employee Handbook. Motion by Clary, second by Van Vliet to approve the proposed revisions. Motion carried.

The Committee adjourned for lunch.

Committee Chairman Kirkpatrick called the meeting to order at 1:17 p.m.

Chairman Kirkpatrick reported that the Ambulance Service Addendum to the County Employee Handbook is being developed and will be presented to Finance/Personnel once it is approved by the Joint Ambulance Committee.

Stacy Kleist addressed the Committee regarding the amendment made to the County Employee Handbook which allows for a shorter probationary period for employees who are offered and accept a new position within the same department where they work. Committee members noted that the change is not retroactive for employees who were in that situation prior to the amendment of the Handbook. It was noted that the courthouse union pay scale conflicts with the shorter probationary period because under that pay scale, wage increases happen in steps with the first pay increase taking place after six months of employment with the County.

Julie Keller reported on her findings regarding securing a “county” credit card. The issuance of a card would require an authorized officer who would have to provide their personal information. A liability disclaimer would be required. Each employee to receive a card would have their individual name on the card and have a separate account number. They would also have to give their personal information so that a credit report could be generated for identity purposes. Barb Scott explained situations where department personnel wanted to use their personal credit card for purchases on behalf of the County because they could earn reward points. Motion by Crofton, second by Bellman that department heads limit the use of personal credit cards to expenses related to conferences and trainings. Motion carried.

Motion by Van Vliet, second by Bellman to approve the request from the UW-Richland Committee for various line item transfers in the 2014 UW Outlay budget. Motion carried.

The Committee discussed staffing to assist with tax delinquent parcels on which tax deeds could be taken. An initial assessment of the condition of the properties is needed so that a decision on taking a Tax Deed can be made. Once ownership is transferred to the County someone is needed to secure the property, terminate utilities, etc. This person would need to be

either an independent contractor that could provide proof of insurance or staff from one of the County Departments. Staff from the Zoning Department, for example, could make the initial drive by assessment. The Zoning Committee and Zoning Administrator Mike Bindl will be asked to take on the initial assessment task and coordination once the County takes ownership.

Barb Scott requested approval of the Energize Update renewal for the Barracuda Message Archiver 350. The cost of a one year renewal is \$1,349.00. The cost of a three year renewal is \$3,449.00. Motion by Van Vliet, second by Crofton to approve the three year renewal option. Motion carried.

Motion by Deets, second by Van Vliet to adjourn to Tuesday, May 5th at 9:00 a.m. Motion carried. The meeting adjourned at 2:32 p.m.

Victor V. Vlasak
Richland County Clerk