

FINANCE AND PERSONNEL COMMITTEE

September 1, 2015

The Finance and Personnel Committee met on Tuesday, September 1, 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, Tom Crofton, Gaylord Deets, Sebranek and Lew Van Vliet. Larry Sebranek was absent.

Others present included: Victor Vlasak, County Clerk; 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 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.

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

The printed copies of the August 4th minutes were declared approved.

Symons Recreation Complex Director Denise Hanold addressed the Committee requesting approval to use funding from the Symons Recreation Complex Capital Improvement Fund to replace three boilers at the Natatorium. The current boilers have a twenty five year life span and are currently twenty eight years old. One of the boilers currently has a leak. The estimate cost of the new boilers is \$60,000 plus installation costs. The Natatorium Board has approved \$2,000 for an engineer to prepare bid specs. Coordination of the replacement of the boilers with the solar project was discussed. Hanold explained that the solar project is for electricity only. Motion by Bellman, second by Deets to approve Symons proceeding with the boiler replacement project as presented. Motion by Clary, second by Crofton to amend the motion to state that the geo thermal option will at least be researched. Motion carried on the amendment. Motion carried on the motion as amended.

Funding sources for the proposed installation of security windows and doors on up to five offices on the main floor of the old courthouse was discussed. The use of carryover funding in the Capital Projects Fund was discussed. Motion by Crofton, second by Van Vliet to set aside \$30,000 in the Capital Projects Fund for the security windows and doors, with a proposal to come from an architect to pull together the information we have and finalize a design for the building, with the project being delegated it to the Property Subcommittee. Motion carried.

Clerk of Court Stacy Kleist addressed the Committee requesting that the vacant Clerical Assistant II position be changed to Deputy Clerk of Court to properly reflect the duties and work flow in her office and the Court. The Committee discussed the Rule of the Board which states that any Resolution, Ordinance or motion which results in an increase in compensation to any full-time or part-time non-elected County employee, including the County Highway Commissioner, except as related to union contracts or general, annual salary adjustments given to all or nearly all County employees, will be considered by the County Board only at its August or September sessions. Motion by Crofton, second by Van Vliet to postpone the agenda item until the budget is completed. Motion carried. Motion by Clary, second by Bellman to ask the County Board to suspend the Rule of the Board relating to compensation increases until the 2016 budget has been completed and that the compensation increase requests be presented at the October County Board session. Motion carried.

County Treasurer Julie Keller addressed the Committee requesting the reclassification of the Deputy County Treasurer from the courthouse union pay scale to the non-union pay scale. Keller reviewed the responsibilities of the office and the salary grades of other positions in the grade system which she felt were similar. Motion by Bellman that Keller present this information to the budget committee and that it be listed on the next County Board Agenda. No second. Motion by Crofton, second by Bellman to postpone the request until October. Motion carried.

Chris Glasbrenner, Pine Valley Human Services Director, addressed the Committee requesting the elimination of the Dietary job classification. Motion by Crofton, second by Clary to approve the request. Motion carried.

Glasbrenner addressed the Committee requesting the elimination of the Housekeeping/Laundry Supervisor position, combining it with the Maintenance Supervisor's position and creating a Facility Operations Manager position at Salary Grade 22 and the creation of a Lead Housekeeper position at Salary Grade 11. The Manager position would be responsible for supervising the Housekeeping/Laundry and Maintenance departments and have increased duties. The Housekeeper position would be a working position with the person assuming the roles of a Housekeeper/Laundry worker. The question was raised regarding advertising the two positions. Glasbrenner emphasized the importance of filling the two positions with current staff familiar with the duties. It was noted that the current Maintenance Supervisor has agreed to take over the duties of the Manager position in the short term. Motion by Clary, second by Deets to support the reorganization and make it a part of the 2016 budget discussion. Motion withdrawn by Clary and Deets. Motion by Crofton, second by Deets to approve the housekeeping and laundry department restructuring, job descriptions to include the new duties, no reclassifications, and that the reclassifications be a part of the 2016 budget formulation discussion. Motion by Clary, second by Crofton to consider the job titles with the 2016 budget process. Motion carried.

Veteran Service Officer Karen Knock addressed the Committee requesting the elimination of the Assistant Veterans Service Officer position in her office and the creation of the position of Veterans Benefit Specialist at Grade 13 in the salary grade system. Knock explained that the title would make the holder of the position able to work in the VA system and get accreditation. A job description from Santa Rosa Junior College for the Specialist position was given as an example of the duties. Motion by Clary, second by Crofton to approve the elimination of the Assistant position and the creation of the 17.5 hour Specialist position at Grade 13 in the salary grade system. Motion carried. Kirkpatrick noted that a job description will be needed for the proposed position will need to be prepared in the County's format.

Health and Human Services Director Patrick Metz addressed the Committee regarding the wage rates for the positions of Non-Licensed Mental Health Clinician and Licensed Mental Health Clinician that were not added to the Professionals Salary Schedule. At question is the rate of pay that applies to the positions. An individual has been hired as non-licensed and offered the position at the rate of \$24.35 per hour. Jon Anderson has advised that if the person was offered the position at that rate and has accepted the position, it is a binding decision at that rate of pay. Discussed was moving the non-licensed position to the non-union scale. Metz indicated possible problems because the person hired is aware of the union salary steps. Motion by Crofton, second by Bellman to postpone the agenda item until the October budget formulation meeting so that Jon Anderson can be contacted regarding moving the position from the union grade system to the non-union salary grade system. Motion carried.

Motion by Van Vliet, second by Deets to postpone the agenda item regarding the Deputy Coroner's compensation. Motion carried.

Chairman Kirkpatrick presented information received from Community Resource Development Agent Andy Ziehli regarding the creation of an Economic Development Committee. Michael Port requested that the Downtown Neighborhood Association be included. The need for someone to carry out the day to day tasks was discussed. Regional Planning and Ron Brisbois, Grant County Economic Development Executive Director, will be contacted for suggestions for moving forward.

Presentations will take place at the next couple of meetings from firms that conduct wage studies.

Chairman Kirkpatrick will contact the Wisconsin Counties Association for a list of risk managers to assist in the development of specs to solicit bids for boiler & machinery, crime, liability, property and workers compensation insurances. Boiler and machinery, crime, property and workers compensation policies renew July 1, 2016. The liability policy renews January 1, 2016.

Chairman Kirkpatrick explained that currently the Fair and Recycling Coordinator salary is coded eight hours to the recycling program and twenty hours to the county fair account. The change being considered is coding 12 hours to the recycling program and 16 hours to the county fair account to take advantage of administrative funds available under the recycling grant. Motion by Bellman, second by Deets to approve the change. Concern was raised about the effect the additional administrative costs would have on the funds from the recycling grant that are returned to the municipalities. Chairman Kirkpatrick declared that the motion failed due to a tie vote.

The Committee discussed action taken at the August meeting directing the MIS Director to include in the department's proposed 2016 budget reclassifications for the Director and Administrator positions. Motion by Crofton, second by Clary that the MIS Department present two 2016 budgets, with one budget to include the cost of the reclassifications. Motion carried.

Highway Commissioner Jim Chitwood asked if his proposal regarding the continuation and completion of the Highway Department restructuring should be brought back when the department's proposed 2016 budget is presented.

Motion by Clary, second by Deets to go into closed session under section 19.85 (1) (b) (c) (f) (g) for discussion regarding a Sheriff's Deputy's employment and that the County Clerk, Chief Deputy Kanable and Ambler Muckler be allowed to remain. Roll call vote. AYES: Van Vliet, Clary, Kirkpatrick, Deets, Bellman and Crofton. Ayes 6. Noes 0. Total 6. Motion carried.

Closed session.

Motion by Van Vliet, second by Deets to return to open session. Motion carried.

Motion by Clary, second by Deets to adjourn. Motion carried. The meeting adjourned at 12:25 p.m.

Victor V. Vlasak
Richland County Clerk