

FINANCE AND PERSONNEL COMMITTEE

February 9, 2016

The Finance and Personnel Committee met on Tuesday, February 9, 2016, 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, Larry Sebranek and Lew Van Vliet. Gaylord Deets was absent.

Others present included: Victor Vlasak, County Clerk; Carol Wirth, President of Wisconsin Public Finance Professionals, LLC; and elected officials, 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 Committee members, 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 and to each County Department Head.

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

Motion by Bellman, second by Sebranek to approve the January 5th minutes. Motion carried.

Sue Triggs, Register of Deeds, addressed the Committee recommending that Ellen Bushee, Deputy Register of Deeds, be paid at the job rate for her position. Ms. Bushee has served a six-month probationary period in the position. Motion by Bellman, second by Sebranek approving the recommendation. Motion carried.

Julie Keller, County Treasurer, addressed the Committee recommending that William Thompson be hired to fill the vacant position of Real Property Lister. Gaylord Deets had participated in the interviews of the applicants. Motion by Bellman, second by Sebranek to approve the recommendation. Motion carried.

Jim Chitwood, Highway Commissioner, addressed the Committee regarding the Handbook policy which states that "The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year". Mr. Chitwood is requesting an exception to the policy for a highway department employee who will soon be on Worker's compensation longer than the one year period. Some Committee members expressed concern about a precedence being set if an exception is made to the Handbook policy. Motion by Clary, second by Sebranek to deny the request. Motion carried.

Denise Lins, Symons Recreation Complex Director, reported that the lowest bid for the replacement of three boilers at the Symons Natatorium was received from Schneider Plumbing & Heating, Inc. in the amount of \$42,910.00. Motion by Van Vliet, second by Clary to present a resolution for acceptance of the low bid contingent upon approval of the low bid by the City Council.

Motion carried. One-half share of this cost in the amount of \$21,455 will be paid from the County's Symons Capital Improvement Fund and the remaining one-half will be paid from the City of Richland Center's Symons Capital Improvement Fund.

Chris Glasbrenner, Pine Valley Human Resources Director, addressed the Committee requesting approval for the creation of the Personal Care Worker position at Pine Valley. Approximately 8 to 10 Personal Care Workers will be hired for the community-based residential facility portion of the new building. The position would be paid at non-union Grade 6 (probationary rate: \$10.44 per hour; after 6 months probation rate \$10.95 per hour; and after 18-month rate of \$11.48 per hour). Crofton noted the low pay grade being assigned to the position. Motion by Clary, second by Bellman to present a resolution for approval of the creation of the position at non-union Grade 6 and for approval of the job description for the position. Motion carried.

Chris Glasbrenner presented a proposal for an employee retention incentive bonus at Pine Valley for the years 2016 and 2017. The proposal is in response to an inability to provide a competitive wage when trying to fill vacant positions at the facility and to show appreciation to the current employees at the facility. Discussion followed regarding employee fringes. Also discussed was conducting a wage study. Motion by Clary, second by Crofton to wait until the March County Board meeting to present a resolution adding the proposed employee retention incentive bonus to the Pine Valley addendum. Motion carried.

Amy Forehand, Child Support Director, addressed the Committee requesting approval for the purchase of a combination copier, scanner and fax machine from Rhyme for \$3,685.00 for the Child Support Agency. Three proposals were received. Funds for the purchase were not included in the department's 2016 budget. Motion by Crofton, second by Sebranek to approve the purchase. Motion carried.

Jason Marshall, Management Information Systems Administrator, addressed the Committee requesting approval for repairs to the courtroom video conferencing equipment. Problems include the projection screen not coming down; the right two speakers facing the audience not working; and the Extron Power supply is out. The estimated cost of the screen replacement and mounting is \$2,543.00; speaker replacement and mounting \$1,170.00; and power supply for the Extron \$200.00. The total of the costs is \$3,913.00. Motion by Crofton, second by Bellman to approve the expenditures from the Videoconferencing Fund. Motion carried.

Jason Marshall addressed the Committee requesting approval for the \$1,502.00 cost of Cisco SMARTnet coverage for the network switches that keep the County IT infrastructure up and running. Motion by Van Vliet, second by Bellman to approve the request. Motion carried.

Jason Marshall addressed the Committee requesting approval to replace the current wireless controller which was purchased in 2008. The quote from Jcomp is \$2,233.88 to upgrade Pine Valley 2504 and add the additional SMARTnet coverage for one year and \$4,467.76 to upgrade the Highway 2504 and add the SMARTnet for one year. The total cost of the upgrades and the additional SMARTnet coverage would be \$6,701.64. The upgrades would enable wireless access throughout the County's wireless network. Motion by Van Vliet, second by Bellman to present a resolution for

approval of the upgrades using funds available in the Management Information Systems department's 2016 budget. Motion carried.

Jason Marshall addressed the Committee requesting the extension of the contract with the Southwest Wisconsin Development Board for the Management Information Systems Assistant position due to increased demands on staff in the department. Motion by Van Vliet, second by Sebranek to present a resolution for approval to amend the contract with the Southwest Wisconsin Development Board which was approved by Resolution No. 15-30 for the part-time position of Management Information Systems Assistant to be full-time for 2016. Motion carried. \$20,086.02 will need to be appropriated from the Contingency Fund to the Management Information System Department's account in the 2016 County budget to cover the cost of the contract extension.

Carol Wirth, President of Wisconsin Public Finance Professionals, LLC, Milwaukee, reviewed Phase III of the 21.5 million dollar financing plan for the Pine Valley building project. Motion by Crofton, second by Sebranek to present a resolution for approval of the Third Phase borrowing for 10 million dollars for the Pine Valley building project. Motion carried.

Carol Wirth reviewed an updated contract for financial advisory services relating to the \$10 million bond issue for the Pine Valley building project. Motion by Van Vliet, second by Crofton to present a resolution for approval of the updated contract. Motion carried.

Buford Marshall, Jr., a member of the Veterans Service Commission, addressed the Committee requesting approval to increase the hours worked by the Veterans Benefit Specialist from 17.5 hours per week to 20.5 hours per week to allow the holder of that position to qualify for accreditation. Motion by Crofton, second by Sebranek to present a resolution for approval to increase the hours worked per week for the position. Motion carried.

Motion by Van Vliet, second by Bellman to go into closed session under Section 19.85 (1) (b) (c) of the Wisconsin Statutes regarding the termination of an employee in the Sheriff's Department and that the County Clerk, Lieutenant Bob Frank, Sheriff Jim Bindl and Buford Marshall, Jr. be allowed to remain. Roll call vote. AYES: Van Vliet, Sebranek, Clary, Kirkpatrick, Bellman, Crofton. Ayes 6. Noes 0. Total 6. Motion carried.

Closed session.

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

Bob Frank addressed the Committee requesting approval of the invoice from microDATA GIS, Inc. of Palatine, Illinois to provide maintenance services for the microDATA software for 1 year starting February 1, 2016 in the amount of \$3,969.80. Motion by Van Vliet, second by Bellman to present a resolution for approval to pay the invoice from the 911 Outlay Account. Motion carried.

The County Clerk requested approval for the lodging rate of \$117 for attendance at the Wisconsin Counties Association Legislative Exchange in Madison on February 2nd and 3rd. The actual rate exceeds the governmental rate of \$82 per night. Motion by Sebranek, second by Van Vliet to approve the \$117 lodging rate. Motion carried.

Fred Clary, Chairman of the Law Enforcement and Judiciary Committee, explained that the Finance and Personnel Committee approval of the deputy Coroner compensation increase had been based up increasing Coroner's fees to cover the cost of the compensation increase. The Legislature, however, has frozen Coroner's revenues until April 2017. The Coroner is now asking that Deputy Coroners be paid an on-call fee of \$1.50 per hour for weekdays and a \$3.00 per hour fee for holidays and weekends in addition to the fee for attending non-cremation and cremation deaths. Motion by Crofton, second by Van Vliet to present a resolution for approval of the on-call fee for Deputy Coroners. Motion carried. The proposal will be presented to the Law Enforcement and Judiciary Committee when they meet on February 12th.

Motion by Van Vliet, second by Sebranek to postpone until the March meeting discussion of the salaries for the next four-year term for the constitutional offices of County Clerk, Treasurer and Register of Deeds. Motion carried.

Discussion followed regarding the implementation of some sort of incentive for all County employees similar to that proposed by Health and Human Services Department and Pine Valley Healthcare for inclusion in their addendum.

Discussion followed regarding correspondence received from the Dane County Office of Equal Opportunity requesting a new Affirmative Action/Civil Rights Compliance plan prior to the effective date of the 2016 Purchase of Service Contract Agreement. Bellman took the packet of documents and will work with Pat Metz and Health at Human Services regarding the request.

Motion by Bellman, second by Van Vliet to adjourn. Motion carried. The meeting adjourned at 12:11 p.m.

Victor V. Vlasak
Richland County Clerk