

## **FINANCE AND PERSONNEL COMMITTEE**

June 7, 2016

9:30 a.m.

The Finance and Personnel Committee met on Tuesday, June 7, 2016, at 9:30 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, Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk, elected officials, 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 by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Bellman, second by Sebranek to approve the agenda. Motion carried.

Motion by Sebranek, second by Marshall to approve the May 10<sup>th</sup> and 17<sup>th</sup> minutes. Motion carried.

The first agenda item discussed was the truck currently being shared by the Land Conservation Department and Pine Valley. The Land Conservation Department has the truck in the summer months and Pine Valley has it during the winter months. Chairman Kirkpatrick noted that it was the Finance and Personnel Committee that forced the sharing of the truck. Sebranek reported that the sharing issue was discussed by the Land Conservation Committee because mileage is being paid to staff when they must travel and the truck is not available. Cathy Cooper, County Conservationist, noted that the sharing arrangement is not ideal for either department. Kathy Cianci, Pine Valley Administrator, noted that staff must use their personal vehicles or the van when the truck is not available. The possibility of purchasing or renting another truck was discussed. Motion by Seep, second by Marshall to continue with the present vehicle sharing arrangement. Motion carried.

Carla Doudna, Fair and Recycling Coordinator, addressed the Committee requesting an additional \$1,000.00 in funding for the removal of the horse barns. A decision has been made to demolish the buildings, put the debris in dumpsters and haul it to Lone Rock rather than burn the buildings. A quote in the amount of \$4,000.00 was received from Olson Trucking to demolish and remove the old horse barns from the fairgrounds. At the April 5<sup>th</sup> meeting the Finance and Personnel Committee had approved a \$3,000.00 funding request for the buildings removal. Motion by Seep, second by Bellman to present a resolution for approval to authorize an additional \$1,000.00 transfer from the Contingency Fund to the Fair Fund. Motion carried.

Funding for the Campus parking lot repairs and the kitchen drain replacement project was discussed. Motion by Gentes, second by Seep to present a resolution for approval to transfer \$6,700.00 from the Contingency Fund to the U.W. – Richland Outlay Fund to pay the cost of reconstructing 4 areas of the campus parking lot by removing damaged asphalt and replacing it with new asphalt and approval to transfer \$9,540.00 from the Contingency Fund to the U.W. Center Food Service Fund for the purpose of replacing the drains in the

kitchen area of the Wallace Student Center, including repairs to the floor and replacement of floor tile. Motion carried.

Jerry Den Boer, President of Benefit Advisors Insurance Agency, LLC, addressed the Committee proposing that Richland County participate in the Western Wisconsin Municipal Consortium for employee health insurance coverage with the WEA Trust and their state wide network of providers. Other coverage such as dental, vision, etc. is available through the consortium. Samples of various coverage options under the PPO and their associated monthly premium costs and the health reimbursement arrangement were reviewed. Chairman Kirkpatrick expressed concern about the small number of participants in the consortium and the affect possible large losses would have on premiums.

Sheila Troxel and Casey Peterson from the Wallace, Cooper & Elliott Insurance Agency, addressed the Committee with a proposal for employee health insurance coverage. Rate comparisons were presented with Unity Health Plan and Dean Health Plan for an HMO option with \$500/\$1000 deductibles and 10% coinsurance. Rate comparisons were also presented with Unity and Dean for an HMO HRA option with \$1500/\$3000.00 deductibles, 10% coinsurance and \$20.00 copays.

Chairman Kirkpatrick gave an update on the first meeting that she and Ag Agent Adam Hady attended in Viroqua regarding the regionalization of extension services by 2017 where agents will be shared across five counties. The contract amount for the shared services will not be reduced from the current amount.

Kevin Clougherty, M3 Insurance Solutions, Inc. addressed the Committee Regarding the Unity and Gundersen combined network proposal for employee health insurance coverage. Information was presented on the Unity Health Insurance options and health reimbursement arrangements.

Motion by Clary, second by Sebranek to adjourn until 1:00 p.m. Motion carried.

Committee Chairman Kirkpatrick called the meeting to order at 1:00 p.m.

Joy Gander, Gander Consulting Group, LLC reviewed the competitive marketing process and resulting recommendation for property and casualty insurance coverage for the County. Motion by Clary, second by Seep to proceed with the insurance coverage as recommended. Motion carried.

<u>Insurance Company</u>	<u>Line of Coverage</u>	<u>Agent/Broker</u>	<u>Premium</u>
Wisconsin County Mutual	Liability	Aegis	\$169,932
Wisconsin County Mutual	Workers' Compensation	Aegis	\$379,887
Municipal Property Ins. Co.	Property/Auto Comp/Col	Robertson Ryan	\$ 51,204
Liberty Mutual	Equipment Breakdown	Arthur J. Gallagher	\$ 3,850
Hanover	Crime	Arthur J. Gallagher	\$ 3,275

Health and Human Services Director Patrick Metz addressed the Committee regarding updating the department's Addendum to the County's Handbook of Personnel Policies and Work Rules to include language that was in the Professional Union contract, which did not get included in the handbook, and to reflect what is actually taking place in the department. Metz reviewed the proposed changes. Motion by Gentes, second by Bellman to present a resolution for approval of the amended addendum. Motion carried.

The Committee discussed the proposed three year contract with Maximus Consulting Services, Inc. to prepare annual indirect cost allocation plans, the purpose of which is to maximize the amount of the County's indirect costs which are reimbursable by the Federal and State governments. The cost allocation plans will be prepared in 2016, 2017 and 2018 based upon actual year-end financial data for 2015, 2016 and 2017, at a cost of \$4,100.00 for each year. The cost covers reimbursement for all preparation expenses incurred by Maximus. Motion by Bellman, second by Marshall to present a resolution for approval to enter into the three year contract. Motion carried.

The Committee reviewed the May 31<sup>st</sup> investments and cash trial balance reports. The Health and Human Services negative cash balance was discussed. Director Metz explained that the expenditures reported are up to date but that there is a lag in revenue receipting because of the timing of payments received under the State contract. Chairman Kirkpatrick suggested that the auditors be asked to explain the affect of year end journal entries in relation to the cash trial balance for the Health and Human Services Department.

Committee Chairman Kirkpatrick related compliance issues related to the proper posting of meeting notices. Copies were distributed of an October 15, 2015 memo to department heads from Chairman Kirkpatrick. The Clerk noted that meeting notices are sent to The Richland Observer and WRCO and are posted on the County web site and courthouse bulletin board. Enforcement of the Administrative Manual will be discussed at the July meeting.

The Committee reviewed proposed language to be added to the Administrative Manual dealing with the approval of expenditures and the use of personal credit cards. Motion by Clary, second by Gentes to present a resolution to amend the Administrative Manual to add section XI to the Administrative Manual regarding procedures for approval of expenditures and use of personal credit cards. Documentation of committee approval of monthly invoices was discussed. Motion carried. The proposed language is as follows:

For those department heads who have regularly-scheduled oversight committee meetings, it is his/her responsibility to provide the oversight committee with documentation of expenditures for approval. Approval of expenditures must be a part of the monthly agenda. For those departments which have less frequent committee meetings, a semi-annual review of the budget and expenditures is required.

The County's voucher system is the approved process for making expenditures for the County. Use of personal credit cards is not an approved method for County expenditures and their use is discouraged. Prior approval must be obtained to use a personal credit card for County expenditures, and

Chairman Kirkpatrick reported that she has sent proposal requests for wage studies to the following:

- Carlson Dettman Consulting
- Strategic HR Solutions
- WIPFLI, LLP

The Committee discussed the installation of a projector and screen in the County Board room. Barb Scott, MIS Director, gave the following costs: \$345.95 for a pull down screen, \$881.25 for the projector, \$109.35 for the projector mount and \$200.00 for wiring. Motion by Seep, second by Bellman to approve the

purchase of the equipment at a total cost not to exceed \$1,500.00 with a 10% contingency. Motion carried.

Scott reviewed proposed changes to the Computer Policy. Motion by Clary, second by Sebranek to present a resolution for approval of the recommended changes and the updated Policy. Motion carried.

Scott reported that new badges must be printed for Pine Valley employees and the current badge printer is not working. The cost of the new printer is \$1,715.51. Pine Valley will pay half of the cost and MIS will pay the other half. Motion by Seep, second by Bellman to approve the purchase. Motion carried.

Motion by Bellman, second by Marshall to go into closed session under Section 19.85 (1) (c) and (f) to discuss the creation of a temporary position at the Highway Department. Roll call vote. AYES: Seep, Bellman, Gentes, Kirkpatrick, Clary, Marshall, Sebranek. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Gentes, second by Bellman to return to open session. Motion carried.

Motion by Seep, second by Bellman to postpone the agenda item regarding the Highway Department temporary position creation until the June 14<sup>th</sup> meeting. Motion carried.

Motion by Clary, second by Bellman to adjourn. Motion carried. The meeting adjourned at 4:07 p.m.

Victor V. Vlasak  
Richland County Clerk