

FINANCE AND PERSONNEL COMMITTEE

July 5, 2016

The Finance and Personnel Committee met on Tuesday, July 5, 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.

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 and department heads; a copy was posted on the Courthouse Bulletin Board; and a copy was faxed to The Richland Observer.

Motion by Marshall, second by Sebranek that the agenda, as amended, be approved. Motion carried.

Motion by Bellman, second by Clary that the June 7th minutes be approved. Motion carried.

Pine Valley Administrator Kathy Cianci and Director of Nursing Angie Alexander addressed the Board requesting approval of classification changes for licensed nursing staff at the facility. The request is being made to help in the successful recruitment and retention of the licensed staff. The proposal eliminates the Licensed Practical Nurse position at Grade 17 and the Registered Nurse position at Grade 22 and moves the licensed staff to higher grades in the Salary Plan. Motion by Sebranek, second by Seep to grant the request. Clary noted that the proposal is actually a reclassification request. The motion by Sebranek and Seep was withdrawn. Cianci explained that the goal is to accelerate the starting wage for nursing staff. Motion by Clary, second by Seep to eliminate the Pine Valley Licensed Practical Nurse position at Grade 17 and the Pine Valley Registered Nurse position at Grade 22 from the Salary Grade listing; rename the Pine Valley Licensed Practical Nurse 2 position at Grade 18 to Licensed Practical Nurse and the Pine Valley Registered Nurse 2 position at Grade 23 to Registered Nurse. Motion carried.

Fair and Recycling Coordinator Carla Doudna addressed the Committee requesting approval to apply for the Household Clean Sweep Grant for 2017. At this time actual amount of the grant is unknown. Motion by Gentes, second by Marshall to approve the request. Motion carried.

Doudna addressed the Committee requesting funding in the amount of \$2,985.43 for costs related to conducting the electronic recycling event. Actual revenues received from the event were \$5,916.00. The invoice for removal of the items was \$8,901.43. Motion by Clary, second by Bellman to present a resolution for approval to transfer \$2,985.43 from the Contingency Fund. Motion carried.

Doudna addressed the Committee requesting an increase in the amount paid to judges for judging the species group at the county fair from the current amount of \$50 for the first four hours to \$100 for the first four hours of work plus mileage and \$9 per hour for all hours worked after the first four hours. Motion by Seep,

second by Bellman to present a resolution for approval of the request to change the amount paid from \$50 to \$100 for the species group. Motion carried.

Pat Elliott and Sirena Tukiendorf, from the Wallace Cooper & Elliott Insurance Agency, presented information on employee health insurance coverage options with the Unity - Gunderson Network. One proposal presented was a HMO and the other proposal was a HSA. The HMO proposal has a \$1,000 single/\$2,000 family deductible, 10% coinsurance with an annual maximum out of pocket of \$3,000 single/\$6,000 family as well as different copays for specific services. Prescription medicals drugs have tiered copays. The next proposal was a health savings account funded with pretax dollars to make up the higher \$1,500 single/\$3,000 family annual deductible with no coinsurances. Premium information was also presented for Dean Health Plan coverage.

Kevin Clougherty, M3 Insurance, presented information on employee health insurance coverage options with the Unity - Gunderson Network. The HMO 3 Plan would have \$1,500/\$3,000 deductibles, 20% coinsurance, \$3,000/\$6,000 maximum annual out of pocket and a three tiered drug benefit. The HMO 4 Plan would have \$2,000/\$4,000 deductibles, 20% coinsurance, \$4,000/\$8,000 maximum out of pocket and a three tiered drug benefit. Various employer reimbursements to employee assumptions with a HRA were discussed.

Motion by Gentes, second by Bellman to go into closed session under Section 19.85 (1) (f) concerning medical information regarding a specific person and the interpretation of the voluntary sick leave donation policy. Roll call vote. AYES: Seep, Bellman, Gentes, Kirkpatrick, Clary, Sebranek, Marshall. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Clary, second by Marshall to return to open session. Motion carried.

Motion by Bellman, second by Sebranek to approve Becky Dalberg's request to donate three sick leave days to Amber Morris and also to the allow any other employee to donate sick leave days to Ms. Morris as well. Motion carried.

County Treasurer Julie Keller addressed the Committee requesting that Property Tax Lister William Thompson be paid at the job rate for his position as he will have satisfactorily completed his probationary period of employment as of August 4th. Motion by Bellman, second by Marshall that William Thompson be moved to regular status as of August 4th. Motion carried.

Register of Deeds Sue Triggs addressed the Committee requesting \$704.00 to cover the licensing fee for the new Microsoft server for the upgraded imaging system. Zoning Administrator Mike Bindl gave an update on the Land Records Grant Fund. Motion by Bellman, second by Seep to approve the \$704.00 expenditure request with funding to come from Fund 22, the Register of Deeds Redaction Fees Fund. Motion carried.

Barb Scott, MIS Director, presented contracts from Genuine Telecom for data transport and internet services and for selected telephone services. The Data Transport and Internet Services contract is for a period of three years, with a monthly charge of \$1,250.00 and will renew for one additional year at the current rate then in effect unless either party provides written notice of their intent to terminate the agreement. The telephone services contract is for a period of three years and will renew for one additional year at the current

rate then in effect unless either party provides written notice of their intent to terminate the agreement. Motion by Bellman, second by Sebranek to present a resolution for approval of the two contracts. Motion carried.

Health and Human Services Director Patrick Metz addressed the Committee requesting approval for the renovation of the cubicle area of Public Health in the Community Services Building. The relocating and remodeling being proposed would offer a better work space and meet the current and future needs of the ADRC and increase accessibility to Elder Benefit Specialists and Disability Benefit Specialists as is a 2017 contractual goal of the ADRCs. Woodland Consults, Inc. estimated the cost of the project at \$82,000.00. Funding is available from ADRC GPR \$27,414.00; ADRC MA Match \$21,898.00; and Public Health Loan Closet \$10,000.00. The remaining \$22,688.00 cost of the project will be absorbed into the Health and Human Services budget. Motion by Bellman, second by Sebranek to approve the remodeling proposal contingent upon the receipt of the ADRC funding. Motion carried.

H&HS Director Metz addressed the Committee requesting the approval of a medical leave of absence without pay for Beth Lange from June 23, 2016 to July 6, 2016. Motion by Gentes, second by Bellman to approve the request. Motion carried.

The Committee discussed the timeline for the start of the wage study. The project will start November 1st with the positions at Pine Valley.

Chairman Kirkpatrick noted the receipt of the Risk management Analysis Report from Gander Consulting Group, LLC. The report will be reviewed in detail at a future meeting.

Chairman Kirkpatrick distributed copies of the current Corporation Counsel job description, a copy of the St. Croix County Corporation Counsel job description and a copy of Wisconsin Statute 59.42 Corporation Counsel. Motion by Clary, second by Sebranek that the Finance and Personnel Committee be the committee that the Corporation Counsel reports to. Motion carried.

Investment and Cash Trial Balance reports as of June 30th were distributed to Committee members.

The Clerk noted the receipt of notification from the Richland County Deputy Sheriffs' Association to commence bargaining for a successor agreement. The County's labor attorney, Jon Anderson, has requested dates from the Sheriffs' Association to exchange proposals and open negotiations.

County Treasurer Julie Keller addressed the Committee requesting approval for purchasing web portal services for public access to tax records and related information from GCS Software, Inc., Onalaska, at a cost of \$5,000.00 for the portal, including installation and setup. The prorated annual support fee of \$1,000.00 will be paid from the County Treasurer's budget. Tax payments received since May 13th have not been backed up and are not available on the web site. Barb Scott noted that Richland County is the only one utilizing ADC as the portal. This purchase would be moving towards everyone going with GCS. Motion by Bellman, second by Clary to present a resolution for approval of the purchase and the transfer of \$5,000.00 from the Contingency Fund to cover the cost of expenditure. Motion carried.

Motion by Seep, second by Bellman to authorize the Clerk's signature on the Terrorism acceptance form for the Liberty Equipment Breakdown policy. Motion carried.

The Wisconsin County Mutual, the new provider of the workers compensation insurance coverage, has requested that an orientation meeting be scheduled with department heads and the insurance service team. Motion by Sebranek, second by Bellman to approve the request. Motion carried.

The Committee discussed the formulation of the 2017 budget. Chairman Kirkpatrick suggested discussion about not filling the currently vacant Resource Agent position. Also suggested was not publishing the entire minutes from County Board meetings in The Richland Observer. Clary suggested that departments submit a list of currently vacant positions and the department's plans regarding filling them.

The Committee discussed enforcement of the Administrative Manual and dealing with departments who do not comply with the Manual.

Motion by Marshall, second by Bellman to adjourn. Motion carried. The meeting adjourned at 12:38 p.m. The next meeting is scheduled for August 2nd at 9:00 a.m.

Victor V. Vlasak
Richland County Clerk