

## **FINANCE AND PERSONNEL COMMITTEE**

November 1, 2016

The Finance and Personnel Committee met on Wednesday, November 1, 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, Buford Marshall, Larry Sebranek and Don Seep. Linda Gentes was absent.

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

Motion by Clary, second by Seep that the minutes for the meetings held on September 6<sup>th</sup> and October 4<sup>th</sup> be approved. Motion carried.

Chairman Kirkpatrick asked if there were any bids for Tax Deed Parcel # 276-2100-1781 located in the City of Richland Center on Mill Street. The appraised value was set at \$5,000.00 with a requirement for an escrow of \$4,000.00 to assure removal of the house and contents and a cleanup of the site. No written or oral bids were received. Motion by Sebranek, second by Clary to send the parcel back to the Property, Building and Grounds Committee for reappraisal.

The Committee discussed Tax Deed Parcel # 146-0020-0500 located in the Village of Lone Rock. The parcel did not sell at the September 6<sup>th</sup> tax deed sale. The parcel was appraised at \$10,000.00. Motion by Clary to proceed with listing the parcel with a realtor with a recommended sale price of \$2,000.00 plus a \$2,000.00 escrow requirement for removal of the structure and a cleanup of the parcel. The motion failed due to the lack of a second. Motion by Clary, second by Sebranek to postpone the agenda item until the Committee's next meeting to decide on the disposal of the parcel.

Barb Scott addressed the Committee requesting approval to purchase VMWare software that connects the virtual servers. This is an annual maintenance cost of \$1,124.00 that is included in the MIS budget. Motion by Clary, second by Seep to approve the request. Motion carried.

Patrick Metz addressed the Committee requesting approval of the maintenance contract for the phone system at the Community Services building. A proposal was provided for a one

year contract for \$6,500.00 or a three year contract for \$11,598.00. The Health and Human Services Board is recommending approval of the three year contract. The cost of the one year plan was included in the H&HS budget. Payment for the three year contract must be made within the next thirty days to get the special pricing. Scott explained that the plan includes software upgrades as well as maintenance. Motion by Bellman, second by Marshall to approve the request for a three year contract. Motion carried.

Chairman Kirkpatrick reported on a meeting in La Crosse County by the five counties that have been designated as a group through the reorganization of the extension. Not all of the counties sent board representatives, some sent their agents. La Crosse County is proposing the formation of a consortium for the five county Extension region. Adam Hady noted that there are a lot of vacancies in the agent positions in the five counties and emphasized the need to do something to keep the Extension a viable presence. A chart was presented illustrating the extra cost to each of the five counties to maintain the current level of Extension presence. Sandeen is proposing a vision of 70% of work being provided by the client going to the internet to get information, 20% would be direct one-on-one phone calls and office visits with agents and 10% would be agents going out to the site. The five counties would be considered an administrative unit. Chairman Kirkpatrick noted that another proposal is to relieve the agents of their administrative duties and use the money they currently receive for those duties and create another level of administration using those funds. Chairman Kirkpatrick noted that the County will need to look at the level of support staff that it provides under the new model.

Judge Sharp distributed copies of a proposed job description for the position of Treatment Court Coordinator which will provide oversight of the Alcohol Treatment Court Program. The proposal is to pay position at Grade 19 (\$19.02 probationary rate; \$19.94 after-probation rate) in the Salary Grade system. H&HS Director Patrick Metz explained that the grant is for five years with a requirement to reapply each year and update objectives. The position would be a part of the Health and Human Services Department and be located in that department. Motion by Sebranek, second by Marshall to present a resolution for approval of the new position and the job description. Motion carried.

Register of Deeds Sue Triggs addressed the Committee requesting approval for a proposal to back scan paper documents that are stored in her vault. A quote was received from On Q Solutions L.L.C. The company would take the books from the Register of Deeds office to their office, scan them and bring them back. If any information is needed from the books while they are gone, the company will send an image over the Internet. The cost if the books can be taken out of the office will be \$58,247.50. If they have to scan the books on site the cost will be \$69,247.50. \$23,000.00 has been allocated in the Land Records grant for the project. The remaining funds would be paid out of the Redaction Fund. Triggs noted that the records start around the year 1850 with most books averaging 650 pages. Chairman Kirkpatrick expressed concern regarding the expenditure of the funds and its affect on the cash flow for the County. Motion by Sebranek, second by Bellman to approve the request. Clary and Kirkpatrick voted against the motion.

Chairman Kirkpatrick requested authorization to participate in the Wisconsin Counties Association County Ambassador Program. The goal of the program is to engage county officials

in the Association's efforts to educate lawmakers on the important role of county government through direct dialogue with members of the Legislature. The meeting dates for 2017 are January 18, April 5 and October 25. Motion by Seep, second by Sebranek that the Chair of the Finance and Personnel Committee be granted authorization to sign the application for her attendance as a County Ambassador. Motion carried.

The Committee reviewed a report prepared by County Treasurer Julie Keller of a monthly cash comparison for the last five years and a report of the cash balance history for the past seven years. Both reports show a significant reduction in monthly available cash over the past five to seven years.

The Committee received copies of the reports of Investments and Cash Trial Balance as of October 31, 2016 that were prepared by the County Clerk's office. The Cash Trial Balance shows a negative cash balance in the Health and Human Services Fund of \$-1,093,251.73.

The Committee reviewed a listing prepared by the County Clerk's office showing the annual savings in health insurance premiums to each department of the County's by switching from participating in the Wisconsin Public Employers Group Health Program. The savings is based on current health insurance premiums versus the premiums that will be charged in 2017 under the Unity health insurance plan. The Unity plan calls for the County to pay a portion of the employee's deductible. The auditors have recommended that to fund the Deductible Fund, the amount of the savings be transferred to the newly established Deductible Fund on January 1, 2017 with the transfers to come from each fund of County government. Motion by Sebranek, second by Bellman to present a resolution establishing the Deductible Fund and authorizing the transfer of the funds. Motion carried.

Motion by Marshall, second by Bellman to adjourn. Motion carried.

Victor V. Vlasak  
Richland County Clerk