

## **FINANCE AND PERSONNEL COMMITTEE**

December 6, 2016

The Finance and Personnel Committee met on Wednesday, December 6, 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, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep. Bob Bellman 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 Gentes, second by Sebranek to approve the agenda, as amended. Motion carried.

Motion by Seep, second by Marshall to approve the minutes for the November 1<sup>st</sup> meeting. Motion carried.

The sale was opened for three tax deed parcels.

Chairman Kirkpatrick asked for bids on Town of Henrietta Tax Deed Tax Parcel # 014-3440-1430. No written or oral bids were received. Motion by Sebranek, second by Gentes to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

Chairman Kirkpatrick asked for bids on Town of Richwood Tax Parcel # 024-3544-3300. Oral bids were received from Steve Leith and John Carter. Steve Leith made the highest bid of \$5,000.00. No written bids were received. No other oral bids were received. Motion by Clary, second by Marshall to accept the \$5,000.00 bid from Steve Leith. Motion carried.

Chairman Kirkpatrick asked for bids on Richland Center Tax Parcel # 276-2100-1781. No written or oral bids were received. Motion by Sebranek, second by Seep to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

Health and Human Services Director Patrick Metz addressed the Committee regarding a recommendation placed in the management letter by the auditors that in order to improve transparency, expenditures and revenues for court ordered placements be posted directly to the Childrens Placement Fund (Fund 44) and the Adult Placement Fund (Fund 54) rather than the placement costs being posted directly to the Health and Human Services Fund (Fund 56).

Because placement costs are such a volatile piece, their costs can no longer be absorbed in the Health and Human Services Department's core budget. Clary noted that before the recommended change can be made; there will need to be a clear understanding of what will be expensed from the placement funds because now other costs are being attributed to placements besides the specific institutional costs that the funds were originally established for. The first step would be to identify what expenses are to be allocated to the placement funds. Metz noted that the costs are for known court ordered placements. While the recommended change will provide transparency, it does not address the additional funding needed due to the increasing costs associated with court ordered placements. Motion by Clary, second by Seep to present a resolution for approval of the recommendation received from the auditors. Motion carried. The resolution approving the recommendation will be presented to the County Board at their January meeting.

Carla Doudna, Fair and Recycling Coordinator, addressed the Committee requesting approval to apply for a Recycling Grant. The approximate amount of the Grant for 2017 is \$193,000.00. Motion by Sebranek, second by Marshall that a resolution be presented for approval to apply for and receive the grant. Motion carried.

Doudna addressed the Committee requesting approval to accept a Household and Ag Clean Sweep Grant for 2017. The maximum amount of the grant could be \$16,000.00. Motion by Sebranek, second by Seep that a resolution be presented for approval to accept the grant. Motion carried.

Doudna addressed the Committee requesting that the \$18,000.00 temporarily transferred from the General Fund to the Richland County Fair Revolving Fund for use in conducting the 2016 Richland County Fair remain in the Fair Fund and not be returned to the General Fund. Doudna reported that about \$34,000.00 was lost because of the two days that the County Fair could not be held due to the flooding. Motion by Seep, second by Marshall to approve the request. Motion carried.

The Committee discussed the sale of Village of Lone Rock Tax Deed Parcel # 146-0020-0500. Marshall explained the location and condition of the parcel. Clary noted that the parcel cannot be sold for less than the appraised value set by the Property, Building and Grounds Committee. Motion by Marshall, second by Sebranek to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

MIS Director Barb Scott addressed the Committee regarding the Management Information Systems Assistant position that was approved by the County Board at the September 20<sup>th</sup> County Board session. The advertisement for applicants for the position did not contain the language required by the Handbook of Personnel Policies. Chairman Kirkpatrick noted that because the position was not advertised properly, the County Clerk does not feel the Clerk's office has the authority to pay the individual. Chairman Kirkpatrick also noted that one person should be doing all of the advertising for positions. Scott noted that she will need to extend the contract with Workforce Development for the position. This extension will need Finance and Personnel Committee approval. Motion by Clary, second by Marshall that the Handbook be followed in advertising the Assistant position. Motion carried.

Highway Commissioner Jim Chitwood addressed the Committee requesting approval to amend the Highway Department Addendum under the section "Hours of Work" for the summer hours, to change the ten hour workday from the current schedule of 6:30 a.m. to 5:00 p.m., with a one-half hour unpaid lunch to a straight ten hour day starting at 6:30 a.m. and ending at 4:30 p.m. The language "with a one half (1/2) hour unpaid lunch" would be removed. Under the section "Overtime" the normal scheduled hours for the summer schedule would also be changed to end at 4:30 p.m. rather than 5:00 p.m. Reference to a one-half hour unpaid lunch from 12:00 p.m. to 12:30 p.m. would also be removed from that section. Chitwood explained that often during the summer months the work schedule does not allow employees in the department to take a lunch break. The result is that they receive overtime pay for working during their lunch time. Chitwood noted that the employees do receive morning and afternoon paid breaks. Discussion followed regarding requirements for allowing breaks. Motion by Marshall, second by Seep to approve the request. Motion carried.

The language under "Hours of Work" section "b" would be:

Effective on the first Monday in May of each year until the first Friday before Labor Day, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to ~~5:00~~ 4:30 p.m. ~~with a one-half (1/2) hour unpaid lunch.~~

The language under "Overtime" section "b" would be:

Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. – ~~12:00 p.m., 12:30 p.m. – 5:00~~ 4:30 p.m. during ten (10) hour work days

The Committee discussed the renewal of the liability policy with the Wisconsin County Mutual Insurance Corporation and the deductible options. The current policy has a \$2,500 deductible which is funded by the County. Clary noted that increasing the deductible would require contributing additional dollars to the County Mutual. Motion by Seep, second by Clary to leave the deductible at the current amount of \$2,500 for the 2017 liability policy. Motion carried.

The Committee discussed the proposed contract with Johnson Block and Company, Inc. to provide auditing services for 2016. The proposed range is between \$28,200 and \$30,000 for Johnson Block and Company, Inc. to provide the auditing services. Motion by Seep, second by Gentes to present a resolution for approval of the contract. Motion carried.

The Committee discussed the receipt of \$190,295.00 from the City of Richland Center. The funds are from the distribution of the fund balance from Tax Incremental District # 5. Clary recommended that a portion of the funds be placed in the 911 Outlay and the Contingency Fund.

Motion by Sebranek, second by Marshall to present a resolution for approval to place \$40,000 in the 911 Outlay and \$150,295 in the Contingency Fund. Motion carried.

Avery Manning, Courthouse Maintenance Supervisor, addressed the Committee regarding the extra hours he works when snow removal is required from the courthouse parking lot and sidewalks. Manning explained that as a department head he is not able to accumulate compensatory time. Prior to being designated as a department head he was able to accumulate compensatory time. At snow removal time he is unable to take enough flex time for the additional hours he accumulates. Manning is requesting an addendum to the Personnel Handbook or changes to the Handbook to address this situation. Motion by Clary, second by Marshall to research returning the position back to the way it was prior to being designated as a department head and bring the issue back to the January meeting of the Finance and Personnel Committee. Motion carried.

Charles Carlson and Patrick Glynn, Carlson Dettmann Consulting, LLC, addressed the Committee and presented the classification and compensation study report for Pine Valley Community Village. Orientation sessions were held with Pine Valley staff to explain the process and the questionnaire used in documenting their jobs. Market data was gathered and matched with the job classifications. A document showing the difference between the market rate of pay and current rate being paid to Pine Valley staff was explained by Carlson. The document also provided options for reaching the market rate of pay for positions currently being paid less than the market rate. Also being recommended by the study is the implementation of a shift differential of \$1.50 per hour for evening and night shifts and an additional \$1.50 per hour differential for weekends. Action taken by the Pine Valley Trustees was to approve the shift differential recommendation and the 100% of market and that staff be placed on the step that provides an increase. Staff currently at or above the market rate would not receive a wage increase. The effect of implementing the plan as proposed by the Trustees and the retention and recruitment of nursing staff was discussed. Several employees of the Pine Valley staff who would not receive a wage increase under the plan were present and expressed their dissatisfaction with the proposal. Pine Valley Administrator Kathy Cianci indicated the implementation of the shift differential was the most important part of the proposal. Carlson indicated that the first option would be to implement the differentials and then wait for the completion of the study for the rest of the County before deciding on the plan for Pine Valley. Motion by Sebranek, second by Seep to present a resolution for approval to implement the shift and weekend differentials. Motion carried.

Motion by Gentes, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 12:27 p.m.

Victor V. Vlasak  
Richland County Clerk