

FINANCE AND PERSONNEL COMMITTEE

February 7, 2017

The Finance and Personnel Committee met on Tuesday, February 7, 2017, 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; Bryan Myers, County Board Supervisor; and constitutional officers, 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 to approve the agenda, as amended. Motion carried.

Motion by Gentes, second by Bellman to approve the printed copies of the minutes for the January 3rd meeting. Motion carried.

William Wallace was present and offered to purchase the Town of Henrietta Tax Deed Parcel # 014-3440-1430 for \$1,000.00. Motion by Marshall, second by Sebranek to accept the offer. Motion carried.

Carla Doudna, Fair and Recycling Coordinator, addressed the Committee requesting a medical leave of absence beginning January 1st for up to six months. Motion by Bellman, second by Sebranek to approve the request. Motion carried.

Patrick Metz, Health and Human Services Director, addressed the Committee requesting approval to amend the position of Alcohol and Drug Abuse Counselor (Certified) which is currently paid on the Professional Salary Schedule (beginning rate: \$21.33; 42 month rate: \$24.10). The amendment would change the position title to Certified Substance Abuse Counselor (CSAC). The proposed job description would change the pay grade for the new position title to the Non-Union Salary Schedule and pay the successful applicant based upon their certification. Motion by Seep, second by Gentes to forward the request on to the County Board. Motion carried. The pay grades in the new job description are as follows:

If the applicant for the position is a Certified Substance Abuse Counselor or Certified Substance Abuse Supervisor in training, the hourly rate shall be at non-union grade # 22 (probationary rate: \$21.91; after probation rate: \$22.97);

If the applicant is a Certified Substance Abuse Counselor Intermediate Clinical Supervisor, the hourly rate shall be at non-union grade # 24 (probationary rate: \$24.06; after probation rate: \$25.23);

If the applicant is a Certified Substance Abuse Counselor Independent Clinical Supervisor, the hourly rate shall be at non-union grade # 26 (probation rate: \$26.45; after probation rate: \$27.72).

Jim Chitwood, Highway Commissioner, briefly explained the situation which led to his decision to suspend a Highway Department employee for three days without pay. Notification to the Committee is being made upon language in the Handbook of Personnel Policies and Work Rules which states as follows: "The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the Finance and Personnel Committee of the decision."

Angie Arneson, UW Food Service Supervisor, addressed the Committee regarding filling the vacant cafeteria worker position. The position has been filled on a temporary basis by a current temporary/casual employee in the Food Service department. The temporary/casual employee is a relative of Ms. Arneson. The temporary/casual employee is also an applicant to fill the cafeteria worker position. The "Policy on Nepotism" requires that "Upon receiving facts set forth in paragraph a herein the County Clerk shall promptly convey the facts to the Chair of the Finance and Personnel Committee". The notification to the Chair of the Finance and Personnel Committee was made on January 17, 2017. The Committee took no action because section "j" of the Policy on Nepotism states "This subsection shall not apply to temporary, casual or call-in County employees". Denise Hanold, Symons Recreation Complex Director, reported that she has four nieces and nephews that work at the Complex in temporary/casual positions.

Avery Manning, Courthouse Maintenance Supervisor, addressed the Committee requesting monetary compensation for additional hours worked over the past four years; hours that he has been unable to take as flex time. Because the position has been designated as a department head in the Handbook of Personnel Policies and Work Rules, the holder of the position cannot receive pay for comp time. Mr. Manning stated that under the Fair Labor Standards Act he is an hourly employee based upon the FSLA description of the type of duties that he performs, and as such, is eligible for compensation for hours worked beyond the 35 hour work week. Chairman Kirkpatrick noted that the recommendation from the Property, Building and Grounds Committee is that the position not be designated as a department head which would make him eligible for the accumulation of compensatory time. Mr. Manning does not want the department head designation to change and is recommending an amendment to the Handbook to allow his position to receive compensatory time. Motion by Clary, second by Gentes to deny the compensatory time request because the Maintenance Supervisor position is designated as a department head in the Handbook of Personnel Policies and Work Rules. Motion carried.

The County Clerk reported that Rickey and Peggy DeYoung, doing business as The Homesteader's Store, are requesting a three-year extension to the Loan Agreement with the County for funds borrowed from the County's Revolving Loan Fund. The current Amendment to the Loan Agreement has a balloon payment due date of April 1, 2017. The original Loan

Agreement was entered into in 2007 with a balloon payment due date of April 1, 2014. June, 2014, Rickey and Peggy DeYoung signed an Amendment to the Loan Agreement extending the due date of the balloon payment to April 1, 2017. Payments have always been made based upon the repayment schedule in the Agreement. Motion by Clary, second by Gentes to grant the three-year extension request. Motion carried.

Committee members reviewed preliminary lists for budget year 2016 of excess revenues, unexpended appropriations, uncollected revenues and account deficiencies.

Committee members were provided with copies of the Delta Dental of Wisconsin Dental Plan Management Report for the period December 2015 through November 2016. The most recent calculation results in a premium rate hold a 0% increase. Current rates are \$36.62 single and \$104.77 family. The renewal rates are \$36.62 single and \$104.77 family.

A discussion followed regarding Resolution No. 17-18 (Amended) directing committee chairs to conduct a review of the services provided by the departments which they supervise in order to identify non-essential services that could be eliminated. Barb Scott, MIS Director, presented information regarding the County web site and indicated that the MIS Department could cut a position if they no longer had to maintain the web site. Patrick Metz, Health and Human Services Director, reported on mandated versus non-mandate services that will be brought before the Health and Human Services Board for discussion.

Chairman Kirkpatrick reviewed cash flow concerns, the General Fund balance policy and options to increase revenues. The application of surplus from the General Fund to balance the annual budget was explained. Also explained was the affect annual property valuations have on the County's ability to increase the annual levy. Adequate funding in future budgets for institutional costs was also discussed. Committee members noted that the divesting of assets does not solve the revenue problem. Implementing a wheel tax as a revenue source was discussed.

Chairman Kirkpatrick reported on her attendance at the County Ambassador meeting. Joint agency status discussions at the meeting centered on the sharing of the highway commissioner position, health services and extension services. Also discussed at the meeting were Land Conservation staffing, modernizing 911 services and veteran service grants.

Jim Chitwood, Highway Commissioner addressed the Committee suggesting that short-term borrowing be considered to fund capital purchases and help with cash flow.

Chairman Kirkpatrick reported on her conversation with Carol Wirth, regarding borrowing for the purchase of the parcel by the Highway Department for use as a sand pit. Other expenditures noted were the replacement of the roof on Melvill Hall and Highway Department equipment purchases. Motion by Marshall, second by Bellman that more information be gathered regarding borrowing to cover the purchase cost of the land for the proposed site of the sand pit. Motion carried.

Committee members reviewed reports as of January 31st for the Cash Trial Balance and Investments. Julie Keller, County Treasurer, provided copies of reports of the Cash Balance History for 2011 through January, 2017.

Motion by Sebranek, second by Marshall to adjourn until 1:00 p.m. Motion carried. The meeting adjourned at 12:04 p.m.

Chairman Kirkpatrick called the meeting to order at 1:17 p.m.

Patrick Glynn, Senior Consultant, Carlson Dettmann Consulting, presenting information on the paid time off concept. The information also included conversion of accumulated sick leave to an account for use in case of a catastrophic event. At the March meeting discussion will take place regarding the creation of an ad hoc committee to work on possible amendments to the Handbook of Personnel Policies and Work Rules.

The next meeting of the Finance and Personnel Committee is scheduled for March 7th at 9:00 a.m. A second meeting is scheduled for March 21st at 1:00 p.m.

Motion by Bellman, second by Gentes to adjourn. Motion carried. The meeting adjourned at 3:08 p.m.

Victor V. Vlasak
Richland County Clerk