

FINANCE AND PERSONNEL COMMITTEE

April 4, 2017

The Finance and Personnel Committee met on Tuesday, April 4, 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, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep. Bob Bellman was absent.

Others present included: Victor Vlasak, County Clerk; and 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 Marshall, second by Sebranek to approve the agenda, as amended. Motion carried.

Motion by Sebranek, second by Gentes that the printed copies of the minutes for the March 21st meeting be approved. Motion carried.

Chairman Kirkpatrick noted that the agenda item “Sick Leave Benefit – Phase Out or Cap of Accrual” would not be discussed at today’s meeting. Attorney Jon Anderson has been asked to give options. The proposals are not ready, but will be ready for the next Finance and Personnel Committee meeting.

Chairman Kirkpatrick noted that the following agenda items would not be discussed at today’s meeting:

- Furlough Days
- Hours Worked per Week Reduced to 32 Hours
- County Administrator Position Creation
- Finance Director Position Creation
- Staffing Patterns Study and Possible Staffing Reductions
- Handbook and Addendum Review

Chairman Kirkpatrick noted the agenda item “Explore Economic Development with the City or another Entity” will be discussed at the next Finance and Personnel Committee meeting. A group is coming forward with a proposal of collaboration of entities within the community.

The first agenda item to be discussed was the annual appropriation of \$3,000.00 that is passed through the Health and Human Services budget to Passages, Inc. Beverly Burns, Advocate for Passages, addressed the Committee and explained that the funds go specifically to the operational costs of the shelter. Ms. Burns lifted up a story of a woman who came to Passages for help. Gentes explained that this specific funding is not mandated. Clary noted that the funding was placed in the Health and Human Services budget for accountability. An annual

report is submitted by Passages to the Department of Health and Human Services. DA Harper explained the constitutional amendment regarding victim's rights and the assistance provided by Passages staff. Chairman Kirkpatrick noted that that the attitude of the importance of the annual funding to Passages has not changed. HHS Director Metz explained that previous pass thru funding items have been brought back to the Finance and Personnel Committee for approval to continue. Motion by Seep, second by Marshall to refer back to the Health and Human Services Board the annual appropriation to Passages. Motion carried.

The next agenda item to be discussed was the annual appropriation to the operations account for the Symons Recreation Complex. The County's 2017 annual appropriation is \$37,024.60 for operations and \$5,231.00 for Capital Improvements at Symons. Chairman Kirkpatrick noted that Corporation Counsel Southwick has reviewed the concern that tax levy dollars are being used for the operation of the facility and indicated that it is appropriate. The issue is that tax levy dollars are funding non-mandated services that not everyone in the County utilizes. Denise Hanold, Symons Recreation Complex Director, distributed information regarding the use of the facility, the demographics of the membership and revenues generated. Clary noted that an intergovernmental agreement is in place between the County and the City governing the operations of the facility. The facilities positive economic impact on the community was noted. Motion by Seep, second by Gentes to encourage increasing revenues to offset the levy and enable larger transfers to the Capital Improvement Fund and that the County continue tax levy funding in 2018 at the same level as 2017. Discussion followed. Seep and Gentes withdrew their motion. Motion by Seep, second by Gentes to confirm the commitment to supporting the Symons Recreation Complex with continued tax levy dollars and not designate an amount. Motion carried.

Barb Scott, MIS Director addressed the Committee requesting approval for the purchase of a Cisco switch from Jcomp Technologies, Inc. at a cost of \$2,299.50 and Cisco SMARTnet maintenance for one year at a cost of \$342.00. The current switch is no longer supported by SMARTnet due to its age. Funds for the purchase are available in the MIS budget. Failure of the current switch would result in no network or internet connectivity. Motion by Sebranek, second by Seep to approve the request. Motion carried.

The Committee discussed changing the County's current policy regarding the portion of the monthly premium for dental insurance that is paid by employees as a cost saving measure. Currently the County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees is \$52.39 for the family dental plan and \$18.31 for the single dental plan. Motion by Seep, second by Sebranek that effective with the new dental policy on March 1, 2018 employees pay 100% of the premium. Discussion followed. Roll call vote. AYES: Kirkpatrick, Gentes. NOES: Sebranek, Marshall, Clary, Seep. Ayes 2. Noes 4. Total 6. Motion declared defeated.

The Committee discussed increasing the share of the health insurance premium paid by employees from the current 12% to 15% as a cost saving measure. Discussion followed regarding the share of the premium paid by employees in other counties and in the private sector. Motion by Gentes, second by Marshall that the employees share of the health insurance premium remain at 12%. Motion carried.

The Committee reviewed a listing of the tax levy allocations received by departments in 2017. The list also included the amount of the change of the 2018 levy to each department if reduced by 15%.

The agenda item “Staffing Levels and Hours Worked” was briefly discussed.

The Committee discussed the implications of instituting a hiring freeze. It was noted that the hiring freeze could not apply to any Pine Valley licensed staff, jailor/dispatchers or Health and Human Services mandated positions. It was noted that there would have to be a provision to allow for exceptions to a hiring freeze. No Committee action was taken.

The reduction of hours worked to 32 hours per week was discussed.

Chairman Kirkpatrick will check to see where Joint Agency Work is taking place between other counties.

The Committee will discuss at its next meeting granting approval for department head meetings to allow departments to come up with strategies for reducing 2017 and 2018 budgets.

Health and Human Services Director Patrick Metz addressed the Committee regarding sign language interpreter services the Department recently utilized. The Department is requesting approval to pay the individual as a vendor rather than paying the individual through the payroll system and treating them as an employee. Resolution No. 10-124 created the classification of English/Spanish Interpreter and established the rate of \$35.00 per hour with no fringe benefits. Clary noted IRS regulations that determine if services provided are as an independent contractor or as an employee. Motion by Marshall, second by Gentes that the interpreter provides proof of insurance before being paid as an independent contractor for their services. Motion carried.

County Treasurer Julie Keller provided a listing comments and suggestions received from other County Treasurers that have worked well for their counties.

1. Their Health and Human Services Department implemented using TRIP and State Debt Collection to enhance their collections.
2. It worked better for their county to have all “Health and Human Services key accounting personnel” work in the Finance Office and not in their specific department.
3. Commented: “You definitely need to address “accounting” functions first”.
4. One Treasurer asked her Health and Human Services Department for the name of a contact person that they go to for assistance.

Keller noted that Mary Jablonski, Wisconsin Department of Health Services, had contacted her and offered to meet and assist with any questions or concerns with the Health and Human Services Department and with the “Institutional Billing Process”.

The Committee reviewed the March 31st reports for investments, cash trial balance and cash balance history.

Motion by Sebranek, second by Gentes to adjourn. Motion carried. The meeting adjourned at 11:55 a.m.

Victor V. Vlasak
Richland County Clerk