

## **FINANCE AND PERSONNEL COMMITTEE**

December 5, 2017

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

Finance Committee members present included: Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep. Jeanetta Kirkpatrick was absent.

Others present included: Victor Vlasak, County Clerk, elected officials, department heads and employees.

Committee Vice Chairman Clary 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 County web site and a copy was faxed to The Richland Observer.

Motion by Marshall, second by Sebranek to approve the agenda, as amended. Motion carried.

Troy Maggied, Southwestern Wisconsin Regional Planning Commission Executive Director, addressed the Committee regarding the availability of funding through the State Broadband Expansion Grant for broadband of any kind. Regional Planning has been a part of three efforts to get funding. The grant is heavily focused on rural underserved areas. The grant does not focus on fiber versus wireless. There has to be a local provider. An operational plan would need to be developed. Any community can apply for the grant if they have a private sector provider. No match is required by the grant. Regional Planning does charge a fee of from \$4,000.00 to \$5,000.00 to write the grant. A provider would be needed with a plan. A local point person is needed to move through the grant application process. This person's time spent on the grant can be used as in-kind for the grant. Motion by Seep, second by Marshall that Jason Marshall be authorized as the point person. Motion carried.

The minutes for the November 7<sup>th</sup> meeting were discussed. Bellman requested that the minutes be amended to include the historical information he provided. Motion by Seep, second by Gentes to approve the November 7<sup>th</sup> minutes, as amended. Motion carried.

County Treasurer Julie Keller addressed the Committee recommending that Tax Lister JoEllen Rott be paid at the job rate for her position at the end of her probationary period on December 30<sup>th</sup>. Motion by Bellman, second by Sebranek that JoEllen Rott be paid at the job rate for the Tax Lister position at the end of her probationary period. Motion carried.

Briefly discussed was the grade level for the Tax Lister position. The grade level will be discussed when a decision is made on the implementation of the wage study.

Keller presented a notice received from the Department of Revenue that \$174.51 is due to the Town of Buena Vista as the County's share of refunded/rescinded taxes. The refund is because a valuation reduction on a property approved at the board of review did not get changed on the books. The error was turned into the Department of Revenue. The Department of Revenue makes a determination and determines what each entity owes. Motion by Bellman, second by Marshall to present a resolution for approval to appropriate \$174.51 from the Contingency Fund to pay the amount due. Motion carried.

The extension of the interim Highway Commissioner appointment was discussed. The extension would be from November 30<sup>th</sup> until a new Commissioner is hired. Motion by Sebranek, second by Seep that Resolution No. 17-86 be amended by extending the appointment of William "Bill" Condon as Acting County Highway Commissioner until the day that the new County Highway Commissioner starts work. Motion carried.

Motion by Gentes, second by Bellman to present a resolution for approval to enter into a contract with Johnson Block and Company, Inc. of Viroqua for audit and accounting services for the County for 2017. Motion carried. The estimated fee for the services will not exceed a range between \$28,500.00 and \$31,500.00. Any additional accounting and auditing work needed by various County departments, such as Pine Valley and the Highway Department, will be at the firm's usual hourly rate.

Becky Dahl, Regional Manager of the Aging and Disability Resource Center of Eagle Country, addressed the Committee requesting approval for a payout of unused sick leave accrued by Ms. Dahl as a Richland County employee prior to the ADRC. The ADRC of Eagle Country governing board has done a reorganization. Ms. Dahl and the regional secretary will now become employees of Juneau County. Juneau County is accepting liability for all of the benefits for the two positions that were accrued under the ADRC. Juneau County will also become the fiscal agent for the ADRC. Motion by Seep, second by Gentes to present a resolution for approval to pay Ms. Dahl for her 154.75 hours of accrued and unused sick leave. Motion carried.

The accrued sick leave and vacation benefits for Charlene Layton, Clerical Assistant II, in the Child Support office were discussed. Currently benefits are accrued at 17.5 hours per week. Effective January, 2018 the position will change to 17 hours per week and will no longer be eligible for benefits. Motion by Seep, second by Marshall that Ms. Layton's accrued sick leave and vacation benefits be kept on the books and that Ms. Layton have the option of using the benefits over time or requesting a payout. Motion carried.

Health and Human Services Director Patrick Metz addressed the Committee recommending that a fifth Mental Health Therapist (licensed) position at Grade 26 in the County's Job Classification and Salary Plan be created and that the Mental Health Therapist/Clinician (licensed) position on the Professional Grade Scale be eliminated. This would complete the move of the Mental Health Therapist positions from the Professional wage scale to the Classification and Salary Plan. There are currently five positions. Four positions are on the Classification and Salary Plan scale and one position is on the Professional scale. Ms. Briana Hardyman would be appointed to this new position. Motion by Seep, second by Gentes

to present a resolution for approval of the recommendation. Motion carried.

Metz distributed information on the departmental reorganization of management staff at Health and Human Services that was proposed when the 2018 budget was presented. The proposed job descriptions would align with the proposed reorganization and the change in duties and responsibilities. The holders of these positions would continue at their current rate of pay until the implementation of the wage and compensation study. 21 positions are affected by the restructure. Changes in the job descriptions for the 21 positions include duties, responsibilities and who the positions report to. Motion by Seep, second by Sebranek to present a resolution for approval of the proposed job descriptions effective January 1, 2018. Motion carried.

Metz presented job descriptions for positions proposed to be changed from 37.5 hours per week to 40 hours per week to coincide with the hours of operation of the Community Services Building. It was indicated that this proposed increase in hours would not result in an increase over the 2017 tax levy for the Department because many of these positions are supported by funding sources other than the County tax levy. Motion by Seep, second by Gentes that the job descriptions as submitted be approved. Motion carried.

Sebranek left the meeting at this point.

Veteran Service Officer Karen Knock informed the Committee that changes in the 2018 County Veterans Service Grant allow application of the grant funds toward the payment of salaries and fringes.

The Committee discussed the Americans With Disability Act Compliance Committee creation that was approved by the County Board. Motion by Seep, second by Marshall to advertise for nominations to fill the positions on the Committee. Motion carried.

Denise Hanold, Symons Recreation Complex Director, addressed the Committee regarding the creation of a Wellness Committee and the need for funding to implement a Wellness Program. The funding would be used to provide incentives for participation in the Program and to take advantage of screenings available through the County's health insurance provider. Hanold noted that there is a legal compliance check list. There is also a requirement to belong to the Wellness Council of America, the cost of which is \$600.00. The funding request is for \$20,000.00 to start the program. The source of the funding request was discussed. No action was taken.

Patrick W. Glynn Senior Consultant, Carson Dettmann Consulting, LLC addressed the Committee regarding the Richland County Classification and Compensation Study. Slides were reviewed on the age and service profile of the workforce. The service profile shows that a lot of institutional knowledge has been lost due to employee turnover. The formal structure being recommended has a beginning and an end. To be competitive with the market, the structure will need to be extended in the future. The proposed structure is stopping at 100% of market value. The updated cost estimate of the step that provides an increase of the base wage is \$165,000.00. The base wage plus rollups of FICA, pension and workers compensation costs will be \$191,000.00. If you consider years of service of employees, the cost will then go to

\$500,000.00. One fourth of the employees will go step one upon implementation. The true budgetary impact to each department will depend upon revenue sources. 15% to 20% of the implementation costs may be covered by revenue sources.

Glynn explained that the appeal process is a 30 to 60 day process. The appeal would be for the grade placement. 1. Look at the appeal and information provided and based upon review, nothing happens. 2. Maybe underrated some portion. Increased points, but does not cross threshold into a new grade. 3. Review it and job evaluation points change and it crosses the threshold for new grade. 4. Further information provided and find over rated the job.

Glynn stated that the recommendation is to bring people as close to step one as possible. Each year the individual would move forward one step until they reach the maximum. Another option would bring in the years of service

Seep left the meeting at this point.

Glynn reported that a similar analysis was completed for Pine Valley. 65% of the workforce will be going to step one upon implementation. Chris Glassbrenner, Pine Valley Human Services Director, stated that Pine Valley would like to start at step four. New employees would start at step three.

Sebranek joined the meeting at this point.

The Finance and Personnel Committee will meet on Tuesday, January 9<sup>th</sup> to continue the discussion on the implementation of the wage study.

The Committee discussed the request from the Southwest Wisconsin Library System Board that the Library Plan be updated. A Committee was appointed when the Plan was written in 1999. Motion by Seep, second by Bellman to postpone the agenda item until the next meeting. Motion carried.

The Civil Right Compliance Plan will expire at the end of 2017. The plan has previously updated by staff at the Health and Human Services Department. Metz reported the receipt of an email from Board Chair Kirkpatrick indicating that Southwestern Wisconsin Regional Planning Commission Services has been contacted regarding updating the plan. The Board Chair will be contacted for further information.

Bellman reported on comments made to him by a member of the public regarding institutional placement costs budgeting. Information compiled by Bellman was provided to Committee members on the amounts budgeted for institutional costs and the amounts reported in the Annual Reports for the Department of Health and Human Services. Bryan Myers noted that previously institutional costs were included in the Health and Human Services departmental budget. In the past funds were available in the area of mental health services to cover some of the institutional costs. The costs were for court ordered placements for child and adult institutional costs. Bellman called for an audit of the placement costs to find out what the true cost of placements are. Metz noted that the costs are now associated with high cost court ordered placements estimated to be at 1.1 million dollars annually.

Jayne Walsh read a report of activities of the Greater Richland Area Chamber of Commerce. The report listed the ten points that the Chamber considers its goals. The Chamber is asking that the Finance and Personnel Committee consider building a relationship with the Chamber.

The policy for the purchase of electronic equipment was addressed by Zoning Administrator Bindl. The purchase of items through Amazon was discussed. Vice Chairman Clary noted that one reason for putting the policy in place was to protect the system.

The Treasurer's cash balance history report was distributed to Committee members. The cash balance is up due to the receipt of state shared revenues, borrowing proceeds and a check received by Pine Valley as a result of the newly constructed building.

Gentes explained that she asked for placement on the agenda the sending of a memo to department heads that they not spend down their yearend budgets unless it is absolutely necessary. Vice Chairman Clary noted that timing of the action may be too late. It was noted that some departments wait until the end of the year to make supply purchases if funds are available.

Seep left the meeting at this point.

Barb Scott, MIS Director, addressed the Committee requesting approval for renewal of the support agreement for the storage appliances that house all of the server data. The cost of the one year renewal is \$3,249.68 and the cost of the two year renewal is \$6,407.62. Scott is recommending approve of the two year renewal with the cost coming from the 2018 MIS budget. Payment for the renewal is due January 12<sup>th</sup>. Motion by Marshall, second by Sebranek to present a resolution for approval for the two year renewal. Motion carried.

Motion by Gentes, second by Bellman to adjourn. Motion carried. The meeting adjourned at 2:05 p.m.

Victor V. Vlasak  
Richland County Clerk