

## **FINANCE AND PERSONNEL COMMITTEE**

January 2, 2018

The Finance and Personnel Committee met on Tuesday, January 2, 2018, 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, Robert Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

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

Motion by Clary, second by Gentes that the printed copies of the December 5<sup>th</sup> minutes be approved. Motion carried.

Motion by Seep, second by Marshall for approval of a three year renewal of Barracuda Web Security Gateway 410 at a cost of \$2,939.00. Motion carried.

Barb Scott, MIS Director addressed the Committee regarding google drive and cloud services that some departments are currently using to collaborate with others when writing grants. The Sheriff's Department would like to use the services as a means of informing officers in the department of scheduling. Information from google drive and cloud services is not backed up on County servers and would not be available to comply with an open records request. Government usage of the services would cost \$5.00 per user per month for unlimited storage. The information could then be backed up to the County's servers. Motion by Sebranek, second by Bellman to approve amending the Computer Policy to allow departments to access google drive and cloud services and to eliminate employee personal accounts. Motion carried. Scott will bring back updated language to the policies regarding google drive and cloud services for the Committee to review at their next monthly meeting.

Chris Glasbrenner, Pine Valley Human Resources Director, presented proposed language to be added to the Pine Valley Addendum to the Handbook of Personnel Policies requiring that employees at Pine Valley who attend conferences or seminars out of the county for professional or employment-related training for certification and leave County employment with one year after the training, reimburse the County for expenses incurred by the County relative to the employees attendance at the conference or seminar. Employees would not be required to

reimburse salary paid while attending the conferences or seminars. Motion by Seep, second by Gentes to present a resolution for approval to amend the Pine Valley Addendum. Motion carried.

Motion by Marshall, second by Sebranek to approve contracting with the Southwestern Wisconsin Regional Planning Commission at a cost of \$4,000.00 to provide services to update Richland County's Civil Rights Compliance Plan for 2018 – 2021. Motion carried.

Adult and institutional costs were discussed. Health and Human Services Director Patrick Metz explained that in an effort to be more transparent about court ordered placements it was decided to put all court ordered placements and any revenues received in Fund 44 (Institutional Children Costs) and Fund 54 (Institutional Adult Costs) funds. This change was a recommendation received from the auditors. Motion by Seep, second by Bellman that the original resolution establishing the two funds be amended to reflect the current usage of the funds. Motion carried. The Committee will review a draft of the amended resolution at their next monthly meeting.

The Committee discuss the conducting of an audit of placement costs. Clary requested a report on funds that were allocated in the Health and Human Services core budget and used to cover placement costs. That information will be provided to the Committee at their next meeting.

The Committee discussed the development of a Wellness Committee. Denise Lins, Symons Recreation Complex Director, has requested funding for incentives to encourage participation in the Wellness Program. Motion by Seep, second by Bellman to postpone the agenda item until the next meeting of the Committee. Motion carried. At the next meeting membership on the Wellness Committee and funding for incentives will be discussed.

The Committee reviewed information provided regarding the cost of moving employees on the courthouse payroll to a 40-hour work week. Employees at Pine Valley are paid based upon a 7.75 hour workday. Some employees at Health and Human Services work 40 hours per week but receive benefits based upon a 35-hour workweek. The wage study did not take into account the variations in hours worked by various departments. The issue will be discussed when the Committee meets on January 9<sup>th</sup> to take action on implementing the wage study.

The wage study and the cost of implementation was discussed. Further discussion will take place when the Committee meets on January 9<sup>th</sup> to take action on implementing the wage study.

The updating of the 1999 Library Plan was discussed. Chairman Kirkpatrick will send copies of the Plan to Committee members.

Attendance at the Wisconsin Counties Association Legislative Exchange in Madison on February 6<sup>th</sup> and 7<sup>th</sup> was discussed. Motion by Seep, second by Sebranek that the County Board Chair and County Clerk attend and that the cost associated with attendance be paid by the County. Motion carried.

The Committee briefly discussed the agenda item regarding “Definition of Absenteeism” under the Handbook of Personnel Policies and Work Rules. The agenda item was requested by a County employee. The employee did not attend the meeting.

Clary explained a notification received from the Municipal Property Insurance Company regarding modifications to the current property insurance policy. The enhancements are:

- MPIC will affording coverage to all newly acquired buildings, personal property and PITO without requiring the property be endorsed onto the policy and have a premium charged.
- MPIC will affording coverage to all newly acquired contractor’s equipment without requiring the property be endorsed onto the policy and have a premium charged.

The following limitation has been added to the policy. An example of the limitation would be hail damage to a metal roof. There would be no payment for a claim unless there was structural damage to the roof.

- MPIC will be limiting claims payments for “cosmetic damage” to covered property for a covered peril.

Motion by Gentes, second by Bellman to adjourn to Tuesday, January 9<sup>th</sup> at 10:30 a.m.  
Motion carried.

Victor V. Vlasak  
Richland County Clerk