

FINANCE AND PERSONNEL COMMITTEE

February 13, 2018

The Finance and Personnel Committee met on Tuesday, February 13, 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 Marshall, second by Sebranek that the agenda, as amended, be approved. Motion carried.

The Committee discussed a request that the County enter into a 2-year contract with Southwest Partners, Inc., for economic development services for Richland County. The contract would run from June 1, 2017 through May 31, 2019. The contract requires an appropriation of \$4,000 for the first year, which amount has already been paid. The appropriation request is \$7,500 for the second year. This amount was included in the 2018 budget. Motion by Gentes, second by Sebranek to present a resolution for approval to enter into the 2-year contract. Motion carried.

The Committee discussed a request to allow employees to opt out of the “pay the provider” option of the Health Reimbursement Account for the health insurance deductible portion being covered by the County. Sirena Tukiendorf, from Wallace, Cooper and Elliott Insurance, explained that some employees are paying medical costs that should come from the Reimbursement Account. The HRA administrator is also paying the costs resulting in a double payment. Employees are then having difficulty getting their overpayments back from the provider. Motion by Seep, second by Bellman to postpone action on the request until the March meeting. Motion carried.

The Committee discussed the Operating While Intoxicated Court Planning and Implementation Program grant of State funds from the Wisconsin Department of Justice for 2018. The purpose of the grant is to fund an Operating While Intoxicated Treatment Court in the county. The total cost of the Treatment Court for 2018 is \$164,334.00. The State grant is in the amount of \$122,500.00. The County cash match of \$40,834.00 will be paid from the Health and Human Services Department’s account. Motion by Seep, second by Sebranek that a resolution be presented for approval to apply for and accept the Grant. Motion carried.

Jason Marshall, Management Information Systems Administrator, addressed the Committee regarding requests for updates to the County web site to provide information to the public. This would include having audio and video of meetings on the web site. To add this feature would require equipment to record meetings and also accommodations for close captioning. There would also be questions about space and retaining requirements. Enhancements to the site will take place as time permits. Audio and video coverage of meetings will not be provided at this time.

The Committee discussed a request from Christopher Childgen for an unpaid leave of absence for a period of six to eight weeks due to a non-work related injury. Motion by Sebranek, second by Bellman to grant the request. Motion carried.

The Committee discussed a request for an extension for the following Sheriff's Department employees to use unused vacation time. Bill Kellogg has three days, Mike Czys has ten days, Chad Kanable has three days, Dana Kanable has five days and Amber Muckler has three days. The Sheriff's Department Addendum requires use of vacation time within a year of the day it is earned. Motion by Seep, second by Marshall to approve the request for a two month extension of time for the employees to use their earned vacation time. Motion carried.

The Committee discussed a request to amend the Sheriff's Addendum to the Handbook of Personnel Policies to allow employees up to 18 months from their anniversary date to use earned vacation time. The Addendum currently requires that the earned vacation time be used within a year from the anniversary date. Motion by Seep, second by Bellman to present a resolution to the County Board for approval to amend the Sheriff's Addendum as requested. Motion carried.

The Committee discussed a request to amend the Sheriff's Addendum to the Handbook of Personnel Policies to allow use of accrued sick leave by employees during their probationary period of employment. Current language in the Addendum states that if a probationary employee was absent due to sickness, upon completion of the probationary period, he/she shall receive sick pay for those days he/she was sick during the probationary period. Motion by Sebranek, second by Bellman to approve the request to present a resolution to the County Board for approval to amend the Sheriff's Addendum regarding the use of accrued sick leave. Motion carried.

The Committee discussed the creation of a Wellness Committee. Symons Recreation Complex Director Denise Lins presented the names of five employees to serve on the Committee. The members would be: Karleen Craddock, Betsy Roesler, Mallory Bender, Nettie Collins and Denise Lins. Chairman Kirkpatrick recommended that funds be taken from the Healthcare Reimbursement Account to fund the Wellness Program. Hanold explained possible incentives for employees for participating in the Program. Motion by Seep, second by Marshall that, contingent upon the presentation and approval of a budget, that the five members of the Committee be approved and that a \$20,000 transfer from the Healthcare Reimbursement Account to a non-lapsing Wellness account be approved. Motion by Seep, second by Marshall to amend the motion to state that approval of the level of funding be based upon submission of a

budget by the Committee to the Finance and Personnel Committee and that the Wellness Committee report to the Finance and Personnel Committee. Motion by Seep, second by Marshall to further amend the motion to state that the Wellness Committee be a subcommittee of the Finance and Personnel Committee. Motion, as amended, carried.

Children and adult institutional costs were discussed. Bryan Myers, Chairman of the Health and Human Services Board, reported that costs are projected at 1.3 million for both children and adult institutional placements in 2017. \$329,515 was budgeted 2017 for children and adult placements. The Health and Human Services core budget will have \$100,000 to apply towards the costs.

The Committee discussed the original resolutions establishing the Children and Adult Institutional Cost Funds. Health and Human Services Director Patrick Metz explained that all court order placements are being charged to the Institutional Funds. Motion by Seep, second by Marshall to combine the two Institutional Funds and name the new Fund "Court Ordered Placements". Motion carried.

The search process to fill the Health and Human Services Director position was discussed. The Health and Human Services Board is requesting authorization to offer a salary range in recruitment for the position rather than the step in the wage scale. Discussed was the need for a process to allow movement through the wage scale when a position cannot be filled by the step one wage rate for the position. Motion by Kirkpatrick, second by Sebranek to deny the request. Roll call vote: AYES: Sebranek, Marshall, Clary, Kirkpatrick, Bellman, Seep. NOES: Gentes. Ayes 6. Noes 1. Total 7. Motion carried.

The Committee discussed authorizing the creation of an Interim Health and Human Services Director position during the search process to fill the Director's position. Motion by Seep, second by Gentes to approve the request and present a resolution to the County Board for approval for the creation of the Interim Director position starting April 3, 2019. Motion carried.

The Committee discussed a request for job description updates at the Department of Health and Human Services as a result of the adoption of the Wage Plan, the move of the regional ADRC to Juneau County and the departmental restructuring. Motion by Gentes, second by Seep to present a resolution for approval of the request. Motion carried.

- The job title of the Aging and Disability Resource Supervisor position is changed to Aging and Disability Resource Manager reporting to the Director of the Health and Human Services Department;
- The following position descriptions will be updated:
 - Aging & Disability Resource Center
 - a. Disability Benefit Specialist;
 - b. Elderly Benefit Specialist;
 - c. Temporary/Casual Driver/Escort Driver (4 positions)
 - Public Health
 - d. Health & Wellness Coordinator;
 - e. Nutrition Program Coordinator;

- f. Nutrition Site Workers (6 positions);
 - g. Temporary/Casual Nutrition Driver (2 positions), and
- The job title of the Public Health Supervisor/County Health Officer is changed to Public Health Manager/Local Health Officer reporting to the Director of the Department.

The Committee discussed a request that position descriptions in the Health Human Services Department be upgraded so that they coincide with the data submitted to the County's compensation consultant, Carlson Dettmann Consulting. Motion by Gentes, second by Bellman to present a resolution for approval of the request. Motion carried. The updated descriptions are for following positions:

Administration

- 1. Clerical Assistant II
- 2. Secretary

Aging & Disability Resource Center

- 3. Clerical Assistant II
- 4. Secretary
- 5. Resource Center Specialist (3 positions)

Children's Services

- 6. Youth Aide Worker

Economic Support

- 7. Economic Support Specialists (12 positions)

Public Health

- 8. Public Health Registered Nurse (2 positions)

The Committee discussed placement of Health and Human Services positions that were submitted for the wage study, but do not appear on the final wage scale. The two positions are Juvenile Justice Lead Worker and Certified Substance Abuse Counselor. Motion by Gentes, second by Bellman to work with Carlson Dettmann Consulting for placement of the positions on the Wage Scale. Motion carried.

The Committee discussed a request to correct the job titles of three Health and Human Services positions. Motion by Seep, second by Gentes to present a resolution for approval to correct the job titles on the positions descriptions. Motion carried. The three proposed changes are as follows:

- 1. Health and Human Services Juvenile Lead Worker changed to Health and Human Services Child Protective Services/Juvenile Justice Supervisor;
- 2. Health and Human Services Economic Support Manager changed to Health and Human Services Economic Support Supervisor;
- 3. Health and Human Services Office Supervisor changed to Health and Human Services Administrative Supervisor.

The Committee discussed a request that eight newly appointed positions in the Health

and Human Services Department be moved from the probationary rate to the job rate for their position to meet the wages agreed to in their offer letters and that the move be made prior to the April 2018 Health and Human Services pay period and the implementation of the new wage structure. Kirkpatrick will discuss the issue with the wage study consultant. Motion by Seep, second by Sebranek to postpone the agenda item. Motion carried.

No new information was available regarding updating the County Library Plan.

The Committee discussed the wage study appeals process. The cost per category for the appeals will be \$250.00. The person making the appeal will sign the appeal. The department head then signs indicating that this is an appropriate appeal. The employee would see the criteria used to determine their placement on the wage structure

Gentes left the meeting at this point.

Motion by Sebranek, second by Bellman to extend to Friday, February 16th the deadline for employees to submit appeals to the wage study. Motion carried. The cost for the appeal process will be determined by the number of appeals forwarded to Carlson Dettmann Consulting. Funding for the appeals will need to be determined.

Updating of the Civil Rights Compliance Plan is currently underway.

Clary provided an update on the Pine Valley construction project. Work is taking place on warranty items. Final costs from construction management are not known at this time because of the warranty work. A report of project expenses will be presented to the Committee at their March meeting.

A preliminary report on 2017 account deficiencies was reviewed.

Motion by Bellman, second by Marshall to adjourn. Motion carried. The meeting adjourned at 1:03 p.m. The next meeting is scheduled for March 6th.

Victor V. Vlasak
Richland County Clerk