

FINANCE AND PERSONNEL COMMITTEE

March 6, 2018

The Finance and Personnel Committee met on Tuesday, March 6, 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.

Motion by Gentes, second by Bellman that the printed copies of the minutes for the February 13th meeting be approved. 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. The request was made on behalf of some employees who have experience billing problems with the Richland Medical Center. Payments have been made by patients for services that should have been paid from the Health Reimbursement Account. Wallace, Cooper and Elliott Insurance have been working with employees and the Medical Center to correct the billing problems. Motion by Sebranek, second by Bellman to deny the request. Motion carried.

An updated job description for the Pine Valley Administrator position was presented to the Committee for review. Motion by Seep, second by Sebranek to present a resolution to the County Board for approval of the updated job description for the position of Nursing Home and Assisted Living Administrator. Motion carried.

Participation by Pine Valley in the Wiscaregiver Program was discussed. Participation makes Federal funds available to recruit and train nurse aides to become caregivers in Wisconsin nursing homes. Motion by Sebranek, second by Gentes to present a resolution to the County Board for approval to participate in the Program. Motion carried.

An amendment to the Pine Valley Addendum to the Handbook of Personnel Policies and Work Rules was discussed. The proposed amendment would allow employee donations of sick

leave and not affect eligibility to receive the annual sick payout, provided the employee meets the sick payout criteria of perfect attendance. Motion by Sebranek, second by Bellman to present a resolution to the County Board for approval of the amendment to the Pine Valley Addendum. Motion carried.

Salaries for the four-year terms of the Sheriff, Coroner and Clerk of Circuit Court were discussed. Motion by Bellman, second by Marshall to present a resolution to the County Board for approval of establishing the salary for the Sheriff and Clerk of Circuit Court as follows: For 2019 a 2.5% increase over the 2018 salary; for 2020 a 2.5% increase over the 2019 salary; for 2021 a \$1,200 increase over the 2020 salary; and for 2022 a \$1,200 increase over the 2021 salary. Motion carried.

The salary for the four-year term of Coroner was discussed. The current salary for the Coroner is \$95.00 per call, \$25.00 for cremation only and \$115.00 for a call plus cremation. Motion by Bellman, second by Marshall to increase each category by \$20.00. Motion by Seep, second by Marshall to amend the motion to add compensation for the Coroner when carrying the pager. Motion on the amendment carried. Roll call of the motion, as amended. AYES: Marshall, Bellman. NOES: Sebranek, Clary, Kirkpatrick, Gentes, Seep. Ayes 2. Noes 5. Total 7. Motion declared defeated.

Motion by Seep that the compensation for each category be increased by \$20.00 for 2019 and increased each year (2020, 2021 and 2022) by \$20.00 for each category. Motion died due to the lack of a second.

Motion by Clary, second by Seep that \$20.00 be added to each category for the years 2019 and 2020 and that \$20.00 be added to each category for the years 2021 and 2022 and that compensation be included for carrying the pager. Roll call vote. AYES: Marshall, Clary, Kirkpatrick, Seep. NOES: Sebranek, Gentes, Bellman. Ayes 4. Noes 3. Total 7. Motion carried.

Salaries for the positions of Highway Commissioner, Veterans Service Officer and Family Court Commissioner were discussed. The new wage structure places the Highway Commissioner position at \$34.93 per hour which is Step 3 of Grade P. The Veterans Service Officer is placed at Step 3 of Grade I. The rate for that Step is \$22.87 per hour. Motion by Seep, second by Marshall to present a resolution to the County Board for approval to place the Highway Commissioner and Veterans Service Officer at the steps recommended by the wage study and to increase the annual salary of the Family Court Commissioner by 2.5% over the current annual salary of \$24,836.76. Motion carried.

The salary for the position of Corporation Counsel was discussed. Motion by Seep, second by Gentes to present a resolution to the County Board for approval to increase the hourly rate to \$75.00 per hour for the twelve hours worked per week by the Corporation Counsel for general government and for the four hours worked per week by the Corporation Counsel for the Health and Human Services Department. Motion carried.

Barb Scott, MIS Director, reviewed proposed amendments to the Richland County Computer Policy. The retention of the acknowledgement form was discussed. Motion by Clary, second by Seep that the signed acknowledgement forms be retained in the employee files in the County Clerk's office. Motion carried. Motion by Marshall, second by Gentes to present a resolution to the County Board for approval of the revised Computer Policy. Motion carried.

Costs associated with providing network and audio connection for recording equipment being provided by CCAP for the court was referred to the Property, Building and Grounds Committee.

Denise Hanold, Symons Recreation Complex Director, addressed the Committee regarding the Wellness Committee. The Committee met and developed a budget. Hanold reviewed information received from the health insurance provider regarding employee usage of the services. The high usage of the services as well as prescriptions indicates that employees are very aware of the condition of their health. Of the 727 people covered under the health insurance plan, 83% either got a prescription or visited a doctor. The original approach of the Wellness Committee was going to be awareness. Based on the information received regarding usage of the health plan, the Committee will need to come up with a different approach. Hanold requested that the size of the Wellness Committee be increased. Motion by Sebranek, second by Marshall to approve increasing the size of the Wellness Committee to nine members. Motion carried.

The Committee discussed updating the County Library Plan. Chairman Kirkpatrick reported that the Richland Center Librarian will take the lead in putting a group together to update the Plan. Motion by Seep, second by Bellman to approve creation of the group to update the County Library Plan. Motion carried.

Motion by Bellman, second by Sebranek that Chairman Kirkpatrick be authorized to sign the Confidential Disclosure Agreement with Carlson Dettmann Consulting, LLC. Motion carried.

Chairman Kirkpatrick will work with Patrick Glynn to prepare a timeline for appeals to the Wage Study.

The Committee discussed wage rates for positions that were not included in the wage study. A list of the positions and their placement on the wage plan will be brought back to the Committee for review and approval.

The Committee reviewed the listing of account deficiencies in the 2017 budget. Information was also presented on unexpended appropriations, excess revenues received and uncollected revenues. Motion by Bellman, second by Sebranek to present a resolution for approval to make a General Fund transfer to cover the deficient accounts in the 2017 budget. Motion carried.

Training and oversight of the Civil Rights Compliance Plan was discussed. An individual needs to be named ensure employee training and compliance with the Plan.

Chairman Kirkpatrick reviewed information on the positions of County Executive, County Administrator and Administrative Coordinator. Funding for the position of County Administrator was discussed.

The presentation of a report on construction costs for the new Pine Valley facility was discussed.

Motion by Clary, second by Sebranek to approve the medical leave of absence request for Lori Post. The request is regarding a non-work related injury. Motion carried.

The Committee discussed the request that probationary periods be waived for six employees at the Department of Health and Human Services who would otherwise receive a lower hourly rate upon the implementation of the new wage structure. The Committee requested additional information regarding the impact of the request.

Motion by Bellman, second by Gentes to approve the appointment of Tom Delagrave to the Revolving Loan Fund Loan Review Committee. Motion carried.

Committee members reviewed copies of the Cash Balance History Report prepared by the County Treasurer.

Motion by Gentes, second by Bellman to adjourn to Tuesday, April 3, 2018 at 9:00 a.m. Motion carried.

Victor V. Vlasak
Richland County Clerk