

FINANCE AND PERSONNEL COMMITTEE

April 3, 2018

The Finance and Personnel Committee met on Tuesday, April 3, 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 Seep, second by Bellman for approval of the printed copies of the minutes for the March 6th meeting. Motion carried.

Avery Manning, Courthouse Maintenance Supervisor, presented an updated job description for the Courthouse Custodian position. The job description has been reviewed and approved by the Property, Building and Grounds Committee. The duties associated with the position were discussed. Motion by Bellman, second by Gentes to present a resolution for approval of the updated Courthouse Custodian job description. Motion carried. It was recommended that the Property, Building and Grounds Committee discussed the cost of contracting for the custodial services versus filling the position. It was also recommended that a shared service with the Health and Human Services Department be discussed.

Denise Lins, Symons Recreation Complex Director, addressed the Committee regarding the establishment of a Wellness Committee. The Wellness Committee will meet and bring back recommendations to the Finance and Personnel Committee.

The Committee discussed the positions at Health and Human Services where newly hired individuals were given written confirmation of the probationary and after-probationary rates that they would receive based upon the salary grade system that was in place when they were hired. Adoption of the wage structure requires new hires placement at Step 1 on the structure. Placement on this Step would mean that these newly hired individuals at Health and Human Services would not receive the after probation wage quoted in the confirmation letters. Motion by Seep, second by Sebranek to present a resolution for approval of the after probationary rates below based upon the Wage Structure. Motion carried. The recommendation is as follows:

<u>Position and name of incumbent</u>	<u>Date probation ends</u>	<u>After-probation grade of position</u>	<u>After-Probation hourly rate</u>
Public Nurse Manager Rose Kohout	May 5, 2018	Grade N, Step 7	\$34.28
Mental Health Therapist (Licensed) Julie Bollinger-Jones	June 18, 2018	Grade K, Step 6	\$28.07
Mental Health Therapist (Non-Licensed) Edie Moore	May 27, 2018	Grade K, Step 4	\$26.90
Child Protective Services/ Juvenile Justice Supervisor Rachel Charron	May 27, 2018	Grade L, Step 5	\$29.09

Chairman Kirkpatrick explained the wage structure appeals process. Employees will submit in writing their intention to appeal. Employees will then receive a form to complete indicating their reason for making the appeal. The department head will need to sign the form if in agreement with the appeal. Employees will then be allowed to see the parameters used in rating their position. The analysis of each appeal would be completed by Patrick Glynn from Carlson Dettman Consulting, LLC.

The Committee discussed establishing wage rates on the new wage structure for temporary/casual positions that were not part of the wage study. Chairman Kirkpatrick recommended extending the rates down from Grade A to create Steps for the temporary/casual employees. Motion by Seep, second by Marshall that the recommendation be approved. Motion carried.

The Clerk recommended that Derek Kalish, Accounting Supervisor, whose probationary period ended March 30th, be placed on regular status. Motion by Gentes, second by Marshall approving the recommendation.

Chairman Kirkpatrick reported that updating the Civil Rights Compliance Plan is continuing.

A question was raised regarding the number of Fair and Recycling Committee members that were present at the meeting and discussion and action on the agenda item "Fairgrounds Donations applied to 2018 Fair Budget". It was acknowledged that an agenda had not been posted for the Fair and Recycling Committee regarding their attendance at today's Finance and Personnel Committee meeting. Fair and Recycling Committee members left the meeting so that a quorum of the Fair and Recycling Committee was no longer present.

Discussed was a letter that was sent to members of the Finance and Personnel Committee from Richard Wastlick, Scott Gald and Jamie Koch regarding funds received for the Fairgrounds

Donations Fund and the transfer of those funds to the County Fair Fund. Clary reviewed the 2018 budget process and the request that was made of departments to cut their budgets.

Sebranek addressed the Committee regarding the use of \$23,745.00 from the Fairgrounds Donations Fund (Fund # 33) to balance the 2018 Richland County Fair Fund (Fund # 68) budget. Carla Doudna, Fair and Recycling Coordinator, explained that the Fairgrounds Donations Fund received monies from donors that were designated for specific uses in conducting the annual County Fair and for various improvements to the fairgrounds buildings and grounds. Motion by Sebranek, second by Bellman to present a resolution for approval to transfer \$23,745.00 from the General Fund (Fund #10) to the Fairgrounds Donations Fund (Fund # 33).

Marshall, who is Chairman of the Fair and Recycling Committee, requested permission to abstain from voting on the agenda item. Chairman Kirkpatrick granted Mr. Marshall's request. Mr. Marshall left the meeting at this point.

Discussion took place regarding the use of the General Fund to balance the 2018 Fair Fund budget. Motion by Sebranek, second by Bellman to table the agenda item until the end of the meeting and after that the Committee had heard the report on the bond rating. Motion carried.

Clary reported on the downgrading of the County's bond rating from A3 to A2 by Moody's Investors Service. Moody's has removed the negative outlook that was previously assigned to the rating. The downgrade was in part because of long-term risks associated with the County's ownership of a nursing home concurrent with a narrowing of the financial position due to growth in health and human services costs relating to institutional placements.

Committee members were provided with notification from the County's property, tools and contractors equipment insurance carrier of policy changes that will be effective upon renewal. The policy change will remove overlapping policy language regarding detachable mobile equipment. The coverage is already being provided by the County's property insurance provider MPIC.

Courthouse Maintenance Supervisor Avery Manning addressed the Committee requesting an extension to the time period during which he can use 62 hours of accrued vacation. The Handbook of Personnel Policies states that vacation must be used within 18 months following the employee's anniversary date. Mr. Manning lost his accrued vacation on March 3, 2018. Motion by Bellman, second by Sebranek to present a resolution for approval to grant a six month extension for Mr. Manning to use his 62 hours of accrued vacation. Motion carried.

The Clerk reported that three bids were received for the purchase of 30,000 accounts payable checks. The low bid in the amount of \$1,256.00 was received from Hynek Printing. This bid includes shipping charges. Motion by Bellman, second by Gentes to approve the purchase of the checks from the low bidder. Motion carried.

Motion by Marshall, second by Bellman to take from the table and bring back onto the floor for discussion the agenda item “Fairgrounds Donations Funds applied to 2018 Fair Budget”. Motion carried.

Marshall left the room at this point.

The motion on the floor is “Motion by Sebranek, second by Bellman to present a resolution for approval to transfer \$23,745.00 from the General Fund (Fund # 10) to the Fairgrounds Donations Fund (Fund # 33)”. Discussion continued on using funds from the General Fund. Sebranek withdrew his motion and Bellman withdrew his second. Motion by Gentes, second by Sebranek that a resolution be presented to the County Board for approval to transfer \$23,745 from the Richland County Fair Fund (Fund # 68) to the Fairgrounds Donations Fund (Fund # 33). Motion carried.

Marshall returned to the room at this point.

Motion by Bellman, second by Clary to adjourn. Motion carried. The meeting adjourned at 12:07 p.m.

Victor V. Vlasak
Richland County Clerk