

## **FINANCE AND PERSONNEL COMMITTEE**

July 3, 2018

The Finance and Personnel Committee met on Tuesday, July 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, Marty Brewer, Linda Gentes, Shaun Lopez-Murphy, 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 order.

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

Motion by Sebranek, second by Seep that the printed copies of the June 5<sup>th</sup> meeting be approved. Motion carried.

Chairman Kirkpatrick opened the Tax Deed sale.

Village of Cazenovia Parcel # 111-1300-0822 was appraised at \$12,000.00. No written or oral bids were received on the parcel. The parcel was referred parcel back to the Property, Building and Grounds Committee.

Village of Yuba Parcel # 196-0636-1400 was appraised at \$20,000.00. No written or oral bids were received on the Parcel. The parcel was referred parcel back to the Property, Building and Grounds Committee.

Motion by Lopez-Murphy, second by Brewer to present a resolution to the County Board supporting the creation of a Wellness Program. Motion carried.

Copies of the 2017 report on the UWEX-Richland County Program Accounts were distributed to Committee members. Motion by Brewer, second by Sebranek that the report be approved. Motion carried.

Angie Arneson, UW Food Service Supervisor, addressed the Committee and reported that due to lower campus enrollment and an inability to sell meal tickets to students in the dorms because of how financial aids are currently handled, the financial reports for the month of August may show a negative cash balance for Food Service. Discussion followed.

Barb Scott, Management Information Systems Director, addressed the Committee requesting approval for the Symantec EndPoint Protection Government one year essential maintenance renewal for 64 computers at a cost of \$1,609.60. Motion by Marshall, second by

Seep to approve the expenditure using funds from the Contingency Fund. Motion by Marshall, second by Seep to withdrawn their motion and second. Motion by Seep, second by Marshall to approve the renewal, with the costs being billed back to the departments receiving the anti-virus protection. Motion carried.

Sheriff Chief Deputy Chad Kanable reported that the current radio system is failing and in need of replacement. Estimated cost of the project is \$3,000,000. The recommendation is that a consultant be hired to study the signal needs and infrastructure and to also serve as project manager. The estimate cost of a consultant is \$150,000. Motion by Sebranek to start with interviews for a consultant/project manager and, when that cost of the consultant is known, come back to Finance and Personnel Committee for funding from the General Fund to pay for the consultant. No second was received on the motion. Motion by Brewer, second by Sebranek to grant permission to the Law Enforcement and Judiciary Committee to interview consulting firms and then return to the Finance and Personnel Committee for funding to secure the consultant. Motion carried.

Scott reported that 911 equipment leased from Frontier will no longer have maintenance support as of y 1, 2018. Requests for proposals will be sent out in August for replacement equipment. The estimated cost of the new equipment is \$150,000. Motion by Lopez-Murphy, second by Brewer to grant permission to the Law Enforcement and Judiciary Committee to interview consulting firms and then return to the Finance and Personnel Committee for funding to secure the consultant. Motion carried.

Sheriff Jim Bindl presented information on the current condition of the squad cars for the department. Due to the high mileage on the current squads, Sheriff Bindl is requesting funding in the amount of \$129,000 for three new squad cars and equipment. Motion by Kirkpatrick, second by Marshall to present a resolution to the County Board for approval to transfer \$129,000 from the General Fund to the New Sheriffs Cars Fund. Motion carried.

Highway Commissioner Bill Condon address the Committee regarding increasing the hours worked by the Highway Department Clerk from 35 hours per week to 40 hours per week. Motion by Seep, second by Lopez-Murphy to postpone the discussion until the 2019 budget is being formulated. Motion carried.

Motion by Marshall, second by Sebranek to present a resolution to the County Board for approval of Highway Commissioner Condon's request to amend the Highway Department's Addendum to the Handbook of Personnel Policies and Work Rules. Motion carried. The amendments would remove (crossed-out) the following language from the addendum:

Page 4 – Probationary Period: ~~The employee shall earn 5% less per hour while on probation.~~

Page 5 – Seasonal Hiring: ~~Seasonal Employees shall be paid at the Grade 7 pay rate set by the County Board.~~

The Committee discussed the creation of a transitional return-to-work program that fits the modified duty guidelines for an injured worker. Past practice has been to require that an

injured worker be able to perform 100% of the duties of their position before being allowed to return to work. Motion by Brewer, second by Sebranek to defer the workers compensation light duty policy creation to another meeting. Motion carried.

Linda Gentes, Health and Human Services Chairman, addressed the Committee regarding Tim Gottschall's ability to accrue compensatory time while serving as the Interim Health and Human Services Director while also performing the duties of the Business Manager position. The Health and Human Services Board recommended approval. Motion by Lopez-Murphy, second by Seep that Mr. Gottschall have the ability to accrue compensatory time while serving as the Interim Director. Motion carried.

Motion by Marshall, second by Sebranek to present a resolution to the County Board to temporarily transfer \$15,000 from the General Fund to the Fair Revolving Fund for use in conducting the 2018 County Fair, with this appropriation being for a period of 90 days, after which \$15,000.00 shall be transferred back to the General Fund. Motion carried.

Liability insurance coverage for use of the fairgrounds by outside entities was discussed. County coverage under the Wisconsin County Mutual Liability Insurance program does not cover outside groups or organizations using County premises and buildings for their event and they are not extended coverage under the County's liability insurance.

The April 13<sup>th</sup> hail event has resulted in damage to County owned buildings. An adjuster for the Municipal Property Insurance Company is inspecting all County owned buildings to determine the damage that has occurred.

Chairman Kirkpatrick reported that 23 appeals to the wage study were made from 9 departments. The appeals were reviewed by the firm Carlson Dettmann Consulting. 12 appeals have been recommended for a change in grade. Motion by Seep, second by Brewer to present a resolution to the County Board for approval of the recommended changes. Motion carried.

The total cost of the appeals for compensation completed by Carlson Dettmann Consulting is \$3,675.00. Motion by Brewer, second by Marshall to present a resolution to the County Board for approval to transfer \$3,675.00 from the Contingency Fund to pay Carlson Dettmann Consulting for the cost of the appeals. Motion carried.

Chairman Kirkpatrick reported that funds left in the Revolving Loan Fund will be returning to the State. Options will then be made available to apply for the funds in the form of grants for use in the community.

Lopez-Murphy presented a draft of a resolution dealing with the annual budget process to increase transparency in the process by creating an easy-to-read budget document, illustrated with charts and available in an online format and to create a five year capital program budget. Motion by Seep, second by Lopez-Murphy to postpone discussion of the resolution until the August meeting of the Finance and Personnel Committee. Motion carried.

Lopez-Murphy also presented were amendments to the Ordinance outlining the duties of the Administrative Coordinator. Proposed changes would delegate responsibility for the development of the budget and a capital program to the Administrative Coordinator. The Administrative Coordinator would chair Department Head meetings, supervise courthouse maintenance staff, delegate carrying out performance reviews and exit interviews and administer a purchasing program across departments. Motion by Seep, second by Brewer to postpone the Administrative Coordinator's duties discussion until September. Motion carried.

The budget process for development of the 2019 budget was discussed. The Finance and Personnel Committee will meeting department heads to formulate the 2019 budget on the following dates:

Friday, September 7<sup>th</sup> at 9:00 a.m.  
Friday, September 14<sup>th</sup> at 9:00 a.m.  
Friday, September 21<sup>st</sup> at 9:00 a.m.  
Friday, September 28<sup>th</sup> at 9:00 a.m.

Attendance at the Wisconsin Counties Association Annual Conference will be available to County Board supervisors. The Conference will be held in La Crosse County, September 23-25, 2018. Newly elected Board members will not be charged a registration fee.

Committee members reviewed copies of the Cash Balance History report provided by County Treasurer Keller.

Notice has been received from the Wisconsin Professional Police Association for the Richland County Deputy Sheriff's Association requesting opening contract negotiations for a successor agreement to the 2017-2018 Agreement.

Motion by Marshall, second by Seep to adjourn to Tuesday, August 7<sup>th</sup> at 9:00 a.m. Motion carried. The meeting adjourned at 1:01 p.m.

Victor V. Vlasak  
Richland County Clerk