

FINANCE AND PERSONNEL COMMITTEE

October 2, 2018

The Finance and Personnel Committee met on Tuesday, October 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, Marty Brewer, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep. Shaun Lopez-Murphy was absent.

Seep, Gentes, Kirkpatrick, Brewer, Marshall, Sebranek

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 Seep, second by Gentes for approval of the agenda, as amended. Motion carried.

Motion by Sebranek, second by Marshall for approval of the printed copies of the minutes for the September 4th meeting. Motion carried.

The Committee discussed the option of accepting a cash settlement for damages to County-owned buildings resulting from the April 13, 2018 hail event or the option of making all cosmetic repairs that resulted from the hail event. James Mead, Property Adjuster, Municipal Property Insurance Company, stated that the policy has a provision regarding appraisals if there is a disagreement on the extent of the damages. Each side would pick an expert and an umpire and then two out of 3 would decide on the damages. Motion by Brewer, second by Marshall for a full replacement of damaged roofs and not the settlement and to go to the arbitration process if needed. Mead noted that would mean the replacement of every shingled roof and metal roof at the fairgrounds, the courthouse shingle and metal roofs, all of the campus roofs and the shingled roof on East Hall. Mead noted that the County has two years from the date of loss to complete the repairs. Motion carried.

Motion by Brewer, second by Seep to create a committee to complete the Library Plan update. Motion carried. The Committee would consist of the following:

- Linda Gentes, County Board Supervisor
- Rachel Schultz, Southwest Wisconsin Library System Board of Trustees
- Librarian, Brewer Public Library
- Librarian, Lone Rock Community Library

- Librarian, Viola Public Library

A medical leave of absence for a Sheriff's Department employee was discussed. No Committee action was taken.

Capital project expenditures were discussed. Funds would need to be borrowed to cover the cost of proposed projects.

Information was presented regarding the creation of a fifth Children and Families Case Manager position and the elimination of the Juvenile Justice Lead Worker position, both at the Department of Health and Human Services. It has been determined that it is more beneficial for the Children's Services Unit to have the fifth position. The Lead Worker position is vacant. Motion by Brewer, second by Seep to present a resolution for creation of the Manager position and elimination of the Lead Worker position. Motion carried.

The Pine Valley Trustees are recommending that the Pine Valley Addendum to the Handbook of Personnel Policies and Work Rules be amended to state that employees will be paid every other Friday. Currently the Addendum states that employees will be paid every other Thursday. This change will bring Pine Valley's pay date into line with other County departments that are also paid every other Friday. Motion by Seep, second by Sebranek to present a resolution for approval to make the change in the Pine Valley Addendum. Motion carried. The change would be effective with the last payday in November, 2018.

Motion by Seep, second by Marshall to present a resolution for approval to enter into a three-year contract with Maximus Consulting Services, Inc. to complete the Indirect Cost Allocation Plan for Fiscal Years 2018, 2019 and 2020. Motion carried. The Plan allocates costs for central services that are provided by the County Clerk's office, County Treasurer's office, etc. The costs are then reported and recoverable by the operating departments of the County such as Health and Human Services, Child Support, etc. The cost of completing the Plan is \$4,100 each year of the contract.

Representatives from Martindale General Contracting addressed the Committee regarding hail damages to roofs at the campus. Chair Kirkpatrick indicated that the County will need to hire an engineer to facilitate the repairs.

Lee Borkowski, President of the Greater Richland Area Chamber of Commerce, addressed the Committee requesting County membership. Motion by Brewer, second by Marshall to include in the 2019 budget \$4,000 for a sustaining membership in the Chamber. Motion carried.

Committee members were presented with Joint Ambulance Committee recommendations for amendments to the Richland County Ambulance Service Handbook. The recommendations included changes to vacation and sick leave so that only actual time worked is used in computing overtime pay; adding part-time employees to the holiday schedule; and updating the wage schedule to reflect the current rates paid for each position. Motion by Brewer, second by Sebranek to present a resolution to the County Board for approval of the recommendations.

Motion carried. Attorney Jon Anderson will be asked to review the recommendations before they are presented to the County Board for approval.

Highway Commissioner Condon addressed the Committee regarding a Highway Department employee who has not completed his probationary period and has exhausted his sick leave but, needs a medical leave of absence due to a family medical emergency. Motion by Sebranek, second by Marshall to grant the request for a medical leave of absence subject to approval by the Highway Committee. Motion carried.

The cash balance history and cash comparison reports as of September 30th were reviewed by the Committee.

Health insurance premiums for 2019 will increase by 7%. The total monthly premium for the single plan will be \$617.96 and for the family plan \$1,535.94. Motion by Brewer, second by Sebranek for approval of the 2019 rates. Motion carried.

Discussion was held regarding the purpose and frequency of department head meetings. Motion by Seep, second by Marshall authorizing the County Board Chair to conduct department head meetings. Motion carried.

The proposed 2019 budget was discussed. Motion by Marshall, second by Sebranek to approve the proposed 2019 budget. Motion carried.

The Committee will meeting on October 16th at 9:00 a.m. for a final review the proposed 2019 budget. The next regular Committee meeting will be held on November 6th at 9:00 a.m.

Motion by Brewer, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 11:45 a.m.

Victor V. Vlasak
Richland County Clerk