

FINANCE AND PERSONNEL COMMITTEE

November 28, 2018

The Finance and Personnel Committee met on Wednesday, November 28, 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, Shaun Murphy-Lopez, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Chair 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 County web site; and a copy was faxed to The Richland Observer.

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

Motion by Gentes, second by Marshall that the printed copies of the minutes for the November 6th meeting be approved. Motion carried.

Motion by Sebranek, second by Marshall to approve the request to allow Deputy Jacob Rupnow to carry over one day of unused accrued vacation time. Motion carried. Mr. Rupnow's anniversary date is October 24, 2016. The Union contract requires usage of accrued vacation time within one year of the employee's anniversary date. Mr. Rupnow will use the vacation day in January, 2019.

Chelsey Walters, Deputy Clerk of Circuit Court, addressed the Committee requesting that she paid at the same hourly rate as the other two deputies in the Circuit Court office. Ms. Walters was hired on November 14, 2016. Because she had worked for the County less than two years when the new compensation structure was implemented April, 2018, Ms. Walters was placed at Grade G, Step 2, which is \$18.99 per hour. The other two deputies in the Circuit Court office were placed at Grade G, Step 3, which is \$19.42 per hour because both of the employees had two or more years of employment with the County as of April, 2018, the effective date of the implementation of the plan. Committee members discussed the request. Motion by Sebranek, second by Murphy-Lopez to deny the request. Motion carried.

Motion by Gentes, second by Marshall to present a resolution to the County Board for approval to enter into a contract with Johnson Block and Company of Viroqua to do the auditing work for the County for 2018. Motion carried. The range to complete the 2018 audit is \$30,400 to \$32,600.

The Committee reviewed a proposed template to be used for agenda items presented to the Finance and Personnel Committee. Suggested changes to the proposed template included adding a line regarding budget implications for the proposals and a line indicating that the department's committee has reviewed and approved the proposal.

A telephone conference call was held with Mark Tallman, Regional Economic Development Director for the Wisconsin Economic Development Corporation, and David

Pawlich, Director of the Bureau of Community Development at the Wisconsin Department of Administration, regarding the Community Development Block Grant-Close Program proposal to the U.S. Department of Housing and Urban Development's regarding Revolving Loan Funds. Under the CLOSE program, locally held loan funds as well as current Revolving Loan Fund accounts receivable would be held for communities to have non-competitive access to as grants.

Q: Is County Board action required to surrender the funds?

A: It is up to each municipality. County Board action is encouraged.

Q: Do grant projects need to be named when the funds are surrendered?

A: Projects do not have to be identified when the funds are returned.

Q: Can funds be designated for a grocery store as part of an incentive package?

A: Projects would have to create low to moderate income jobs. The loan could be forgiven if the job creation for low to moderate income persons was achieved by the business within the two year time frame.

Q: Can funds be designated for municipality flood recovery costs?

A: Possibly as long as the communities and the project are benefiting low to moderate income persons.

Q: Can funds be designated for Richland Center's aquatic center?

A: They would have to do an income survey of the community to see if they meet the low to moderate income requirement.

Q: Can funds be used to upgrade the 911 system?

A: No. This is more of a general government function

Q: Do you have a template letter to notify Revolving Loan Fund Committee members of action required.

A: No.

Q: Should the Revolving Loan Fund Committee dissolve?

A: That is a local decision.

Q: Do we continue to process applications for loan funds?

A: Loan approvals can continue until the CLOSE program is approved and launched by the State.

Q: Are there exceptions to the two year time frame and to the two projects?

A: Exceptions may be granted.

Q: What happens if the money is not dispersed within the two year time limit?

A: The remaining funds would be returned and go back to the DOA CDBG pool.

Motion by Seep, second by Marshall to recess the meeting. Motion carried.

Chair Kirkpatrick called the meeting to order at 11:20 a.m.

Barb Scott, Management Information Systems Director, addressed the Committee requesting approval for an expenditure of \$2,967.36 from the 2019 MIS budget for support agreements to keep current on software licensing and updates. The expenditure would be for a three year vSphere Essentials Plus Production Support agreement. Motion by Seep, second by Sebranek that the request be approved. Motion carried.

Committee members were presented with information regarding proposed amendments to the agreement between the counties of Sauk, Iowa and Richland for the operation of the Tri-

County Airport. Changes to the agreement are being sought due to funding differences between the three counties to the Airport's 2017 budget. Motion by Sebranek, second by Seep to continue participating in the agreement contingent upon development of another method in determining each counties' annual financial contribution to the Airport budget. Motion carried.

Copies of the 2017 County Clerk's Annual Report on the Financial Condition of Richland County were distributed to Committee members.

The Committee discussed the "Bereavement Leave" section of the Handbook of Personnel Policies and expansion of the section to include step relatives and half-brothers and half-sisters.

The Committee discussed the "Hiring for Long Term Vacancies" section of the Handbook of Personnel Policies and the requirement that an advertisement be placed in the Richland Observer.

The Committee discussed the "Hiring for Temporary Vacancies" section of the Handbook of Personnel Policies and the rate to be paid to persons filling temporary vacancies.

The Committee discussed the "Vacation" section of the Handbook of Personnel Policies and when vacations are granted.

The Committee discussed placement on the employee compensation structures based upon experience. A projection will be made of the cost to move all employees to the top step on the compensation structures.

Motion by Brewer, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 12:21 p.m.

Victor V. Vlasak
Richland County Clerk