

## FINANCE AND PERSONNEL COMMITTEE

December 4, 2018

The Finance and Personnel Committee met on Tuesday, December 4, 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 Gentes, second by Sebranek that the agenda be approved. Motion carried.

Motion by Marshall, second by Murphy-Lopez that the printed copies of the minutes for the November 28<sup>th</sup> meeting be approved. Motion carried.

Representatives for the property insurance provider will meet with the Committee on January 8<sup>th</sup> regarding the April 13<sup>th</sup> hail damage claim.

The Committee discussed the hours worked in the County Clerk's office by the positions of Payroll and Benefits Specialist, Accounting Supervisor and Accounts Payable Specialist. Funds were included in the 2019 budget to increase the hours worked by the employees in the three positions from 35 hours per week to 40 hours per week. Motion by Brewer, second by Sebranek to present a resolution for approval to increase the hours worked by the three positions from 35 hours per week to 40 hours per week. Motion carried.

The Committee discussed the hours worked in the Child Support Agency by the positions of Lead Child Support worker, Child Support Worker and Clerical Assistant II. Funds were included in the 2019 budget to increase the hours worked by the employees in the three positions from 35 hours per week to 40 hours per week. Motion by Brewer, second by Murphy-Lopez to present a resolution for approval to increase the hours worked by the three positions from 35 hours per week to 40 hours per week. Motion carried.

The 2019 budget for the Child Support Agency did not include funding for the part-time position of Clerical Assistant II. Motion by Sebranek, second by Gentes to present a resolution for approval to eliminate the vacant part-time position of Clerical Assistant II in the Child Support Agency. Motion carried.

The 2019 budget for the Register in Probate office did not include funding for the part-time position of Clerical Assistant. Motion by Seep, second by Brewer to present a resolution for approval to eliminate the vacant part-time Clerical Assistant position in the Register of Probate office. Motion carried.

A resolution is proposed to create a temporary committee to study the administration of County government. Motion by Brewer, second by Murphy-Lopez to include in the proposed resolution creating the temporary committee approval to appropriate \$5,000 from the Contingency Fund to the Administration Study Account. Motion carried.

The Committee discussed applying for a State Trust Fund Loan for funding to make improvements to the County's 911 Emergency Response System. The Committee discussed funding needs for highway equipment, computer upgrades and addressing safety concerns in the courthouse. A motion to borrow for 911

improvements and highway department equipment purchases was made but then withdrawn. Carol Wirth, Wisconsin Public Finance Professionals, LLC explained by conference call the steps that must be taken to request a State Trust Fund Loan. Motion by Murphy-Lopez, second by Marshall to present a resolution for approval to apply for a State Trust Fund Loan in the amount of \$200,000 to be used for making improvements to the 911 Emergency Response System and that the loan be for a period of five years at an interest rate of 4.25%. Roll call vote. AYES: Murphy-Lopez, Gentes, Kirkpatrick, Brewer, Marshall, Sebranek. NOES: Seep. Ayes 6. Noes 1. Total 7. Motion carried. Ms. Wirth noted that this will be general obligation debt.

Carol Wirth explained that the County needs to enter into a Financial Advisory Agreement with the Wisconsin Public Financial Professions, LLC in relation to the State Trust Fund Loan. The Agreement will terminate on December 31, 2019. The cost of the services will not exceed \$3,500. Motion by Brewer, second by Marshall to present a resolution for approval to enter into the agreement and for approval to transfer \$3,500 from the Contingency Fund to cover the fees. Motion carried.

Health and Human Services Director Tracy Thorsen was introduced.

Motion by Seep, second by Murphy-Lopez to present the County Clerk's Annual Report on the Financial Condition of Richland County as of December 31, 2017 to the County Board for approval. Motion carried.

Motion by Brewer, second by Murphy-Lopez that the template to be used by departments making requests of the Finance and Personnel Committee be approved. Motion carried. The template is as follows:

- Meeting Date:
- Agenda Item:
- Requested By:
- Department:
- Issue:
- Background:
- Financial Impact:
- Is this request within an adopted budget?
- Recommendation:
- Has this item been reviewed/approved by your oversight committee if other than Finance and Personnel?

Motion by Seep, second by Sebranek that budget information appear on the County web site. Motion carried. Included will be the Chair's public hearing summary talking points, the levy distribution by department and the eleven year equalized values and adopted budget report.

Future agenda items include a capital project template, an employee satisfaction survey and a review of the Handbook of Employee Policies and Work Rules.

The Finance and Personnel Committee will meet on January 8<sup>th</sup> at 9:00 and January 22<sup>nd</sup> at 9:00 a.m.

Motion by Brewer, second by Marshall to adjourn. Motion carried. The meeting adjourned at 10:45 a.m.

Victor V. Vlasak  
Richland County Clerk