

## **FINANCE AND PERSONNEL COMMITTEE**

January 8, 2019

The Finance and Personnel Committee met on Tuesday, January 8, 2019, 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.

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

Motion by Sebranek, second by Gentes that the printed copies of the minutes for the December 4<sup>th</sup> meeting be approved. Motion carried.

Blair Rogacki, CEO at the Municipal Property Insurance, addressed the Committee requesting that a document entitled "Partial Sworn Statement in Proof of Loss" be signed and submitted to the County's property insurance Company, Municipal Property Insurance Company of Wisconsin, for the purpose of receiving payment from the Company for the damage to County buildings due to the April 13, 2018 hail storm. When the County signs the document the Company agrees to pay its estimated amount of \$2,529,600.48 if the damage is not repaired or its estimated amount of \$3,635,609.98 if the hail damage is repaired. The County can recover more than the Company's estimated damages if it can prove greater damages. The initial funding will enable the County to begin the process of replacing the damaged roofs. Motion by Murphy-Lopez, second by Brewer to present a resolution for authorization for the County Clerk to sign the document. Motion carried.

The 2019 budget included \$34,000 designated for the Richland Chamber and Development Alliance. Motion by Sebranek, second by Murphy-Lopez to present a resolution to the County Board designating \$4,000 to The Greater Richland Area Chamber of Commerce and \$30,000 to The Community Prosperity Alliance. Motion carried.

The 2017 audit completed by Johnson Block contained audit findings of material weaknesses related to the segregation of duties, drafting of financial statements, and the drafting of the schedules of expenditures of Federal and State of Wisconsin Financial awards. The findings have appeared in previous audits and have been responded to by the County Clerk. The

Auditors have noted that these findings are not unique to Richland County. Most of Johnson Block's clients have the same findings due to limited staffing issues. An auditor with the Department of Health Services is requesting a written confirmation that Richland County is accepting the risk for the findings. Motion by Seep, second by Murphy-Lopez directing that the Clerk send a letter indicating that the County is accepting the risk for the findings. Motion carried.

Health and Human Services Director Tracy Thorsen addressed the Committee requesting approval to transfer funds from the Community Options Risk Reserve Fund (Fund # 40) to the Health and Human Services Fund (Fund # 56) to be used to support the Birth to Three and Children's Long Term Support Programs. The \$7,930 transfer satisfies the requirement that the total allocation allowed to remain in the Community Options Risk Reserve Fund (Fund # 40) not exceed 15% of the Department's total allocation. Motion by Brewer, second by Marshall to present a resolution for approval of the transfer. Motion carried.

Register of Deeds Sue Triggs addressed the Committee requesting approval of an expenditure in the amount of \$1,026.64 to Excel Binding to rebind books in the office and approval of \$4,290 for annual software maintenance from GCS Software. The total invoice from GCS Software is \$6,040. \$1,750 of that amount will be paid from the Land Records budget. Motion by Murphy-Lopez second by Marshall for approval of the expenditures. A resolution will be presented for approval of the GCS Software annual maintenance costs. The funding was included in the 2019 departmental budgets.

The Committee was provided with information regarding the Community Development Block Grant CLOSE Program that has been approved by HUD. The last remaining outstanding Revolving Loan Fund loan is with Richard and Peggy DeYoung.

Murphy-Lopez presented information on the creation of a Capital Projects Template. Various models were presented to the Committee.

Motion by Marshall, second by Sebranek to approve the lodging rate of \$125 per night for attendance at the Wisconsin Counties Association Legislative Exchange in Madison. Motion carried.

County Treasurer Julie Keller distributed copies of the Cash Balance history report. Keller reviewed the report. Keller noted that while she does receive statements of departmental checking accounts as recommended by the auditors, she does not oversee the detail of the transactions for the accounts. The auditors had recommended that a log be kept of the balances and any irregularities noted.

County Treasurer Julie Keller addressed the Committee requesting approval of the annual software maintenance agreement with GCS Software. \$12,690 of the cost will come from the Property Lister's budget and \$1,750 will come from the Land Records budget. Motion by Marshall, second by Gentes to present a resolution for approval of the software maintenance expenditure. Motion carried. The funding was included in the 2019 departmental budgets.

Committee members were provided with copies of the Cash Trail Balance report and Investments report as of December 31, 2018.

The Committee discussed the proposal from Specialty Engineering Group, LLC to do an assessment of the damage to County building roofs resulting from the April 13, 2018 hail storm. The proposal has been reviewed by Corporation Counsel Ben Southwick. Motion by Brewer, second by Seep to present a resolution for approval of the proposal. Motion carried. The charges will be as follows:

- Assessment of the damages and needed repairs.....\$8,400.00
- Assistance during mediation.....\$160.00 per hour
- Professional services for design development, construction documents and bidding and contract information.....8% of the lowest responsible bid received.

Murphy-Lopez distributed copies of examples of employee satisfaction surveys.

County Clerk Vlasak addressed the Committee requesting approval of the annual software maintenance costs from Conduent Enterprise Solutions, LLC totaling \$20,701.80. Motion by Seep, second by Murphy-Lopez to present a resolution for approval of the annual software maintenance costs. Motion carried. The funding was included in the 2019 departmental budgets. The breakdown of the costs is as follows:

Highway Cost Accounting	Highway Department	\$ 5,193.96
Government Financial	County Clerk	\$ 6,357.00
Payroll	County Clerk	\$ 5,750.88
Networking Services Support	County Clerk	\$ 3,399.96

The next meeting is scheduled for February 12<sup>th</sup> at 9:00 a.m.

Motion by Brewer, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 11:04 a.m.

Victor V. Vlasak  
Richland County Clerk