

FINANCE AND PERSONNEL COMMITTEE

February 12, 2019

The Finance and Personnel Committee met on Tuesday, February 12, 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 and Shaun Murphy-Lopez. Larry Sebranek and Don Seep were absent.

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

Vice Chair Brewer 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 Murphy-Lopez that the agenda be approved. Motion carried.

Vice Chair Brewer asked if there were any amendments or corrections to the printed copies of the January 8th minutes. Murphy-Lopez questioned the charges that were included in the January 8th minutes relating to the proposal from Specialty Engineering Group, LLC to perform an assessment of the damage to County building roofs resulting from the April 13, 2018 hail storm. Murphy-Lopez said that he did not recall hearing the cost proposal at the January 8th meeting. Murphy-Lopez requested that the minutes not be approved. Murphy-Lopez noted that Jayme Walsh reported at the County Board meeting that the charges were not reported at the January 8th Finance and Personnel Committee meeting.

Committee Chair Kirkpatrick arrived at this point in the meeting.

Chair Kirkpatrick restated Murphy-Lopez's objection to approving the January 8th minutes of the Finance and Personnel Committee because the Specialty Engineering Group, LLC charges were not actually detailed in the January 8th meeting. Motion by Brewer, second by Marshall to approve the minutes. Roll call vote. AYES: Marshall, Brewer, Kirkpatrick, Gentes. NOES: Murphy-Lopez. Ayes 4. Noes 1. Total 5. Motion carried.

No written or oral bids were received for Richland Center Tax Deed Parcel # 276-2100-4783. The parcel was appraised at \$6,000.00. Motion by Marshall, second by Brewer to send the Tax Deed back to the Property, Building and Grounds Committee for re-appraisal. Motion carried.

Health and Human Services Director Tracy Thorsen addressed the Committee requesting approval for a six month medical leave of absence for Children and Families Social Worker

Nichole Gaudette and that the County continue to pay its portion of the monthly health insurance premium during the leave of absence without pay. Ms. Thorsen approved a thirty day leave of absence without pay to Ms. Gaudette from January 28, 2019 – March 8, 2019. The six month medical leave of absence request without pay would start March 11, 2019. Motion by Murphy-Lopez, second by Marshall to approve the six month medical leave of absence without pay request with the county continuing to pay its portion of the monthly health insurance premium during the unpaid leave. Motion carried.

Ms. Thorsen addressed the Committee requesting approval for an updated job description for the position of Health and Human Services Manager of Operations and the position of Economic Support Manager. Currently the Economic Support Manager is supervised by the Manager of Operations in the department's organizational structure. What has been changed in both job descriptions is who the Economic Support Manager reports to. The proposal is that the Economic Support Supervisor report directly to the Director's position. The two job descriptions reflect that change. Motion by Brewer, second by Murphy-Lopez to present a resolution to the County Board for approval of the two updated job descriptions. Motion carried. Chair Kirkpatrick restated the motion that the two job descriptions are being amended because one is reporting to a different person and the second one does not have that person reporting to them.

Ms. Thorsen addressed the Committee requesting approval of an updated job description for the position of Health and Human Services Adult Protective Services Worker. With the retirement of Diane Cox from the position, the duties of the position have been reviewed and the job description updated to reflect the duties that the position needs to perform. It is adding more detail into what that position needs to do as a function of the job. Motion by Brewer, second by Murphy-Lopez to present a resolution for approval of the updated job description for the position of Health and Human Services Adult Protective Services Worker. Motion carried.

Highway Commissioner Bill Condon addressed the Committee regarding two employees that have not been employees for a year and may need a medical leave of absence. The request is for a medical leave of absence for David Adelman and Pedro Perez. Motion by Murphy-Lopez, second by Marshall for approval of a medical leave of absence for up to six months for David Adelman and Pedro Perez. Motion carried. The County will pay its normal health insurance premium contribution for those employees who are on a medical leave of absence for a period of up to six months.

Commissioner Condon addressed the Committee requesting approval for the purchase of a paver for \$195,500 minus a \$10,000 allowance for 1987 paver being traded in. Motion by Marshall, second by Brewer to present a resolution for approval to purchase a 2016 paver at a cost of \$185,500 after the trade-in allowance for the 1987 paver. Motion carried.

MIS Director Barb Scott addressed the Committee recommending that a plan be developed for replacement of the iPads being used by County Board Supervisors. The current iPads were purchased in 2015. The recommendation is that a four year rotation replacement schedule be developed. Chair Kirkpatrick recommended that funding be included in the 2020 budget, with the iPads being replaced every four years at the time of the County Board Supervisor elections. Motion by Brewer, second by Marshall to replace five of the iPads now,

keep the old iPads for use at the fairgrounds, replacing five County Board iPads each year, with funding for the iPads coming from the County Board budget. Second by Marshall. Murphy-Lopez said he would not support the motion if employees are not also getting replacement computers on a rotation basis. No action was taken on the motion.

Scott reported that there currently are 311 computers in the county. Some of the computers in use are eight years old. The recommendation is that computers be replaced on a five or six year rotation. 52 computers (tower only) a year at \$709.00 each would cost \$36,868.00. If a technology fund was created computers could be purchased in mass with the costs being distributed to the departments receiving the new tower. Chair Kirkpatrick recommended that replacement of computers on a rotation basis be a part of the overall budget plan.

Information was provided on the cost of licensing for a Windows 10 Professional Upgrade License. January 14, 2020 Windows 7 will no longer be supported and the county will need to upgrade to Windows 10. 275 computers will need to be upgraded at a cost of \$155.00 for each license. Total cost \$42,625.00. Information was also provided on the cost to upgrade licenses for Microsoft office. The estimated cost is \$88,005.00. Replacement of the three host servers was also discussed. Chair Kirkpatrick suggested budgeting \$200,000 in 2020 for the replacement of computers and licenses. Scott will bring additional information to the Committee at their March meeting.

Chair Kirkpatrick announced that the Committee would not be considering a Pine Valley registered nurse charge nurses compensation proposal at this meeting.

Information was presented to Committee members on a proposed tuition assistance and student loan forgiveness program for the recruitment and retention of licensed nurses at Pine Valley. The proposal will be presented to the auditors and corporation counsel for review. Policies and parameters will need to be developed for the program.

Register of Deeds Sue Triggs requested approval of Imaging System annual maintenance fees totaling \$3,377.50. \$2,830.50 of the cost will come from the Register of Deeds budget. \$547.00 of the cost will come from the Land Records budget. The fee to Land Records is a maintenance fee for technical support involving all of the computers using the system. The annual support fee for the Register of Deeds office is for imaging. Motion by Brewer, second by Marshall for approval of the request. Motion carried.

Jailor/Dispatchers Chris Schildgen and Brittany Clark are currently at Grade H Step 2 in the Wage Structure and are being paid at the rate of \$20.68 per hour. The appeal to the Wage Structure on July 17, 2018 moved the Jailor/Dispatchers from Grade G to Grade H. Schildgen and Clark were being paid at Grade G Step 5 (\$20.29 per hour) prior to the appeal. After the appeal Schildgen and Clark were moved to Grade H Step 2 (\$20.68 per hour). Chris Schildgen's probationary period ended January 28, 2019. Brittny Clark's probationary period ends February 25, 2019. Motion by Brewer, second by Marshall that Schildgen and Clark be paid at Grade H Step 3 after completion of their probationary period of employment.

Barb Scott presented the costs for the replacement of the 911 system. Original costs were based upon bids received from Frontier. Frontier has indicated that it can no longer fulfill the RFP. The new costs estimates are based upon the bid received from Zuercher Technologies. The total cost of the project, including funds for contingencies, totals \$250,000.00. \$200,000.00 was secured through a loan from the State Trust Fund. \$10,000.00 is available in the 911 Outlay. An addition \$40,000.00 is needed to cover the cost of the project. Motion by Brewer, second by Murphy-Lopez to present a resolution for approval of the project and the vender contracts and for approval to transfer \$40,000.00 from the Contingency Fund to the 911 Outlay. Motion carried.

Zuercher Technologies, Inc.....	\$210,448.70
Marco, Inc.....	\$ 25,215.12
Strang Heating & Electric, Inc.....	\$ 3,000.00
JComp Technologies, Inc.....	\$ 6,026.30
Contingency.....	\$ <u>5,309.88</u>
Grand Total.....	\$250,000.00

Sheriff Jim Bindl addressed the Committee requesting approval for the acquisition of an Army surplus military vehicle know as a Cougar 6 X 6 MRAP. The vehicle will be used to protect officers during incidents involving firearms or the threat of the use of firearms. Transporting the vehicle to Richland Center has been donated. The vehicle will be licensed and insured by the City of Richland Center. Maintenance costs associated with the vehicle will be covered by Richland County. The City will also provide storage space for the vehicle. Motion by Marshall, second by Brewer to present a resolution to the County Board for approval to accept the vehicle. Motion carried.

Symons Recreation Complex Director Denise Lins addressed the Committee requesting approval to extend the date for the use of 96 hours of accrued vacation time. Ms. Lins has been unable to use the accrued vacation time due to staff shortages at the Symons Recreation Complex. Motion by Murphy-Lopez, second by Gentes to present a resolution for approval to extend the time for Ms. Lins to use the accrued vacation time to June 30, 2019. Motion carried.

Denise Lins addressed the Committee and explained plans for proposed addition that would connect the Symons Recreation Complex and the Gymnasium building. Copies of the proposed plans were distributed to Committee members. The Symons Foundation has approved contracting with an architect to draft plans for the proposed addition. The UW-Richland Committee has voted in favor of the proposal. The proposal will be presented to the City Council for their approval. Lins is requesting approval to begin seeking funds for the proposed addition. Motion by Murphy-Lopez, second by Gentes in favor of the proposed additional and approval to seek funding for the project. Motion carried.

Denise Lins provided an update on the results of a wellness survey taken by employees. Copies of the survey results were distributed to Committee members. The Wellness Committee is proposing a marked walking route throughout the courthouse using the stairways. The trail would be for use by employees as well as members of the public. Motion by Murphy-Lopez, second by Gentes for approval of the proposed wellness trail. Motion carried.

The Committee discussed information received from the county's liability and workers compensation insurance provider regarding coverage for members of physically working committees. The insurance provider discourages such activity.

The Committee reviewed a preliminary recap of the 2018 budget. The report included unexpended accounts, excess revenues collected, deficient accounts and uncollected revenues.

Committee members received reports as of January 31, 2019 on investments, the cash trial balance and the cash balance history.

Motion by Marshall, second by Gentes to adjourn to Tuesday, March 5th at 9:00 a.m.
Motion carried.

Victor V. Vlasak
Richland County Clerk