

FINANCE AND PERSONNEL COMMITTEE

July 2, 2019

The Finance and Personnel Committee met on Tuesday, July 2, 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 Dave Turk. Marc Couey and Don Seep did not attend the meeting.

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

Committee Chairman Kirkpatrick called the meeting 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 Gentes, second by Marshall for approval of the agenda. Motion carried.

Motion by Marshall, second by Brewer for approval of the June 4th minutes. Motion carried.

Motion by Sebranek, second by Gentes to go into closed session under section 19.85 (1) (c) (f), Wisconsin Statutes, to consider the performance evaluation of a public employee and that the County Clerk and Corporation Counsel be allowed to remain for the closed session. Roll call vote. AYES: Sebranek, Marshall, Brewer, Kirkpatrick, Gentes, Murphy-Lopez, Turk. Ayes 7. Noes 0. Total 7. Motion carried.

Closed session.

Motion by Sebranek, second by Turk to return to open session. Motion carried.

Murphy-Lopez announced that he would be recording the meeting.

A proposal to enter into an agreement with D&T Ventures, Saint Cloud, MN, for Web Services for a Web Enabled Payroll-Employee Self Service Module where payroll information would be extracted from the payroll software and displayed to employees thru a secure and private web site solution was discussed. The information provided would include:

- Employee basic data
- Check history information
- Direct deposit detail
- Employee accrual plans
- Taken/accrued benefits detail
- Deductions
- Check stub information
- Year to date balances

- Vacation/sick time

The services would eliminate the need to provide paper payroll check stubs and W2s. The implementation fee is \$2,500.00. The Annual Secure SSL Certificate fee is \$175.00 per year. The monthly maintenance/hosting fees will be \$250.00 per month. Motion by Sebranek, second by Marshall to approve entering into the Agreement with D&T Ventures. Motion carried.

The Committee discussed changing the dental plan broker of record to appoint Cottingham & Butler, Inc. as Richland County's insurance broker. The request was made so that Cottingham & Butler could gather dental premium and dental usage data for the remainder of the year. Questions were raised about the current agreement between the County and Kevin Clougherty, MC Insurance. January 26, 2015 Richland County authorized Kevin Clougherty as our exclusive agent for Group Dental. Motion by Murphy-Lopez, second by Sebranek to deny approval to the County Clerk to sign the broker of record letter at this time. Motion carried.

Russ Mohns, P. E., Principal/Project Engineer, Specialty Engineering Group LLC reviewed the bid recommendation letter for the roof replacement project at various County-owned buildings located at multiple locations damaged by the April 13, 2018 hail storm. Ten contractors were sent project manuals. Two contractors elected to bid on both Base Bid No. 1 and Base Bid No. 2. Base Bid No. 1 is for the replacement of the roofs on the fairgrounds storage building, East Hall at the campus, the salt storage building at the Highway Department and the asphalt shingles at the courthouse. Base Bid No. 2 is for the replacement of the metal roofs at the campus, courthouse and perimeter metal edge at the Symons Recreation Complex. The low bid for Base Bid No. 1 was received from B.E. Heins, Contracting, LLC of Madison in the amount of \$670,735.00. The low bid for Base Bid No. 2 was received from Interstate Roofing and Waterproofing, Inc. of Onalaska in the amount of \$1,916,730.00. A/E fees are estimated at \$206,997.00. The total estimated project cost is \$2,794,462.00. Mr. Mohns is recommending approval of a contingency in the amount of \$50,000.00 for possible change orders for bad decking. Upon acceptance of the bids, Specialty Engineer will prepare individual AIA contracts between Richland County and B.E. Heins Contracting, LLC and Interstate Roofing and Waterproofing, Inc. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval of the two low bids, the contingency amount of \$50,000.00, authorization for the County Clerk to sign documents and delegation to the Finance and Personnel Committee authority to make final decisions regarding possible change orders. Motion carried.

January 15, 2019 a resolution was approved by the County Board to transfer \$7,930.00 from the Community Options Risk Reserve Fund (Fund # 40) to the Health and Human Services Fund (Fund # 56) to meet the requirement that not more than 15% of the Department's total allocation remain in the fund. The request is that this transfer be reversed. Transfers will be made from Fund # 40 when specific project purchases have been approved by the State. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval to return the Funds to the Community Options Risk Reserve Fund (Fund # 40). Motion carried.

Health and Human Services Director Tracy Thorsen reported that the 2018 core budget for Health and Human Services is projected to have surplus funds. The request is to transfer the surplus funds to the 2018 Adult Placement Fund # 54 and the 2018 Child Placement Fund # 44. Surplus Health and Human Services funds are normally returned to the General Fund. County Clerk Vlasak noted that the 2018 audit journal entries have not been received from the auditors.

Year-end transfers to cover deficiencies in the Placement Funds are normally made by the auditors. Motion by Murphy-Lopez, second by Brewer for approval of the transfers pending the audit. Motion carried.

Casey Peterson, Wallace Cooper & Elliott Insurance, presented the results of the Benefits Surveys that were completed by 112 county employees. The survey results were regarding benefit plan communication, benefit plan feelings, benefit costs, competitiveness, rating importance of benefits and plan alternatives. Ms. Peterson requested approval to go to bid with different plan design options. The Quartz renewal for 2020 will be received by August 6th. Survey respondents also indicated an interest in the State health insurance.

Emergency Management Director Darin Gudgeon and Joint Ambulance Committee Chair Brian McGraw addressed the Committee requesting approval to enter into a contract with the Southwestern Wisconsin Regional Planning Commission to complete a study and provide a cost account tool in regards to the feasibility of the Ambulance Service providing consistent inter-facility transport services to the Richland Hospital and surrounding area hospitals. The cost of the contract would come from the Ambulance Service operating budget. Motion by Murphy-Lopez, second by Marshall to present a resolution to the County Board for approval to enter into the contract. Motion carried.

Resolution No. 18-10 Adopting A Pay Plan For County Employees was discussed. The resolution states that general government new hires will start at Step 1 and that Pine Valley new hires will start at Step 2. Recruitment of new employees is made difficult because there is no way to recognize their experience with the current start rates. The issue will be discussed by department heads when they meet on July 24th.

Motion by Sebranek, second by Marshall to present a resolution for approval of a Wisconsin Clean Sweep Grant for Agricultural Chemical and Container Collection and/or Household Hazardous Waste Collection. Motion carried.

County Clerk Vlasak presented the proposed 2020 budget for the County Clerk's Department. The proposed budget of \$315,646.22 is an increase of \$14,876.22 over the 2019 adopted budget. Increases are for salaries, FICA, retirement and health insurance. Computer Program Support was increased by \$500.00 to cover a 2% annual cost increase for the service. \$700.00 was added to Services on Machines to cover increasing repair costs for aging equipment in the department.

County Treasurer Julie Keller presented the proposed 2020 budget for the County Treasurer's office. The proposed budget of \$155,465.84 is an increase of \$10,021.41 over the 2019 adopted budget. Increases are for salaries, FICA, retirement and health insurance. The salary cost increase includes the cost of increasing the hours of the Deputy Treasurer from 35 hours per week to 40 hours per week due to an increased workload in the department.

Property Lister Jo Ellen Rott presented the proposed 2020 budget for the Property Lister. The proposed budget of \$65,877.13 is a decrease of \$10,126.81 over the 2019 adopted budget. Increases are for salaries, FICA, retirement and health insurance. That salary cost increase includes the cost of increasing the hours for the Property Lister from 35 hours per week to 40 hours per week to coincide with longer work hours for the County Treasurer's staff. The budget was reduced due to Ms. Rott being included for health insurance coverage under her husband's plan.

Register of Deeds Sue Triggs presented the proposed 2020 budget for the Register of Deeds office. The proposed budget of \$144,153.90 is an increase of \$5,407.90 over the 2019 adopted budget. Increases are for salaries, FICA, retirement and health insurance. Ms. Triggs noted that the budget does not include costs to increase the hours worked by the Deputy Register of Deeds from 35 hours per week to 40 hours per week. Ms. Triggs emphasized the importance of maintaining the same office hours as other departments in the courthouse when providing services to the public.

Information was presented to the Committee on possible requests for the use of the Community Development Block Grant funds when they are returned to the State. The funds must be returned by January 31, 2021. Funds can be used to pay consultant fees to manage projects approved by the State. Motion by Brewer, second by Marshall to seek proposals to facilitate the Community Development Block Grant – Revolving Loan Fund for Economic Development – Closeout Program (CDBG-CLOSE). Motion carried.

The Committee reviewed reports as of June 30, 2019 for investments, cash trial balance and cash balance history.

The Paid Time Off presentation is scheduled for Tuesday, July 9th at 1:00 p.m.

Motion by Murphy-Lopez, second by Sebranek for approval of the Symantec EndPoint Protection Government renewal. Motion carried. 64 of the license renewals will be billed back to departments. The total cost is \$1,455.72.

Motion by Sebranek, second by Marshall to approve the request from Sheriff Bindl to change one dispatcher/jailer position to dispatcher/jailer sergeant. Motion carried.

Committee members received a copy of the job description for the Calumet County Administrator, a report from the Wisconsin Counties Association on the forms and costs of administration in Wisconsin counties, a proposed budget for the position and criteria deemed critical for the position that was received from the Study Committee survey. The Committee will meet on July 9th at 12:30 p.m. regarding the information. Information will be presented to the County Board in July. A resolution for approval of the position will be presented at the August County Board session.

Motion by Sebranek, second by Turk to adjourn. Motion carried. The meeting adjourned at 11:38 a.m.

Victor V. Vlasak
Richland County Clerk