

FINANCE AND PERSONNEL COMMITTEE

July 9, 2019

The Finance and Personnel Committee met on Tuesday, July 9, 2019, at 12:30 p.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, Don Seep and Dave Turk. Marc Couey was absent.

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

Committee 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 a copy was faxed to The Richland Observer.

Motion by Murphy-Lopez, second by Turk for approval of the agenda. Motion carried.

Chair Kirkpatrick presented a draft of a job description for the position of County Administrator. Discussion followed. Motion by Sebranek, second by Gentes for approval of the draft job description and presentation of the draft, along with the proposed salary range, to the July County Board meeting. Motion carried.

Patrick Glynn, Senior Consultant, Cottingham & Butler, provided a Paid Time Off overview. Matters for discussion include:

- Issues/Concerns with Current Policies
- Issues/Concerns with Moving to PTO Plan
- Time-Off Practices
- Goals of the County

PTO is defined as “a design option for paid leave that combines sick, holiday, vacation and personal leave time into one category of available time off that the employee manages with certain employer guidelines”. One reason for discussing PTO is for recruitment. Newer generations of employees demand more time off and flexibility with that time. PTO banks typically do not include holidays, bereavement or jury duty. PTO is usually capped, but the caps vary. The current sick leave has a “book value” and is included as a footnote on the annual county audit. A PTO can be put into place along with employee options for short-term and/or long-term disability plans. Glynn noted that it is difficult to sell this program to employees if they are losing what is already earned. A payout or conversion to PTO is much preferred to loss of time.

Steps for developing a Policy include:

Review Current Policy Language

Develop A Costing Methodology

Build Consensus with Elected and Appointed Staff and Build the Structure of the Policy

Develop a Policy Which Meets the Goals of the County

Facilitate the Legislative Adoption of the Proposed Policy

Conduct Employee Orientations to the New Policy.

Motion by Sebranek, second by Turk to adjourn. Motion carried. The meeting adjourned at 2:32 p.m.

Victor V. Vlasak
Richland County Clerk