

## **FINANCE AND PERSONNEL COMMITTEE**

August 6, 2019

The Finance and Personnel Committee met on Tuesday, August 6, 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, Marc Couey, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Sebranek and Seep. Dave Turk 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 Marshall, second by Gentes that the agenda, as amended, be approved. Motion carried by unanimous vote.

Motion by Brewer, second by Sebranek that the July 2<sup>nd</sup> minutes be approved. Motion carried by unanimous vote.

Mary E. Raether, Senior Account Manager, provided information to Committee members regarding the usage rates and costs of the Quartz employee health insurance plan. Premiums are estimated to increase by 7.5% for 2020.

Denise Lins, Symons Recreation Complex Director, provided an update on the proposed building addition to connect the natatorium and the gymnasium. Total project costs are now estimated at \$3,270,000.00. A resolution of intent to borrow will be presented to the County Board at their September session.

Tracy Thorsen, Health and Human Services Director, addressed the Committee requesting approval to purchase computer hardware and software for the Aging and Disability Resource Center. Funding for the purchase will come from the Office of Resource Development. Motion by Gentes, second by Seep to grant approval of the purchase of eight computers, including licensing for the software, from JComp Technologies, Inc., totaling up to \$11,000.00. Motion carried by unanimous vote.

Thorsen addressed the Committee requesting approval for seventeen new job descriptions to reflect modifications to the organizational structure of the Health and Human Services Department. Motion by Gentes, second by Brewer for approval of the seventeen new job descriptions. Motion carried by unanimous vote.

Thorsen addressed the Committee requesting approval to reclassify the positions of Mental Health Clinician (Non-Licensed), Certified Substance Abuse Counselor and Early Intervention Special Educator as recommended by Carlson Dettmann Consulting. Motion by Seep, second by Murphy-Lopez for approval of the request. Motion carried by unanimous vote.

Tom Rislow, Pine Valley Administrator, addressed the Committee requesting approval to reclassify the position of Manager of Health Information Services as recommended by Carlson Dettmann Consulting. Motion by Sebranek, second by Marshall for approval of the request. Motion carried by unanimous vote.

Rislow presented information on a tuition assistance program at Pine Valley. Motion by Murphy-Lopez, second by Sebranek to send the proposal to the full County Board for approval. Motion carried on unanimous vote.

Chair Kirkpatrick provided an update on discussions regarding the creation of an Economic Development Specialist position, an Economic Development contract and an Economic Development Memorandum Agreement.

Rislow read information developed regarding the administration of the pay plan in 2020. Motion by Sebranek, second by Couey for approval of the information. Motion carried by unanimous vote.

The Tri-County Airport Operation Ordinance will be presented at the August County Board session for approval.

The Committee discussed two situations where employees were granted leave with pay.

Motion by Murphy-Lopez, second by Sebranek to approve payment of an invoice in the amount of \$144,898.04 to Specialty Engineering Group for design development and bidding documents related to the replacement of roofs damaged by hail. Motion carried by unanimous vote.

The Committee discussed funding sources for the installation of security windows and door locks in the entrance doors to the Clerk of Circuit Court, District Attorney and Register in Probate offices. The low bid in the amount of \$31,300.00 was received from Craig Johnson, CCJ Construction, Muscoda. Motion by Seep, second by Marshall to approve the project, pending approval by the Property, Building and Grounds Committee, by using funds from the General Fund. Motion carried with Murphy-Lopez voting against the motion.

Motion by Marshall, second by Brewer to remove the designation from the Handbook of Personnel Policies and Work Rules denoting the Courthouse Maintenance Supervisor as a Department Head and to increase the hours worked by the holder of the position from 35 hours per week to 40 hours per week. Motion carried by unanimous vote.

Motion by Gentes, second by Couey for approval of the amended County Administrator job description. Motion carried by unanimous vote.

Motion by Seep, second by Couey for approval for Chair Kirkpatrick to seek requests for proposals to assist in conducting the search to fill the Administrator position. Motion carried by unanimous vote.

Motion by Sebranek, second by Couey to approve the transfer of \$30,000.00 from the General Fund to the County Fair Fund for a period of 90 days for use in the operation of the fair. Motion carried by unanimous vote.

Barb Scott, Management Information System Director, asked for either a leased position or for staff to work more than 40 hours per week until the end of the year to complete the licensing of county computers by January 1, 2020. Motion by Brewer, second by Marshall to grant approval. Motion carried by unanimous vote.

Motion by Sebranek, second by Marshall to pay an invoice in the amount of \$15,466.00 for the 9-1-1 Outlay by using funds from the General Fund. Roll call vote. AYES: Couey, Sebranek, Marshall, Brewer, Seep. NOES: Kirkpatrick, Gentes, Murphy-Lopez. Ayes 5. Noes 3. Total 8. Motion carried.

Tracy Thorsen presented proposed language to amend the Handbook of Personnel Policies to allow for use of vacation time as it is accrued and to allow for a two week vacation accrual beginning the first week of employment. Motion by Gentes, second by Murphy-Lopez for approval of the amendment to the Handbook. Motion carried by unanimous vote.

The Committee will meet at 9:00 a.m. on Monday, September 9<sup>th</sup>, Monday September 16<sup>th</sup> and Monday September 23<sup>rd</sup> to review the proposed 2020 budget.

The next regular meeting is scheduled for September 3<sup>rd</sup> at 9:00 a.m.

Motion by Brewer, second by Gentes to go into closed session under Section 19.85 (1) (b) of the Wisconsin Statutes to take action regarding an employee suspension and that the Clerk remain for the closed session. Roll call vote. AYES: Seep, Murphy-Lopez, Gentes, Kirkpatrick, Brewer, Marshall, Sebranek and Couey. Ayes 8. Noes 0. Total 8. Motion carried by unanimous vote.

Closed session.

Motion by Gentes, second by Murphy-Lopez to return to open session. Motion carried.

Motion by Sebranek, second by Couey to adjourn. Motion carried. The meeting adjourned at 12:28 P.M.

Victor V. Vlasak  
Richland County Clerk