

## FINANCE AND PERSONNEL COMMITTEE

September 3, 2019

The Finance and Personnel Committee met on Tuesday, September 3, 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, Larry Sebranek, Don Seep and Dave Turk

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.

Carol Wirth, Wisconsin Public Finance Professionals, LLC, presented information regarding the adoption of a resolution by the County Board for authority to borrow to provide initial funding for the proposed Symons Recreation Complex building addition. The adoption of the resolution requires the approval of 3/4 of the County Board members elected and is a statutory process. The resolution is good for five years from the day of its adoption. The resolution would be drafted by Quarles and Brady. The debt instrument would be a general obligation note on the municipal bond market. Fees would range from \$50,000 to \$60,000 for municipal advisory services, bond counsel, Moody's bond rating and an underwriter. Interest rates are locked in when the actual borrowing occurs. Funds could also be borrowed from the State Trust Fund. Denise Lins, Symons Recreation Complex Director, explained that possible donors to the project are looking for a commitment from the County. Motion by Couey, second by Gentes to present a resolution indicating an intent to borrow \$4,000,000. Roll call vote. AYES: Couey, Brewer, Turk, Kirkpatrick, Gentes, Seep. NOES: Sebranek, Marshall, Murphy-Lopez. Ayes 6. Noes 3. Total 9. Motion carried.

Carol Wirth provided an update on the County's existing debt and the potential for refinancing opportunities to realize savings due to lower interest rates on the current municipal bond market. Some of the County's existing debt has prepayment features that would allow for refinancing the principal balance at lower rates. The County's existing taxable debt would need to be refinanced with taxable refunding bonds as a separate financing from the tax-except debt. Any refinancing would not impact the County's 2020 debt payments. Motion by Murphy-Lopez, second by Sebranek to proceed with the refinancing. The motion carried by unanimous vote.

Casey Peterson, from Wallace Cooper Elliot Insurance Agency, provided renewal information for 2020 for the Quartz Health Insurance Plan. Rates for the current plan, with no benefit changes, would increase by 7.5%. The total monthly single premium would be \$664.31 and the total monthly family premium would be \$1,651.14. Peterson explained options that are available to reduce the premium increase for 2020.

Symons Recreation Complex Director Denise Lins requested funding for the Wellness Committee to conduct lunches with classes dealing with weight and mental health issues. The classes would be conducted by the insurance company. Healthy snacks would be provided by the Campus Meal Service. Motion by Seep, second by Couey to present a resolution for approval to transfer \$1,000 from the General Fund to the Wellness Program's account. The motion carried with Murphy-Lopez voting against the motion.

Highway Commissioner Roger Petrick addressed the Committee recommending the extension of the ten-hour work days at the Highway Department to start on April 1<sup>st</sup> and end on October 31<sup>st</sup>. The start time would be 6:30 a.m. The extra time would reduce project costs and fuel costs. It would eliminate an extra day of driving back and forth to projects. Questions were raised regarding reductions in daylight hours due to fog seasonal changes. Motion by Seep, second by Sebranek that the extension of the ten-hour work days be referred back to the Highway Committee for further discussion. The motion carried with Brewer, Murphy-Lopez and Kirkpatrick voting against the motion.

Health and Human Services Director Tracy Thorsen addressed the Committee recommending the creation of two positions and increasing the hours worked per week of numerous positions in the Department. The position of Comprehensive Community Services Supervisor in the Behavioral Health Service Unit would be created at Grade M in the wage plan. This position would be fully funded by CCS through Medicaid. The position of Child and Family Case Manager in the Child and Youth Service Unit would be created at Grade H in the wage plan. The hours for the Youth Aide Worker in the Child and Youth Services Unit; the Clerical Assistant II in the Aging and Disability Resource Center Unit; the Secretary in the Aging and Disability Resource Center Unit; the three Public Health Nurse positions in the Public Health Unit; and the Resource Center Specialist in the Aging and Disability Resource Center would all be increased from 35 to 40 hours per week. The hours of thirteen Economic Support Specialist positions in the Economic Support Unit would be increased from 37.5 to 40 hours per week. The hours worked by the Health and Wellness Coordinator in the Public Health Unit would be increased from 20 to 40 hours per week. Motion by Seep, second by Brewer to present a resolution for approval of the changes. Couey and Turk abstained from voting on the motion. The motion carried unanimously.

HHS Director Thorsen addressed the Committee requesting an amendment to Resolution No. 18-10 adopting the wage plan. The amendment is needed to address situations where employees are hired who do not have a license or certificate and then obtain certification/licensure while employed. Motion by Murphy-Lopez, second by Brewer to amend the resolution by addition the following paragraph after the heading "General Provisions". The motion carried unanimously.

"13. After an employee has successfully passed probation and completes the required course work for certification or licensure relating to the employees' position, the employee shall be placed on Step 2 of the appropriate wage grade. If certification or licensure is obtained after December 31, 2019, the employee shall be placed at the next step of the appropriate wage grade that provides for an increase", and

HHS Director Thorsen reported that the 2018 audit for Passages, Inc. has been reviewed.

County Clerk Vlasak reported that Neighborhood Housing Services Administrative Specialist Brenda Wallace will be retiring. Richland County provides the payroll services for NHS. NHS reimburses the County for the salary and fringe costs. Upon her retirement Ms. Wallace will receive payment for any unused accrued vacation time and has chosen to set aside 90% of 126 days of unused sick days to be used towards the payment of health insurance premiums. The cost of the vacation pay out and the sick leave conversion become an immediate expense, the cost of which is due from NHS. NHS has advised the County Clerk's office that they do not have the funds on hand to reimburse the County for the pay outs. They have asked that the County consider a payment plan for the liability. Motion by Murphy-Lopez, second by Seep to approve the request for a payment plan to reimburse the County for the vacation and sick leave pay outs. The motion carried by unanimous vote.

An invoice in the amount of \$1,000 has been received from Carlson Dettmann Consulting for an August 14<sup>th</sup> presentation on Paid Time Off made by the consultant at the Department Head meeting. Motion by Seep, second by Marshall to present a resolution for approval to transfer \$1,000 from the General Fund to pay the invoice. The motion carried with all members present voting in favor of the motion except Murphy-Lopez.

Chair Kirkpatrick distributed copies of a listing of possible grant opportunities using funds from the Community Development Block Grant Closeout Program. Low to moderate income requirements still apply for the use of the funds. An exception to the income requirements would be the Symons Recreation Complex project to make the Complex and the campus gymnasium meet ADA requirements. Funds must be returned to the State by January, 2020.

Chair Kirkpatrick distributed copies of information regarding the Southwest Wisconsin International Trade, Business and Economic Development Council. Annual dues for membership are \$2,500.

Chair Kirkpatrick reported that she has sent out emails to firms for assistance in the search for a County Administrator. No response has been received to the emails as of today.

Chair Kirkpatrick provided an update on meetings with the City for a County-wide economic development program. A full-time position would be created funded 60% by the County and 40% by the City. The annual salary would be between \$60,000 and \$75,000 depending on the qualifications of the applicant. A three member Board of Economic Development and an Advisory Board of Economic Development would be created.

Dates established for the development of the proposed 2020 County budget are:

Monday, September 9<sup>th</sup> at 9:00 a.m.

Monday, September 16<sup>th</sup> at 9:00 a.m.

Tuesday, September 24<sup>th</sup> at 9:00 a.m.

Motion by Gentes, second by Brewer to adjourn. The motion carried unanimously. The meeting adjourned at 12:17 p.m.

Victor V. Vlasak  
Richland County Clerk