

FINANCE AND PERSONNEL COMMITTEE

October 1, 2019

The Finance and Personnel Committee met on Tuesday, October 1, 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 David Turk. Marc Couey and Don Seep were 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 Sebranek, second by Marshall for approval of the agenda. The motion carried unanimously.

Motion by Gentes, second by Turk for approval of the September 3rd Finance and Personnel Committee meeting minutes. The motion carried unanimously.

Quartz Health Insurance Policy Renewal – Deductible Options – Motion by Brewer, second by Gentes for renewal of the Quartz health insurance policy for 2020 and that the annual deductible be changed from \$1,500 single/\$3,000 family to \$3,000 single/\$6,000 family with the 2020 policy. The motion carried unanimously.

Quartz Health Insurance Policy Renewal – Health Reimbursement Account – Motion by Sebranek, second by Brewer that the County share of the annual health insurance deductible be paid after the employee has met their annual deductible of \$2,000 single/\$4,000 family under the 2020 health insurance plan. The motion carried unanimously.

Health and Human Services Behavioral Health Services Manager Position Reclassification – The position was evaluated by Patrick Glynn, Senior Consultant, Carlson Dettmann. Based upon the evaluation, the recommendation is that the position be placed at Grade M in the Wage Plan as it is a supervisory position with oversight responsibilities for personnel and programs. The requirement of the classification is a Master's degree and 3,000 hours of clinical experience. The Health and Human Services Board has approved the recommendation. Motion by Gentes, second by Brewer to present a resolution for approval to place the position at Grade N in the Wage Plan and for approval of the amended job description. The motion carried unanimously.

Wage Plan and Handbook of Personnel Policies Position Title Updates – The Wage Plan and Handbook need to be amended to reflect the job description job title changes in the Health and Human Services Department that have been approved by the County Board at their July and

August meetings. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval to make the changes. The motion carried unanimously.

Computer Hardware and Software Purchases utilizing Children’s Community Options Program Risk Reserve Funds – Children’s Long Term Support staff computers are due to be replaced and the software upgraded. Funds are available through the Children’s Community Options Program Risk Reserve Fund for the purchase of the computers and software. Motion by Marshall, second by Brewer for approval of the purchase totaling \$7,949 utilizing CCOP Risk Reserve Funds. The motion carried unanimously.

Community Options Risk Reserve Funds Transfer to Health and Human Services Fund – Motion by Brewer, second by Turk to present a resolution for approval to transfer \$7,949 from the Community Options Risk Reserve Fund (Fund 40) to the Health and Human Services Fund (Fund 56). The motion carried unanimously.

Position and Contract Approval for Standby Assistant - Attorney Julie Dadoun is being recommended to provide legal services to the Health and Human Services Department regarding child welfare matters. Motion by Marshall, second by Gentes to present a resolution to the County Board for approval to enter into a contract with Attorney Julie Dadoun to serve as a supplement to Assistant Corporation Counsel Amy Forehand to provide legal counsel to the Health and Human Services Department for child welfare matters arising under Wisconsin Statutes, sections 48.13 and 48.14. The motion carried unanimously.

Health Reimbursement Account Funds Transfer to Contingency Fund – Motion by Sebranek, second by Gentes to present a resolution for approval to transfer \$100,000 from the Health Insurance Deductible Fund (Fund 27) to the Contingency Fund (Fund 11). The motion carried unanimously.

Handbook of Personnel Policies and Work Rules – Vacation Accrual Changes – Resolution No. 19-88 was adopted by the County Board on August 20, 2019. The resolution amended the “Vacation” section of the Handbook. The amendment changed the vacation accrual after the first year of employment to two weeks. The amendment allowed newly hired employees the use of accrued vacation after the successful completion of the first six months of employment. The amendment further allowed the use of vacation by employees as the vacation time is accrued each payroll period. Payroll software cannot be programmed to record vacation time accrual on a pay period by pay period basis. To track vacation accrual and usage on a pay period basis would require manual record keeping. Motion by Murphy-Lopez, second by Gentes to present a resolution to amend Resolution No. 19-88 to state that one week of vacation is accrued at six months and another week of vacation is accrued after one year of employment. The motion carried unanimously. The new accrual would apply to employees who have been with the County more than six months but less than two years.

Wage Plan Issues – Resolution No. 19-89 made changes to the Pay Plan effective at the start of the first pay period after January 2020. Under the heading “General Government” it states that employees with two or more years of employment as of the effective date will be placed at step 4 (is currently step 3) for General and step 5 (is currently step 4) for Pine Valley.

Tami Hendrickson, Payroll and Benefits Specialist, had questions about the step placement of employees who have not worked enough hours to complete their probationary period of employment either because they do not work enough hours per pay period or because

they have transferred to another department in County government and are in their probationary period with the new position. Resolution No. 19-89 will be amended to add under “General Government” and “Pine Valley” the following: “Employees must have completed their probationary period of employment to be placed at the two year rate which is step 4 for General (is currently step 3) and step 5 for Pine Valley (is currently step 4).

Resolution No. 19-89 giving authority to department heads to start a newly hired employee one to two steps above the new hire step, based on qualifications and experience, was discussed.

Resolution No. 19-89 states that it is effective at the start of the first pay period after January, 2020. An amendment is needed to the resolution to state that it is effective the first pay period of January, 2020.

Motion by Sebranek, second by Gentes to present a resolution making the changes recommended regarding completion of the probationary period and the effective date of the resolution. The motion carried unanimously.

Pine Valley Funds Transfer to Contingency Fund – Motion by Marshall, second by Murphy-Lopez to present a resolution at the January, 2020 County Board session to transfer \$200,000 from the Pine Valley Fund (Fund 61) to the Contingency Fund (Fund 11). The motion carried unanimously.

Memorandum of Understanding for Water Mitigation at Tri-County Regional Airport – Copies of the Memorandum were distributed to Committee members. The objective of the memorandum is to address flooding and improve the operability of the airport. The memorandum contains actions to abate the flooding. Various options to address the flooding were discussed. Motion by Sebranek, second by Kirkpatrick to reject the terms of the Memorandum but continue working with Iowa and Sauk Counties to address the flooding issue. The motion carried unanimously.

Consultant Contract for County Administrator Search – Chair Kirkpatrick reported that she has not received any contracts. Chair Kirkpatrick’s preference is to contract with Carlson Dettmann.

Community Development Block Grant Closeout Program – No new information was available.

2020 Proposed Budget - The 2020 proposed budget was reviewed. Motion by Murphy-Lopez, second by Sebranek to change the levy request for the Symons Recreation Complex to the same amount as the 2019 levy. The motion carried with Turk and Kirkpatrick voting against the motion. A listing totaling \$122,198 of amounts included in 2020 budgets for new equipment was distributed to Committee members. Health and Human Services has indicated that their 2020 levy request can be reduced by \$20,000. The Sheriff’s Department budget was discussed. Including funding for County Administrator and Economic Development was discussed. Motion by Turk, second by Marshall to move forwards with the proposed 2020 budget, including the County Administrator and Economic Development positions, offsetting those costs by the use of General Funds and to remove equipment requests totaling \$122,198 from departmental budgets. The motion carried with Murphy-Lopez voting against the motion.

Motion by Brewer, second by Sebranek to adjourn. The motion carried unanimously.
The meeting adjourned at 10:48 a.m.

Victor V. Vlasak
Richland County Clerk