

FINANCE AND PERSONNEL COMMITTEE

December 3, 2019

The Finance and Personnel Committee met on Tuesday, December 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 David Turk.

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

Committee Chairman 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, as amended. The motion carried unanimously.

Motion by Gentes, second by Brewer for approval of the printed copies of the minutes for the November 5th meeting of the Finance and Personnel Committee. The motion carried unanimously.

Campus Meal Service Financial Report – Angie Arneson, Food Services Supervisor, presented the Food Service Financial Report as of November, 2019. The cash balance as of November 30th is a negative \$-18,417.00. The cash balance as of December 31, 2019 is projected to be a negative \$-25,875.00. Arneson reviewed the changes that have taken place at the campus that are contributing to the loss in revenue for Food Service.

2018 Audit Presentation – Bill Moilien, Senior Accountant, Johnson Block, presented the 2018 audit and reported that an unmodified opinion on the financial statements of the County has been issued. Highlights of the audit are as follows: Governmental funds total fund balance increased by \$519,651; the General Fund increased by \$503,459; the December 31, 2018 General Fund balance totaled \$3,928,702 representing approximately 3.1 months of expenditures; tax certificates total \$655,478 compared to \$773,074 in 2017; county sales tax revenue totaled \$1,195,943 in 2018 compared to \$1,155,054 in 2017; the County complied with state imposed tax levy limits; no long term debt was issued in 2018; The County has approximately 55% of its debt capacity left.

2019 Audit Engagement Letters – Bill Moilien, Senior Accountant, Johnson Block, Viroqua, presented the engagement letter to perform audit and accounting services for Richland County for the year ending December 31, 2019. The base fee will not exceed a range of \$29,200

to \$31,600. A separate engagement letter to perform audit and accounting services for Pine Valley Community Village for the year ending December 31, 2019 was presented. The base fee will not exceed a range of \$6,600 to \$7,900. Motion by Brewer, second by Murphy-Lopez to present a resolution to the County Board for approval of the engagement letters. The motion carried unanimously.

Housing Authority Settlement Proposal – Richland County provided payroll services to the Housing Authority. The Housing Authority employees received all benefits provided under the Richland County Handbook of Personnel Policies and Work Rules. An employee of the Housing Authority retired after 26 years of service. The employee received payment through the County payroll for their accumulated and unused vacation hours. The retiring employee chose to convert accumulated and unused sick pay hours for the use in payment of health insurance premiums with the County's health insurance provider. A liability of \$18,394.56 was created by the payout of the accrued unused vacation hours and the conversion of accrued unused sick pay hours for the payment of health insurance premiums. The Housing Authority is unable, at this time, to reimburse the County for the costs associated with the payout. The Housing Authority is requesting that \$9,000 of the liability be forgiven by the County, that the Housing Authority make a down payment of \$4,000 to the County towards the liability and that the County accept repayment of the remaining \$5,394.56 over a period of three years at \$149.35 per month. Motion by Brewer, second by Marshall to present a resolution to the County Board for approval to transfer \$18,394.56 from the General Fund to the Housing Authority account in the County's 2019 budget to cover the deficiency caused by the payout due to the retirement of the Housing Authority staff member. The motion carried unanimously. Motion by Seep, second by Couey to present a resolution to the County Board for approval to forgive \$9,000 of the liability due from the Housing Authority and to accept the repayment terms for the remaining \$9,394.56 liability. The motion carried unanimously.

Resignation/Retirement Policy – The Committee reviewed a proposed amendment to the Handbook of Personnel Policies and Work Rules dealing with resignations and retirements. Motion by Sebranek, second by Couey to present a resolution to the County Board for approval of the following amendment by adding the underlined words and deleting the crossed-out words. The motion carried unanimously.

7. Resignation/Retirement: Employees shall submit upon resignation or retirement a letter ~~indicating~~ giving 2 weeks' notice of their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The supervising committee for the department in which the employee works shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation”.

Pine Valley Addendum Updates: – The Committee reviewed proposed amendments to Pine Valley's Addendum to the Handbook of Personnel Policies and Work Rules. The proposed amendments include minor policy changes and updates. Motion by Brewer, second by Sebranek to present a resolution to the County Board for approval of the proposed amendments. The motion carried unanimously.

Pine Valley Eight Hour Shifts: The Committee discussed the proposed change of certain Pine Valley positions to eight hour shifts. The majority of the Pine Valley staff will continue to work 7.75 hours per shift. The following positions will be affected by the change: Director of Nursing, Administrative Assistant, Social Services Supervisor, Social Worker, Human Resources Director, Registered Nurse Manager, Registered Nurse Supervisor, Manager of Information Systems, Nursing Administrative Assistant, Food Service Supervisor, Fiscal Clerk and Activity Aide. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval of the proposed change. The motion carried unanimously.

Pine Valley Weekend Differential Pay Application. The Committee discussed a proposal to apply the weekend differential of \$1.50 per hour at Pine Valley to the following positions. Motion by Murphy-Lopez, second by Sebranek to present a resolution to the County Board for approval of the proposal. The motion carried unanimously.

1. Maintenance Worker;
2. Housekeeping Lead;
3. Lead Cook;
4. Cook 1;
5. Food Service Worker II;
6. Housekeeper;
7. Laundry Worker;
8. Activity Aide,

Pine Valley Multiple Market Based Wage Reclassifications – Pine Valley Administrator Tom Rislow presented a proposal for pay grade changes for a number of positions at Pine Valley. Funding for the increases would come from revenues estimated at \$150,000 to be received due to an increase in the Medicaid rate. The proposal is being recommended to help with the recruitment and retention of staff. The proposal was presented to Patrick Glynn, Senior Consultant, Carlson Dettmann Consulting, for review. Motion by Sebranek, second by Murphy-Lopez to present a resolution to the County Board for approval of the proposed changes in the Pine Valley wage plan. Chair Kirkpatrick noted that reclassification requests are to be the result of new duties. Motion carried, with Kirkpatrick and Couey voting against the motion. The changes would be effective December 22, 2019. The proposal is as follows:

1. Licensed Practical Nurses, from Grade F to Grade G;
2. Registered Nurses, from Grade I to Grade J;
3. Registered Nurse Supervisors, from Grade J to Grade K;
4. Director of Nursing, from Grade M to Grade N
5. Registered Nurse Managers Grade L, from Step 5 to Step 8
6. Administrative Assistant, from Step 5 to Step 8
7. Fiscal Clerks, from Step 5 to Step 8
8. Food Service Supervisor, from Step 5 to Step 8
9. Nursing Administrative Assistant, from Grade D to Grade E

Pine Valley On-Call Nursing Department Wage Increases – No discussion.

Computer Hardware and Software Upgrades for Windows 10 – Staff in the County Clerk’s office and County Treasurer’s office will require computer hardware and software upgrades to meet the Windows 10 upgrade requirement. The MIS Department is recommending the following upgrades in the County Clerk’s office: Replacement of two workstations at a cost of \$759 each; upgrade a third workstation at a cost of \$93.46; and upgrade the laptop hard drive and memory at a cost of \$88.48. The total cost of the upgrades is \$1,699.94. The MIS Department is recommending the following upgrades in the County Treasurer’s office: Replacement of two workstations at a cost of \$759 each; and upgrade the memory of one workstation at a cost of \$93.46. The total cost of the upgrades is \$1,611.46. Neither department has budgeted for the upgrades, however, the upgrades must be made to meet the requirement to be operating on Windows 10 by January, 2020. Motion by Gentes, second by Couey to approve the upgrade recommendations for both departments. The motion carried unanimously.

Accrued Sick Leave Payment to Retired Employees – Joan Bailey and Kathy Sutton, upon retirement from the County, took the option of converting their unused sick leave to pay health insurance premiums after their retirement. The County’s current health insurance provider allows retirees to continue with coverage until the end of the year in which they turn age 65. Both Joan Bailey and Kathy Sutton have reached age 65 and will no longer be eligible to remain on the County’s health plan after December 31, 2019. At that time Joan Bailey will have a remaining balance of \$2,291.03 in accumulated sick leave pay and Kathy Sutton will have a remaining balance of \$5,912.21 in accumulated sick leave pay. Motion by Brewer, second by Couey to present a resolution to the County Board for approval to pay Joan Bailey \$2,291.03 and Kathy Sutton \$5,912.21, which is the amount of accrued sick leave they would otherwise lose on December 31, 2018. The motion carried unanimously.

Tax Deed Ordinance Amendments – Currently Ordinance No. 12-18 (Amended) requires that sales of tax deed properties be advertised for three weeks indicating the date of the sale. There is no provision in the ordinance regarding tax deed parcels that do not sell after the first round of advertisements. Wisconsin Statutes allow for subsequent notices to be published for one week. Motion by Murphy-Lopez, second by Sebranek to present an ordinance to the County Board amending Ordinance No. 12-18 (Amended) to allow for the publishing of subsequent notices for a period of one week. The motion carried unanimously.

County Treasurer Keller suggested a possible change to Ordinance No. 12-18 (Amended) to deal with situations where the former owner makes a partial payment on the delinquent taxes after having received several notifications. The owner makes no more payments until the next round of notifications. Keller is suggesting that the owners with the tax delinquencies be required to make full payment to stop the tax deed process. Corporation Counsel Southwick will be contacted for advice on the suggestion.

Clerk’s 2018 Annual Report – Copies were distributed to Committee members.

County Administrator – Timeline and Interview Questions – January 15th and 16th County Board members and department heads will meet with the candidates. The final interview

will be conducted on February 5th. The final candidate will be brought to the February 18th County Board meeting for approval. The start date will be sometime in March.

Elevator Modernization Project Final Payment – Motion by Couey, second by Turk for approval of the final payment in the amount of \$42,927 to the Schumacher Elevator Company. The motion carried unanimously.

Economic Development Position – At the September 17, 2019 County Board meeting approval was given to enter into a ten-year contract with the City of Richland Center for countywide economic development. That agreement calls for the creation of a new 40-hour County position of Economic Development Director. Motion by Couey, second by Sebranek to present a resolution to the County Board for the approval of a job description for the position of Economic Development Director and to amend the Handbook of Personnel Policies and Work Rules by adding the position under the “Definitions” section. The motion carried unanimously.

Capital Projects Borrowing – Chair Kirkpatrick distributed a list of proposed capital improvement projects. Funding for the projects would be from a borrowing in 2020. The Committee will meet on December 30th at 9:00 a.m. to discuss the projects.

Copies of the November 30th Cash Trial Balance and Investments reports were distributed to Committee members.

The Committee will meet on December 10th at 6:00 p.m. before the County Board meeting regarding a progress payment to BE Heins Contract on the roofing project and to discuss the Economic Development Agreement with the city.

Motion by Gentes, second by Turk to adjourn. The motion carried unanimously. The meeting adjourned at 12:16 p.m. The next regular meeting is scheduled for January 7th at 9:00 a.m.

Victor V. Vlasak
Richland County Clerk