

FINANCE AND PERSONNEL COMMITTEE

June 2, 2020

The Finance and Personnel Committee met on Tuesday, June 2, 2020, at 1:00 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: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes, Melissa Luck, Donald Seep and David Turk.

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

Committee Chair Murphy-Lopez 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.

Agenda – Motion by Couey, second by Brewer for approval of the agenda. Motion carried.

May 12th Minutes Approval – Motion by Turk, second by Seep for approval of the printed copies of the May 12th meeting, with the correction of a typo. Motion carried.

Tax Deed Ordinance Update – Motion by Gentes, second by Brewer to present an ordinance to the County Board to amend Ordinance No. 12-18 (Amended). Motion carried. The amendment would change the contact phone number in tax deed sale notices to 647-3658 (County Treasurer) and add the requirement that the notice include the physical address of the parcel.

Management Information Systems Host/EMC Replacement – Motion by Couey, second by Turk to present a resolution to the County Board for approval of a purchase in the amount of \$76,351.75 for a Base E5 Server System and EMC Unit XT 380 from JComp Technologies, with funding coming from the 2020 Capital Projects Fund (Fund 75). Motion carried.

Management Information Systems Barracuda Email Archiver Replacement – Motion by Seep, second by Couey to present a resolution to the County Board for approval of the purchase in the amount of \$5,451.78 for a Barracuda Message Archiver 350 from JComp Technologies, with funding coming from the 2020 Capital Projects Fund (Fund 75). Motion carried.

Symons Recreation Complex Flooring – Motion by Turk, second by Gentes to present a resolution to the County Board for approval of the purchase in the amount of \$7,879.83 for flooring/installation from Badgerland Flooring. Motion carried. The new flooring is for the large weight room. Funding for the project will come from the Symons Recreation Complex Foundation.

Orion Fire Call Claim – Motion by Brewer, second by Turk to present a resolution to the County Board for approval to reimburse the Town of Orion in the amount of \$200.00 for a fire

call relating to a vehicle accident on County Trunk Highway O. Motion carried. Funding for the reimbursement will come from the Contingency Fund (Fund 11). In accordance with Wisconsin Statutes, section 60.557 (1), \$200.00 is the maximum reimbursement amount.

Families First Act Policy – Motion by Couey, second by Luck to present a resolution to the County Board regarding the Families First Act policy that was effective April 2, 2020 and sun-setting December 31, 2020, with May 12, 2002 revisions. Motion carried. The Policy deals with modifications to requirements due to legislation enacted regarding the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act) and expands access to Unemployment Compensation Insurance Benefits (Emergency Unemployment Insurance Stabilization and Access Act of 2020) and creates paid sick leave (Emergency Paid Sick Leave Act) for employees while the employee or his/her family members are impacted by COVID-19.

Temporary Amendment to the Handbook of Personnel Policies and Work Rules – Vacation Carryover – Administrator Langreck proposed a temporary amendment to the Handbook of Personnel Policies and Work Rules regarding the requirement that vacation be used within 18 months following the employee’s anniversary date. The temporary amendment gives employees three months beyond the 18 months’ requirement to use their 2018 accrued vacation if they were unable to utilize accrued vacation due to the COVID-19 pandemic. This exception would only apply to employees who reached their 18-month utilization date on March 17, 2020 and extending to June 30, 2020. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval of the temporary amendment. Motion carried.

Administrator’s Report – Administrator Langreck reviewed his June 2020 County Administrator’s Monthly Report. The Report included information on the COVID-19 Response; Current Financial Initiatives, Training for Supervisors, Restructuring and Strategic Planning. Motion by Couey, second by Luck to present a resolution to the County Board to accept and file the Administrator’s June Report. Motion carried.

Cash Balance History and Revenue Reports – County Treasurer Keller reviewed information on sales tax revenues, interest on investments, real estate tax collections, shared revenues and the cash balance history.

Cash Trial Balance and Investments Reports – County Clerk Vlasak presented reports as of May 31st on the Cash Trial Balance and Investments.

Future Agenda Items Proposals – County Treasurer’s updates; clarification of the roles and responsibilities of the Administrator and the County Board and Committee Chairs; calendar invites on iPads for every meeting; capital improvements planning; County Administrator assistant position creation; and a report on the 2020 Capital Projects Fund (Fund 75).

Adjourn – Motion by Turk, second by Couey to adjourn to Tuesday, July 7th at 1:00 p.m. Motion carried.

Victor V. Vlasak
Richland County Clerk