

Finance and Personnel Committee  
August 4, 2020

Committee members present included: Shaun Murphy-Lopez, Marc Couey, Marty Brewer, Linda Gentes and Don Seep. Melissa Luck and Dave Turk were absent.

Committee Chair Murphy-Lopez called the meeting to order.

Motion by Couey, second by Gentes for approval of the Gentes. Motion carried.

Motion by Couey, second by Brewer for approval of the July 7<sup>th</sup> minutes. Motion carried.

Richland Center Tax Deed Parcel # 276-2100-1682 Sale Approval – The parcel was offered for sale on July 7, 2020. No bids were received. The parcel was appraised at \$1,000.00. County Treasurer Keller reported that Joseph and Robert Koch offered to purchase the parcel at the appraised price. Motion by Brewer, second by Couey to accept the offer of \$1,000.00 and approve the sale of the parcel to Joseph and Robert Koch. Motion carried.

Tax Deed Sale – Town of Bloom Parcel # 004-0526-2070 – Motion by Seep, second by Brewer to hold a Tax Deed sale. Motion carried.

The parcel was appraised at \$500.00. Chair Murphy-Lopez opened the bidding on the parcel. The highest bid in the amount of \$5,600.00 was received from Duane L. Wallace and Susie A. Wallace. Motion by Gentes, second by Couey for acceptance of the bid and approval of the sale of the parcel to Duane and Susie Wallace. Motion carried.

Community Services Building, Symons Natatorium and Campus Roofs Repair Project – Russel P. Mohns, Project Engineer, Specialty Engineering Group LLC, presented his report on the initial field work for the multi-building roof replacement project as follows:

- \$300,000 – Community Services Building north portion of building and west canopy.
- \$ 40,000 – Community Services Building EIFS wall covering.
- \$225,000 – Symons Recreation Complex
- \$ 70,000 – Campus Classroom Building
- \$ 90,000 – Campus Library
- \$165,000 – Campus Student Center
- \$115,000 – Campus Melvill Hall
- \$ 15,000 – Campus East Hall
- \$145,000 – Campus Gymnasium
- \$120,000 – Campus Science Building

The total estimated cost is \$1,285,000. \$634,000 was budgeted for the total project. Mr. Mohns recommended advertising for bids for all of the roof replacements and then having the U.W. Platteville-Richland Committee choose the campus roofs most in need of replacement. Motion by Couey, second by Brewer to authorized bidding the project. Motion carried.

Symons Natatorium Rubber Floor Sale Proceeds Transfer Request – The Symons Recreation Complex Foundation made a donation to purchase and install new flooring in the exercise room of the Complex. The sale of the old flooring netted \$1,187.00. The County Board rules require that the proceeds from the sale of excess items be placed in the General Fund. Motion by Gentes, second by Couey to present a resolution for approval to transfer the funds from the General Fund (Fund 10) to the Symons Recreation Complex Fund (Fund 16). Motion carried.

2020 Capital Projects Fund Transfer to Highway Fund for Asphalt Replacement – The 2020 Capital Projects Fund included funding for asphalt replacement. A request is being made for the release of the funds to pay D.L. Gasser Construction for the purchase of asphalt. Motion by Brewer, second by Seep to present a resolution for approval to transfer \$800,000 from the 2020 Capital Projects Fund (Fund 75) to the Highway Fund (Fund 71). Motion carried.

Antivirus Renewal Purchase – An invoice in the amount of \$1,455.72 from Jcomp Technologies, Inc. for antivirus renewal for various county departments was presented for approval. Motion by Seep, second by Couey for approval to pay the invoice. Motion carried.

\$ 17.33 – Coroner – 1 renewal  
\$121.31 – County Clerk – 7 renewals  
\$ 69.32 – Child Support – 4 renewals  
\$190.63 – Emergency Management – 11 renewals  
\$ 34.66 – Fair – 2 renewals  
\$173.30 – Highway – 10 renewals  
\$ 86.65 – MIS – 5 renewals  
\$207.96 – Pine Valley – 12 renewals  
\$519.90 – Sheriff – 30 renewals  
\$ 24.66 – Veterans – 2 renewals

Audio System Purchase – To enable broadcasting public meetings, as well as holding them in person, the purchase of new audio equipment is required. Motion by Seep, second by Couey for approval to purchase equipment totaling \$2,906.31 from the following vendors. Motion carried.

\$ 634.00 – Proaudiostar.com  
\$ 717.48 – Guitar Center  
\$1,554.83 – Amazon

Pine Valley Truck Purchase – Pine Valley will be purchasing a new ¾ ton 2020 Chevrolet Silverado truck from Jones Chevrolet, Richland Center, for \$31,000. The Land Conservation Department would retain the 2020 ¾ ton Ford Truck that they have shared with Pine Valley. Motion by Couey, second by Gentes to approve moving forward with the purchase. Motion carried

Clerk of Court Office Position Transfer to Probate Office – A proposal was presented to move a currently vacant Deputy Clerk of Court position to the Register in Probate office. The proposal would provide the Register in Probate with assistance since the Register in Probate currently has no staff. 2020 funding for the position is in the Clerk of Court’s budget. Motion by Brewer, second by Seep to present a resolution for approval to eliminate the position in the Clerk of Court’s office and create the position in the Register in Probate office and also for approval of the job description for the new position in the Register in Probate office. Motion carried.

Deputy Register of Deeds Resignation and Recruitment – Register of Deeds Susan Triggs has accepted the resignation of Deputy Register of Deeds Melanie Walters. Ms. Triggs will be advertising to fill the vacant position.

Health and Human Services Administrative Services Unit Restructuring – A proposal was presented to change the Administrative Services Unit and create two separate units. One new unit is entitled Administration and Building Operations Unit and the second new unit is entitled Business and Financial Services Unit. Motion by Brewer, second by Gentes to present a resolution to the County Board for approval of the proposal. Motion carried.

#### Administration and Building Operations Unit

- Management of Clerical Support Functions
- Client Record Management
- Provider Contracting Coordination
- Human Resources Functions
- Complaint, Client Rights and HIPAA Functions
- Building Maintenance and Supply Management Functions
- Health and Human Services Board, County Committees and County Board Liaison Functions

#### Business and Financial Services Unit

- Management of Accounting Functions
- Management of Billing and Collections
- State Financial Claiming and Cost Reporting Functions
- Coordination and Management of Budget Development
- Revenue and Expense Reporting and Analysis
- Liaison to Office of the County Clerk, Treasurer and Auditor

Health and Human Services Positions Descriptions Update – It is being recommended that updated position descriptions be approved for the following positions as a result of a change to the organizational structure. Motion by Brewer, second by Seep to present a resolution to the County Board for approval of the updated position descriptions. Motion carried.

#### Administration and Building Operations Unit

- Administration and Building Operations Manager (formerly Administrative Supervisor) – Angie Rizner
- Confidential Administrative Secretary (2 positions) – Meghan Rohn and Jaymie Bruckner
- Secretary – Deb Dittmer
- Secretary (35 hours per week) – vacant
- Clerical Assistant II (37.50 hours per week) - vacant

#### Business and Financial Services Unit

- Business and Financial Services Manager (formerly Manager of Operations) – Robin Hampton
- Fiscal Specialist (3 positions) – Kathy Dobbs, Tammy Newberry-Wheelock, Nichole Chitwood

#### Behavioral Health Services Unit

- Business Systems Analyst (formerly Business Systems Supervisor) – Sharon Pasold

Child and Youth Services Supervisor Position Creation – The proposal is to create a Child and Youth Services Supervisor position in order to address the supervisory support and backup needs in the Child and Youth Services Unit. The proposal would be to change one of the existing Child and Youth Services Case Manager positions to a Child and Youth Services Supervisor position. Kayla Williams would be named to the new position. Carlson Dettmann Consulting reviewed the proposed position description. They recommend placement of the position at Grade K in the wage structure. Health and Human Services Director Tracey Thorsen explained the proposal. Concerns were raised about the proposal for filling the new position. Motion by Murphy-Lopez, second by Gentes to table this agenda item. Roll call vote. AYES: Murphy-Lopez, Gentes, Brewer, Couey. NOES: Seep. Ayes 4. Noes 1. Total 5. Motion carried.

Health and Human Services Addendum and County Handbook Amendments – The proposal is to amend the Handbook of Personnel Policies and Work Rules and the Health and Human Services Addendum to update position titles and remove defunct position titles and revise the Community Services Building office hours. The proposal also includes Addendum language that would allow the department to fill vacant positions by promotion, transfer, demotion or new hire. Motion by Murphy-Lopez, second by Brewer to present a resolution to the County Board for approval of the proposed Addendum amendments with the exception of proposed new language in section 1 (a) and (b) dealing with hiring. Motion carried.

Compensatory Time Accumulation – The proposal is to amend the Handbook of Personnel Policies and Work Rules to allow for increasing the maximum amount that compensatory time can be accumulated from the current maximum of up to 24 hours to a new maximum of up to 40 hours. Motion by Couey, second by Seep to present a resolution for approval of amendment. Motion carried.

County COVID-19 Plan Amendment – Administrator Langreck recommended that revisions to the Plan be recommended to the Rules and Resolutions Committee and Health and Human Services Board for consideration and then that a resolution be presented to the County Board for approval of the revisions. Motion by Couey, second by Seep for approval of the recommendation

Administrative Coordinator Ordinances – Motion by Seep, second by Couey that the ordinances be repealed with the exception of the sections dealing with insurance administration and the preparation of the annual budget. Motion carried.

Administrative Manual and Employee Handbook Amendments – The proposal is to amend the Administrative Manual of Richland County and refer it to the Rules and Resolutions Committee as it relates to the responsibilities of the Finance and Personnel Committee and then refer the proposed amendments on to the County Board for final approval. Motion by Seep, second by Gentes for approval of the proposal. Motion carried.

Symons Interim Director Vacation Time Extension – Motion by Brewer, second by Couey to grant Interim Symons Recreation Complex Director Tracy Gobin an extension to the end of the calendar year to use her 3 weeks of vacation that currently needs to be used by August 15<sup>th</sup>, 2020. Motion carried.

County Treasurer Cash Balance History and Revenue Reports – Copies of the reports were provided to Committee members.

County Clerk Cash Trail Balance and Investments Reports - Copies of the reports were provided to Committee members.

Preliminary 2021 Budget Report – Administrator Langreck provided an update on formulation of the 2021 budget. Motion by Seep, second by Couey for approval of the budget process and for presentation of a proposed budget on September 1<sup>st</sup>. Motion carried.

Future Agenda Items Proposals – County Administrator's probationary status.

Motion by Brewer, second by Couey to adjourn to Tuesday September 1<sup>st</sup> at 1:00 p.m. Motion carried. The meeting adjourned at 3:20 p.m.

Victor V. Vlasak, County Clerk