

FINANCE AND PERSONNEL COMMITTEE

February 2, 2021

The Finance and Personnel Committee met on Tuesday, February 2, 2021, at 1:00 p.m., virtually.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Linda Gentes, Melissa Luck, Shaun Murphy-Lopez, Don Seep, and David Turk.

Committee Chair Murphy-Lopez called the meeting to order.

The Administrator 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 emailed to The Richland Observer and the Valley Sentinel.

Motion by Brewer, second by Gentes for approval of the Agenda. Motion carried.

Motion by Couey, second by Turk for approval of the minutes for the January 22, 2021 meeting of the Finance and Personnel Committee.

Agenda Item #5: Treasurer's Annual Report – Treasurer Keller presented the Treasurer's annual report.

Agenda Item #20: Treasurer Revenue Reports – Treasurer Keller presented reports on cash balance, interest on investment, and sales tax.

Agenda Item #6: Register of Deeds System Maintenance Bills – Motion by Brewer, second by Couey to recommend a resolution to pay maintenance invoices for Register of Deeds computer systems. Motion carried.

Agenda Item #7: Radio Tower Analysis Contract – Motion by Seep, second by Luck to recommend a resolution to the County Board to accept the proposal for consulting services from True North Consulting Group in the amount of \$24,500 from short-term capital fund #92, line 8. Motion carried.

Agenda Item #8: Change Order with Macro – Large Courtroom Project – Motion by Couey, second by Luck to approve purchase of Barracuda Essentials Security Edition for 290 users from J Comp Technologies for the cost of \$7,864.80. Motion carried.

Agenda Item #9: MIS – Licensing Contract for Encrypted Email – Motion by Seep, second by Brewer to adopt proposed changes in timeline and initiatives in preparation for the 2022 County Budget. Motion carried.

Agenda Item #10: Capital Improvements and Projects Planning – Motion by Brewer, second by Seep to 1) Accept the Capital Improvement and Capital Project plan format and guidance language, and 2) Accept the County IT plan and funding consideration format. Motion carried.

Agenda Item #11: Capital Improvement Request Highway Salt Shed – Motion by Couey, second by Gentes to grant \$250,000 from the general fund for construction of a salt shed. Motion to amend to prioritize this project in the 2022 capital program, second by Couey. Roll call on the motion to amend; AYES: Gentes, Seep, Couey. NOES: Luck, Murphy-Lopez, Turk, Brewer. Motion to amend failed. Roll call on the motion; AYES: Couey; NOES: Luck, Murphy-Lopez, Seep, Turk, Brewer, Gentes. Motion failed.

Agenda Item #12: Health and Human Services Fund Transfer from Children’s Community Options Program (CCOP) Risk Reserve Fund 40 to Health & Human Services Fund 56– Motion by Brewer, second by Murphy-Lopez to transfer \$199.90 from Fund 40 to Fund 56. Motion carried.

Agenda Item #13: Health and Human Services Fund Transfer from the Transportation Program Fund 63 to Health & Human Services Fund 56 for administration costs – Motion by Murphy-Lopez, second by Luck to transfer \$10,000.00 from Fund 63 to Fund 56. Motion carried.

Agenda Item #14: Health and Human Services Amendments to Addendum – Motion by Murphy-Lopez, second by Luck to approve a revision to the Health and Human Services addendum. Roll call on the motion; AYES: Murphy-Lopez, Seep, Turk, Brewer, Gentes, Luck; NOES: Couey. Motion carried.

Agenda Item #15: Health and Human Services Creation of a Supervisor in Child and Youth Services Unit – Motion by Brewer, second by Luck to create one Child & Youth Services Supervisor position and eliminate one case Child & Youth Services Case Manager position and appoint Kayla Williams to the Child & Youth Services Supervisor position. Roll call on the motion; AYES: Seep, Turk, Brewer, Brewer, Gentes, Luck, Murphy-Lopez; NOES: Couey. Motion carried.

Agenda Item #16: Health and Human Services New Position Description APS/Crisis Professional – Motion by Seep, second by Turk to create one APS/Crisis Professional position. Motion carried. Roll call on the motion; AYES: Turk, Gentes, Luck, Seep; NOES: Couey, Murphy-Lopez. Motion carried.

Agenda Item #17: Seasonal Patrolmen for Highway Department – Motion by Couey, second by Luck to create the seasonal patrolman position and approve an amendment to the Highway Addendum. Motion carried.

Agenda Item #18: Child Support Restructuring and Reclassification of the Lead Caseworker – Motion by Gentes, second by Turk to 1) Restructure the Child Support office to reflect the change in staffing levels from 3.2 to 2.2 positions; 2) approve recommended reclassification for the “Lead Caseworker, Grade H” position to “Child Support Director, Grade K”, effective March 1st 2021, at step 4 to change the Employee Handbook and Authorization Table. Motion carried.

Agenda Item #19: Administrator Transition Committee Transition Plan and Recommendations – Motion by Luck, second by Turk to 1) Amend Ordinance 20-26 by striking section 3(b), and 2) approve the transition plan as presented, and 3) affirm there is no current changes in the Accounts Payable position with expectations that all functions stay in place and that the position remains as a direct report to the County Clerk, and the committee intends to further review. Motion carried.

Agenda Item #21: Future Agenda Items – Ideas from committee members included meeting twice a month (Turk), evaluating higher level positions as salaried vs. hourly (Couey), mask recommendation (Gentes).

Motion by Couey, second by Seep to adjourn to Tuesday, March 2nd at 1:00 p.m., virtually. Motion carried.

The meeting adjourned at 3:35 p.m.

Shaun Murphy-Lopez, Finance & Personnel Committee Chair