

## FINANCE AND PERSONNEL COMMITTEE

November 2, 2021

The Richland County Finance and Personnel Committee convened at 1:05 p.m., Tuesday, November 2nd, 2021, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors, Shaun Murphy-Lopez, Linda Gentes, Don Seep, with Marty Brewer & Melissa Luck by remote access.

Department heads, staff and public were Jeff Even, Amanda & Jayme Walsh, Stephanie Ronnfeldt, Steve Carrow, Clay Porter, Tracy Thorsen, Tracy Gobin, Cathy Cooper and WRCO

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:05 pm.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, 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.
3. **Agenda Approval:** Clint stated agenda item 10 should be fund 29. Moved by Marty Brewer to approve the agenda with changes as noted, second by Linda Gentes. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Don Seep to approve the minutes of the October 5th Finance & Personnel Committee, seconded by Marty Brewer. All voting aye, motion carried.
5. **American Rescue Plan for Early Childhood Education and Child Care Providers Grant Application Review and Recommendations:** Clint presented information on the agenda item and stated that there are 3 options being presented. There were 5 applicants with the total requests exceeding the allocated funds. Stephanie Ronnfeldt from HHS was logged in by WebEx. She explained to the committee the local and state requirements for being a daycare and what each applicant has to offer. Discussion followed and questions ask concerning: The services that all 5 applicants have to offer, location of services, would decreasing or denying the amount affect the progress of those projects being completed *and* how many children will be assisted or increased? All committee members felt administrative staff and HHS personnel should review the applicants and bring back to the committee in December with recommendations. Moved by Shaun Murphy-Lopez to postpone consideration until December for staff to do further assessment, second by Linda Gentes. All voting aye, motion carried.
6. **Use of fund #75 for Viola Park Well:** Clint presented the information concerning drilling a new well at the Viola Park. Cathy Cooper is present, she stated the commission met the night prior to open bids. Bids came in from Kouba at \$8,092.00 and Sams at \$5,720.00. Sams does not include pump installation nor electrical hook up so those numbers were not provided at this time. Cathy will work with the well driver and Mike Bindl concerning floodplain. Moved by Don Seep to approve using Fund 75 for well installation up to \$13,000.00, second by Melissa Luck. All voting aye, motion carried.
7. **Overages on room charges for training and conferences – Veterans Service:** Clint presented the information concerning the request for reimbursement of a \$52.00 overage charged to Karen Knock for a motel stay. Moved by Don Seep to reimburse Karen Knock the \$52.00 she was charged above the approved room rate, seconded by Marty Brewer. All voting aye, motion carried.
8. **2020 Audit Report:** Clint presented the audit report. The report will be presented to County Board on December 14<sup>th</sup>. Moved by Shaun Murphy-Lopez to postpone the consideration of the audit report until the December meeting with the auditor coming to do a presentation, seconded by Melissa Luck. Marty Brewer voted opposed. Motion carried 4-1.
9. **Compensation to the Phoenix Center for use of banquet hall:** Clint presented the compensation request. Moved by Marty Brewer to pay the compensation request out of account 5111 and to pay all

requests in the future, seconded by Linda Gentes. All voting aye, motion carried.

10. **Expenditures from Audio Video Fund #29:** Clint explained the expense items. Shaun ask it this was budgeted? Barb explained this is coming from a revolving account. Moved by Linda Gentes to pay the 2 invoices as presented, seconded by Marty Brewer. All voting aye, motion carried.
11. **Purchase of an upgrade to our virtual server platform:** Clint present the proposal. There is already an existing contract with JComp for this so upgrading the service doesn't require bids. Moved by Don Seep to approve the upgrade, seconded by Marty Brewer. All voting aye, motion carried.
12. **Utilization of Bereavement Leave – Symons Center Employee:** Clint presented the request to allow Mark Thomas to use bereavement days for part of a week off instead of vacation when he visited his step mother to pick up personal items from his father. His father died during the COVID lock down and there was no celebration so he didn't use his Bereavement time. Clint presented there will probably be modifications to the Bereavement wording brought forward for changes in the future. Linda - she felt it is an acceptable use in this case. Shaun - he felt this is an acceptable use of bereavement leave in this case. Marty – He feels this is an acceptable use in this case. Don – He feels it is an acceptable use in this case. Melissa – Agrees it is a good use of bereavement. Moved by Marty Brewer to approve the use of bereavement for Mark Thomas in place of vacation days, Don Seep seconded. All voting aye, motion carried.
13. **Vacation Extension — Health and Human Services:** Request of Brittany Wirtz to extend her vacation until January 2022. With the shortage of HHS staff, she was not able to use her vacation. Moved by Don Seep to allow her to extend her unused vacation days until January 2022, seconded by Marty Brewer. All voting aye, motion carried.
14. **Discussion and Possible action on Employee Handbook – Affirming Revisions and Updates:** Clint presented the changes to the handbook and asking the Committee to approve the changes. Cheryl reviewed the changes. Moved by Linda Gentes to accept changes as present and use this as a starting point to upcoming changes, seconded by Melissa Luck. All voting aye, motion carried.
15. **Amendment to County Administrator Agreement regarding 2022 Budget Reductions:** Clint presented the amendment and stated closed session is next should the committee want to go into closed session for discussion. Moved by Don Seep to waive the closed session namely 16, 17 & 18 and accept the motion as presented, seconded by Marty Brewer. All voting aye, motion carried.
16. **Closed Session — Enter into Closed Session Pursuant of Wisconsin State Statute 19.85(1)(c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility— Amendment to the Administrator’s Agreement:** Waived, See #15
17. **Return to open session:** Waived, See #15
18. **Possible action from items in closed session:** Waived, See #15
19. **Discussion and Possible Action regarding — County Strategic Plan; Chapters One and Two:** Shaun presented that the Strategic Planning Committee (SPC) is requesting feedback by November 19<sup>th</sup> on Chapters one and two, so he felt it important to provide feedback. Clint stated that the Committee has been presented the current completed chapters one and two. Melissa stated that the Strategic Planning Committee (SPC) is looking inward over the next couple of years at our plans as a County.  
Marty Brewer left the meeting at 2:50 pm.  
Moved by Linda Gentes to lobby the State concerning mandated services that are not funded, seconded by Shaun Murphy-Lopez. Moved by Linda Gentex to Amend motion to explore possibilities of approaching the community to see if they support an operating referendum, 2<sup>nd</sup> by Shaun Murphy-Lopez. Melissa voted opposed. Motion carried 3-1.  
Under Tactics in [Maintain investment in Workforce and Community Development](#) concerning new homes; Linda stated she is on the Zoning committee and just passed 6 requests for new homes so she

doesn't feel that is a problem. She felt broadband should carry more weight than housing.

Shaun felt our existing house should carry as much weight as new housing.

Moved by Shaun Murphy-Lopez to remove the word prioritize under tactics and replace with "encourage", 2<sup>nd</sup> by Linda Gentes. Motion carried.

Under Improve financial practices (improvements/effectiveness)

Moved by Shaun Murphy-Lopez to recommend adding "create an easy to read budget, 2<sup>nd</sup> by Linda Gentes. Motion carried.

Moved by Shaun Murphy-Lopez to recommend adding "Track finances more closely" ex. General fund balance, year end results, 2<sup>nd</sup> by Linda Gentes. Motion carried

Under Growth

Are we not putting enough emphasis on outdoors activities? More balanced growth.

Moved by Shaun Murphy-Lopez to better balance growth with more focus on the outdoors, 2<sup>nd</sup> by Linda Gentes. Motion carried.

An email was received from David Turk concerning IT needs in our area. Email will be forwarded for wording. Moved by Shaun Murphy-Lopez to address more IT needs in our area, 2<sup>nd</sup> by Linda Gentes. Motion carried.

Invest in Education of County Board Supervisors (Improvement) and Deepen Staff Training in Leadership and Management (Improvement)

More priority as to training of our department heads/staff and County Board.

Linda Gentes moved that "Diversity, equity and inclusion training of County board and department heads" be added/emphasized, 2<sup>nd</sup> by Don Seep. Motion carried.

**20. Discussion and Possible Action regarding — Strategic Goals Tracking- Administration:** Clint undated the committee of the strategic goals and what is completed, what is being worked on currently and what needs to be started.

Moved by Linda Gentes to accept the report, seconded by Don Seep. All voting aye, motion carried.

**21. Future agenda items:** Linda would like to discuss where future board meeting be held. Don would like to discuss a more uniform system of submitting/reporting budgetary expenses to the oversight committee.

**22. Adjournment:** Next meeting will be December 7<sup>th</sup> at 1:00 pm. Moved by Linda Gentes to adjourn at 3:39 pm, seconded by Melissa Luck. All voting aye, motion carried.

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator