

FINANCE AND PERSONNEL COMMITTEE

DECEMBER 7th, 2021

Due to internet being down the Richland County Finance and Personnel Committee convened at 1:14 p.m., Tuesday, December 7th, 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, Marty Brewer, Linda Gentes, David Turk, Melissa Luck and Don Seep by remote access.

Department heads, staff and public were Jeff Even, Cathy Cooper, Therese Deckert, Tammy Wheelock, Amanda & Jayme Walsh, Stephanie Ronnfeldt, Sue Triggs, Ingrid Glasbrenner, Amy Hoffman, Bill Moilien, Tami Hendrickson, Clerk Derek Kalish, Steve Carrow, Meghan Rohn, Tracy Thorsen, Tracy Gobin, Michael Windle, Cathy Cooper, Karen Knock, Steve Williamson, Barb Scott and WRCO.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:14 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:** Moved by Linda to approve the agenda as posted, second by Marty. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Shaun stated Linda was not listed as being in attendance on the November 2nd meeting and asked for that correction. Moved by Marty to approve the minutes of the November 2 with Linda being listed as present, and the November 11th meeting be accepted as presented, seconded by Linda. All voting aye, motion carried.
5. **American Rescue Plan for Early Childhood Education and Child Care Providers Grant Application Review and Recommendations:** Clint present that this is a follow up from previous meeting when Option #2 was presented as the preferred funding method. Finance and Personnel requested to obtain more information from the applicants. With the assistance of HHS staff, Stephanie Ronnfeldt, Cheryl Dull, & Clint meet and are coming back with option 3 as presented. Clint displayed the chart with all options provided. Marty stated has concerns about getting child care out to community and questioned would going with Option 3 be a deal breaker? Marty asked Jayme Walsh, an applicant, to speak on behalf of their request. Jayme stated without these funds they could not proceed.

Moved by Marty to continue with option 3 as presented, second by Linda. Roll call votes were as follows: Linda - aye, Marty – aye, Dave – no, Shaun – no, Don – aye, Melissa – no.

Moved by Dave to go with Option 2 as presented, 2nd by Melissa. Roll call as follows: Marty – aye, Dave – aye, Shaun – aye, Don – aye, Melissa – aye, Linda – aye. With all voting aye, it is approved to send to County Board

6. **Interdepartmental fund-transfer for purchase of tires – Land Conservation:** Clint presented that the tire on the Land Conservation truck are worn to the point of dangerous and is asking new tires be purchased using fund 10. Moved by Marty to approve using of Fund 10 to purchase the tires, second by Dave. All voting aye, motion carried.
7. **Fund #75 additional expenditures for Mill Creek, Huth and Ewers Pipe Cradle Repair:** Clint presented the fund request for \$333.62 out of fund 75 be used to purchase belzona epoxy for dam and pipe repairs on Mill Creek and subsidiaries. Moved by Don to approve the use of fund 75 to make repairs as listed, seconded by Linda. All voting aye, motion carried.

8. **Fund #75 expenditures for construction of dams feeding Mill Creek:** Clint presented the request for 2 new mill creek dam installation on private property. These are dry dams not on the Mill Creek. It has been approved by DATCP to use on private lands. Cathy stated above dam 6 there are no small dams to assist in slowing the water to the larger dams. Marty ask if the existing dams are on private property. Cathy stated no, so the new dams would require the landowner to do the repairs. The previous Mill Creek dams were built with federal funds which required the county to do the maintenance. These new dams will be funded by the county and we would require the land owner to do the maintenance. Cathy stated they will have to ask Department of Ag is they could piggy back funds to help with repair. Moved by Don to use Fund 75 to build dry dams to protect the larger dams on Mill Creek subsidiary, seconded by David. All voting aye, motion carried.
9. **Approval of Fund #75 appropriations for mobile device communications archiving software:** Clint presented the request for mobile device archiving software. With the updating of open record laws, we found that our mobile devices need back up. Moved by Dave to approve the purchase of archiving software from Fund 75, seconded by Marty. All voting aye, motion carried.
10. **Approval of ARPA funds for MIS staffing support for reconfiguration and software updates:** Since the beginning of COVID we have found that there are more cyberattacks than ever. With this change in recent cyber activity, staff changes, remote workers, and security upgrades there have been more demand on MIS and they stretched over their max and need more staffing to meet those needs. Clint presented the list of new projects that need to be completed. MIS needs more staffing to complete these projects and to keep up with the increase in Helpdesk tickets. Barb stated this new LTE position will be to staff the help desk so the current staff can complete the list of tasks they have until they can get caught up. Barb stated she is in hopes that in 2023 the staff can continue. Moved by Marty to use ARPA funds to lease a LTE MIS Assistant in the MIS department, seconded by Dave. All voting aye, motion carried.
11. **2021 Audit Report:** Moved to #10. Clint presented the 2020 audit report and is requesting the Committee to accept the Audit Report and to send to County Board for approval. Bill Moilien is available by WebEx, he reviewed the Audit report of 2020 for the Committee. Shaun asked about the recommendation of the Auditors concerning the Departmental Cash and CDBG Housing Loan Oversight. Bill explained the issue is Departmental Cash is managed outside of the County's control allowing for error and dishonesty. Bill recommends that the county request a monthly balance of those departmental accounts.

For the CDBG Housing Loan oversight. The County's CDBG housing loans were being overseen by the Housing Authority. During the audit it was discovered that those loans are not being monitored by the County and/or there were no liens placed on those properties. Clint added Attorney Windle and Jasen Glasbrenner are looking into these issues by doing title searches. This program has ended and we are looking to see if these loans still exist and if they should still be on the books or if they should be removed.

Moved by Dave to accept the financial report and to send to County Board for approval, seconded by Linda. All voting aye, motion carried.

12. **General Wage Scale adjustment approval, effective the first pay check of 2022, and:** Clint presented wage scale adjustments as one approval. Based on the CPI and no advances in the pay scale in the last several we have fallen behind. The General Wage Schedule for 2022 as presented, which will be effective the first pay period of 2022, with the exception of 12a, 12b and 12c will be as listed below.
 - a. **Discussion and possible action regarding Victim Witness Coor.:** Andrea Fields, Victim Witness Coordinators current salary is \$21.73 which currently exceeds Grade G, Step 8. With the new wage scale (2022 increases). Andrea be moved to Step 6 @ \$22.18 effective the first payroll of 2022. = 2.07% increase
 - b. **Discussion and possible action regarding Highway Clerk:** Cerresa Nimocks, Highway Clerks current salary is \$20.24 which currently exceeds Grade F, Step 8. With the new wage scale (2022 increases), Cerresa be moved to Step 7 @ \$20.64 effective the first payroll of 2022. = 1.98% increase
 - c. **Discussion and possible action regarding HHS Business System Analyst:** Sharon Pasold, HHS Business System Analysts current salary is \$24.03 which currently exceeds Grade H, Step 8. Sharon be moved to Step 7 @ \$24.65 effective the first payroll of 2022. = 2.62% increase.

Moved by Marty to approve the adjustments in pay as presented, seconded by Shaun. All voting aye, motion carried. For all proposals.

13. **2022 Budgeted Reclassifications:** Clint presented 3 approvals for 4 positions. These will be effect the first pay period of 2022.
- a. **Health and Human Services:** Elderly Benefits Specialist: from Grade “G” to Grade “H”.
Disability Benefits Specialist: from Grade “G” to Grade “H”.
 - b. **Child Support:** Change title from Child Support Worker Grade “F” to Financial Specialist and Caseworker Grade “G”.
 - c. **MIS:** MIS Technical Support Specialist: from Grade “F” to Grade “H” (and change title to “MIS Technical Support Specialist” *from* “MIS Assistant”
- Moved by Dave to reclassifications as presented, seconded by Linda. All voting aye, motion carried.

14. **Extension of use of accrued vacation time – Pine Valley employee:** Clint presented a request for a 2-month extension for Angie Alexander to use vacation time. Moved by Don to approve a one time, 2-month extension for Angie Alexander to use vacation time, seconded by Dave. All voting aye, motion carried.

15. **Health Insurance Reimbursement for Assistant Director — Symons:** Clint presented the request of Keegan Drea for an unpaid vacation and not be required to pay the county portion of his health insurance. Clint is not recommending this be approved as this was presented to the employee that it would not be permitted and the employee would have to pay their insurance, which would be an exception to the employee handbook. It was recommended by the oversite committee to approve. It was done in EMS the past, but it was not stated to the employee that it would not be covered. Moved by Marty to approve the request, seconded by Don. Don, Marty and Shaun voting aye. Linda, Melissa and Dave voting no. Motion failed.

16. **Changes in Health and Human Services on-call compensatory time:** Clint presented changes to the HHS handbook, to payout all unused on-call compensatory time at the end of the year in which it is earned. He stated it is an administrative burden to manage, handle and monitor as it is stated.

Moved by Marty to change the wording in the handbook to payout compensatory time at the end of the year in which it is earned, seconded by Shaun.

Tracy Thorsen is present and asked to speak. She stated there are 2 banks of comp time, regular which must be used or be paid out at the end of the year; and on call time which is accumulated during on call time. Because “we” don’t have substantial vacation time, employees count on this to take time off and HHS did not budget in 2021 to have this paid out. She would request more notice for staff to use their time.

Moved to amend by Shaun to make the date effective 1/1/2022, 2nd by Dave. Melissa voted no, motion carried.

17. **Richland County Employee Handbook, Pine Valley Addendum & FMLA Handbook — updates and proposed revisions:** Clint presented the handbook revisions which is composed with efforts of capturing the transition from the County Clerk Administration to the present Administrator structure, formatting changes, handbook amendments that had not been added, some HR requests to match current practices and a few items Cheryl would like to go over with the Committee before approval.

Moved by Linda to approve FMLA & Pine Valley Addendum and Richland County Employee Handbook, seconded by Dave.

Discussion followed concerning section in the Richland County Employee Handbook: **Compensation and Fringe Benefits** – 13. The Administrator is authorized to approve extensions in vacation. **Hiring and Employment Consideration** – 2. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County’s Job Classification and Salary Plan, based on qualifications and experience., 3. Strike the 4th paragraph., 8. Delete and reference the Formal Complaint and Mismanagement Policy. **Reimbursement** – 1.g. add “with proof of payment”. **Miscellaneous Personnel Provisions** - 6. Strike the 2nd sentence. 7. Amend closing language.

Moved by Shaun to amend the Richland County Employee Handbook to include the changes listed, 2nd by Linda. All voting aye, motion carried

- 18. Recommending county resolution to accept Wisconsin's opioid settlement proposal:** Clint presented his proposal, which affirms our position in being part of the is settlement. Moved by Dave to resolution and send to County Board, seconded by Linda. All voting aye, motion carried
- 19. Future agenda items:** Dave Turk – Vacation policy and weather closure. Melissa Luck – none. Don Seep – Annual compensation to employees and should an evaluation be completed to get a raise, absence from work and attending training conference out of the County. Linda – Handbook review in January.
- 20. Adjournment:** Next meeting will be Friday December 17th at 1:00 pm. Moved by Dave to adjourn at 3:33 p.m., seconded by Linda. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator