

Richland County

Finance & Personnel Standing Committee

March 7th, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, March 7th in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Shaun Murphy-Lopez, Marc Couey, Gary Manning and Tim Gottschall with Melissa Luck and David Turk by WebEx.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several County Board members, department heads, county employees and general public. Barb Scott was present from MIS running the teleconferencing.

Not present: Steve Carrow

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda as presented. Moved by Supervisor Manning to approve the agenda removing #10, 2nd by Supervisor Couey. All voting aye, motion carried.
4. **Public Comment:** Lacy Sebranek asked to speak about health insurance. Employees were given 19 insurances to choose from. She spent 7 hours calling insurances to pick an insurance for her family, settling with GHC who confirmed with her that Richland Hospital was covered. She then received a letter saying her provider was out of network. She scheduled appointments for her and her family, upon arrival she found out her appointment was cancelled because she didn't have local coverage. This shouldn't fall on the employees to find out where the insurances are accepted. She has since received information from GHC that they have now reached a contractual agreement with Richland Hospital.
5. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as published.
6. **Wisconsin Counties Association – Spring Conference:** Administrator Langreck presented a summary sheet concerning the Conference. An interesting item was Uniquely Wisconsin which several Administrators spoke in favor of. The center piece of the conference was changes to shared revenue, which on the second day Speaker Vos did speak against. Future actions from Attorney Phillips where, there may need to be amendments made to the Uniformity of Taxation language. Moved by Supervisor Couey to accept the report, 2nd by Supervisor Gottschall. All voting aye, motion carried.
7. **Employer Recruitment Practices Seminar:** Administrator Langreck attended a recruitment seminar. He reviewed what was covered at the seminar including statistics for the working population of Baby Boomers, Generation X, Millennials and Generation Z. The center piece was understanding the workforce is changing. He brought back a book "Winning the War for Talent" which he encourages everyone to borrow to read. Moved by Supervisor Williamson to accept report as presented, 2nd by Supervisor Gottschall. All voting aye, motion carried.
8. **Employee Retention Statistics:** Administrator Langreck presented the reports showing statistics which highlights new hires and terminations. The report shows 5 years of gross pay, bonus calculations and demographics. Tami Hendrickson briefed the committee on why there was elevated terminations. Termed employee and longevity statistic graphs are shared, along with a chart showing current employment compared to national statistics.

Supervisor Turk left the meeting.
9. **Report on Health Insurance Transition:** Administrator Langreck stated that last week the office was contacted about insurance concerns. He felt this was probably the same person we heard from earlier in the meeting. Tami Hendrickson advised the committee that there has been a lot of growing pains with the insurance switch. Every time we think we get things worked out something else comes up. Getting information out to the employees is a struggle because we have no effective way to communicate with them. The only way we currently have is through the department heads which doesn't always flow well. Only 2 of the offered insurances were considered affordable to the employee and are accepted at the Richland Hospital. Also, the County has

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not received enough insurance booklets from providers to give to employees. Notice for next year is, employees will be responsible to do their own enrollment and COBRA paperwork therefore the County should consider putting in computer terminals so employees can be assisted with enrollment. HRA through EBC is now handled by the employees to get their HRA funds used and it is yet to be determined how that will play out. Employees that have Dean didn't get their health insurance cards by January 1st and replacement cards had to be requested by everyone. Prescription costs are varying by pharmacy. The State does not provide any legal assistance to her which Wallace, Cooper and Elliott had always provided.

Future items to consider, a computer classroom style setup to sign up for insurance for 2025 as the enrollments are in October of 2024. Hopefully the HRA will be worked out by then or the County may need to consider something different. We are hoping our 2nd year will make for smoother enrollment.

Chair Brewer stated our intent was to make things better but it doesn't sound like we have accomplished that.

10. Discussion and possible action on deficiency appropriations resolution: Removed.

11. Discussion and possible action on Employee Longevity and Retire report and recognition: Administrator Langreck stated this is part of our strategic plan. He presented prepared resolutions for retirement and longevity. Complications with implementing this is where to cut off or draw the line. Chair Brewer felt it is long overdue, is needed and necessary. Moved by Supervisor Gottschall to approve the resolutions and present to County Board, 2nd by Supervisor Manning. All voting aye, motion carried.

12. Discussion and possible action on Human Resources Director job description: Administrator Langreck presented the items that are in the folder for support of the Human Resource Director position. Carlson Dettman recommended Grade Q but Administrator Langreck is recommending a Grade P. If it cannot be filled at Grade P he will bring it back to upgrade to a Grade Q. He is looking for a fund transfer from the reduction of the HHS Administration and Building Operations Manager position to help fund the position. Cost is estimated to be \$116,857.67 per year with benefits. There is also a proposed change to the Operation Chart when this is implemented. There are 4 phases planned to the implementation of the position. Discussion followed concerning when a new ERP system is to be implemented, rationalization for the Grade being a P vs. a Q. Discussion also followed on the small HR pockets in other departments and how to fund this position and an Assistant for the HR Director.

Moved by Supervisor Couey to approve the request to approve Human Resources Director job description and approve creating the Human Resources Department, send to County Board for approval with the resolution saying Grade P and publish the ad for employment, 2nd by Supervisor Williamson.

Motion by Supervisor Murphy-Lopez to amend the motion to do a fund transfer from HHS of \$57,893.25 to Administration for what will be the newly created HR position, 2nd by Brewer. Voice vote carried with all voting aye.

Roll call vote requested for the motion with amendments. Supervisors Brewer, Williamson, Couey, Manning, Gottschall and Luck voting aye, Supervisor Murphy-Lopez voting no.

13. Discussion and possible action on Health & Human Services staff changes: Director Clements presented that they are requesting changes to the Staff Authorization table. They are changing the Psychiatric nurse from 2 to 1 position and add APS Crisis Worker as 1. This would be a savings of approximately \$5,000 - \$6,000 per year. Moved by Supervisor Manning to approve the Staff Authorization Table change for HHS, 2nd by Supervisor Williamson. All voting aye, motion carried.

14. Discussion and possible action on Authorization Table Update: Administrator Langreck presented with all the position changes discussed prior, this would update the whole table with adding a Human Resource department and moving the Benefits/Payroll Specialist to the HR Department and striking the HHS Admin and Building Operations Manager. Moved by Supervisor Couey to approve the Staff Authorization Table for the Human Resources position and creation of the Human Resource Department and striking the HHS Admin and Building Operations Manager and send to county board, 2nd by Supervisor Gottschall. Supervisors Brewer, Williamson, Couey, Manning, Gottschall and Luck voting aye. SML voting no. Motion carried.

15. Discussion and possible action on progression of wage schedule for Sheriff's Administrative Assistant to Step 8: Sheriff Porter presented that this is a follow up from last meeting. Susan Curtis has started her 32 year of employment and she is still a step 4, they are requesting to move her up to a step 8. They have worked with Carlson Dettman but have not succeeded with getting something that meets their request. Assistant Dull

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presented the spreadsheet showing the cost of bringing 15, 20 and 30 year employees up to step 8. Discussion followed concerning the cost of bringing everyone to step 8 and how it fits into the 5-year financial plan. Discussion followed on a compromise to the step 8.

Moved by Supervisor Brewer to approve the step 8 for Administrative Assistant in Sheriff's Department, 2nd by Supervisor Williamson. Supervisor Gottschall felt moving all 30 year employees to step 8 would be more acceptable and with that he would be in favor. Supervisor Luck would like to see this addressed County wide and brought back for discussion.

Moved to amend by Manning to approve a step 6 for the Administrative Assistant, 2nd by Couey. Voice vote for amendment, Supervisor Murphy-Lopez, Luck, Gottschall, Couey voted no; Williamson, Manning and Brewer voted aye. Amendment fails.

Moved to amend by Couey to move all 30+ year employees to step 8, 2nd by Gottschall with discussion. Supervisor Murphy-Lopez has concerns of where the funds will come from for the HR director and the 30+ year move to step 8. Discussion followed on what happens to the people that reach 30 years next year. Luck asked for Administrator Langreck opinion. Langreck recommends against it unless it is being looked at during the budget process, not to take away from Sheriff's Administrative Assistant position. Couey and Gottschall voting aye; Williamson, Murphy-Lopez, Manning, Luck and Brewer voting no. Amendment fails.

Roll call requested for original motion. Chair Brewer voting aye; Supervisor Murphy-Lopez, Couey, Manning, Gottschall, Luck and Williamson voting no. Motion fails.

Supervisor Murphy-Lopez left the meeting.

- 16. 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 – regarding Sheriff's Office personnel:** Moved by Supervisor Manning to move into closed session with all county Board members to remain, 2nd by Supervisor Couey. All voting aye, motion carried with Aaron Wallace designated to remain in the closed session.
- 17. Return to Open Session:** Moved by Supervisor Manning to come out of closed session, 2nd by Supervisor Couey. All voting aye, motion carried.
- 18. Discussion and possible action on items from closed session:** Moved by Supervisor Couey to hire Devon Rupnow in a jailer/dispatcher position with 3-weeks vacation upon start, 2nd by Supervisor Manning. All voting aye, motion carried.
- 19. Future agenda items:** Couey - Discussion moving 30 year employees to step 8 and costing of such. Manning Free membership at Symons for employees that was discussed several years ago. Luck - Merit raises for outstanding employees.
- 20. Adjournment:** Next meeting to be Tuesday, April 4th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 7:41 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

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