

FINANCE AND PERSONNEL COMMITTEE

July 11, 2017

The Finance and Personnel Committee met on Tuesday, July 11, 2017, at 9:00 a.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Robert Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep. Fred Clary was absent.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk 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 faxed to The Richland Observer.

Motion by Sebranek, second by Bellman to approve the amended agenda. Motion carried.

Motion by Gentes, second by Bellman to approve the June 6th minutes. Motion carried.

Mike Breininger, representing Southwest Partners, addressed the Committee requesting that Kate Koziol, Economic Development Specialist, be added to the County web site and be provided as a link to the Economic Development web page for the Southwest Wisconsin Regional Planning Commission. Motion by Sebranek, second by Gentes that the request be approved. Motion carried.

Breininger addressed the Committee requesting the formation of an economic development rapid response team consisting of two or three people with which prospective businesses could meet for assistance to get through the County processes in a timely manner. Chairman Kirkpatrick noted that as a governmental body, agendas and minutes would be required. Chairman Kirkpatrick will contact Corporation Counsel Southwick for advice regarding the request.

Barb Scott, MIS Director, addressed the Committee requesting that MIS Assistant John Couey be paid at the job rate for his position at the completion of his probationary period of employment. Mr. Couey was hired on January 30, 2017. Motion by Seep, second by Sebranek to approve the request. Motion carried.

Motion by Bellman, second by Gentes to grant approval for the receipt of computers being donated to Richland County by Sauk County. Motion by Bellman, second by Gentes that approval be grant to accept the donated computers. Motion carried.

Patrick Metz, Health and Human Services Director, presented a proposal from Woodland Consultants, Inc. for developing building plans to convert the current Law Library into a private office and a conference room. The plan development and cost estimate for the project is necessary to submit to the Department of Justice for funding approval for the remodeling project

through the Treatment Alternatives and Diversion Grant. If the project is approved, funding for the plan development could also be covered. Motion by Seep, second by Gentes to present a resolution for approval to transfer \$4,000.00 from the Contingency Fund to the Law Library Remodeling Account in the General Fund. Motion carried.

Kathy Cianci, Pine Valley Administrator, addressed the Committee recommending that, as a cost saving measure, Labor Day at Pine Valley “not” be a paid holiday for employees in 2017. The estimated savings of the recommendation is \$3,000.00. Motion by Bellman, second by Sebranek to present a resolution for approval of the recommendation. Motion carried.

Casey Peterson, Wallace, Cooper and & Elliott Insurance, presented information regarding employee utilization of services under Unity Health Insurance for the first quarter of 2017.

Peterson requested approval to create a Wellness Program Committee. Motion by Bellman, second by Sebranek to authorize forming the Committee. Motion carried.

Patrick Metz reported on the Department Head meetings. Suggesting from the meetings included efficiencies in the submission of payroll information, volume purchasing, courthouse voice mail system and a County Administrator position.

County Treasurer Julie Keller explained the process of municipalities placing special assessments on tax bills and of the County settling in full with municipalities and accepting the unpaid special assessments.

Motion by Bellman, second by Sebranek to accept the resignation of Property Tax Lister Bill Thompson. Motion carried.

Motion by Bellman, second by Seep to approve the hiring of Jo Rott to the position of property Tax Lister. Motion carried.

The implementation of a wheel tax was discussed. No information was available to determine if there are restrictions on the use of the funds.

Motion by Seep, second by Bellman to present a resolution for approval of the following transfers in the 2016 budget resulting from the completion of the audit. Motion carried.

1. \$375,266.21 is transferred from the General Fund (Fund No. 10) to the Health and Human Services Fund (Fund No. 56)
2. \$135,000.00 is transferred from the Institutional Children Cost Fund (Fund No. 44) to the Health and Human Services Fund (Fund No. 56);
3. \$142,226.00 is transferred from the Institutional Adult Cost Fund (Fund No. 54) to the Health and Human Services Fund (Fund No. 56);
4. \$59,724.55 is transferred from the Health Department Block Grant Fund (Fund No. 34) to the Health and Human Services Fund (Fund No. 56);

5. \$85,543.99 is transferred from the Resource Center Fund (Fund No. 53) to the Health and Human Services Fund (Fund No. 56);
6. \$29,600.11 is transferred from the County Aging Unit Fund (Fund No. 63) to the County Aging Unit - Car Replacement Fund (Fund No. 18).

Motion by Bellman, second by Seep to approve presentation of the County Clerk's Annual Report on the Financial Condition of Richland County for the Year 2016 to the County Board for approval. Motion carried.

The following information was presented regarding the Fiscal Year 2016:

General Fund

\$1,450,037.92	January 1, 2016 Fund Balance
-138,358.79	Surplus applied to 2016 Budget
-632,068.35	Transfers made in 2016
+69,457.17	Unexpended 2016 Appropriations
+427,614.61	Excess 2016 Revenues
\$1,176,682.56	December 31, 2016 Fund Balance

Contingency Fund

\$ 133,649.64	January 1, 2016 Fund Balance
-127,108.57	Transfers made in 2016
\$ 6,541.07	December 31, 2016 Fund Balance

Ambulance Accounts Receivable

\$ 99,224.28	December 31, 2016 Outstanding Receivables
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Tax Certificate Receivables

\$ 711,167.36	December 31, 2016 Outstanding Receivables
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Committee members received copies of reports from the County Clerk's office for the first sixth months of 2017 on Fund Cash Trial Balances and on Investments. A report was also presented based upon the first six months of 2017 showing departmental adopted budgets, expenditures made to date and remaining amounts available in each budget. County Treasurer Julie Keller presented a report on the monthly cash balance history from 2001 through June 30, 2017.

Chairman Kirkpatrick reported that Southwest Wisconsin Regional Planning can complete the update of the County's Civil Rights Compliance Plan. The cost for their services will be shared with the County departments who require the report.

Committee members reviewed information prepared by Corporation Counsel Southwick for a proposed "Notice Under the Americans with Disabilities Act" and a "Grievance Procedure for Disabled Persons". Motion by Bellman, second by Sebranek to present a resolution to the County Board to adopt the documents. Motion carried.

Chairman Kirkpatrick reported on discussions she has had with the Wisconsin Counties Association and recommendations that they have made. One recommendation from the WCA is that Richland County consults with a finance director from another county to review Richland

County's finances. Wood County's director is retiring and available. Chairman Kirkpatrick will inquire as to the cost of the director's time and travel. The second WCA recommendation is that a review of processes and practices of the County's Health and Human Services Department be conducted by the State. The Wisconsin Counties Association had no knowledge of another county that has conducted a referendum for approval to exceed the State imposed levy limits.

The Finance and Personnel Committee will meet on Wednesday, July 26th at 9:00 a.m. for the presentation on the results of the wage and benefit study conducted by Carlson Dettmann Consulting.

Committee members were presented with information on the costs for the last eleven years to the Highway Department for maintaining the Port Andrew and Orion boat landings. State aid received for the costs has been included as a revenue item in the budget for the County's general operations. Motion by Sebranek, second by Seep that the State aid revenues be returned to the Highway Department. Motion declared defeated due to a tie vote.

Motion by Bellman, second by Gentes to adjourn. Motion carried. The meeting adjourned at 11:38 a.m.

Victor V. Vlasak
Richland County Clerk