

FEBRUARY SESSION

March 17, 2015

Chairman Kirkpatrick called the meeting to order. Roll call found all members present.

Reverend Larry Engels, Pastor of Five Points Lutheran Church, Richland Center, gave the Invocation. County Clerk Vlasak led the Pledge of Allegiance.

County Clerk Vlasak read the agenda for the March session. Motion by Kinney, second by Clausius that the agenda be approved. Motion carried.

Chairman Kirkpatrick asked if any member desired that the minutes for the previous session be read or if any member desired to amend the minutes from the previous session. Hearing no motion to read or amend the minutes for the February session, the minutes were declared as approved.

Copies of The Extension Chord were distributed to Board members. The publication provides an outline of the programming highlights for the UWEX-Richland County. Agents that were present included: Adam Hady, Agriculture Agent; Danielle Sander, Nutrition Educator Coordinator; Chelsea Wunnicke, Family Living Agent; and Jennifer LaTour, 4-H Youth Development.

Resolution No. 15-30 Relating To Making A Deficiency Appropriation In Various Accounts was read by County Clerk Vlasak. Motion by Clary, second by Sebranek that Resolution No. 15-30 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 30

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2014 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
County Clerk	\$10,973.31
Data Processing	115.19
County Trunk Vehicle Fire Claim	200.00
Automated Mail Machine	326.00
Auditing	2,865.00
Corporation Counsel	142.76
Section 125 - Administration	184.12
Sheriff's Department	14,983.67
Police Radio	1,995.78
Emergency Government	3,466.11
County Jail	17,038.05
Soil Testing Account	19.00
Unfunded FICA Liability	99.46
Dog License Fund	100.49
County Owned Real Estate Cleanup	258.21
Symons Operations	13,052.12

Total Deficiencies

\$65,819.27

BE IT FURTHER RESOLVED that the sum of \$65,819.27 is hereby appropriated from the General Fund to the above-listed accounts in the 2014 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed accounts after this transfer and after the 2014 audit has been completed shall be returned to the General Fund, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	x
Lewis G. Van Vliet	X

Resolution No. 15-31 Approving Payment From the 911 Outlay Account Of An Invoice Relating To The Sheriff's Department's 911 Emergency Response System was read by County Clerk Vlasak. Motion by Seep, second by Bellman that Resolution No. 15-31 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 31

A Resolution Approving Payment From the 911 Outlay Account Of An Invoice Relating To The Sheriff's Department's 911 Emergency Response System.

WHEREAS the Sheriff's Department has presented the Finance and Personnel Committee with an invoice relating to the 911 emergency response system, and

WHEREAS the County Board has required that all expenditures from the 911 Outlay Account be approved by the County Board, and

WHEREAS the Finance and Personnel Committee has carefully reviewed this invoice and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for paying from the 911 Outlay Account the invoice of Spillman Technologies, Inc. of Salt Lake City, Utah to provide maintenance services for the Spillman software for 1 year starting March 1, 2015 in the amount of \$20,098.00, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to issue a County check in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Gaylord L. Deets	X	
Tom Crofton	X	
Larry Sebranek	X	
Robert L. Bellman	x	
Lewis G. Van Vliet	X	

Resolution No. 15-32 Approving A Grant Application By The Richland County Veterans Service Office was read by County Clerk Vlasak. Motion by B. Marshall, Jr., second by Sebranek that Resolution No. 15-32 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 32

A Resolution Approving A Grant Application By The Richland County Veterans Service Office.

WHEREAS sec. 45.43(7) of the Wisconsin Statutes provides that the Wisconsin Department of Veterans Affairs may provide grants not exceeding \$8,500.00 per year for counties in Wisconsin with qualified veterans service offices, and

WHEREAS the Richland County Veterans Service Office qualifies for a \$8,500.00 grant and the County Clerk has received the grant application and a contract whereby Richland County agrees that it will comply with the requirements of the Wisconsin Department of Veterans Affairs during the term of the grant, which is for calendar year 2015, and Veterans Services Commission, which oversees the County Veterans Service Office, has recommended that the County Board approve this grant application and the accompanying contract, and

WHEREAS Rule 18 of the Rules of the Board requires that all contracts involving \$5,000.00 or more per year must be approved by the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Richland County Veterans Service Office to apply for a grant from the Wisconsin Department of Veterans Affairs under sec. 45.43(7) of the Wisconsin Statutes for calendar year 2015 and approval is also granted for the Richland County Veterans Service Office to enter into the contract required by the Wisconsin Department of Veterans Affairs in order to obtain this grant, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized and directed to sign on behalf of Richland County the grant application and contract documents which are necessary to obtain this grant, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE COUNTY BOARD SUPERVISOR MEMBERS OF THE VETERANS

SERVICE COMMISSION

	FOR AGAINST
Buford E. Marshall, Jr.	X
Larry Sebranek	X
Donald Seep	X

Resolution No. 15-33 Approving The Town Of Ithaca’s Rezoning Of A Parcel Belonging To Ryan Jones was presented to the Board. Motion by Kinney, second by Peters that Resolution No. 15-33 be adopted. Zoning Administrator Mike Bindl answered questions. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 33

A Resolution Approving The Town Of Ithaca’s Rezoning Of A Parcel Belonging To Ryan Jones.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so to elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62 (3), provides that the County Board must not only approve the Town’s initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town’s rezoning of a 7.45 parcel belonging to Ryan Jones from the Agricultural District to the Agricultural Residential District in the Town of Ithaca’s Zoning Ordinance and the Zoning Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described real estate from the Agricultural District to the Agricultural Residential District in accordance with the Town of Ithaca’s Zoning Ordinance:

PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, PART OF THE FRACTIONAL NORTHWEST QUARTER OF THE SOUTHWEST QUARTER; PART OF THE FRACTIONAL SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER AND PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, TOWN 10 NORTH, RANGE 2 EAST, TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN, BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 7, T. 10 N., R. 2 E., THENCE S00°35’53”E ON THE WEST LINE OF THE SOUTHWEST QUARTER, 1248.47’; THENCE N89°24’07”E, 518.80’ TO THE POINT OF BEGINNING; THENCE N00°35’53”W, 584.66’; THENCE S63°28’09”E, 770.79’; THENCE S01°27’19”E, 272.96’; THENCE S00°16’33”E, 87.11’; THENCE N80°09’45”W, 700.32’ TO THE POINT OF BEGINNING, AND

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this Resolution to the Town Clerk of Town of Ithaca, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE ZONING AND LAND INFORMATION COMMITTEE

	FOR	AGAINST
Richard Rasmussen	X	
Gaylord L. Deets	X	
Marilyn Marshall	X	
James Lewis	X	
Larry Sebranek	X	
Virginia Wiedenfeld		Abstain
Gary A. Peters	X	

Zoning Administrator Bindl reported that there were no rezoning petitions to present and no rezoning petitions being recommended for denial by the Zoning and Land Information Committee.

Resolution No. 15-34 Relating To Creating Seven Additional Economic Support Specialist Positions At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Crofton, second by Bellman that Resolution No. 15-34 be adopted. Health and Human Services Director Patrick Metz answered questions. Motion by Clary, second by Van Vliet to amend the resolution to state “BE IT FURTHER RESOLVED that this Resolution shall expire when full funding from the State for these positions stops, and”. Motion carried on the amendment. Motion carried and resolution, as amended, declared adopted.

RESOLUTION NO. 15 – 34 (Amended)

A Resolution Relating To Creating Seven Additional Economic Support Specialist Positions At The Department Of Health And Human Services.

WHEREAS Richland County is a member of a seven-county regional group called The Capital Consortium and, starting April 1, 2015, Federal requirements will be that all able-bodied adults without dependents will be required to comply with work requirements, or obtain an exemption from them, in order to receive benefits under the Federal Food Security Act, and

WHEREAS this requirement will necessitate additional work associated with every Food Share applicant/recipient, of which currently there are 18,105 adults in the seven-county region, in order to determine that the work requirements are being met or that there is an exemption for each adult in the household, and

WHEREAS, in order to meet this new workload, it will be necessary for the Department of Health and Human Services to create seven additional Economic Support Specialist positions and fill one vacant Economic Support position and one vacant Economic Support Lead Worker position, for a total of nine positions, all which will be funded in full by the Wisconsin Department of Health and Human Services, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that seven additional Economic Support Specialist positions for the Department of Health and Human Services are hereby created, and

BE IT FURTHER RESOLVED that an emergency exists in accordance with Rule 24 (b) and (c) of the Rules of the Board which provides that any new full-time County position will only be considered by the County Board at its September session except in the case of an emergency, as determined by a 3/4th vote of those Supervisors present, thereby enabling the County Board to consider this Resolution, and

BE IT FURTHER RESOLVED that the updated job descriptions for the position of Economic Support Specialist and for the position of Economic Support Lead Worker, the original which are on file in the County Clerk's office, are hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall expire when full funding from the State for these positions stops, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after April 1, 2015.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Gaylord L. Deets	X	
Tom Crofton	X	
Larry Sebranek	X	
Robert L. Bellman	X	
Lewis G. Van Vliet	X	

Resolution No. 15-35 Increasing The Hours And Amending The Job Description Of The Early Intervention Special Educator At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Peters, second by Van Vliet that Resolution No. 15-35 be adopted. Motion carried and resolution declared adopted

RESOLUTION NO. 15 - 35

A Resolution Increasing The Hours And Amending The Job Description Of The Early Intervention Special Educator At The Department Of Health And Human Services.

WHEREAS it is necessary from time to time to change the hours worked and job descriptions of employees at the Department of Health and Human Services in order to meet the everchanging needs of that Department, and

WHEREAS it has been proposed that the hours worked per week of the position of Early Intervention Special Educator, a position held by Ms. Brean Dray, be increased from 28 to 35 and that the job description for that position be updated, and

WHEREAS it is provided in Rule 24 (a) and (c) of the Rules of the Board that any Resolution which results in an increase in compensation to any full-time or part-time non-elected County employee will be considered by the County Board only at its August or September session except in the case of an emergency as determined by a 3/4th vote of those Supervisors present, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now

presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the hours worked per week of the position of Early Intervention Special Educator (probation rate: \$19.08 per hour; rate after 6 months probation: \$19.53 per hour) is increased from the current 28 hours to 35 hours, and

BE IT FURTHER RESOLVED that the amended job description for this position, the original of which is on file in the County Clerk’s office, is hereby approved, and

BE IT FURTHER RESOLVED that an emergency exist in accordance with Rule 24 (c) of the Rules of the Board, thereby enabling the County Board can consider this Resolution at other than its August or September sessions, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period in June, 2015.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X
Lewis G. Van Vliet	X

Resolution No. 15-36 Creating One Additional Temporary/Casual Driver/Escort Position At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Gentes, second by Bellman that Resolution No. 15-36 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 36

A Resolution Creating One Additional Temporary/Casual Driver/Escort Position At The Department Of Health And Human Services.

WHEREAS the Aging and Disability Resource Center of the Department of Health and Human Services has received a 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program grant for the purpose of expanding and marketing Richland County’s growing Public Transit Program, and

WHEREAS the County must create one more Temporary/Casual Driver/Escort Driver position, up from the current 3, in order to comply with the terms of the grant, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for creating one additional Temporary/Casual Drivers/Escort Driver position in the Department of Health and Human Services, and

BE IT FURTHER RESOLVED that these positions can work up to 17 hours per week and receive no County benefits, and

BE IT FURTHER RESOLVED that an emergency exists in accordance with Rule 24 (b) and (c) of the Rules of the Board which provides that the County Board will only consider a Resolution which creates a new full-time or part-time County position at its September session except in the case of an emergency, as determined by a 3/4th vote of those Supervisors present, thereby enabling the County Board to consider this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Gaylord L. Deets	X	
Tom Crofton	X	
Larry Sebranek	X	
Robert L. Bellman	X	
Lewis G. Van Vliet	X	

Resolution No. 15-37 Approving The Purchase Of Office Equipment And Supplies To Accommodate The Staff Expansion At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Clausius, second by Wiedenfeld that Resolution No. 15-37 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 37

A Resolution Approving The Purchase Of Office Equipment And Supplies To Accommodate The Staff Expansion At The Department Of Health And Human Services.

WHEREAS the County Board has approved the creation of seven new Economic Support Specialist positions and the filling of a vacant Economic Support Specialist position and a vacant Economic Support Lead Worker position, for a total of nine positions, in order to meet the expanded workload of the Department of Health and Human Services, and

WHEREAS, in order to accommodate this expanded workforce, it will be necessary for the Department to purchase office equipment and supplies and Rule 18 of the Rules of the Board requires County Board approval of any purchase in excess of \$5,000, and

WHEREAS the Health and Human Services Board has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the following purchases at the following estimated cost:

1. From J Comp Technologies, 9 computers and licensing.....\$9,187.65

- 2. From CDW-G, 18 monitors and 9 headsets.....\$3,852.00
- 3. From Quill, 8 cubicle offices, 9 office chairs,
9 chair mats and office supplies.....\$12,740.00
- 4. Other estimated costs, bringing the total not to exceed.....\$33,000.00, and

BE IT FURTHER RESOLVED that the cost of these purchases will be paid from the \$599,547 which the County will receive from the Wisconsin Department of Health and Human Services to pay the cost of the expanded workforce in 2015, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE COUNTY BOARD
SUPERVISOR MEMBERS OF THE HEALTH AND
HUMAN SERVICES BOARD

	FOR	AGAINST
Larry Jewell	X	
Fred Clary		
Robert L. Bellman	X	
Virginia Wiedenfeld	X	
Donald Seep	X	
Linda Gentes	X	

Resolution No. 15-38 Approving Remodeling Vacant Space At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Peters, second by Kinney that Resolution No. 15-38 be adopted. Health and Human Services Director Patrick Metz explained that approximately 750 square feet of the vacant space in the Community Services Building is being remodeled. Motion by Seep, second by Wiedenfeld to amend the resolution to state that the cost of the two proximity door readers is “\$4,000.00” and that the total estimated project cost is “\$19,550.00”. Motion carried on the amendment. Motion carried and resolution, as amended, declared adopted.

RESOLUTION NO. 15 – 38 (Amended)

A Resolution Approving Remodeling Vacant Space At The Department Of Health And Human Services.

WHEREAS the County Board has approved the creation of seven new Economic Support Specialist positions and the filling of a vacant Economic Support Specialist position and a vacant Economic Support Lead Worker position, for a total of nine positions, in order to meet the expanded workload of the Department of Health and Human Services, and

WHEREAS, in order to accommodate this expanded workforce, it will be necessary for the Department to remodel vacant space in the Department’s building and Rule 18 of the Rules of the Board requires County Board approval of any purchase in excess of \$5,000, and

WHEREAS Rule 18 of the Rules of the Board requires County Board approval for any public works project, and

WHEREAS the Health and Human Services Board has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for remodeling the vacant space at the Health and Human Services building at the following estimated cost:

- 1. Woodland Consultants to develop plans\$2,500.00
- 2. Building permit.....\$ 300.00
- 3. Addition of wall and 2 doors.....\$4,750.00
- 4. Electrical and mechanical revisions.....\$2,500.00
- 5. Sprinkler system revisions.....\$2,500.00
- 6. Two proximity door readers.....\$4,000.00
- 7. Carpet 750 square feet.....\$3,000.00
- Total estimated project cost.....\$19,550.00

It is estimated that the total cost will not exceed.....\$20,000.00, and

BE IT FURTHER RESOLVED that the bidding statutes set forth at Wisconsin Statutes, section 59.52 (29) (a) must be complied with for this project, and

BE IT FURTHER RESOLVED that the cost of these purchases will be paid from the \$599,547.00 which the County will receive from the Wisconsin Department of Health and Human Services to pay the costs of the expanded workforce in 2015, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE COUNTY BOARD
SUPERVISOR MEMBERS OF THE HEALTH AND
HUMAN SERVICES BOARD

	FOR	AGAINST
Donald Seep	X	
Fred Clary		
Robert L. Bellman	X	
Virginia Wiedenfeld	X	
Linda Gentes	X	
Larry Jewell	X	

Resolution No. 15-39 Making A Budget Transfer In The Symons Natatorium's Account In The 2014 County Budget was read by County Clerk Vlasak. Motion by Turk second by Gentes that Resolution No. 15-39 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 39

A Resolution Making A Budget Transfer In The Symons Natatorium’s Account In The 2014 County Budget.

WHEREAS it is sometimes necessary for bookkeeping purposes for a budget transfer to be made in the previous year’s County budget, and

WHEREAS it has been recommended by the Symons Natatorium Board that \$1,210 be transferred from one fund to another in the Symons Natatorium’s account in the 2014 County Budget, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED that approval is hereby granted for transferring \$1,210 from the Swimming Pool Projects Fund (Fund #37) to the Swimming Pool Operating Fund (Fund #36) in the Symons Natatorium’s account in the 2014 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X

Resolution No. 15-40 Reclassifying The Position Of Real Property Lister was read by County Clerk Vlasak. Motion by Crofton, second by Bellman that Resolution No. 15-40 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 40

A Resolution Reclassifying The Position Of Real Property Lister.

WHEREAS the position of Real Property Lister will soon become vacant and advertised for due to the retirement of Paul Klawiter and it has been proposed that the position be reclassified, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the position of Real Property Lister is reclassified from Grade 9 in the Courthouse Union pay schedule (probationary rate: \$17.00 per hour; after probation rate: \$17.32 per hour) to Grade 17 in the County’s Job Classification and Salary Plan (probationary rate: \$17.32 per hour; after-probation rate: \$18.15 per hour) and

the new job description for this position, the original which is on file in the County Clerk's office, is hereby approved, and

BE IT FURTHER RESOLVED that an emergency exist in regard to this Resolution in accordance with Rule 24 (a) and (c) of the Rules of the Board thereby enabling the County Board may by a 3/4th vote of those Supervisors present, to consider this Resolution at other than its August or September sessions, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after the position becomes vacant.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X
Lewis G. Van Vliet	X

Resolution No. 15-41 Making Amendments To The Pine Valley Healthcare And Rehabilitation Center's Addendums To The Handbook Of Personnel Policies and Work Rules was presented to the Board. Motion by Van Vliet, second by Clary that Resolution No. 15-41 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 41

A Resolution Making Amendments To The Pine Valley Healthcare And Rehabilitation Center's Addendums To The Handbook Of Personnel Policies and Work Rules.

WHEREAS it is necessary for time to time for amendments to be made to Pine Valley Healthcare and Rehabilitation Center's addendums to the County's Handbook of Personnel Policies and Work Rules in order to meet the everchanging needs of Pine Valley, and

WHEREAS the Finance and Personnel Committee has carefully considered several proposed amendments and the Committee is presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that Pine Valley's addendums to the County's Handbook of Personnel Policies are hereby amended by adopting the following underlined words and repealing the following crossed-out words:

As to section E 11 under the heading "Terms and Conditions of Employment":

- 11. Performance Evaluations: All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 936 hours of actual work or be employed for six months to pass probation, whichever is greater. This will allow for review by the Administrator and Department Head for: successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 18 months from the probationary evaluation, on an annual basis.
*Evaluations forms used will be based off of Pine Valleys template and are specific to the employees

job description. The Administrator will be evaluated by the Pine Valley Board of Trustees. Pine Valley Department Heads will be evaluated by the Administrator. Department Heads will evaluate their staff. R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants. The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

As to section F 9 under the heading "Compensation and Fringe Benefits":

9. Overtime – Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over *8 hours per day or 80 hours in a pay period. Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

As to section F 10 under the heading "Compensation and Fringe Benefits":

~~In order to qualify for sick leave, an employee must have completed a probation period of employment with the County. Every full time employee will have accumulated six (6) sick days and every regular part-time employee will have accumulated three (3) sick days upon completion of probation period. Sick leave earned in other Richland County employment will carry over into this unit.~~

Days in Bank

~~0-6 An employee with 6 or less days of sick leave accrued can not use the sick leave to cover absences.~~

~~7-11 Employees with 7-11 days of accrued sick time will be paid for days other than the first day of a period of illness.~~

~~12 An individual with a minimum balance of 12 sick days will be paid for all, from the first day of illness, scheduled work days of sickness, but not to exceed the amount accrued.~~

As to section F 11 under the heading "Compensation and Fringe Benefits":

Vacation

~~Exceptions to the above cases may be granted by the Administrator.~~

As to section H I J under the heading "Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:

Hiring

- j. Applicants will complete Pine Valleys application which is available at the reception desk or online at: www.co.richland.wi.us.

As to section J 7 under the heading "Miscellaneous Personnel Provisions":

7. Weather Conditions – If employees are unable to report to work due to weather conditions they should notify their Supervisor. *If weather conditions improve employees should call to see if they should report to work. Days missed due to weather conditions, will be taken as vacation, personal day, sick day, or without pay if a paid benefit day is unavailable, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Gaylord L. Deets	X	
Tom Crofton	X	
Larry Sebranek	X	
Robert L. Bellman	X	
Lewis G. Van Vliet	X	

Resolution No. 15-42 Increasing The Work Hours Of The Assistant County Veterans Service Officer was read by County Clerk Vlasak. Motion by Bellman, second by Van Vliet that Resolution No. 15-42 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 42

A Resolution Increasing The Work Hours Of The Assistant County Veterans Service Officer.

WHEREAS the position of Assistant County Veterans Service Officer, which is held by Ms. Peggy Adank, is currently a 17.5 hour per week position and it has been proposed that the weekly hours for this position be increased to 35, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is granted for increasing the weekly hours of work of the position of Assistant County Veterans Service Officer from 17.5 to 35, and

BE IT FURTHER RESOLVED that an emergency exists in accordance with Rule 24 (a) and (c) of the Rules of the Board which provides that the County Board will only consider a Resolution which results in an increase in compensation to any full-time or part-time non-elected County employee at its August or September sessions except in the case of an emergency, as determined by a 3/4th vote of those Supervisors present, thereby enabling the County Board to consider this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall terminate when the County Veterans Service Officer position is filled.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Gaylord L. Deets	X	

Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X
Lewis G. Van Vliet	X

Resolution No. 15-43 Approving A Memorandum Of Understanding With The Union In The Sheriff's Department was read by County Clerk Vlasak. Motion by Clary, second by Kinney that Resolution No. 15-43 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 43

A Resolution Approving A Memorandum Of Understanding With The Union In The Sheriff's Department.

WHEREAS it is sometimes necessary for the County and the Sheriff's Department Union to enter into a memorandum of understanding for the purpose of setting forth in writing minor administrative matters that do not necessitate any change in the language of the parties' labor agreement, and

WHEREAS the parties have tentatively entered into a Memorandum of Understanding regarding certain matters and the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Memorandum of Understanding between the County and Sheriff's Department Union, the original of which is on file in the County Clerk's office, and

BE IT FURTHER RESOLVED that this Memorandum of Understanding covers the following topics:

- Task Force Officer reference is removed;
- Current Task Force Officers are now called deputy sheriffs;
- Swingperson reference is removed and replaced with Swing Shift and moved to Road Deputy section where the shifts are described;
- Effective date of wage increases is changed from date specific to pay period;
- Effective date of employee payment of their share of retirement is also changed from date specific to pay period, and

BE IT FURTHER RESOLVED that the County Board Chair and the County Clerk are hereby authorized to sign this Memorandum of Understanding on behalf of the County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X
Lewis G. Van Vliet	X

Resolution No. 15-44 Making Amendments To The County’s Handbook Of Personnel Policies and Work Rules was presented to the Board. Motion by Peters, second by Bellman that Resolution No. 15-44 be adopted. Discussion followed. Motion carried and resolution declared adopted.

RESOLUTION NO. 15 - 44

A Resolution Making Amendments To The County’s Handbook Of Personnel Policies and Work Rules.

WHEREAS it is necessary from time to time for the County’s Handbook of Personnel Policies and Work Rules to be amended to meet the everchanging needs of County Government, and

WHEREAS the Financial and Personnel Committee has considered several proposals to the Handbook and the Committee is presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County’s Handbook of Personnel Policies and Work Rules is amended by adopting the following underlined language and repealing the following crossed-out language:

Under the “Definitions” section:

AMBULANCE/EMERGENCY GOVERNMENT OFFICE
Advanced Emergency Medical Technician (Created 12-9-14- Res. # 149)

HEALTH AND HUMAN SERVICES
Nutrition Program Coordinator (Created 3-18-14 Res. # 44)

VETERANS SERVICE OFFICE
Assistant Veterans Service Officer (Created 12-9-14 Res. #157)
~~Clerical Assistant II~~ (Deleted 12-9-14 Res. # 157)

Under the “Terms and Conditions of Employment” section:

Outside Employment

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

Under “Compensation and Fringe Benefits” section:

Dental Insurance

The County pays half of the full-premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees.

Sick Leave

~~In order to qualify for sick leave, an employee must have completed a satisfactory probationary period. Every full-time employee will have accumulated six (6) sick days and every part-time employee will have accumulated three (3) sick days upon completion of the probationary period.~~

Under "Hiring and Employment Considerations" section:

1. Hiring for Long-Term Vacancies (90 days or longer): ~~Upon written or verbal notice of a vacancy, then:~~ Whenever it appears to a department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:
 - a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.
 - b. The County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum, in which the job is briefly described the job position, necessary qualifications, the salary range and where and how to apply for the position
and include the sentence that the County is an equal opportunity employer is set forth and written applications are solicited. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
 - c. The Department Head or designee and the applicable board or committee or board in whose Department the vacancy exists, shall may interview from among those applicants who appear from their written applications to be qualified for the job;
 - d. Skills testing ~~will be is~~ required for all positions ~~to include but not limited to math calculations, written communication, and use of computer.~~ The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from their supervisory committee and the Finance and Personnel Committee to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
 - e. ~~Applicants may be subject to a background check~~ Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
2. Hiring for Temporary Vacancies (Less than 90 days): ~~Whenever it appears to the Department Head that thea job position within the department of a County employee will be vacant for a period of less than 90 days, then the Department Head, with the approval of the chairperson of the Department Head's supervisor committee, may hire a limited term employee on an emergency basis to fill that position not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee to expire when the employee returns to their position or the position has been filled, with approval of the Chairperson of the Department~~

~~Head's supervising Committee and with~~ The Department Head shall also give written notice to the Finance and Personnel Committee and to the County Clerk when filling a vacant position with a limited term employee. a All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

Probation Period

County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration.

3. Probationary employees may be terminated at any time at the discretion of the ~~Employer~~ Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

Discipline, Suspension or Dismissal of an Employee

5 d. The department head shall not have the authority to terminate a non-probationary employee.

Resignation/Retirement

7. Employees shall submit upon resignation or retirement a letter indicating their last day of work. The supervising committee for the department in which the employee works shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

Under the "Reimbursements" section:

3. Mileage: Mileage for county related business will be reimbursed at the ~~IRS~~ same rate in effect when the miles were driven as the rate set by the State as mileage reimbursement to its employees. This reimbursement change from the IRS rate to the State rate is effective with miles driven April 1, 2015 and thereafter.

Under the "Personnel Miscellaneous Provisions" section:

Use of Computers, Software and Internet

County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick

X

Fred Clary	X
Gaylord L. Deets	X
Tom Crofton	X
Larry Sebranek	X
Robert L. Bellman	X
Lewis G. Van Vliet	X

Health and Human Services Director Patrick Metz and Regional Aging and Disability Resource Center Manager Rebecca Dahl reported on the 2015-2017 Governor’s Budget impact on Aging and Disability Resource Centers and Family Care.

Motion by Seep, second by M. Marshall to adjourn to Tuesday, April 21st at 10:00 a.m. Motion carried.

STATE OF WISCONSIN)
)
 COUNTY OF RICHLAND)

I, Victor V. Vlasak, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the March session held on March 17, 2015.

Victor V. Vlasak
 Richland County Clerk