

## **FINANCE AND PERSONNEL COMMITTEE**

October 3 2017

The Finance and Personnel Committee met on Tuesday, October 3, 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.

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

Others present included: Victor Vlasak, County Clerk, 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 County web site and a copy was faxed to The Richland Observer.

Motion by Marshall, second by Gentes that the agenda, as amended, be approved. Motion carried.

Barb Scott, MIS Director, addressed the Committee and explained that an additional server controller is needed because the current server capacity and load is at a critical point. Currently there are 23 servers on the virtual box. These servers are divided between two controllers. When the project was started fifteen servers were projected. If one of the controllers fails, the other controller picks up the servers that are housed there. At this point, one controller can no longer handle the load. The result would be a total shutdown for County departments. The lowest cost of \$14,241.28 for the additional server controller was received from JComp. Partial funding is available from the MIS budget. Motion by Sebranek, second by Seep to present a resolution for approval to transfer funds from the Contingency Fund to the MIS budget and for approval to purchase the server controller from JComp. Motion carried.

The Committee received a request that two Sheriff's Department employees be allowed to carryover unused vacation time. The Sheriff's Addendum states that "Vacation shall not be carried over from year to year unless an employee has been prevented from taking his/her vacation by direction of the Employer". The request is to allow Ken Moe to carry over 8.5 hours and Sue Curtis to carry over 37 hours. Motion by Seep, second by Sebranek that the request be approved. Motion carried.

Adam Hady addressed the Committee regarding reducing the hours worked per week by the holder of the Extension Administrative Secretary position. In the proposed 2018 Extension budget, the position would be reduced from 35 hours per week to 28 hours per week. The person in the position will not be taking the family health insurance plan in 2018. Motion by Marshall, second by Sebranek to present a resolution for approval to reduce the hours of the Extension Administrative Secretary position from 35 hours per week to 28 hours per week. Motion carried.

The Extension Clerical Assistant II position was discussed. At a previous Finance and Personnel Committee meeting discussion took place regarding eliminating the Clerical Assistant II position and increasing the hours worked by the holder of the Administrative Secretary position from 35 hours per week to 40 hours per week. No action was taken on the discussion.

Positions in the District Attorney's office of Legal Assistant, Victim Witness Coordinator/Legal Secretary and Clerical Assistant were discussed. The proposed 2018 budget eliminates the Clerical Assistant position and increases the hours worked by the holders of the Legal Assistant and Victim Witness Coordinator/Legal Secretary positions from 35 hours per week to 40 hours per week. Motion by Marshall, second by Seep to present a resolution for approval of the changes proposed in the 2018 District Attorney's budget. Motion carried.

The Committee discussed the reduction of hours worked per week proposal in the 2018 budget for the position of Clerical Assistant II in the Child Support Agency. The proposal would reduce the eligibility of the holder of the position to have coverage under the County's group health insurance plan. Motion by Bellman, second by Sebranek to present a resolution for approval to reduce the hours worked by the holder of the Child Support Agency Clerical Assistant II position from 20 hours per week to 17 hours per week. Motion carried.

Discussion took place regarding the levy reduction to Pine Valley being proposed in the 2018 budget. The proposal would reduce the 2018 levy for Pine Valley from \$226,631.00 to \$126,631.00. Clary explained the importance of maintaining Pine Valley's cash balance in relation to the County's overall cash flow and the annual cost of institutional placements. The entire 2018 principal and interest payments on the debt for the new Pine Valley facility would be levied out to tax payers.

Discussion took place regarding reducing the 2018 levy request by the Sheriff's Department. Sheriff Bindl noted that any reductions in the proposed 2018 levy for the Sheriff's Department budget will result in budget overruns. No reductions were made in the proposed 2018 Sheriff's Department budget.

The Committee continued the formulation of the 2018 budget

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- Neighborhood Housing Services funding was reduced from \$15,000 to \$7,500;
- Economic Development funding was increased from zero to \$7,500;
- Fair Donation Funds of \$25,245.00 will be allocated to the Fair Fund to offset the levy;
- The Health and Human Services 2018 levy request was reduced by \$40,000;
- The Coroner's anticipated fees were increased from \$4,700 to \$10,000;
- The Health Insurance Deductible Fund levy was changed to \$200,000;

Motion by Sebranek, second by Bellman to present the proposed 2018 budget to the County Board for approval. Motion carried.

Motion by Sebranek, second by Bellman to adjourn. Motion carried.

Victor V. Vlasak  
Richland County Clerk