

## **FINANCE AND PERSONNEL COMMITTEE**

May 8, 2018

The Finance and Personnel Committee met on Tuesday, May 8, 2018, 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: Marty Brewer, Linda Gentes, Jeanetta Kirkpatrick, Shaun Lopez-Murphy, Buford Marshall, Larry Sebranek and Don Seep.

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

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.

Nominations were opened for Chair of the Finance and Personnel Committee. Motion by Sebranek, second by Marshall that Kirkpatrick be nominated as Chair of the Committee. Motion by Sebranek, second by Marshall that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Kirkpatrick as Chair of the Finance and Personnel Committee. Motion carried.

Nominations were opened for Vice Chairman of the Finance and Personnel Committee. Motion by Marshall, second by Sebranek that Brewer be nominated as Vice Chairman of the Committee. Motion by Marshall, second by Sebranek that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Brewer as Vice Chairman of the Finance and Personnel Committee. Motion carried.

Motion by Gentes, second by Sebranek that the County Clerk be appointed as Secretary of the Finance and Personnel Committee. Motion carried.

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

Motion by Seep, second by Lopez-Murphy for approve of the printed copies of the March 6<sup>th</sup> meeting. Motion carried.

Veteran Service Officer Karen Knock requested approval for Joanne Scribbins, Veterans Benefit Specialist, to work a 35 hour work week when Ms. Knock is out of the office for military duty. Currently Ms. Scribbins works 20.5 hours per week. Motion by Seep, second by Sebranek that the request be approved. Motion carried.

Highway Commissioner Bill Condon requested that Roger Gander, Highway Department Patrol Superintendent be placed at \$26.32 (Grade K, Step 3) in the Wage Structure during his probationary period and \$26.90 (Grade K, Step 4) in the Wage Structure after completion of his probationary period (5/21/18). Mr. Gander transferred from the position of Equipment Operator to the position of Patrol Superintendent on February 21, 2018. At that time, the wage rate from the Salary Grade system for Patrol Superintendent was \$25.26 probationary rate and \$26.49 after probation rate. Motion by Brewer, second by Sebranek to present a resolution for approval to pay Mr. Gander \$26.90 (Grade K, Step 4) after the completion of his probationary period. Motion carried.

Highway Commissioner Condon request that Ceresa Rose, Highway Clerk, be paid at \$20.24 at the end of her probationary period of employment (5/20/18) based on the Highway Wage Schedule that was in place at the time of her hiring. The Highway Clerk position is placed at Grade F in the Wage Structure. The position will be paid at a rate higher than Grade F Step 8 of the Wage Structure. Motion by Brewer, second by Sebranek to present a resolution for approval to pay Ms. Rose \$20.24 at the end of her probationary period. Motion carried.

Commissioner Condon noted that the Highway Addendum will need to be changed to remove current language from the Addendum which states that Highway Department new hires “shall earn 5% less per hour while on probation”. Adoption of the new Wage Structure places new hires at Step 1 and at Step 2 after completion of the probationary period.

Commissioner Condon noted that the Highway Seasonal Worker needs to be placed at Grade B Step 1 to be at a competitive rate with surrounding counties.

Commissioner Condon noted that Step 1 for new hires at the Highway Department is not a competitive rate.

Motion by Seep, second by Gentes to present a resolution for approval of amendments to the Pine Valley Addendum to the Handbook of Personnel Policies and Work Rules removing language regarding accrued sick leave payouts at the time of an employee’s retirement and the use of unused sick leave time at the time of an employee’s retirement for payment towards health insurance premiums. Motion carried.

Motion by Lopez-Murphy, second by Sebranek to present a resolution for approval to amend the Handbook of Personnel Policies and Work Rules and to amend the Pine Valley Addendum to the County’s Handbook of Personnel Policies and Work Rules to place an asterisk after the Nursing Supervisor Position for the CBRF indicating that the position is exempt from the Federal Fair Labor Standards Act. Motion carried.

Motion by Gentes, second by Lopez-Murphy approving the Barracuda Message Archiver 350 three year energize updates renewal at a cost of \$3,622.00. Motion carried.

Barb Scott, Management Information Systems Director, addressed the Committee regarding the updated Computer Policy that was approved by the County Board on March 20,

2018. The updated Policy has not been distributed to department heads. New employee orientation and enforcement of the Policy was discussed.

Motion by Lopez-Murphy, second by Sebranek for approval for the Fair and Recycling Committee to apply for and accept either an Outdoor Recreation grant or a Knowles-Nelson Stewardship Property Development grant from the Wisconsin Department of Natural Resources, for the road project to the new kayak port at the Richland County Fairgrounds. Motion carried.

Denise Lins, Symons Recreation Complex Director, addressed the Committee regarding the creation of a workplace wellness program. One of the benchmarks from the Wellness Council of American is the collection of data from employees using corporate culture audits, health risk appraisals, and knowledge and interest surveys. This data will reveal specific areas of employee health needs and interests. Motion by Sebranek, second by Seep supporting the creation of the program. Motion carried. A presentation will be made to the full County Board to see if there is support by the County Board for the creation the program.

Denise Lins addressed the Committee requesting approval to use the Symons Capital Improvement Fund to replace the Symons Recreation Complex parking lot. The estimate cost is \$30,000.00 to remove the current blacktop, provide gavel base where needed and then apply new blacktop. Specifications for the project would need to be developed and the project advertised for bids. Half of the estimated cost (\$15,000.00) would come from the Symons Recreation Complex Capital Improvement Fund that is maintained by the city of Richland Center. Motion by Brewer, second by Lopez-Murphy to present a resolution for approval of the project and the use of up to \$15,000.00 from the Symons Capital Improvement Fund to pay for the project. Motion carried. The current balance in the Symons Capital Improvement Fund is \$36,987.67.

Committee members received copies of the adopted wage structure. Included in the handout are the positions which were not part of the wage study. The positions have been placed next to the Grade which closely relates to the rate per hour currently being paid to people in those positions. The wage structure with Grades E thru R have been approved by the County Board. New employees start at Step 1 and proceed to Step 2 after successfully completing their probationary period of employment.

Motion by Brewer, second by Gentes to present a resolution for approval of the following changes to the County Wage Structure and Pine Valley Wage Structure. Motion carried.

- Added to Grade K the Health and Human Services Alcohol and Drug Abuse Substance Abuse Counselor Position;
- Added to Grade K the Health and Human Services Juvenile Justice Lead Worker position;
- Change the HHS Juvenile Lead Worker job title to Children Protective Services/Juvenile Justice Supervisor at Grade L;
- Add temporary, part-time and casual employees at the recommended grades on the County Wage Structure;
- Add the Medication Aid (formerly titled Nurse Tech) to Grade E on the Pine Valley wage structure.

Chairman Kirkpatrick reviewed the wage study appeal process. The information for the appeal process has been received from Carlson Dettmann. A letter will be going out to department heads along with the packets of information. The information in the packets is to be read and a decision made on proceeding with the appeal. All packets are to be returned to the County Clerk's office by May 25<sup>th</sup>. Appeals will then be forwarded to Carlson Dettmann for review.

The establishment of a Health Reimbursement Account for payment of a portion of employees' single/family deductible was discussed. Resolution No. 16-150 transferred funds totaling \$519,810.10 from various funds to the Health Reimbursement Account. In conducting the 2017 audit, the auditors have decided that deductible reimbursements must be charged back to the department in which the employee works.

Chairman Kirkpatrick reported that the Civil Rights Compliance Plan has been completed. There will be training that department heads can be directed to take.

Fire call claims from the Town of Sylvan were reviewed. One fire call bill is for \$600.00 for Shannon Tulley and another fire call bill is for \$1,400.00 for Mark Larson. Wisconsin Statutes, section 60.557 requires the County to reimburse the Town up to \$200 for the cost of a fire call involving an accident on a County Trunk Highway. Motion by Seep, second by Marshall to present a resolution for approval to pay \$200.00 for each claim. Motion carried.

Copies of reports as of April 30, 2018 for the Cash Trial Balance, Investments and Cash Balance History were distributed to Committee members for review.

Motion by Brewer, second by Marshall to adjourn to Tuesday, June 5, 2018 at 9:00 a.m. Motion carried. The meeting adjourned at 12:30 p.m.

Victor V. Vlasak  
Richland County Clerk