

## **FINANCE AND PERSONNEL COMMITTEE**

June 5, 2018

The Finance and Personnel Committee met on Tuesday, June 5, 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: Jeanetta Kirkpatrick, Marty Brewer, Linda Gentes, Shaun Lopez-Murphy, Buford Marshall, Larry Sebranek and Don Seep.

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

Chairman Kirkpatrick called the meeting to order.

Chairman Kirkpatrick opened the Tax Deed sale.

Village of Cazenovia Parcel # 111-1300-0822 was appraised at \$20,000.00. No written or oral bids were received on the parcel. Motion by Sebranek, second by Marshall to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

Village of Yuba Parcel # 196-0636-1400 was appraised at \$30,000.00. No written or oral bids were received on the Parcel. Motion by Marshall, second by Seep to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

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 Brewer, second by Marshall to approve the agenda, as amended. Motion carried.

Motion by Gentes, second by Brewer to approve the printed copies of the minutes for the May 8<sup>th</sup> meeting. Motion carried.

Chris Glasbrenner, Pine Valley Human Resources Director, addressed the Committee requesting approval for the creation of a Lead Cook position for Pine Valley Community Village. In 2017 the position was outsourced. The information on the proposed position has been sent to Carlson Dettmann Consulting for a wage structure placement recommendation. Motion by Seep, second by Sebranek to present a resolution to the County Board for approval to create the position and for approval of the job description. Motion carried.

Glasbrenner addressed the Committee recommending an amendment to Resolution No. 14-122 which established an incentive pay program for on-call nursing staff at Pine Valley. An amendment is needed now that the new wage structure has been adopted. The proposed amendment would tie the incentive pay to a specific step in the Pine Valley wage structure. The

proposed added language to Resolution No. 14-122 (Amended) would define “the highest rate of pay for this position” as follows: For Medication Aides (formerly called Nurse Technicians) the Step 4 wage, for Licensed Practical Nurses the Grade F Step 6 wage of \$20.28 and for Registered Nurses the Grade I Step 4 wage of \$26.17. Motion by Sebranek, second by Seep to present a resolution to the County Board for approval of the amendment. Motion carried.

Darin Gudgeon, Emergency Medical Services Director, addressed the Committee requesting approval for the Joint Ambulance Committee to purchase a used ambulance using the remaining funds in the New Ambulance Fund and funds in the Ambulance Service Fund. The purchase price is estimated at \$25,000 to \$30,000. Motion by Sebranek, second by Marshall to present a resolution to the County Board for approval to grant authority to the Joint Ambulance Committee to purchase a used ambulance. Motion by Seep, second by Marshall to amend the motion to state that authority would be granted subject to the Corporation Counsel’s opinion on the legality of not using the bidding process. Motion carried on the amendment. The original motion carried, as amended.

Chairman Kirkpatrick provided an update on action take in 2015 by the Property, Building and Grounds Committee to drawn up plans for a three phase remodeling of the original courthouse structure to address security concerns. The issue will be discussed at the next meeting of the Property, Building and Grounds Committee.

The Committee discussed amending the Handbook of Personnel Policies to remove the requirement that advertisements for applicants for vacant positions include the starting salary for the position. Motion by Lopez-Murphy, second by Gentes to present a resolution to the County Board for approval to amend the Handbook and remove the requirement. Motion carried.

Chairman Kirkpatrick provided an update on the appeals that have been received regarding placements on the new Wage Structure.

Amber Muckler, Sheriff’s Department Office Manager, addressed the Committee requesting amendments to the Sheriff’s Addendum of the Handbook of Personnel Policies and Work Rules by removing language no longer needed now that the new Wage Structure has been adopted. Motion by Seep, second by Brewer to present a resolution to the County Board for approval of the amendments. Motion carried. The proposed amendments are as follows:

1. Paragraph 26 entitled “Hourly Rates of pay not currently in the county salary schedule” is repealed;
2. Paragraph 28 entitled “Step Increases” is amended by repealing the following crossed-out words:
  28. Step Increases:
    - a. New employees, upon completion of their initial probationary period, shall advance one step in their classification pay range ~~and an additional one step each eight (8) months thereafter until a maximum has been reached.~~
    - b. When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is

equal to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. ~~Upon promotion to the appropriate step, the employee will advance an additional one step each eight (8) months thereafter until the maximum has been reached.~~ Any change in a position classification must be approved by the Employer.

Motion by Lopez-Murphy, second by Marshall to approve the request that Aaron Wallace be granted an extension to use nine days of accrued vacation time. Motion carried.

Carla Doudna, Fair and Recycling Coordinator, addressed the Committee requesting an appropriation in the amount of \$63.92 to cover costs of the clean sweep event that were not covered by the grant. Motion by Seep, second by Marshall to present a resolution to the County Board for approval to transfer the funds from the Contingency Fund to cover the deficiency. Motion carried.

Doudna addressed the Committee requesting approval to apply for a \$3,000 grant from Compeer Financial Corporation to be used for the repair of barns and fence lines and/or screening replacements. The work is to be completed this year. Motion by Sebranek, second by Marshall to present a resolution to the County Board for approval to apply for and accept the grant. Motion carried.

Lopez-Murphy addressed the Committee regarding Ordinance No. 86-6 which sets forth the duties of the Administrative Coordinator and Ordinance No. 88-3 which names the County Clerk as the Administrative Coordinator of the County. A handout was distributed to Committee members on criteria developed by the Government Finance Officers Association regarding the development and presentation of the annual County budget. Discussed were the duties of the Administrative Coordinator, the process for the development of the budget and the conducting of employee surveys and exit interviews.

Motion by Marshall, second by Brewer to present a resolution to the County Board for approval of the updated County Civil Rights Compliance Plan and Letter of Assurance which covers the years 2018, 2019, 2020 and 2021. Motion carried.

Chairman Kirkpatrick provided an update on the Department Head meeting that took place on May 25<sup>th</sup>.

Copies of the May 31<sup>st</sup> reports on the Cash Trial Balance, Investments and Cash Balance History were distributed to Committee members.

Motion by Lopez-Murphy, second by Sebranek to adjourn to Tuesday, July 3<sup>rd</sup> at 9:00 a.m. Motion carried.

Victor V. Vlasak  
Richland County Clerk