

FINANCE AND PERSONNEL COMMITTEE

March 5, 2013

The Finance and Personnel Committee met on Tuesday, March 5, 2013, 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, Bob Bellman, Fred Clary, Tom Crofton, Gaylord Deets, Bob Holets, and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Judge Andrew Sharp; Jennifer Harper, District Attorney; Stacy Kleist, Clerk of Circuit Court; Michael Bindl, Zoning Administrator; Sandra McNamer, Register in Probate; Barb Scott and Jason Marshall, Management Information Systems Department; Chris Glassbrenner, Pine Valley Human Resources Director; Tracy Gobin, Symons Recreation Complex Assistant Director; and Bob Frank, Road Patrol Lieutenant.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent either by mail or email to all Committee members, a copy was posted on the Courthouse Bulletin Board, a copy was faxed to The Richland Observer; and copies were sent by e-mail to WRCO, Wisconsin Public Radio and to all County Department Heads.

Motion by Holets, second by Crofton to approve the agenda, as amended, with the addition of six agenda items.

Motion by Van Vliet, second by Crofton to approve the printed copies of the minutes for the February 26th meeting. Motion carried. Copies of the minutes were emailed to all Department Heads on February 26th.

Tracy Gobin addressed the Committee requesting an extension of time to have the temporary position of Maintenance Supervisor at the Symons Natatorium. Jim Burke, who is off work due to injury, does not have his next doctor's appointment until March 27th. Initially it was thought that the temporary position would not be needed after April 17th. Motion by Holets, second by Bellman to extend the temporary position an additional 90 days beyond the April 17th date. Motion carried.

The Committee discussed per diem, mileage, meals and lodging reimbursement policies for members of boards, committees or commissions. The agenda item was referred from the Rules and Resolutions Committee because citizen members serving on boards, committees or commissions have been receiving their per diem, mileage and expense reimbursements based upon the language in the Rules of the Board. Finance/Personnel Committee members felt that the Rules and Resolutions Committee could determine the reimbursements for both County Board members and citizen members.

The agenda item regarding limiting conference attendance by members serving on boards, committees or commissions was referred back to the Rules and Resolutions Committee for action.

Jennifer Harper addressed the Committee regarding the clerical position which is divided between the Register in Probate's office and the District Attorney's office. The holder of the position, Nancy Schoepp, has given notice of her intention to retire from the position effective April 1st. Ms. Harper expressed concern about a separation of powers issue with the structure of the current position. Ms. Harper is requesting the elimination of the full-time position and the creation of two part-time positions. One half-time position would be for the District Attorney's office and the second half-time position would be for the Register in Probate's office. Motion by Clary, second by Holets to present a resolution for approval to eliminate the current full-time position; create a part-time position for the District Attorney's office at Grade 12 in the Salary Grade system; create a part-time position for the Register in Probate's office at Grade 12 in the Salary Grade system; and that new job descriptions be developed for each of the proposed part-time positions; with the requirement that the same person not occupy both of the newly created part-time positions. Motion carried. The Finance/Personnel Committee will meet prior to the March 19th County Board meeting to review the job descriptions for the two part-time positions.

Judge Sharp addressed the Committee requesting approval to conduct emergency drills with courthouse employees. The drills would be conducted after normal business hours when the public is no longer in the building. Motion by Clary, second by Van Vliet to authorize the request to conduct emergency training for the entire courthouse staff, with the understanding that the training may result in compensation for the participating employees. Motion carried.

Bob Frank presented the following invoices for payment from the 911 Outlay. Motion by Van Vliet, second by Holets to present a resolution for approval to pay the invoices from the 911 Outlay. Motion carried.

- \$ 400.00 to Arcview for Mapping,
- \$17,091.00 to Spillman for system software expenses;
- \$ 1,230.00 for tower installation of a mark repeater at the WRCO tower site;
- \$ 1,912.60 for a "store and forward" unit to test out the signal strength of the pages off the WRCO tower;
- \$ 3,969.80 to microDATA for annual support and maintenance.

Barb Scott addressed the Committee regarding the costs to the Management Information Systems budget of building and supplying computer equipment to County departments. The implementation of the ticket system for the Courthouse Maintenance Department required the purchase of a new computer and server for that department. The cost of the equipment came from the MIS budget. The Finance and Personnel Committee indicated that the MIS department should continue to cover the costs of building the computers and servers for the departments. Any funding shortages in the 2012 MIS budget should be brought back to the Finance and Personnel Committee. The Committee indicated that funding would be included in the 2014 MIS budget to cover the costs of keeping an inventory of parts for building computers for departments.

Barb Scott addressed the Committee regarding the requirement in the County's Computer Policy that computer passwords be changed every 180 days. Motion by Crofton, second by Holets that MIS be empowered to create a secure password system. Motion carried.

The Committee discussed recommendations from Corporation Counsel Southwick regarding the use of realtor listings to sell property taken under the Tax Deed process. Clary indicated that he would contact local realtors and invite them to attend the March 26th Finance and Personnel Committee meeting.

The Committee discussed notice received of outstanding real estate taxes and interest charges on the Gotham parcel which was deeded to the County. Motion by Clary, second by Van Vliet to present a resolution for approval to write-off the outstanding taxes and interest on the parcel. Motion carried.

Motion by Clary, second by Van Vliet to approve the request from the UW-Richland Committee to make various line item transfers in the 2013 UW-Richland Outlay budget for expenditures which exceeded the budgeted amounts. Motion carried.

Committee members were given information on requirements which take effect on April 1, 2013, relating to the licensing and registration of electricians.

The Committee reviewed a report of compensatory time from 2012 accumulated by non-union employees in the Sheriff's Department and not used as of the February 22nd pay period. Chairman Kirkpatrick noted language in the Handbook of Personnel Policies requiring the pay out of compensatory time if it is not used by the end of the calendar year in which it was generated. Sheriff Berglin explained that he has attempted to get staff to work down their accumulated comp time. Motion by Van Vliet, second by Crofton to follow the language in the Handbook and pay out the compensatory time from 2012 which has not been used. Motion carried.

The Committee discussed the application of the .75¢ per hour wage increase to the salaried position of Family Court Commissioner. Clary noted that the position is listed as part-time in the Salary Grade system. Motion by Holets, second by Bellman to increase the annual salary of the Family Court Commission by \$682.50 based upon the part-time status of 18.5 hours per week. Motion carried.

The next meeting is scheduled for March 26th at 9:00 a.m. to meet with realtors and for discussion of the salary schedule. The next regularly scheduled meeting will take place on April 2nd at 9:00 a.m.

Motion by Deets, second by Bellman to adjourn. Motion carried. The meeting adjourned at 10:37 a.m.

Victor V. Vlasak
Richland County Clerk