

## FINANCE AND PERSONNEL COMMITTEE

October 4, 2016

The Finance and Personnel Committee met on Tuesday, October 4, 2016, 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, Fred Clary, Bob 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 a copy was faxed to The Richland Observer.

Motion by Clary, second by Marshall that the agenda be approved. Motion carried.

Bill Moilien, Auditor with Johnson Block & Company, presented the 2015 audit. The opinion on the financial statements is an unmodified opinion that the financial statements are free of any misstatements. An audit exit conference was held with the Pine Valley Trustees. The auditors prepared the regulatory report for 2015 that is filed with the Wisconsin Department of Revenue. Financial highlights included:

- Governmental funds total fund balance decrease of \$1,070,665.
- General fund balance decrease of \$1,093,208.
- The 12/31/15 General Fund balance of \$2,361,396 represents approximately two months of expenditures.
- Tax certificates at 12/31/15 total \$786,392 compared to \$835,508 in 2014.
- County sales tax revenues totaled \$1,046,125 in 2015 compared to \$1,048,008 in 2014.
- The County complied with state imposed tax levy limits.
- Two loans were issued in 2015 totaling \$11,500,000 to finance the Pine Valley construction project.
- Pine Valley experienced an operating loss in 2015 of \$43,156 after the receipt of the \$243,689 tax levy and \$755,900 of supplemental payments.

Other items reviewed included:

- Statement of revenues, expenditures and changes in fund balances – governmental funds.
- Budgetary comparison schedule – General fund.
- Governmental fund balances, revenues and expenditures.
- Property tax, taxes receivables, equalized values and county sales tax revenue trends.
- Changes in long-term obligations.

One audit recommendation is that all departmental cash accounts be monitored by submitting monthly statements to the County Treasurer. Another recommendation is that the expenditures for institutional costs be accounted for directly in the children and adult institutional cost funds.

Motion by Bellman, second by Sebranek that the Committee go into closed session under Section 19.85 (1) (b) (c) and (f) of the Wisconsin Statutes regarding the employment of a government employee and that the County Clerk and Emergency Medical Services Director Darin Gudgeon remain for the closed session. Motion carried.

Closed session.

Motion by Gentes, second by Marshall to return to open session. Motion carried.

Emergency Management Director Darin Gudgeon and Neighborhood Housing Services Executive Director Bill Reinke addressed the Committee requesting approval to partner on the CDBG EAP Program to assist residents who sustained damages to their homes as a result of the recent flooding. The County would be the applicant and record keeper and NHS would be the project administrator. The \$500,000 grant application would be for individuals or private only with the focus on homes that have sustained damage. Motion by Sebranek, second by Marshall to approve the collaboration of the Emergency Management Department and NHS on a CDBG grant. Motion carried.

Symons Recreation Complex Director Denise Hanold addressed the Committee requesting approval to use capital improvement funds. Hanold explained that when the 1998 addition was made to the facility, the system was designed for the needs at that time. In 1998 there 14,000 visits per year to the weight room. In 1995 visits totaled more than 41,000. The cooling load has increased due to the amount of people going through the facility. The current system is now undersized. Each year there are problems resulting in repair costs to the system because of the cooling load. Bob Silva of Precision Controls brought in an engineer to recommend changes. The estimated cost of the recommended changes is between \$25,000 to \$30,000. Denise will also be addressing the City Council to request that they cover half of the cost using monies available in their capital improvement fund. Motion by Seep, second by Gentes to approve allocating an amount not to exceed \$15,000 from the Symons Capital Improvement Fund for the County's half of the cost of the project. Motion carried.

Hanold asked if a subcontractor can be a volunteer and be covered under the County's liability insurance for providing programming at no cost at the Symons Recreation Complex. Clary noted that if they are running a separate business as a subcontractor, they cannot be covered under the County's liability policy.

Road Patrol Lieutenant Bob Frank addressed the Committee requesting approval to amend Sheriff's Department Ordinance No. 1989-7 to allow flexibility in hiring male or female jailer/dispatchers as the needs of the department dictate. The current ordinance allows for a specific number of male jailer/dispatchers and a specific number of female jailer/dispatchers. Frank noted that Department of Correction rules dictate the number that must be on the floor. Motion by Seep, second by Marshall to approve amending the ordinance to allow for five male jailer/dispatchers, five female jailer/dispatchers and three either male or female jailer/dispatchers. Motion carried.

The Committee discussed the Unity Retiree Policy that will become an addendum to the Unity Health Insurance Policy. Under the addendum the retired employee may remain on the health plan until the end of the calendar year in which they are eligible for Medicare or the end of the calendar year the retired employee has used up all accumulated sick leave funds, whichever comes first. Motion by Seep, second by Bellman to approve the addendum and authorize the County Clerk's signature the addendum. Motion carried.

The Committee discussed changes to the section of the Handbook of Personnel Policies regarding the health insurance now that the County has withdrawn from participation in the Wisconsin Public Employers Group Health Insurance and is switching to Unity for employee health insurance coverage. The Handbook would be amended by repealing the following crossed-out words and adopting the following underlined item:

~~Except as to health insurance, the provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section. As per state statute, Wisconsin Retirement System hours of eligibility (currently 1,200 hours) will determine employee participation in the State Health Plan. The County will pay the minimum amount of the premium for such employees as is allowed by the requirements of the State Health Plan.~~

1. **Health Insurance:** *The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.*

~~Currently, the County is a participating employer in the Wisconsin Public Employers' Group Health Insurance program administered by the Wisconsin Department of Employee Trust Funds. The employees shall have the option to choose a group health insurance plan from the standard plan and alternative health insurance plans, according to the rules established by the Wisconsin Public Employers' Group Health Insurance Board. The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium for the least costly qualified plan within the service area.~~

*Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:*

<i>34+ hours</i>	<i>88%</i>
<i>25 hours – 33.99 hours</i>	<i>78%</i>
<i><u>17.5 hours – 24.99 hours</u></i>	
<i><u>Based on WRS eligibility</u></i>	<i>68%, and</i>

The Committee discussed the section of the Handbook that allows the conversion of unused sick leave toward the payment health insurance premiums under the County's health insurance plan. Five former

employees are currently on the County's health plan and having their monthly health insurance premiums paid by the conversion funds. The Committee requested a census of employee ages and accrued available sick leave days. Motion by Seep, second by Bellman to postpone discussion of the Handbook language until October 11<sup>th</sup> at noon. Motion carried.

A resolution will be presented for approval to make the following payments for retired employees who have funds remaining from the conversion option of accumulated sick leave and are eligible for Medicare and are no longer eligible to remain on the Unity health insurance plan on January 1, 2016.

Monte Ewing.....	\$11,733.31
Randy Jacquet.....	\$ 1,602.50
Paul Klawiter.....	\$ 4,954.04
Susan Lawrence.....	\$11,554.09
Kay Peterson.....	\$ 5,780.10

The Committee reviewed the Cash Trail Balance report as of September 30, 2016. The Committee also reviewed the monthly cash comparison report presented by the County Treasurer.

Motion by Bellman, second by Gentes to adjourn. Motion carried. The meeting adjourned at noon.

Victor V. Vlasak  
Richland County Clerk