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FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, January 7, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kucinski, Schilling, Hines, Purdy, Rommel and Kerr present. Also present Corporation Counsel Lawrence, Larson, Kosin and Holst.

Review of Land Management Department request for an increase in hours for the Planning Secretary. Anderson presented information regarding 2005 funds that had been budgeted and the amounts that were committed from previous approvals to increase staff from 35- to 40-hour weeks. He also reviewed the commitments from those funds for other purposes.

Motion by Kerr/Purdy to table action on the request for increase in hours from 35 to 40 hours per week for the Planning Secretary. Land Management Administrator Pichotta addressed the request indicating the cost for the increase would be \$4,737 for 2005. He also stated that 2004 revenues generated from fees exceeded \$200,000 and had been deposited into the general fund. Under the new fee schedule the revenues will increase more than \$72,000. This was also adequate to cover the cost of the Code Compliance Officer position. Pichotta also stated he does not expect a decrease in the number of permits issued in 2005.

Hines cautioned that the Land Management department is revenue generating and asked what action might be considered if the requests come from other departments that can't reimburse the general fund. How would the County offset the cost for other requests? Anderson stated that the Register of Deeds may be making a request for an increase in hours due to the transition in the department.

R. Bicha was present and indicated that department heads were advised quite some time ago that they needed their requests for increases into the Finance and Personnel Committee by 12/30/04.

Kerr called the question: Motion to table carried with Kucinski opposed. Pichotta was advised that as the Department head he has the authority to take action to determine which of the two full time support positions in the department are moved to the 40-hour week.

Bicha was requesting an increase in hours for seven positions but asked that the committee address at least two of the positions. The positions were the Accounting Assistant and the

Administrative Assistant working at the Job Center. He stated that the Accountants and the Accounting Assistant were currently working temporary 40-hour weeks and there was money in the 2005 budget. He also advised the committee that the Child Support staff was moving into the bank building with the Economic Support unit and while all of these positions are 40-hour per week there is only one 35-hour support staff person for both units. There are no funds in the 2005 budget for the expected cost of \$4,898 for the Administrative Assistant so he was requesting half out of contingency with the other half matched with reimbursements.

Motion by Kucinski/Purdy to approve the increase in hours for Accounting Assistant and the Job Center Administrative Assistant effective 1/30/05 and table action on the remaining five requests. Motion carried.

Motion by Hines/Purdy to convene into closed session at 8:20 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call unanimously approved.

Kucinski excused at 8:55 a.m.

Motion by Purdy/Hines to return to open session at 9:23 a.m. Roll call vote approved.

Interim Administrative Coordinator's report: Meetings scheduled for 1/17, strike 2/3 and set for 2/11.

Purdy stated the Performance Evaluation Sub-committee will be meeting with UWEx Agent Ed Hass and is scheduling another meeting with J. Gumbusky – 3M.

Rommel announced they had had the second meeting of the Administrative Coordinator Study Sub-committee and would make their recommendations to the committee as soon as possible.

Building Ad Hoc Committee will meet with Blondo on 1/12 at 8:30 a.m.

Motion by Rommel/Hines to adjourn at 9:30 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, January 17, 2005 – 2:30 p.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Purdy, Rommel, Schilling and Kucinski present. Also present Corporation Counsel Lawrence, L. Peterson, J. Kosin and J. Holst.

Motion by Purdy/Hines to approve minutes of 12/30/04. Motion carried.

Motion by Purdy/Kerr to approve minutes of 1/7/05. Motion carried.

Chair Anderson called for public comments. O. Darr asked that the committee members review all of the managers position descriptions and review the performance evaluation system. Darr also said the Solid Waste Department has been contacted to accept an intern for assistance at the Material Recovery Facility. Chair indicated the topic should go before the Solid Waste Board.

Chair introduced Dan Stahl, Human Resources Group, LLC, who had been invited by the Chair to address a number of employee compensation issues. Mr. Stahl provided a brief description of his professional background in the human resource consulting business. He indicated his current client base is working with small to medium organizations, however, compensation issues are common to all organizations in attracting and retaining employees, therefore, companies are all competing for the same talent.

Stahl addressed a number of issues that he indicated should be considered as part of a total compensation package. He stated that wages and benefits are important to employees, however, there are numerous benefits that could be considered “indirect” financial rewards. Examples of indirect financial rewards include elements such as recognition, interesting and challenging work, career development, performance feedback, and actually refers to everything an employee gets as a result of working for the company.

Stahl was asked to prepare a proposal that would review the current nonrepresented pay plan and provide information regarding performance evaluations and merit evaluations. This will be discussed at the next meeting.

Pierce County Investigator Rhiel made a Power Point presentation to introduce the committee members to the existing crisis in Pierce County relating to the drug methamphetamine. He explained that it is

quite easily manufactured in area homes from fairly common and accessible products. He also spoke of the destructive and addicting consequences of its use and the cost of care for citizens affected by the drug.

Investigator Rhiel encouraged the committee members to take action to adopt an ordinance that would require that certain nonprescription drugs would be kept behind the counter. The committee requested that he provide the committee with a list of suggestions for action that would assist law enforcement in controlling the spread of the problem.

Committee reviewed a proposal that would allow for two questions to be raised as referenda on the April ballot. The issues related to the source of funding for court services and human services programs. Motion by Purdy/Hines to forward the resolution to the County Board. Motion carried.

Chair Anderson stated the Building was being asked to look into the possibility of hiring a .75 FTE custodian position. He reviewed information he had gathered regarding the costs associated with a new position and continuing with the contracting. Chair will provide the information to the Building Committee.

Motion by Hines/Purdy to convene into closed session at 4:17 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Hines/Purdy to return to open session at 4:32 p.m. Roll call approved. Interim Administrative Coordinator's report: Anderson reported there had been a major electrical problem the previous week but everything was now working fine. He complimented staff for their efforts.

Kucinski suggested the committee hold a meeting to review department head evaluations.

Next meeting 2/11 at 8:00 a.m.

Motion by Purdy/Rommel to adjourn at 4:37 p.m. Motion carried.

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FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, February 11, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Rommel, Purdy and Schilling. Kucinski was excused. Also present Holst, Pittman, Barkla, Nellessen and Kosin.

Motion by Hines/Schilling to approve minutes of 1/17. Kerr stated he would like additional information included in the minutes regarding the presentation of Mr. Stahl. The revisions should indicate that there is more than pay as compensation and that work environment, vacation and attitude in the work place is important. Motion by Kerr/Purdy to amend the minutes to indicate that compensation entails issues other than money. Motion carried. Motion to approve as amended carried.

Public comment. Pittman expressed comments both as a citizen and a county board member with his concern regarding the previously approved increase in hours for several positions and for those positions yet to be considered as part of the day's agenda. He questioned the increase in hours approvals and the direction the Finance and Personnel Committee is taking on the issue because he feels the remainder of the board has been uninformed as to the financial impact of the increases.

Bob Moore, Institutional Capital Management, presented the quarterly investment report and reviewed the cash flow analysis that had been requested. Moore thanked Finance & Budget Director Brickner for her assistance in gathering the data for the report.

Moore stated that the last analysis was completed 5 years ago. The intent of the report is to examine revenue and expenditure patterns and tie income and investments together. He indicated that the County's pattern is very stable and this is important in maintaining a good rating. He stated there are no maturities out past 2006 and now would be a good time to consider strategy for future investments and expenditures.

Information Services Director Janet Huppert was present with a request that her office be returned to the office space in the Courthouse Building. She was before the committee to appeal the decision of the Interim Administrative Coordinator on the request. Huppert expressed her concern about the efficient use of her time moving between the two office sites particularly when she will begin to train a new employee with just a few days. She stated that her oversight of the training and work of the new employee is very important. Motion by Kerr/Purdy to defer action on the request until the ad hoc Facility Planning Committee has made their recommendations. Motion carried with Rommel opposed.

Review of request on behalf of the Highway Department to transfer jurisdictional responsibility and vacate a portion of Old C.T.H. "C" in Hartland township. Motion by Hines/Rommel to approve resolution and forward to the county board. Motion carried.

Chair Anderson turned the meeting over to D. Hines in preparation for closed session since the matter before the committee was an issue where Anderson would be present as Acting Administrative Coordinator.

Recess.

Hines called the meeting back to order. Motion by Schilling/Kerr to convene into closed session at 9:22 a.m. pursuant to Sec. 19.85(1)(b), Wis. Stats. for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure: AFSCME Courthouse grievance #05-01. Roll call vote unanimously approved. Also present Kosin, Holst, Barkla and Pittman.

Motion by Kerr/Rommel to return to open session at 11:30 a.m. with Purdy opposed. Motion by Rommel/Kerr to deny Grievance 05-01. Motion carried. Purdy opposed.

Motion by Schilling/Purdy to move Grievance 05-01 to arbitration. Motion carried.

Anderson resumed as Chair.

Motion by Hines/Purdy to approve increase in wage for Law Enforcement temporary Chad Koranda to Step 4, \$10.80 per hour, effective 2/11/05. Motion carried.

Interim Public Health Director Hodgson addressed their department's request for approval to increase the hourly wage for the Spanish Interpreter from \$15 per hour to \$30 per hour. Motion by Hines/Purdy to approve the increased wage for the Spanish Interpreter. Motion carried.

Committee reviewed the cost of the current commitments to the appropriation that was made to the Contingency Fund for the purpose of funding increase in hours, unbudgeted backpay and other miscellaneous wage issues. Kerr questioned what the impact of these expenditures would be for the next 5 years.

Land Management Administrator Pichotta addressed the request to increase hours for Planning Secretary. He indicated that fees generated would offset the cost of \$4,737. Motion by Kerr/Hines to approve the increase in hours for the Planning Secretary from 35 to 40 hours per week. Purdy questioned why the fee schedule approved last fall did not take into consideration the possible additional cost of the increase in hours. Pichotta indicated that at the time the fee schedules were prepared there was no assurance that the union settlements would allow the increase in hours. Motion carried. No transfers are

to be made at this time.

Review of information regarding an increase in hours for the Public Health Secretary that had been prepared by Interim Public Health Director Hodgson. The annual cost for the increase is \$4,737. Motion by Hines/Rommel to approve the increase in hours for the Public Health Secretary position from 35 – 40 hours and amend the motion that this additional funding comes from the Contingency Fund. Motion carried.

Human Services Director Bicha was present to address the department's request for an increase in hours for 2 Accountants and 3 Administrative Assistants. Some funds were available in the 2005 budget and the increase in hours would generate additional revenues. The county would be obligated to fund a portion of the request if approved. Motion by Rommel/Purdy to approve the increase in hours for 2 Accountants and 3 Administrative Assistants to be implemented at the Director's discretion. Motion carried.

Motion Purdy/Schilling to approve a temporary increase from 35 – 40 hours per week for the Deputy Register of Deeds through December 2005 as presented. Motion carried. Hines abstained.

Chair referred equipment request from Emergency Management back to the committee for action.

Discussion of a process to transfer five employees at or below Step 5 of the 2004 salary matrix on to the revised 2005 10-Step schedule. There was discussion to reconsider Resolution 05-34. This would be accomplished if an individual who voted in favor of adoption requested that the item be returned to the agenda. There was other discussion that would call for another resolution to be drafted with the new language to transfer the 5 employees on to the new matrix. Motion by Rommel/Hines to keep the five individuals who were at Step 5 or below of the 2004 at their current wage and let them continue in their normal progression of one Step each year until they reach the new Step of the existing matrix and forward to the County Board. Purdy would like to send the resolution back for reconsideration. Kerr agreed with Purdy. Motion carried. Kerr and Purdy opposed.

Review of carryover requests. Motion by Hines/Schilling to approve the carryover of \$634,240 in the Property Acquisition/Development Fund. Motion carried.

Motion by Schilling/Kerr to carryover 2004 Park fund in the amount of \$11,736 in capital equipment and \$163,649 capital improvements. Motion carried.

Motion by Hines/Rommel to carryover 2004 Communications System funds in the amount of \$289,515. Motion carried.

A request to carryover funds in Emergency Management was referred back to the Emergency Management Committee.

Committee reviewed information from the Public Health Department that announced the department had received an additional \$9,347 in funding for the 2004 Bioterrorism/Emergency Preparedness budget as the result of reaching and exceeding goals for 2004. Motion by Purdy/Hines to revise 2004 budget for the Bioterrorism/ Emergency Preparedness by increasing it \$1,463. Motion carried.

Motion by Purdy/Schilling to approve temporary wage scale adjustments pursuant to Resolution 99-13 and increase Steps in the amount of 3%, effective 2/12/05, with approval of the committee. Motion carried. Purdy opposed.

Motion by Purdy/Hines to approve an ordinance presented by the Board of Health that would amend Sec. 184-7 of the Code and would allow the Board of Health to establish fees regarding retail food establishments and public accommodations. The proposed ordinance amendment would allow the Health Officer to make recommendations to the Board of Health, removing the recommendation of the Administrative Coordinator and the approval of the County Board. Kerr and Anderson stated they felt any fee changes should come to the county board. Hines indicated that this process would be consistent with the language in place for the tattooing and body piercing fees. Hodgson stated the department proposes the increase in fees to keep up and cover state fees and county costs. Schilling agreed the fee schedules should come before the Board. It was noted that Home Care fees only go through Board of Health. Purdy and Hines voted yes. Opposed Rommel, Schilling and Kerr. Motion was defeated.

Motion by Schilling/Purdy to amend Sec. 184-7 of the Code to remove the required recommendation of the Administrative Coordinator and insert the Health Officer and retain approval of the County Board. Schilling withdrew motion. No action taken.

Motion by Hines/Purdy to approve the new fee schedule for issuing permits and making inspections and investigations of certain types of establishment that was adopted by the Board of Health and forward to the County Board. The increases reflect the cost to perform service and these fees were last adjusted in 2001. Motion carried.

Chair suggested that review of the Administrative Coordinator position description be moved to the next agenda in February. Purdy requested more information regarding the changes being proposed.

Chair suggested that discussion on the direction for the non-rep pay plan be moved to next agenda.

Motion by Kerr/Purdy to convene into closed session at 1:10 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats.. for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: CYF Supervisor. Roll call vote unanimously approved.

Motion by Rommel/Purdy to return to open session at 1:20 p.m. Roll call vote approved.

Motion by Rommel/Purdy to approve compensation for Kvigne at Grade 17 Step 3. Motion carried.

No report from Interim Administrative Coordinator.

Future agenda items: Review of compensation study proposal from Stahl, Human Resources Group and review of the Administrative Coordinator position description. The committee will also prepare for the performance evaluation of Corporation Counsel Lawrence.

Meeting dates: 2/25/05 and 3/11/05 at 8:00 a.m.

Motion by Schilling/Rommel to adjourn at 1:22 p.m. Motion carried.

NEGOTIATION SUB-COMMITTEE MEETING

Wednesday, February 23, 2005 – 2:30 p.m.

County Board Room

Meeting called to order by Chair Anderson with Schilling and Rommel present. Also present Corporation Counsel Lawrence, Larry Hoyer, Steve Gustafson, Kathy Blodgett, Dawn Regneir, Joyce Keenlyne and Gary Cain.

The purpose of the meeting with the union representatives was to follow-up on contract negotiations regarding observance of holidays.

Motion by Schilling/Rommel to convene into closed session at 2:36 p.m. pursuant to Sec. 19.85(1)(e), 19.86, 111.70 (1)(a), Wis. Stats., for the purpose of collective bargaining with: L.A.W. – Community Health Association; and AFSCME Courthouse, AFSCME Human Services Support Staff and Teamsters Human Services Professionals. Roll call vote unanimously approved.

Motion by Rommel/Schilling to return to open session at 3:20 p.m. Roll call vote unanimously approved.

Motion by Rommel/Schilling to adjourn at 3:20 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, March 11, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Rommel and Schilling present. Purdy and Kucinski were excused. Also present Corporation Counsel Lawrence.

Motion by Hines/Rommel to approve minutes of 2/25. Hines questioned page 2, paragraph 8 with the use of the word "obligation" to develop a pay plan for nonrepresented employees" and suggested it be changed to state it was the County's "desire" to develop a pay plan. Motion by Hines/Rommel to amend by deleting "obligation" and inserting "desire". Motion carried. Motion by Kerr/Rommel to announce that Barkla disagreed with the language of his statement on page 3, paragraph 2 regarding committee final draft of the Administrative Coordinator position description as "perfect". Motion carried. Motion by Schilling/Rommel to approve minutes as amended. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Rommel to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel Wireless. Roll call vote unanimously approved. Also present Corporation Counsel Lawrence. Holst arrived.

Motion by Hines/Kerr to return to open session at 8:20 a.m. Roll call vote unanimously approved.

Chair Anderson explained that there were three consulting companies coming in to make a presentation outlining what they could do for Pierce County regarding a personnel management/compensation plan for the non-represented employees. He suggested the committee should meet with each consultant individually, express what our concerns are, describe the services we want and then see if the consultant can provide the services we request. It was also noted that the committee members would be asking for a proposal from the consultant to be reviewed at their meeting on 3/21 with the intention of having something in place by next January.

Robert Bjorklund, Bjorklund Compensation Consulting, appeared to make a presentation to address compensation issues. He was informed that the committee would like a compensation study proposal for services by 3/21 and had asked consultants to appear to provide the committee with information about

what type of services the County may need and if their company can provide those services.

Bjorklund stated he was worked with 150 public sector clients although has done some private sector work. He is the sole proprietor working with 3 contractors. His company can provide salary surveys, job evaluations, staffing analysis, recommendations regarding staffing, and has done organizational studies infrequently because of the need to have specific knowledge of the organization in order to provide a good product.

Rommel inquired as to whether Bjorklund's study would include comparison of benefits. Bjorklund stated that such a study costs a lot more money. He stated total compensation gets very complicated because the same benefits can cost different amounts. He stated he could do a survey for the existence of the benefits but not for their total compensation value. It was noted that some employees drive county vehicles but it is not part of the wages. Bjorklund suggested that the County treat benefits as a separate part of the equation. Hines stated he sees the benefits as part of a total compensation package.

Kerr asked Bjorklund if his comparisons would include private sector employers. Bjorklund stated it depends on what jobs you have and noted that you will find that most jobs in the public sector are not clean matches with private sector jobs.

Bjorklund was asked to provide a possible project overview. He indicated that when you structure a pay plan you start with philosophy. It is important to understand why the company is preparing to change systems and why the County is inviting vendors. What are some problems with retention? Is the County unable to find candidates for key jobs? Does the County have a willingness to change pay plan systems? Why are we considering a pay-for-performance system? Is there compression? The consultant must be aware of all of the issues in order to provide a valid compensation plan.

Bjorklund was asked if his firm has an evaluation system for performance, including merit pay. Bjorklund said he is very familiar with evaluation systems. Holst asked if the evaluation systems can be used by lay-people. Bjorklund indicated the county must be committed to the process and put a lot into it. He stated that a performance-based system is the way to go but it is difficult in the public sector when you can't control the reward as an enhancement of wage. He suggested that a better approach is "management by accomplishments (goals and objectives)". Holst questioned whether this could be done with the differences in each department.

Anderson asked what Bjorklund was able to provide as to a timeframe for completion of the project. He suggested 6 month, stating he could be done by October. He suggested the County formulate a on-going committee that would be his supervisor and each point in the study we review the product and discuss changes, etc. Anderson indicated the Finance and Personnel Committee will be the committee that the consultant works with.

Bjorklund was asked if he provided maintenance for plan. He indicated there should be a review process every 3 years if necessary to update, and also review of the salary structure and update of the pay scale.

Recess.

Marianne Oyaas, MRA, the Management Association, Inc. introduced herself. Anderson advised her that the County is looking at developing a pay plan, salary structure and a new evaluation system and asked whether her company can provide these services in our timeframe. He indicated we will get a letter out to each of the three vendors in attendance today and ask for a bid for the project from each to received by the committee's 3/21 meeting.

Oyaas indicated MRA can provide the services requested and that she is in a unique position because she worked with DMG as the Project Consultant when our current salary study was done. She indicated MRA has 103 years of business experience performing a variety of business solutions to make organizations better. She stated she has worked with over ½ of the counties in WI. and is currently working with Walworth County and the City of LaCrosse.

Anderson stated the County is looking at part of the project to be the updating of 50 non-represented employee job descriptions. Oyaas said she would start the process with a questionnaire that is very specific regarding education required, essential functions of the position, decision making, supervisory authority, and who they report to. She would meet with non-represented employees and let them know what the County's intent is, explain the questionnaire, and supplement the questionnaires with interviews with some employees. She stated there can be significant differences between counties. She would then write job descriptions and evaluate wages for each position.

Anderson stated the current matrix has quite a number of steps and asked if the County could reduce the number. Oyaas said there are other wage scales that can be used and other methods of movement through the steps. Discussion was held on performance evaluation systems and pay-for-performance systems. Oyaas asked to what degree the County wanted to tie increases with performance. She indicated that where committees are doing evaluations it is more difficult and it takes more commitment from the board members.

Rommel indicated the County was looking at a process where the committee is working with the Administrative Coordinator to conduct performance evaluations. Oyaas stated the involvement of the Administrative Coordinator makes sure there is consistency. The Administrative Coordinator can also be helpful when committees struggle to establish expectations. Oyaas stated she could provide a good evaluation system that would work with all employees but the problem is that there will be separate criteria for separate departments. She stated you need to establish a policy that indicates what constitutes an out-come so that you can determine when somebody deserves a pay increase. Oyaas indicated she will provide training in the evaluation system.

Discussion of a step system and the number of steps on the matrix. Oyaas stated how union adjustments are usually done on an across-the-board basis. She indicated non-union employees should be provided with a sense of fairness in their adjustment since their increases require a higher standard because of the performance evaluations. She also stated the County would not want to give non-represented employees

the message that the County is going to hold them back because they don't have the right to negotiate

Committee asked Oyaas if the compensation study would take into consideration issues of overtime and pay compression and was advised that those are considerations. She also indicated that she can provide information on benefits comparisons.

Rommel asked Oyaas what her companies process would be if they were selected to do the study. She indicated she would meet with the committee to decide what the fundamental questions and needs would be. She indicated she might be able to salvage the wage updates from Maximus (DMG) so the County could update their wage scales without redoing the survey. She asked is this was a plausible option. Rommel asked if there could be a copyright problem. Oyaas stated this would not be a problem. The information to be considered could include the results of the Polk County's survey since the information is considered an open record. As a consultant she can use the information for the County's purpose but can't sell it or use it with other clients.

Anderson asked when Oyaas would be able to start and finalize the study. Oyaas suggested completion could be accomplished in 3 – 4 months. Hines asked what area MRA covered and Oyaas stated their main area for compensation-type studies is located in WI and IL but the company does all types of human resources work.

Recess. Barkla arrived

Daniel Stahl, Human Resources Group, was introduced. Anderson explained to Mr. Stahl that he was one of 3 firms that the committee was interviewing today to gather information on a compensation study. Each consultant was to be provided with a letter that will explain what the County is seeking in a plan and on 3/21 the committee will make a decision on the firm to select. Discussion today was to decide what the County wanted in a pay plan.

Anderson advised Stahl that the County was looking for review and update of the job descriptions and asked how he would perform that task. Stahl stated that it is very important to have accurate job descriptions and if the existing position descriptions are accurate then it would be a matter of review only. If it is necessary to rewrite the descriptions he will ask all incumbent employees to complete a questionnaire and he will schedule a meeting with incumbents or supervisors to validate the content of the questionnaire. This could possibly be something that could be done over the phone. He would then put the position description into an ADA format, listing the essential and non-essential job duties of each position.

Anderson stated that the County was seeking a consultant to develop a pay plan schedule. He noted we have a step/grade process and asked if Stahl could provide any other plan that would work. Stahl stated his goal is to help the county assess what we are trying to get out of the compensation philosophy and what they want the system to achieve. It must be very clear about what the goals are as this will drive the system. Following that directive and working with the committee he would prepare a plan for their

consideration.

Anderson asked if the compensation study would include a look at employee benefits. Stahl said this could be included.

Anderson addressed performance evaluations, asking what process Human Resources Group has for good evaluations for a system for everybody, including hourly employees. Stahl suggested a good system requires that the evaluators know how to administer it and that each organization is unique, requiring a different reference guide. Stahl was asked how long it would take him to put together a complete study and he responded that it would take several months and depending upon how quickly the committee makes a decision on the consultant it could be done by the end of July.

Motion by Hines/Kerr to prepare an RFP with the following tasks: 1) Assist the Finance and Personnel Committee and non-represented representatives in developing a compensation philosophy and to identify what we want to change from what we have now, 2) review and upgrade all non-represented job descriptions (approximately 50) and current pay plan, 3) perform salary and benefits comparison of counties to be identified as well as appropriate private industries, 4) develop an internal grading structure for non-represented positions to determine placement in salary matrix, 5) develop a new grade structure and salary matrix, 6) develop appropriate job performance evaluation(s) systems for county employees; incorporate objectives to be accomplished and pay for performance criteria for non-represented employees only, 7) provide training on implementation of job performance evaluations, 8) provide at least 4 references, 9) too be completed by October 1, 2005, and , 10) update job descriptions as needed after plan is implemented. Motion carried. Chair Anderson will put a letter together and send email RFP to each of the consultants interviewed.

Motion by Rommel/Schilling to convene into closed session at 11:48 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Brekken, Regnhard, Bane-Bryant LLC v County of Pierce; and 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Director/Health Officer and 2 Conservation Engineering Technicians. Roll call vote unanimously approved.

Motion by Rommel/Hines to return to open session at 1:03 p.m. Roll call vote unanimously approved.

Motion by Hines/Schilling to approve Caralynn Hodgson as Director/Health Officer at wage and compensation Grade 20 Step 6, \$66,963, with requirement she complete 16 credits by 12/31/09 or as

required by State of WI. (If Pierce County experiences bio-terrorist threat or other disaster the county will reconsider the deadline), the probationary period is waived, for the purpose of calculation of benefits the original date of hire of 12/6/93 will remain, contingent upon accept of the employment offer the Employment Agreement of 2/15/95 will become void, and Hodgson will be issued a check in the amount of \$4,000 through payroll. This offer to become effective upon acceptance of the employment offer. Motion carried.

Motion by Hines/Rommel to approve Larry Gruber as Conservation Engineering Technician at Grade 11 Step 1, \$40,461. Motion carried.

No action from the Hiring Board had been forwarded regarding a candidate for the second vacant Conservation Engineering Technician position.

Interim Administrative Coordinator's report: Corporation Counsel Lawrence will be out of the office next week. Anderson spoke of the very informative and successful meeting held recently in River Falls concerning combining services. He had a department head meeting last week were he advised the department heads of the progress being made with the compensation study, he addressed all of the necessity of confidentiality relating to personnel issues and he updated those in attendance on the status of the Administrative Coordinator position.

Anderson announced that the Ad-hoc Policy Update Committee had met and was input from all supervisors and employees. Their next meeting is scheduled for 3/29. He also relayed some statistical information on the local economy and employment trends.

Meeting date: April 8th at 1:00 p.m.

Motion by Rommel/Schilling to adjourn at 1:13 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 21, 2005 – 1:00 p.m.
County Board Room

Meeting called to order at 1:05 p.m. by Chair Anderson with Kerr, Schilling, Hines, Purdy and Rommel present. Kucinski arrived late. Also present Corporation Counsel Lawrence and Holst, Barkla and Pittman.

No minutes of 3/11 were available for approval. Barkla asked if his request to amend the minutes of 2/25 had been acted upon. The committee indicated this will be taken into consideration when the 3/11 minutes are reviewed for approval.

Treasurer's report with P. Leland Skog. Fund balances as of 2/28 in the amount of \$19,900,605.30. No action taken on the report.

Committee reviewed and discussed the Commemorative Air Show Mass Assembly Permit Application for an event to be scheduled for May 27 – 29, 2005 at the Red Wing Airport. The Law Enforcement Committee approved the application on March 15th with several modifications. Motion by Schilling/Hines to approve the permit application and forward to the County Board for action. Corporation Counsel Lawrence advised the committee that through discussion with the event representative and Sheriff Muhlhausen it was discovered that the limitation on daily attendance should be as last year which was 7,000 per day and 20,000 per the 3-day event. Motion by Purdy/Hines to amend the application and approve a limitation of 7,000 people per day and 20,000 per the event. Motion carried.

There was discussion regarding the use of County law enforcement officials and the possible cost to the County for overtime for the officers. The Application required that the event reimburse the Sheriff's Department for overtime incurred as a result of the event. Motion by Kucinski/Purdy that relative to the contract overtime will be construed as all deputy man-hours spent at this event – 2005 Wings of Freedom Air Show. Motion carried.

Motion by Schilling/Hines to incorporate into the application the 9 additional conditions recommended by Corporation Counsel (see attached) and approve the application as amended and forward to the County Board. Motion carried.

Discussion of a recommendation from the Land Management Committee to amend the Pierce County Outdoor Recreation Plan 2004 – 2008 to include the Diamond Bluff Park and Recreation Plan. The inclusion of a plan or project in the County plan qualifies the municipality for State funding and makes them eligible to apply for park fees generated by residential development occurring within their town. Motion by Kerr/Purdy to accept the recommendation of the Land Management Committee to approve inclusion of the Diamond Bluff Park and Recreation Plan and forward a resolution to the County Board for approval. Motion carried.

Motion by Purdy/Schilling to convene into closed session at 1:57 p.m. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract and review of pay plan consulting proposals; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: performance evaluation for Corporation Counsel. Roll call vote unanimously approved.

Motion by Kerr/Hines to return to open session at 4:35 p.m. Roll call vote unanimously approved.

Motion by Kucinski/Rommel to extend the probation period for Corporation Counsel 6 months from the anniversary date of March 24 with reviews at 3 months and at 6 months. Motion carried.

Motion by Kerr/Rommel to adjourn. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, April 8, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Purdy and Rommel present. Hines arrived late and Kucinski was excused. Also present Corporation Counsel Lawrence and Barkla.

Motion by Rommel/Schilling to approve minutes of 3/11 and 3/21. Motion carried with Purdy abstaining.

Chair called for public comment. There were none.

Auditor Steve Tracey met with the committee to review unaudited fund balances as of December 31, 2004. Also present Finance and Budget Director Brickner and Treasurer Skog. He explained the designated and undesignated funds, indicating that the County designated fund balance is \$3,646,828 and the undesignated balance is \$6,061,670, which represents 33.7% of total expenditures or 4 months operating costs. No action was taken on the report.

Human Services Director Bicha was present to address the department's request to create a new or reinstate a vacant .8 FTE parent aide position and refill the .6 FTE social worker position to fulfill the state requirements for the Independent Living Skills and Community Service (ILS/CS) Program. No funds were being requested. Motion by Rommel/Purdy to approve new .8 FTE Parent Aide position and refill .6 FTE Social Worker. Motion by Kerr/Schilling to amend that this position be covered in full by State funds or the position will be vacated. Rommel, Purdy Schilling, Anderson: no. Kerr and Hines: yes. Motion failed. Motion by Rommel/Hines to amend to approve the new .8 FTE Parent Aide position request and forward to the County Board for action. Motion carried. Motion to adopt original full motion with amendment carried.

Lt. Knoll was present to request authorization to purchase 6 mobile radios and 6 portable radios. The purchases are a part of the revamp of the communications system. The Law Enforcement Committee recommends that the County phase-in the replacements. The request was made at budget time and funds for the project were put in to the contingency fund. Motion by Purdy/Rommel to approve purchase of 6 mobile radios and 6 portable radios and transfer funds from the contingency fund in the amount of \$60,989. Motion carried.

Treasurer Skog addressed the outlawed checks not cashed at the end of 2002. Motion by Hines/Kerr to outlaw 2002 checks in the amount of \$1,689.52 and forward to the County Board. Motion carried.

Holst arrived.

Supervisor Barkla was present to address legislation he was proposing that would amend Resolution 04-34 regarding salary adjustments for the non-represented employees for 2005. Barkla was proposing that the County only award the 1% July adjustment to the employees who do not participate in the health insurance program or that have reached Step 10 of the salary matrix. Motion by Purdy/Hines to approve the resolution presented. Purdy stated that he feels the county provides for health insurance for employees to keep them healthy and that insurance should not be considered as compensation. Anderson stated that people who might decide to opt out of the health insurance plan could impact the health insurance rates because there would be a reduced number of participants.

Gary Brown spoke on behalf of the nonrepresented employees suggesting that the committee wait until after the compensation study is completed before they consider action to modify the wages and benefits. Several committee members stated the previous action of the Board should stand.

Call for the question. Motion to amend Resolution 04-34 was defeated with Purdy voting yes and Kerr, Schilling, Hines, Anderson and Rommel voting no.

Schilling excused.

Committee reviewed and discussed the proposed ordinance relating to the general powers and duties of the Administrative Coordinator. Rommel, a member of the Sub-Committee to Study the Administrative Coordinator Job Functions, addressed the ordinance indicating that the proposed changes reflect the changes made to the position description. Motion by Rommel/Hines to approve the ordinance. Motion by Rommel/Kerr to amend by moving the second bullet of Sec. H. to Sec. J. as #24 and in Sec. J. (20) it should be plural for "risk management programs". Motion to amend carried. Motion to approve as amended and forward to the county board carried with Purdy opposed.

Discussion of a salary recommendation for the position of Administrative Coordinator. This was being done in preparation for advertising for the vacancy. Motion by Rommel/Hines to establish minimum salary at \$65,000 per year and approve the refill of the position. Kerr called for the question. Motion carried.

Kerr excused.

Committee had reviewed three proposals received from consultants in response to the County's RFP for a compensation study of non-represented employee wages and benefits. Motion by Hines/Rommel to authorize conditional approval of Bjorklund Compensation Consulting as the consultant to review and update the non-represented employee pay plan pursuant to the RFP and their responsive proposal, contingent upon the execution of the contract at a cost not to exceed \$25,700, including \$1,000 for orientation meetings, and forward legislation to the County Board to approve the consultant and to authorize transfer of \$27,500 from the General Fund to the Personnel budget. Motion carried. Chair

Anderson stated he intends to stress to the county board members that with approval of the study they are making a commitment to the study and it's results.

Recess.

Motion by Hines/Rommel to convene into closed session at 10:32 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Assistant Director/Health Officer 2, and performance evaluation of Corporation Counsel. Roll call vote unanimously approved. Also present Mulhern, Holst and Hodgson.

Motion by Rommel/Hines to return to open session at 11:50 a.m. Roll call vote approved.

Motion by Hines/Rommel to accept the Hiring Board recommendation and offer the Assistant Director/Health Officer 2 position to Sue Galoff at Grade 17 Step 2, \$52,614, and in response to Ms. Galoff's counter offer, approve payout of 60 days of sick leave with the remainder transferred to PSLB, payment of 18.85 hours of comp time, be allowed to use PTO/PSLB in excess of 96 hours during the probationary period, and that the date of hire for calculation of benefits will remain 1991. Offer effective with acceptance of the position. Motion carried with Anderson opposed.

Motion by Rommel/Purdy to approve the settlement offer with the L.A.W. Community Health Association and forward the offer to the County Board with a recommendation for adoption. Motion carried.

Interim Administrative Coordinator's report: Anderson reported that Greg Kerr has been elected to the Chippewa Valley Technical College board. He also reminded the committee that the County Board annual convention is coming up and he encouraged Finance and Personnel Committee members to attend. Anderson also noted that he had recently met with Pete Bell, Metropolitan Council, and Mr. Bell had been asked to attend a future Board meeting to address several issues of mutual concern

Chair Anderson announced he was authorizing the refill of the Assistant Corporation Counsel position.

Next meeting date: April 14 at 1:00 p.m.

Motion by Rommel/Purdy to adjourn at 11:55 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, April 27, 2005 – 1:00 p.m.
County Board Room

Meeting called to order by Chair Anderson with Rommel, Purdy and Schilling present. Hines not present but participating by speakerphone. Kerr and Kucinski excused. Also present Corporation Counsel Lawrence, Peterson and Barkla.

Motion by Schilling/Purdy to amend minutes of 4/8/05 to state the cost of the Bjorklund compensation study was a maximum of \$25,700 not \$27,500 and approve as amended. Motion carried.

Treasurer's report with P. Leland Skog. Kucinski arrived. Fund balances of \$19,118,663.59 as of 3/31/05. Purdy requested tax delinquency information from the previous year.

Chair Anderson called for public comment on any issue. There could be discussion but no action could be taken. There was none.

Chair Anderson explained that the Policy Update Committee has been meeting and some policies could be presented as they are developed. Lawrence explained that this would be an amendment to the Personnel Policy. The policy presented was a compilation of information from several sources. Motion by Rommel/Schilling to approve as presented and forward to the County Board. Motion by Purdy/Schilling to amend B. 4 to delete "county-provided" and delete "a County-owned vehicle, or while driving a personal vehicle on County business" and strike C.5, and further to move B. 4 to become A. 5. Amendment carried. Anderson and Rommel opposed. With amendment motion carried. Hines opposed.

Mileage reimbursement rates were discussed. There were questions as to whether mileage rates could be increased, possibly to the federal reimbursement rate. It was noted that this needed to go to the County Board for approval. Motion by Purdy/Hines to change reimbursement rate from State rate to Federal rate effective January 2006. Hines withdrew his second, Purdy withdrew his motion. Motion by Hines/Rommel to delay action until State rates are revealed in July. Motion carried.

Creation of a Medical Examiner position was addressed by Kucinski. He explained that the County has a Coroner system (elected official) and the current Coroner was recommending the Medical Examiner system. He stated that the Law Enforcement Committee favors the change even though the

cost might be slightly higher. Coroner Dzubay's main point was that the Medical Examiner system requires more qualifications than the Coroner position.

It was discussed that with the Medical Examiner we could possibly coordinate services with other counties. Action must be taken prior to next election in 2006. Motion by Purdy/Kucinski to recommend to the County Board that the County go to the Medical Examiner system. Hines called for question. It was noted that a position description and qualifications need to be prepared. Motion carried.

Review of the status of the Dental Program. Health Director Hodgson, Public Health Nurse Raethke, Business Manager Johnson, Assistant Director Galoff and Program volunteer dentist Tashjian present. This presentation was a follow-up to the approval of the program in 2004.

Holst arrived at 1:55.

Hodgson provided updated financial information regarding the program. She indicated that the Board of Health took action to approve moving from the pilot program to an ongoing program.

Motion by Anderson/Rommel to extend the pilot Dental Program and reevaluate in another 6 months. Hines, Schilling, Purdy – No. Motion defeated.

Motion by Hines/Purdy to move forward with a Dental Program and end as a pilot program. Motion by Anderson/Rommel to amend to forward the creation of the Dental Program to the County Board for approval. Amendment carries with Hines and Purdy opposed. Motion by Schilling/Hines to amend such that the Finance and Personnel Committee recommends to the County Board that the Dental Program end as a pilot program and that the program be approved as a regular county program. Motion to amend carries with Kucinski and Anderson opposed. Motion with amendments carried.

County board dates for 2005 – 2006 were reviewed. Motion by Hines/Rommel to approve the following county board dates: May 24, June 28, July 26, August 23, September 27, October 25, November 8 (9:00 a.m.), December 27, January 24, February 28, March 28 and April 18 (9:00 a.m.). Motion carried.

District Attorney O'Boyle and Human Services Program Manager Slaikeu addressed matters relating to the Drug Court indicating the program is functioning very well. The recommendation at this time is to create the part time position of Drug Court Coordinator to replace the grant-funded worker who has been performing the duties and continue the program. Anderson referred the matter to the Law Enforcement Committee and the Human Services Board to provide a recommendation for the Finance and Personnel Committee.

Discussion of oversight of the Conservation Inspector position. Land Conservation Director Sander and Land Management Administrator Pichotta were present. The committee was advised that because the ordinance regulating the position duties was being revised it was difficult to determine

whether, from a long-term perspective, the position should be under the supervision of the Land Conservation Department of the Land Management Department. There was discussion of the need for the Land Conservation Committee to put on their agenda the topic of contracting for the necessary services, in the short-term, until the further decisions are made. Pichotta indicated that he is continuing to work on the draft stormwater sediment and erosion control ordinance. Anderson encouraged the Land Conservation Committee and Land Management Committee to make their recommendations as soon as possible.

Motion by Kucinski/Rommel to approve \$11.15 per hour for temporary Law Enforcement employees C. Anderson and J. Knutson, effective immediately, but not authorize any backpay. Motion carried.

Supervisor Purdy addressed several concerns. He suggested that the committee may want to consider an increase in compensation for supervisors, possibly applying the amount of yearly inflation. This will be on the next agenda. Regarding the creation of a minute taking policy, Chair Anderson announced he had sent this matter to the Policy Update Committee.

There was discussion of the recent cancellation of a Land Conservation Committee meeting because the meeting had not been properly noticed. Chair Anderson stated he will inform all county board members at the next meeting that they should be certain to check to see that meeting notices are properly posted.

Regarding transporting of prisoners, Purdy was directed to speak with the Law Enforcement Committee.

Holst and Peterson were excused.

Motion by Rommel/Schilling to convene into closed session at 3:33 p.m. pursuant to Sec. 19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract, and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for Watershed Technician and Assistant Corporation Counsel. Roll call vote unanimously approved.

Motion by Hines/Schilling to return to open session at 4:33. Roll call vote unanimously approved.

Motion by Purdy/Schilling to approve Grade 10 Step 2 for Watershed Technician candidate Dennis Fritz. Motion carried.

Motion by Purdy/Schilling to reclassify Assistant Corporation Counsel position from Grade 16 to Grade 20. Motion carried.

Motion by Purdy/Anderson to place incumbent Assistant Corporation Counsel Lahti into Grade 20 Step 2. Motion carried.

Meeting dates. Anderson recommended that the committee set a standard time for meetings. Committee agreed they will set meetings for every other Friday effective May 13th.

Motion by Kucinski/Schilling to adjourn at 4:43 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, May 13, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Purdy, Rommel, Kucinski, Hines, Schilling and Kerr present. Also present Corporation Counsel Lawrence, Barkla, Pittman.

Motion by Rommel/Kucinski to approve minutes of 4/27/05. Motion carried.

Public comment: Jim Gumbosky, Oak Grove, asked that the closed session items be placed later on the agenda so that citizens in attendance are not inconvenienced by the inability to plan when open session items will be discussed.

Motion by Hines/Purdy to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Employee grievances. Roll call vote unanimously approved. Attempt to contact Gilles to participate by speaker phone. Not successful.

Motion by Purdy/Kerr to return open session at 11:10. Roll call vote unanimously approved.

Motion by Kerr/Hines to deny grievance from Human Services Department. Motion carried.

Motion by Purdy/Rommel to deny grievance in Sheriff's Department. Motion by Kerr/Hines to require an updated position description for Confidential Administrative Assistant – Sheriff's Department. Hines and Kerr withdrew their motion. Motion to deny carried. Kucinski voted no. Motion by Kerr/Hines to require Sheriff to update the job description for Confidential Administrative Assistant – Sheriff's Department and provide the revised position description to the Personnel Committee within one month. Motion carried.

Motion by Schilling/Purdy to convene into closed session at 11:13 a.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Information obtained during Corporation Counsel performance evaluation. Roll call vote

unanimously approved.

Motion by Kerr/Kucinski to return to open session at 11:50 a.m. Roll call vote unanimously approved.

Motion by Hines/Purdy to approve a memorial resolution for former county board supervisor Marge Baldwin and forward to the county board. Motion carried.

Kucinski presented a draft position description for the proposed Drug Court Coordinator. This was prepared in an effort to provide a staff member who would be prepared to work in the Drug Court Program when the current contracted employee's period of employment expires. Kucinski indicated there had been a joint meeting of the Law Enforcement Committee and the Human Services Board to discuss the status of the coordinator's position. The consensus of the committees was that the Coordinator position should be created as a permanent .6 FTE position. Discussion of who should be responsible for the supervision of the position. The position description will be completed and presented for consideration on the next agenda with the intent that it be approved and forwarded to the county board. No action taken.

Compensation for Board Supervisors was discussed. It was noted that the rate for per diem was last set several years ago. Suggestion that someone put together a plan that the rate of per diem would increase with the cost of living. It was noted that the position of supervisor is partially volunteer but it would be good to bring it up to the times. Kerr thought mileage was more of a concern. No action taken.

Hines and Kucinski excused at 12:12.

Committee members discussed the County representatives to serve on the Project Committee for the non-represented employee's pay plan study. The individuals will work with consultant Robert Bjorklund to put information together for the study. The recommendation from the consultant was that the committee should include county board supervisors as well as representation from the non-represented employees. Motion by Purdy/Schilling to appoint G. Kerr, R. Purdy, J. Kosin, Emergency Management Director Brown, Long Term Support Supervisor Balzer and Personnel Coordinator/Administrative Specialist Langer. Motion carried. The Project Committee will meet with the consultant on Thursday, May 26th at 6:00 p.m. in the County Board Room.

Treasurer Skog, Real Property Lister Beastro, Information Services Director Huppert and Register of Deeds Nelson were asked to appear to offer information regarding properties owned by the County. It was noted that the majority of the land was highway right-of-way and Trenton Island properties acquired as a result of the floodplain buyout. No action necessary.

Discussion of a 2004 deficit in the Dental Program. C. Hodgson was present. There was a lengthy discussion regarding the expenditures and funding sources for the program. Revenues did not meet projections and there was a deficit in the amount of \$6,481. Motion by Schilling/Rommel to

forward to the county board a recommendation to transfer from General Fund to Dental Program \$12,652 to cover 2004 deficit. Rommel withdrew second. Purdy seconded motion. Motion defeated with Anderson, Kerr and Rommel opposed.

Motion by Rommel/Kerr to transfer \$6,481 from the General Fund into the Dental Program to cover the 2004 deficit. Motion carried with Purdy opposed.

Next meeting is May 27th at 8:00 a.m.

Treasurer's report with P. Leland Skog. Fund balances as of 4/30/05 in the amount of \$18,668,929.91. It was noted that delinquent taxes are down approximately \$125,000 from previous year.

Discussion of a request from the Building Committee for the Finance and Personnel Committee to define what information committees of the county board should have when performing personnel performance evaluations. They further sought guidance on who is to be responsible for providing the necessary information to the committees. Interim Administrative Coordinator suggested that the Chairperson of each committee be responsible for getting information for the meeting and preparation of each agenda.

Interim Administrative Coordinator's report: Anderson advised the committee that he had held a department head meeting on May 12th and he had provided the department heads with the same complete list of current appointed/elected committee members and their term of office that the Finance and Personnel Committee members had received in their meeting mailing. He asked the committee to contact him if they recognized any errors in the chart. Anderson also updated the committee on activities of the Centennial Committee indicating the committee was receiving a sizeable number of donations to the event. The Centennial celebration is scheduled for June 26th at 2:00 p.m.

Personnel Coordinator Langer advised the committee that Administrative Coordinator position filing deadline is May 27th and committee will be asked to make decisions on participants for the screening of applications, to select an interview date and to designate who would be responsible for preparing the interview questions.

Motion by Kerr/Rommel to adjourn at 1:15 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, May 13, 2005 – 6:15 p.m.
County Board Room

Call to order by Chair Anderson with Hines, Schilling and Rommel present. Kucinski, Purdy and Kerr excused. Also present Information Systems Director Janet Huppert.

Chair announced that the meeting had been properly noticed by transmitting the agenda to the Pierce County Herald and WEVR radio station, as well as posting on the bulletin board in the Administration Department.

Chair Anderson stated that the meeting had been called in response to a lightening strike that had severely damaged the telephone system.

Motion by Hines/Rommel to authorize updated phone system for \$134,031.32.

Motion carried.

Motion by Rommel/Hines to authorize up to \$25,000 be transferred from Contingency fund to data processing budget for the purpose of phone system repair and update. Motion carried.

Motion to adjourn by Schilling and seconded by Rommel. Motion carried.

Submitted by R. Anderson

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, May 27, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy, Rommel and Kucinski present. Also present Assistant Corporation Counsel Lahti and J. Holst.

Review of minutes of 5/13/05. Motion by Purdy/Hines to amend the minutes regarding the Dental Program by striking ~~Revenues did not meet projections and there was a deficit in the amount of \$6,481.~~ and inserting instead **“Funds were not transferred resulting in a 2004 program deficit in the amount of \$6,481”**. Hines and Purdy withdrew their motion. Motion by Schilling/Purdy to strike as above and insert **“Due to confusion regarding the creation of a budget for the dental program there was a deficit”**. Motion defeated with Schilling and Purdy voting yes.

Motion by Kerr/Hines to approve minutes of 5/13/05. Motion carried.

Chair Anderson called for public comments. There were none.

Motion by Hines/Purdy to convene into closed session at 8:28 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administration staff employee. Roll call vote unanimously approved.

Motion by Kucinski/Kerr to return to open session at 9:05 a.m. Roll call vote unanimously approved.

Lawrence and Pittman arrived. Lahti was excused.

Bob Moore, Institutional Capital Management, presented the quarterly investment report. Moore provided advice on strategy for investments and discussed cash flow analysis. He will provide a one or two page summary of what the County should be looking for as their investments approach maturity.

Moore asked if the County could see any major changes in expenditures. Hines indicated there was

currently review of building and space needs and there could be a need for funds required for building update or maintenance of buildings. Moore will provide some supplementary financial information by July.

Motion by Hines/Rommel to approve a resolution supporting efforts to reduce youth smoking and forward to the County Board for approval. Motion carried.

Park Supervisor Schoepp was present to address a request for Step 2 of the temporary wage scale for Park Ranger Nate Palmer. His request was based upon the individual's 3 years of conservation experience and his work skills and maturity. Motion by Schilling/Rommel to approve wage of Step 2 for Nate Palmer effective 5/27/05. Motion carried.

Discussion of the Park Committee request for authorization to purchase a camping cabin for the park at a cost of \$15,400. This request was not in the 2005 Park budget. A similar cabin was purchased last year with general fund revenues. It is the seasonal employee residence for the summer months and is rented to campers in the off-season. Both the Park and Land Management committees approved the expenditure of funds from the Park Development Fund. Motion by Rommel/Hines to approve of the purchase and construction of a camping cabin and forward to the county board with a recommendation for approval on the first reading with funding in the amount of \$15,400 from Park Development. Motion carried.

Motion by Purdy/Rommel to approve amendment to the Pierce County Outdoor Recreation Plan to include the Town of Martell Park and Recreation Plan and forward to the County Board for approval. Motion carried.

Motion by Purdy/Rommel to approve the proposed position description for Drug Court Coordinator. Motion by Kucinski/Purdy revise the Minimum Training and Experience to indicate Bachelor's degree in social work, Mental Health, AODA, Criminal Justice or related field and or experience in program development and administration. Motion to amend carried. Motion to approve carried.

Discussion of wage to be established for the position of Drug Court Coordinator and which committee would be designed to supervise the program and the Coordinator. Motion by Purdy/Kerr to defer action of the wage to joint committees of Law Enforcement and Human Services Board. Motion carried.

Motion by Purdy/Rommel to defer any action on county board per diems until July. Motion carried.

Committee discussed arrangements to complete the recruitment for the Administrative Coordinator position. Motion by Kerr/Hines that the Screening Committee consist of County Board Supervisor Holst, AAO Lawrence and Administrative Coordinator Gene Smith from Dunn County (If

Mr. Smith is not available, Langer is to contact a Coordinator from a different county). Motion carried.

Kucinski and Rommel accepted the responsibility to prepare interview questions.

Motion by Hines/Purdy that interviews be scheduled for Wednesday, June 22nd starting at 8:30 a. m. in the County Board Room. Motion carried.

The Interim Administrative Coordinator did not have a report.

Future agenda item: Review of budget guidelines for 2006,

Meeting dates: 6/10 and 6/24 at 8:00 a.m. Rommel excused from 6/10 meeting.

Motion by Purdy/Rommel to adjourn at 10:30 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, June 10, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy and Kucinski present. Rommel was excused. Also present Corporation Counsel Lawrence and Supervisors Pittman and Barkla.

Review of minutes of 5/27/05. Motion by Hines/Schilling to approve minutes. Motion carried.

Chair called for public comments. Supervisor Pittman asked the committee to investigate to determine if employees were covered by liability insurance in the course of their duties. Hines indicated he felt coverage was in place for that purpose.

Motion by Hines/Purdy to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and Sec. 19.85(1)(e), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation; Section 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Sec. 19.85(1)(c), Wis. Stats. for considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: temporary position in Public Health Department. Roll call vote unanimously approved.

9:15 Holst arrived.

Motion by Hines/Purdy to return to open session at 9:30 a.m. Roll call vote unanimously approved.

Motion by Kucinski/Purdy to defer action until next meeting on Corporation Counsel performance evaluation. Motion carried.

Holst and Barkla excused.

Insurance Coordinator Kinneman, Finance & Budget Director Brickner, CCS representative Paul Lehman, along with Tara Nelson and Pam Whitcomb, Claims Management Services (CMS), were present to address the upcoming transfer of health insurance administrators from CCS to CMS. Lehman stated Atrium has been purchased by CompCare Blue and the purchase will be completed within the next 30 days. He also indicated that CCS administration is moving to CMS, as well.

CMS is assuming control of the Wisconsin accounts of CCS. CMS stated they will continue to provide the same services and will be bringing other benefits to the table. Following completion of the transaction CMS will meet with employees on a monthly basis to update on changes.

There was discussion on the impact of the transition as it relates to the Stop Loss insurance carrier. 2006 rates will not be available until 60 days prior to 1/1/06.

There was discussion as to whether the transition could result in the County offering open enrollment. This will be researched and discussion will be placed on the agenda for 6/24.

Finance & Budget Director Brickner was present to discuss proposed budget guidelines for 2006. Four property tax operating levy options were presented for committee consideration.

Motion by Kerr/Anderson that the committee recommends that the County maintain the operating budget at 2005 level and departments justify needs to standing committees for any increase. Kucinski suggested the committee get together with all county board members and department heads to advise everyone of the need to contain and control spending. Motion carried.

Committee was presented with the 2006 Budget Calendar.

Kucinski and Purdy excused.

County Clerk Feuerhelm addressed the Statewide Voter Registration System (SVRS) which is mandated by the Help America Vote Act of 2002 (HAVA). The Act was adopted to create a more uniform voter registration and voting system in the United States. State legislation associated with the Act allows local units of government to share technology and resources with the County and other municipalities to maintain the local voter registration information centralized within SVRS. The County may also enter into a Memorandum of Understanding with municipalities to charge fees for their participation.

Funds for the purchase of computer hardware and software were budgeted for 2005 in the County Clerk and Data Processing budgets. County Clerk stated that if the committee approves action on implementation of the SVRS he will get the equipment expenditures on the next Information Systems agenda.

Pittman excused.

Motion by Hines/Schilling to approve a resolution authorizing Memorandum of Understanding relating to the Statewide Voter Registration System and forward the legislation to the County Board. Motion carried.

Motion by Kerr/Hines to approve the revised Grievance Form drafted by the Policy Update Committee. Motion carried.

Motion by Hines/Schilling to approve a memorial resolution for former County Board Supervisor Millard Nelson and forward to the County Board. Motion carried.

Discussion held regarding who should be responsible for reviewing the department head position questionnaires that are being completed as a part of the non-represented employee compensation study. Review needs to be accomplished between June 30th and July 11th. Motion by Schilling/Hines to recommend that Chair and Vice Chair or designee of Chair of the standing committee, if possible without creating a quorum, should review the questionnaires. If a quorum is possible then the designee and the Administrative Coordinator. Motion carried. The employee orientation meetings for instruction on completing the questionnaires is scheduled for 6/16. A letter was to be sent to each county board member so they could plan to attend the orientation. The meetings would be noticed under the open meetings law.

Discussion of county board attendance at the upcoming WCA conference. All supervisors are encouraged to attend the conference in Milwaukee. Motion Schilling/Hines to approve attendance requests for Peterson, Kosin and Anderson. Motion carried.

Interim Administrative Coordinator's report: Committee was reminded of the James Dollahon golf tournament scheduled for 8/1.

Motion by Kerr/Hines adjourn at 10:38 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, June 22, 2005 – 8:30 a.m.
County Board Room

Call to order by Chair Anderson with Kerr, Schilling, Purdy and Rommel present. Hines and Kucinski were excused.

Motion by Schilling/Kerr to convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority: interviews for the position of Administrative Coordinator and establish compensation for same. Roll call vote unanimously approved.

Motion by Schilling/Rommel to return to open session. Roll call vote unanimously approved.

Motion by Rommel/Kerr to approve travel expenses for Administrative Coordinator candidates that traveled in excess of 250 miles for interview. Motion carried.

Motion by Purdy/Rommel to adjourn. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, June 24, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Rommel, Schilling and Kucinski present. Hines and Kerr were excused. Also present Corporation Counsel Lawrence.

Motion by Schilling/Kucinski to approve minutes of 6/10/05. Motion carried.

There was no public comment.

Motion by Rommel/Schilling to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation, and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation. Roll call vote unanimously approved. Purdy arrived. Bicha present for closed session under 19.85(1)(e), and 111.70(1)(a).

Motion by Kucinski/Rommel to return to open session at 8:22 a.m. Roll call vote approved.

Human Services Director Bicha present for several matters related to the Human Services Department. Review of request from Teamster's employee Trok for a 6-week leave of absence, effective approximately July 12. This was recommended by the Human Services Board. Motion by Purdy/Kucinski to approve a 6-week unpaid leave of absence for Trok effective approximately July 12. Motion carried.

Review of request from AFSCME Human Services Support Staff employee for 5-week leave of absence. This was recommended by the Human Services Director. Motion by Purdy/Rommel to approve 5-week leave of absence for Kirby, effective 6/24. Motion carried.

Discussion of a request from Director Bicha for early refill of an Economic Support Specialist position that is being vacated the end of the year by a retiring employee. Bicha indicated the Economic Support Specialist positions require six months of training prior to their being able to perform the duties

of the position. To have someone enrolled in training while the incumbent is still working will allow the new Economic Support Specialist to immediately assume a caseload when the employee retires.

Bicha indicated there were no funds budgeted for the early refill, however, federal funding will cover 50% of the cost leaving the County responsible for a maximum of \$10,000 of the expense. Motion by Purdy/Kucinski to approve refill of the Economic Support Specialist position beginning September 1 based upon long training requirements. Motion carried.

Discussion of which committee should supervise the Drug Court Program. Jill Slaikeu arrived. The Policy Update Committee had forwarded a recommendation to the committee that a new standing committee should be created that consisted of 2 county board members and a citizen member with members appointed by the County Board Chair. The Human Services Board had discussed the issue but forwarded no recommendation for consideration by the Finance and Personnel Committee. The Law Enforcement Committee had not discussed or taken action on the matter. Kucinski stated questions that had been raised were why would the committee members be appointed, why should the committee have a citizen member, and could the standing committee meet only on a quarterly basis?

Committee suggested that Bicha and Slaikeu gather information from other counties that are involved in a drug court program to determine how those counties are managing supervision of the program. Motion by Rommel/Schilling to defer action on agenda items #9 (creation of a Drug Court Program standing committee), #10 (create classification and wage for Drug Court Coordinator), and #11 (create position of Drug Court Coordinator) to allow the Law Enforcement Committee to take action. Motion by Purdy/Kucinski to drop #11. Schilling and Rommel voted no. Motion carried with Kucinski, Purdy and Anderson voting yes. Original motion carried with Rommel voting no.

Discussion of creation of the Drug Court Coordinator position. Motion by Kucinski/Purdy to authorize a temporary employee for Drug Court Coordinator not to exceed through 12/31/05 and to approve transfer of \$8,817 from the drug court program funds designated in the Contingency Fund into the Human Services Drug Court fund. Motion carried.

Corporation Counsel Lawrence addressed the resolution to disallow claim for Brickner's. Motion by Rommel/Purdy to approve the resolution to disallow the claim for Brickner's and forward to the county board with a recommendation for approval on a first reading. Motion carried.

Insurance Coordinator Kinneman addressed the issue of offering open enrollment for the health insurance plans. This matter was discussed at the June 10th meeting and it was directed that research should be done to see if the county was required to offer the open enrollment as a result of the imminent transfer of the administration of the health insurance plans. Kinneman indicated that this transfer did not qualify as an event under the HIPAA regulations, however, the County would have the ability to choose to offer open enrollment at any time. Motion by Rommel/Schilling to not offer open enrollment. Motion carried with Purdy opposed.

Review of a request from the Sheriff and Law Enforcement Committee that would adjust the wage of four temporary Law Enforcement employees to Step 4 of the temporary employee wage scale. The wage adjustment was being recommended because the individuals are fully certified law enforcement offers. Motion by Rommel/Purdy to approve wage of Step 4 - \$11.15 per hour for Robert Lucente, Jessie Peterson, Bruce Baillargeon and Michael Radmer, effective 6/25/05. Motion carried.

Committee reviewed proposed legislation that would authorize the extension of the termination date of the Ad Hoc Facility Planning Committee through January 1, 2006. The Committee had indicated they would be unable to complete the tasks assigned by the July 1, 2005 deadline. Motion by Purdy/Schilling to approve a resolution to the County Board that will extend the Ad Hoc Facility Planning Committee term through January 1, 2006 and request adoption on a first reading. Motion carried.

Motion by Rommel/Schilling to convene into closed session at 9:13 a.m. pursuant to Sec. 19.85 (1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: AFSCME grievance. Roll call vote unanimously approved.

Motion by Rommel/Kucinski to return to open session at 9:15 a.m. Roll call vote unanimously approved.

Treasurer's report with P. Leland Skog. Fund balances as of 5/31/05 in the amount of \$17,950,281.67. Skog advised the committee that interest rates are increasing.

Motion by Kucinski/Rommel to authorize a temporary employee in the Treasurer's Office for up to 100 hours for tax collection at a cost not to exceed \$1,050 with no transfer of funds at this time. Motion carried.

Motion by Kucinski/Rommel to approve payment of Corporation Counsel Lawrence's State Bar of Wisconsin membership dues for July 1, 2005 through June 30, 2006 in the amount of \$429.66. Motion carried.

Interim Administrative Coordinator Anderson announced that the committee had interviewed 7 very good Administrative Coordinator candidates on June 22nd and the criminal background check was being conducted on the first choice candidate. He stated it might be necessary to call a special meeting of the Finance and Personnel Committee to finalize the candidate and wage. Anderson announced he was prepared to call a special meeting of the County Board to act upon appointment of the Administrative Coordinator, as well.

Future agenda items will include Corporation Counsel performance evaluation.

Future meeting dates are July 8th and July 22nd.

Motion by Schilling/Purdy to adjourn at 9:24 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, July 8, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy and Rommel present. Kucinski was absent. Also present Corporation Counsel Lawrence and Pittman.

Motion by Schilling/Rommel to approve minutes of 6/24/05. Motion carried.

Committee sought public comment. There were none, however, Chair indicated that he was seeking support from the committee to in the future schedule the public comments following the closed session. Committee was in agreement.

Chair Anderson announced the committee would convene into closed session pursuant to:

- Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and sale of county property and
- 19.85(1)(e), and 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: grievance arbitration
- 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and
- Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation
- Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation

Motion by Hines/Schilling to convene into closed session at 8:07 a.m. Roll call vote unanimously approved. Highway Commissioner Christopherson was present. Holst arrived.

Motion by Hines/Kerr to return to open session at 10:33 a.m. Roll call vote unanimously approved.

Motion by Rommel/Kerr to discontinue any contract negotiations with Nextel. Motion carried with Purdy opposed.

Motion by Kerr/Hines to continue with sale of excess county property and forward a resolution to the County Board. Motion carried.

Motion by Rommel/Kerr to continue with AFSCME Courthouse grievance arbitration process. Motion carried with Purdy opposed.

Motion by Hines/Schilling to approve terms of employment offer to Administrative Coordinator candidate John Krizek and recommend his appointment to the county board. Terms include: 1) Start date no later than 30 days from County Board approval (possibly as soon as 2 weeks following County Board approval); 2) annual salary of \$72,000 with adjustment to \$75,000 after 3 months of favorable performance and adjustment to \$78,000 after 6 months of favorable performance; 3) Establish Personal Time Off at 8-14 years of service with a waiver of the limitation of no more than 96 hours to be used within the first year of employment; 4) Pierce County residency within 18 months of hire with an opportunity for a six-month extension. Motion carried with Purdy opposed.

Insurance Coordinator Kinneman was present for discussion to establish health insurance rates for 2006. Chair Anderson announced he and Vice-Chair Hines had a conflict of interest in the decision and would be abstaining from participation in the matter, and he turned the meeting over to Second Vice-Chair Schilling.

Rate projections were negatively impacted by change in rates for stop loss insurance. Kinneman advised the committee they can seek proposals for a different stop loss carrier but that could not take place until CMS assumes the administration duties.

Motion by Rommel/Kerr to approve a 3% premium increase in CCS and a 10% premium increase for Atrium. Motion by Purdy/Schilling to amend to approve a 3% premium increase for CCS and a 5% premium increase for Atrium. Rommel called the question. There was no objection. Motion to amend carried. Motion to approve a 3% premium increase for CCS and a 5% premium increase for Atrium carried with Kerr opposed. Insurance Coordinator will initiate search for alternative stop loss carrier.

Coroner Sue Dzubay appeared to address the issue of committee consideration for transferring from the current Coroner system to that of Medical Examiner system. She stated she was of the opinion

that the Medical Examiner position would allow the County to select a candidate on the basis of their qualifications that, therefore, help to control County liability.

There was a lengthy discussion regarding the many implications of changing to a Medical Examiner system. Dzubay indicated the County would need to continue to provide office space for the position that included a secure storage area. She currently has space in the Law Enforcement Department for a file and supply storage. There also a need for office access 24-hours per day. Other considerations were purchase of office equipment such as a fax machine, a computer with word processor, a telephone, and desk and chair.

Dzubay presented a draft position description and a proposed timeline for implementation of the change. There was also discussion regarding position benefits, wage, the wage of deputies, as well as hours of work.

Motion by Schilling/Kerr to defer action to gather and consider further information regarding the transition to a Medical Examiner system. Motion carried.

Review of a request from the Public Health Department for approval to purchase unbudgeted capital equipment for the Family Planning/Reproductive Health Department. Motion by Hines/Purdy to approve purchase a new file system in the amount of \$2,905 from excess family planning funds. Motion carried.

New position requests for 2006 were reviewed. It was noted that some of the position requests had not been through the standing committees for their recommendations. Motion by Purdy/Hines to defer action on new positions. Motion carried.

Committee had been provided with copies of General Fund budgets through 6/30/05. Chair Anderson announced that 2005 fund activity for the Highway Department and Human Services Departments would be reviewed at their next meeting. No action necessary.

Motion by Hines/Rommel to authorize a special meeting of the County Board on July 14th at 7:00 p.m. for the purpose of discussion of, and potential appointment of the Administrative Coordinator. Motion carried.

There were no future agenda items announced.

There was no Interim Administrative Coordinator's report.

Meetings for 7/22, 8/12 and Wednesday 8/24, all at 8:00 a.m.

Motion by Rommel/Hines to adjourn at 11:32 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, July 22, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Purdy, Rommel, Kucinski, Schilling and Hines present. Also present Corporation Counsel Lawrence, Barkla, Holst and Kosin.

Review of minutes of 7/8/05. Motion by Kerr/Kucinski to approve minutes. Motion carried.

Motion by Purdy/Schilling to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator position and compensation; Corporation Counsel performance evaluation; and 19.85(1)(f), Wis. Stats., for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where para. (b) applies, which, if discussed in public, could be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation: employee leave of absence. Roll call vote unanimously approved.

Kucinski was excused at 8:50 a.m. Kosin and Holst were excused.

Motion by Rommel/Hines to return to open session at 10:10 a.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to approve Curt Kephart as candidate for Administrative Coordinator at an annual salary of \$65,000 with an increase of \$2,500 at 6 months and at 12 months with satisfactory performance evaluations, PTO accrual at 8 years of service, and \$1,000 moving expense reimbursement and forward to the County Board with a recommendation for approval. Motion carried.

Motion by Rommel/Purdy to approve a 7-day leave of absence for Human Services employee effective 7/23. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Purdy to approve the remodeling project at the City of River Falls Ingram Center in the amount of \$4,401 with funds to be taken from the Reproductive Health budget. Kerr called

the question. No objection. Motion carried.

Motion by Schilling/Rommel to approve Family Living Agent Lori Zierl's attendance at the National Extension Association of Family and Consumer Service (NEAFCS) in September. Motion carried.

Committee reviewed a request from the American Legion Kinne-Englehart Post 204 for authorization to make engraving additions to the war memorial stones located on the South lawn of the Courthouse. Their intent is to add language to include the Iraq War and to add the name of Army Specialist 4th Class Bert E. Hoyer. Post 204 indicates they will be responsible for all costs to complete the project. Motion by Hines/Purdy to authorize these additions to the memorial. Motion carried.

Review of a request from UW-Extension for approval of overtime for two full-time secretaries for work at the County Fair. The employees were requesting comp time in lieu of payment for the extra time. Motion by Schilling/Purdy to approve extra hours with no additional funds required. Motion carried.

A list of the 2006 New Personnel requests was presented. Chair announced that the Law Enforcement Committee is meeting to discuss their new positions on August 8th. Motion by Rommel/Purdy to defer action on Personnel requests for 2006. Kerr suggested that all requests that come forward include proposal for funding and how it will impact their budget. Motion carried.

Committee members reviewed a request from the Fair Department for approval of a temporary ATM at the Fairgrounds during the 2005 Fair. The County would pay a \$300 rental fee for the machine and a fee will be paid to the County for each transaction. The Fair Department would be responsible for stocking the machine with cash for transaction and projected it would require approximately \$18,000 for this purpose. Motion by Hines/Kerr to approve advance of \$18,000 to stock the ATM machine for the Fair. Rommel called for the question. Purdy objected to call of question. Motion calling the questions carried with Purdy opposed to proceeding. Motion carried with Purdy opposed.

Interim Administrative Coordinator's report: Anderson stated he is meeting with various County Law Enforcement employees and committee supervisors to discuss numerous issues relating to jail space and prisoner housing. He had also been contacted by representatives of Goodhue County for discussion on these matters. Hines asked Chair to keep the Ad Hoc Facility Planning Committee up-to-date on these activities and noted that the Ad Hoc Committee was meeting on July 28th.

Chair Anderson also spoke of discussions currently underway as a county board consortium regarding the merging of departments within counties and possible amendment to the State constitution that would designate the elected officials as county employees. He will keep the committee informed of discussions on these and other topics.

Meeting dates: August 12 and August 24 at 8:00 a.m.

Motion by Hines/Rommel to adjourn at 10:43 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, August 12, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Rommel, Purdy and Kucinski present. Also present Administrative Coordinator Kephart, Corporation Counsel Lawrence and Barkla.

Review of minutes of 7/22/05. Motion by Purdy/Hines to amend page 1, paragraph 9: “Kerr called the question. **No objection.**” and page 2, paragraph 2: “Purdy objected to call of question. **Motion calling the question carried** with Purdy opposed to proceeding. Motion carried **with Purdy opposed.**” and approve as amended. Motion carried.

Motion by Hines/Schilling to convene into closed session at 8:05 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property, and Sec. 19.85(1)(e), Wis. Stats., and Sec. 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation. Roll call vote unanimously approved.

Holst arrived.

Motion by Hines/Schilling to return to open session at 8:45 a.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to forward to the County Board discussion of Corporation Counsel performance evaluation under 19.85(1)(c), for consideration of continued employment. Roll call: Kucinski, Rommel and Anderson voting no. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Purdy to approve leave of absence for Assistant Corporation Counsel effective 8/10 for up to 11 days. Motion carried.

Motion by Kerr/Schilling to approve expenditure from the Jail Maintenance Fund for remodeling of overhead garage doors in the jail in the amount of \$3,472 and installation of a slop/kitchen sink in the jail at a cost of \$800. Motion carried.

Review of new position requests for 2006. It was noted that the requests would be reviewed according to department:

Kucinski addressed Sheriff's Department requests which included 2 Jailer/ Dispatcher/Floater, Drug Investigator, Patrol, 2 position upgrades to Sergeant. He indicated that the committee vote was not unanimous for any of the positions. Discussion took place. Motion by Kucinski/Kerr to deny all position requests. Purdy opposed. Motion carried.

Motion by Kucinski/Purdy to approve Drug Court Coordinator position with issue as to whether it would be LTE or independent contract with funds designated for the position. Kucinski/Purdy withdrew motion. Motion by Kucinski/Kerr to approve position of .6 FTE Drug Court Coordinator. Motion carried.

Deputy Register in Probate was presented as a request to increase the position hours to .6 FTE of 2,080-hour base. Motion by Kerr/Hines to approve an increase of 156 hours for Deputy Register in Probate. Motion carried.

Deputy Clerk of Court (3 positions) to be moved to 2,080-hour base. Motion by Kucinski/Kerr to approve 260 hours for position of clerk of court criminal division. Motion by Kucinski/Kerr to withdraw motion to assign hours to criminal division. Motion by Kucinski/Kerr to approve a total of 260 additional hours for clerk of courts staff. Motion carried.

Human Services: Child Support Specialist, Long Term Support (LTS) Resource Coordinator, .5FTE Accounting Assistant, Elderly Benefits Specialist increase to 40 hour week, and .4 FTE Transportation Attendant/Bus Driver. R. Bicha present.

Motion by Purdy to approve all positions proposed by Human Services. Motion died for lack of second.

Motion by Kucinski/Hines to approve .4 FTE Transportation Attendant/Bus Driver and increase in hours for Elderly Benefits Specialist with no cost to the County. Bicha addressed the positions requested by the department. He indicated the LTS Resource Coordinator was requested to help develop alternatives to adult home placements and with the position the County will costs. The Accounting Assistant could increase collections. Motion carried to approve .4 FTE Transportation Attendant/Bus Driver and increase in hours for Elderly Benefits Specialist.

Motion by Kucinski/Schilling to approve .5 FTE Accounting Assistant. Motion carried.

Motion by Kucinski/Purdy to approve LTS Resource Coordinator. Discussion about other

possible costs associated with creation of the position. Schilling asked what recommendations had come from the Human Services Board. The committee was divided on recommendations forwarded with no majority vote. Motion carried to approve LTS Resource Coordinator.

Motion by Kucinski/Kerr to not approve Child Support Specialist. Bicha said the department needed to be more aggressive to help the children. The Child Support Specialist was needed to help to generate revenue. Call for the question by Kerr. Motion carried with Purdy and Schilling opposed.

Kucinski excused.

Highway Bookkeeper (2 positions). A request to authorize the increase of 260 hours per year for each position. (This represents a change from 1,820 hours per year to 2,080 hours per year.) Motion by Hines/Rommel to approve an additional 260 hours per year to be used at the discretion of the Office Manager (for peak work days). Hines called for the question. Purdy and Kerr opposed. Motion carried.

Medical Examiner: Chair stated that if the position were approved there would be no funding necessary until the 2007 budget. He also indicated that he is still working with other counties to check the feasibility of consolidation of this service.

Invasive Species Removal – Parks (2 positions): Temporary positions at 320 hours per year each. Motion by Hines/Purdy to disapprove the 2 temporary positions. Motion carried.

Extension Secretary: Part time position increase from .8 FTE to full time for a total increase of 364 hours; Horticulture Educator: part time position increase from .4 FTE to .5 FTE for a total increase of 182 hours. Motion by Kerr/Anderson to disapprove both positions. Schilling stated that the Fair Department has transferred some duties to the Extension Department and she expected that the long-term plan is that there will be more duties transferred to that department. Motion carried with Schilling and Purdy opposed.

Sheriff Muhlhausen asked to address the committee on the department requests. Chief Deputy Gulbranson and Lt. Knoll also present. Sheriff stated he had discussed department needs with staff and this is the collaboration. The Law Enforcement Committee recommended the 2 Jailer/Dispatchers and the Drug Investigator.

Representatives of Ellsworth and River Falls emergency services spoke in favor of increased staff in the department for dispatch and drug investigation.

Sheriff indicated that the creation of 2 sergeant positions would be position upgrades and not new positions. This would provide supervision on each of the 3 shifts.

Discussion of possible methods of funding new positions such as any changes in existing structure that could be reallocated to cover them.

Motion by Schilling/Hines to reconsider the new Law Enforcement position requests at the next Finance meeting. Motion carried with Kerr opposed.

Treasurer's report with P. Leland Skog. Fund balances in the amount of \$17,387,549.11 as of 6/30/05. Discussion of investment practices through Institutional Capital Management and whether the County can take out funds without a substantial penalty. Purdy questioned whether the County could get a slightly higher rate through local investment and then the funds would also be available to citizens. Skog was asked to communicate with Bob Moore prior to any ICM reinvestments so that Skog can compare rates for reinvestment locally. Skog to investigate to see if there is any penalty for removing some ICM funds at their maturity and what investment rates might be locally and provide a report for the next meeting.

Creation of the Drug Court Program standing committee was discussed. Both the Human Services Board and Law Enforcement Committee support creation of the committee to supervise activities of the Drug Court Program. The Ad Hoc Policy Update Committee was recommending a 3-member committee composed of 2 county board members and 1 citizen member. Appointments would be made the by the County Board Chair. Motion by Purdy/Rommel to approve creation of the Drug Court Program standing committee to supervise the Drug Court Program and said committee to be composed of 2 county board members and 1 citizen member with members appointed by the county board chair, and forward an ordinance to the County Board for approval. Motion carried.

Humane Society representatives had requested the agenda include discussion of the organization's financial status. Chair explained that the County currently allocates to the Humane Society all monies in the dog license fee in excess of \$1,000 each year. Motion by Hines/ Purdy to defer any action. Motion carried.

Administrative Coordinator Kephart gave a brief report, summarizing his activities since his arrival as well as offering comments about his plans for the future.

Chair Anderson reported on a recent meeting with St. Croix County at which there was discussion about consolidation of services, such as joint contracts for doing studies for each county, as well as discussion about jail facilities and communications.

Meeting dates: September 9 and 16 at 8:00 a.m.

Representatives of the Humane Society arrived. Motion by Hines/Purdy to withdraw motion to defer action on Human Society financial status. Motion carried.

Theresa Jonas, Director, and other Humane Society supporters were present along with Dick Bunce, Trenton Town Chair.

There was extensive discussion of the problems that exist that are affecting the financial health of the Society. Discussion was held as to whether the Society could provide the County with a proposal that they feel could help them regain stability, and how the County can participate in this process. This will be a future agenda item

Motion by Purdy/Kerr to adjourn at 11:40 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Wednesday, August 24, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Rommel, Purdy and Kucinski present. Also present Administrative Coordinator Kephart, Corporation Counsel Lawrence and Barkla.

Review of minutes of August 12, 2005. Motion by Schilling/Purdy to approve the minutes as presented. Motion by Kerr/Purdy to amend paragraph 6 regarding Lawrence motion to insert “continued” between the words “of^employment”. Hines arrived. Motion carried to amend the minutes of August 12, 2005. The question was called. Hines abstained.

Motion by Schilling/Purdy to convene into closed session at 8:09 a.m. pursuant to Sec. 19.85(1)(e) and 111.70(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: Teamsters grievance; and 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property. Roll call vote unanimously approved. Bicha and Barkla present.

Representing the Teamsters Local 662 Human Services Professionals were Staff Representative Skutak and Stewards Van Dusartz and Krings.

Motion by Kerr/Schilling to return to open session at 9:13 a.m. Roll call vote unanimously approved.

The meeting was briefly recessed.

Motion by Kucinski/Purdy to deny the Teamsters grievance regarding unit of placement of bargaining work. Motion carried.

Motion by Kerr/Hines to authorize the Administrative Coordinator to hire an appraisal firm to proceed with sale of county-owned property. Motion carried.

Public comment for non-agenda items was received. No one from the public had any comments.

Chief Deputy Gulbranson, Lt. Knoll and three local emergency services personnel were present for discussion of the Sheriff's Department's new employee requests. There was extensive discussion of the requests.

Gulbranson indicated the Law Enforcement Committee was recommending the 2 Jailer/Dispatcher Floater positions and the Drug Investigator. It was noted that there none of the department's requests received the full support of the entire Law Enforcement Committee

Discussion of whether the department could consider program cuts such as D.A.R.E or certain training programs. Gulbranson indicated this is frequently discussed in the committee meetings, however, Pierce County currently provides only a few programs which they believe will help to keep individuals out of jail.

There was a brief discussion about possible benefits to consolidation of services. The committee was advised that costs associated with these new positions such as vehicles, uniforms and training were included in other budget line items within the department's proposed budget.

Motion by Purdy/Hines to recommend the proposed Drug Investigator position to the County Board. Motion carried with Kucinski and Kerr opposed.

Motion by Purdy/Schilling to recommend the female Jailer/Dispatcher position to the County Board. Motion carried with Anderson and Kucinski opposed.

Motion by Purdy to recommend male Jailer/Dispatcher position to the County board. Motion failed for lack of second.

Motion by Purdy/Hines to recommend the Jailer/Dispatcher promotion to the County Board. Motion carried with Kucinski, Kerr and Anderson opposed.

Motion by Purdy/Hines to recommend the Patrol promotion to Sergeant to the County Board. Motion carried with Kerr, Kucinski and Anderson opposed.

Motion by Purdy to recommend one Patrol officer position to the County Board. Motion failed for lack of second.

Motion by Hines/Kerr to revise of the order of the meeting agenda to move to item #8 and #9 ahead of item #7. Motion carried.

Motion by Hines/Purdy to approve amending the 2005 WIC budget to reflect an additional \$1,533 in state revenue. Motion carried.

Hines addressed the request from the Solid Waste Administrator for approval to purchase new recycling containers instead of repair of the existing containers. Purchasing new roll-off containers was not in the capital improvements budget for 2005. He indicated that repair and refurbishing are costly and the Solid Waste Management Board was recommending approval to purchase two new roll-off containers instead of repairing. Motion by Hines/Purdy to approve purchase of 2 roll-off containers from 2005 budget funds and amend the Solid Waste 2005 budget accordingly. Motion carried.

Hines excused at 10:37 a.m. for a prior commitment.

Finance & Budget Director Brickner and Administrative Coordinator Kephart addressed general 2006 budget preparation information. They were advised that the committee supports the past practice whereby the Administrative Coordinator and Finance & Budget Director meet with all departments prior to the time that the Finance and Personnel Committee meets to review the department budgets. The Finance and Personnel Committee will meet with the auditors on September 30th at 8:00 a.m. for review by committee of the 2006 budgets.

The following is a review of 2006 budget requests from several of the departments that report to the Finance and Personnel Committee:

Corporation Counsel Lawrence addressed the department budget request for 2006. He noted that the 2005 Corporation Counsel budget regarding the contracted services line item is being charged for labor related expenses which had in the past been paid from the Legal Services budget that is part of the Administration Department. No action was taken on the budget pending research regarding the correct budget that should be charged for labor related expenses.

A review of budgets prepared through the office of the County Clerk occurred. Clerk Jamie Feuerhelm was present. Motion by Schilling/Kerr to recommend the following 2006 budgets for County Clerk: County Clerk - \$109,037, Elections - \$24,195, Switchboard - \$46,510, Tax Deed - \$500, Care of Soldiers Graves - \$5,940, Dog License - \$17,100, Dog License Revenues - \$17,100, Marriage Mediation Revenue - \$4,500, County Clerk Revenues - \$13,400, Codification of Ordinances - \$4,000. Motion carried.

A review of proposed 2006 budgets prepared through office of Administration. Motion by Purdy/Kucinski to recommend the following 2006 budgets for Administration: County Board - \$68,660, Administration - \$262,801, Insurance - \$107,000, Postage - \$7,046, Other Executive (Legal) - \$20,000, Indirect Cost Study - \$7,320, Independent Auditing and Accounting - \$26,000, Regional Planning - \$23,329, Cafeteria Insurance - \$3,500, Mississippi River Parkway - \$500, Other Public Safety - \$1,453. Motion carried.

Motion by Rommel/Purdy to recommend proposed Personnel 2006 budget - \$90,671.
Motion carried.

A brief discussion was held encouraging departmental and committee review of travel/training budget with regard to 2006 budgeting.

Administrative Coordinator's report. Kephart reported he has suggestions on methodology for bargaining unit placements. He also addressed implications planning which provides the data for associated costs in personnel or actions for budgeting purposes. He will provide additional information on these subjects at the upcoming meetings on September 9th and September 16th.

Barkla and Kucinski were excused at 11:35 a.m.

Motion by Kerr/Rommel to adjourn at 11:35 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, September 9, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson at 8:05 a.m. with Kerr, Schilling, Rommel, Purdy, Kucinski, present. Also present Administrative Coordinator Kephart and Corporation Counsel Lawrence.

Review of agenda. Motion by Rommel/Purdy to approve agenda as presented. Motion carried with Kerr opposed.

Review of the minutes of 8/24/05. Motion by Purdy/Rommel to approve minutes as presented. Motion carried.

Hines arrived at 8:08 a.m.

Motion by Schilling/Kerr to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1) (e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session: property acquisition and sale of county-owned property; and 19.85(1) (e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Kerr/Schilling to return to open session at 8:27 a.m. Roll call vote unanimously approved.

Chair asked for public comments not related to agenda items. There were none.

Treasurer's report with P. Leland Skog. Fund balances as of 7/31/05 in the amount of \$21,178,515.71. Skog stated he spoke with Bob Moore, ICM, and he had moved several investments into the 4% interest area. No penalty was paid for these reinvestments. He also stated that approximately 40% of the portfolio will come due within the next 4 months. Purdy entertained that we bring some money back and invest locally.

Finance & Budget Director Brickner arrived at 8:38 a.m. for review of several departmental budgets.

Review of the Treasurer's budget request for 2006. Treasurer Skog was present. Motion by Kerr/Hines to approve 2006 budget for Treasurer's Office in the amount of \$173,830, Treasurer's 2006 Revenues in the amount of \$367,000, and Property Assessment in the amount of \$53,856. It was suggested that the Committee get updated revenue projections from Treasurer Skog and Moore. Kerr called for the question. There was no objection. Motion carried with Anderson opposed.

Review of Register of Deeds budget request for 2006. Register of Deeds Nelson was present. She stated the work backlog should be caught up by the end of the year and the employee temporarily assigned to 40 hours per week has been budgeted for 35-hour status in 2006. Motion by Kerr/Hines to approve 2006 budget request for Register of Deeds in the amount of \$226,847, Register of Deeds Revenues in the amount of \$404,000, Land Records Modernization in the amount of \$37,100. Kerr requested information as to how Land Records Modernization could be used toward the 2006 budget. Motion carried.

Second review of Corporation Counsel 2006 budget in the amount of \$271,972. Brickner produced summary of labor expenses that had been charged against the 2005 Corporation Counsel budget. \$9,345 will be transferred from Corporation Counsel Contracted Services line item against the Legal Services account. The sundry contract line item was reduced from \$20,000 to \$15,000. Motion by Kerr/Purdy to approve Corporation Counsel 2006 budget request in the amount of \$266,972. Motion carried. Brickner left at 9:15 a.m.

Insurance Coordinator Kinneman reviewed with the committee the property insurance renewal rates with regard to deductibles. Kinneman will recalculate premium savings by increasing the Buildings, Auto Comp and Auto Collision deductibles. She will report the updated information at the 9/16/05 meeting. Also suggested that she check on premium that would result from installation of alarm systems as well as the cost of insuring another fleet vehicle.

Kucinski was excused at 9:22 a.m.

Motion by Kerr/Hines to defer action on premium deductibles until the next meeting. Motion carried.

Recess at 9:28 a.m. until 9:33 a.m.

Administrative Coordinator Kephart addressed the agenda item request for payment of the liability insurance for the volunteer dentist in the dental program. Kinneman present. This premium is not eligible for payment through regular County coverage. The Board of Health had previously recommended payment from another budget as they did not want the insurance coverage to lapse. The annual premium is \$932 and effective 8/1/05. Brickner stated that the Dental Program does not have any County funds so if a deficit were to occur it would require action of the County Board.

Motion by Purdy/Hines to approve payment of the premium for liability insurance for volunteer dentist in the amount of \$932 and pay from Dental Program Fund. Motion by Anderson/Purdy to amend so that

this action is non-precedential. Kerr called the question with no opposition. Motion to amend carries with Hines and Purdy opposed. Motion to pay premium as amended carried.

Administrative Coordinator Kephart spoke to the request from Human Services for release of \$72,000 which had been placed into the 2005 Contingency fund to be applied to wait list costs. Discussion held as to the financial condition of the program and a request that Director Bicha will provide additional financial information on the wait list. Motion by Kerr/Schilling to defer action on this request until they have a detailed report of expenditures and anticipated expenditures for the program. Motion carried.

Administrative Coordinator Kephart presented the committee with a map of the area that might be considered Phase I of the Fair Development Plan. He was requesting their input as to his proposal to coordinate the Fair Concept Development Plan with the Building Committee and the Fair Committee so everyone is clear with zone/development districts that are being proposed in the Plan. It was noted that the Fair Committee will review the Concept Development Plan at their next meeting, if time allows. No action taken.

Administrative Coordinator Kephart presented committee members with information from Julie Brickner supplied by the Department of Revenue and the State of Wisconsin which addressed budget levy limits. Finance & Budget Director Brickner was present. It was announced that the original options levy limitations presented are based upon assumptions that are no longer valid. The levy limit will be capped at only new growth and this translates into a maximum increase of 3.411% or \$413,890 that can be levied. Members will receive a printout of the history of Contingency fund activity at the 9/16/05 meeting, if the Administration Department has adequate time to gather the information.

Administration Department Mission Statement was reviewed with a request for feedback from the committee. Kephart indicated some departments have a mission statement and some are in the process of creating a statement. Motion by Hines/Schilling to approve the Administration Department Mission Statement as presented. Motion carried.

Administrative Coordinator Kephart advised the committee that: next week the department would be busy with meeting with departments regarding their 2006 budgets. It was decided that the Administrative Coordinator and Finance & Budget Director will seek from each department written identification of changes being proposed in their 2006 budgets. Kephart also stated he will be working on budget process streamlining and creation of new forms to address the budgeting questions that have been brought forward from committee.

Kephart spoke of his efforts to encourage collaboration with the schools and other units of government. He indicated there was interest expressed from the entities to form a discussion group. He also announced he is working to improve our technology to improve services.

September 30th the committee will review the 2006 department budgets. Kephart suggested

creation of a checklist that could be used to explain justification for any budget increases. A written statement could be presented instead of personal appearances by the department heads.

Future agenda items:

Hines asked that the topic of mileage reimbursement be added to the next agenda for discussion.

Purdy asked that a future agenda include a briefing on whether the Corporation Counsel is doing private work. He also said he had heard from a constituent that a Human Services employee who had left employment with Pierce County may have gotten a “package”. He thought the committee should know the details if something had been offered beyond the scope of policy.

Future meeting dates: 9/16, 9/30, 10/14.

Motion by Rommel/Hines to adjourn at 10:38 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, September 16, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Ron Anderson at 8:03 a.m. and he determined a quorum existed with Dale Hines, Kirstin Schilling, Greg Kerr, John Kucinski, and Rich Purdy present. Rod Rommel was excused. Also present were Paul Barkla, Administrative Coordinator Kephart and Corporation Counsel Lawrence.

Review of agenda. Motion by Schilling/Hines to suspend the rules to move agenda item 4 (Release of Contingency funds for Human Services wait list) and agenda item 5 (Revised position description for Mental Health/AODA Supervisor) up and take them prior to agenda item 2. Motion carried.

The minutes from the 9/9/05 Finance and Personnel Committee meeting have not been completed yet. No action taken with regard to approval of those minutes.

Chair Anderson asked for public comments not related to agenda items. No one from the public had any comment.

Human Services Director Bicha requested the release of Contingency funds for addressing the Human Services wait list. He indicated that in the 2005 budget, \$100,000 had been allocated by the County for reducing the long term support services wait list. \$28,000 of those funds went directly to the Human Services fund, and the remaining \$72,000 was placed in the County's Contingency Fund. Human Services has been actively working to reduce the wait list, and has expended approximately \$30,000 through June, 2005. Approximately 30 people have been removed from the wait list; however, an additional 50 have been added, underscoring the need for the transfer of funds. Mr. Bicha further indicated that because of the waitlist numbers it is expected that the expenditure of wait list funds will accelerate throughout the remainder of the year. Mr. Bicha supplied the Committee with documentation giving brief synopses of various Pierce County residents on the wait list. Kucinski/Purdy moved to transfer \$72,000 from the Contingency Fund to the Human Services budget. Kerr called the question. There was no objection. Motion carried.

Chair Anderson took up the agenda item seeking a revised position description for Mental Health/AODA Supervisor. Chair Anderson recommended referring the matter to the Human Services Board to obtain their input with regard to the requested revision prior to taking any action. Motion by Hines/Kucinski to refer the matter to the Human Services Board. Motion carried.

Chair Anderson took up the agenda item to amend the Pierce County Code, Chapter 4 regarding name change for Data Processing Department to Information Services department. Motion by Hines/Purdy to approve the proposed ordinance incorporating the name change and to forward the matter to the county board. Motion carried.

Chair Anderson took up the agenda item regarding the Health Department requests to amend the 2005 Fluoride Mouthrinse budget and to amend the 2005 Bioterrorism/Emergency Preparedness budget. Motion by Hines/Kerr to amend the 2005 Fluoride Mouthrinse budget to receive the additional \$562 from the State and amend the 2005 Oral Health Fluoride Mouthrinsing budget to reflect changes made by converting the budget to a calendar year basis. Motion carried. Motion by Hines/Purdy to amend the 2005 Bioterrorism/Emergency Preparedness budget to include additional State aid of \$2,129 and 2004 unused funds of \$7,884 for a 2005 budget total of \$50,645. Motion carried.

After having obtained additional information pursuant to the request of the Committee at the September 9, 2005 meeting, Insurance Coordinator Kinneman reviewed proposed changes to the 2006 property insurance deductibles. Ms. Kinneman recalculated premium savings by increasing the buildings, auto comp and auto collision deductibles. Ms. Kinneman also noted that departments will have to increase their future budgets to account for any deductibles that are increased. Motion by Kerr/Purdy, to raise the buildings deductible from \$500 to \$1,000, and the contractor's equipment deductible from \$500 to \$5,000 and to not change the deductibles for automobile comprehensive, automobile collision, and monies/securities. Motion carried.

Corporation Counsel Lawrence addressed the agenda item related to current mileage reimbursement rates. This matter was requested to be put on the current meeting agenda at the last meeting, and a separate request was made by Supervisor Kerr to put together an amended ordinance that reflects the ability to enact a mileage reimbursement change at the same time the State enacts a change. CC Lawrence passed out a proposed ordinance amending the Pierce County Code, Ch. 4, §4-49 Compensation and Per Diems, which section addresses mileage reimbursement. CC Lawrence advised the Committee that the present language does not allow the new mileage rate to go into effect until the January 1st of the following year, and that the historical purpose for this was to allow departments to budget for the next year accordingly. The Committee expressed a concern with the current language due to fuel costs. CC Lawrence suggested a modification of §4-49(A)(2) as follows: "The mileage, meal and lodging allowances ~~which go in effect for state employees each July 1 shall not apply to Pierce County Board members or employees until the following January 1, which is the beginning of the Pierce County fiscal year.~~ shall be reimbursed at the state reimbursement rate.", and that if the Committee was interested in making such a change, they should move to authorize a corresponding change in the County Travel Policy, and to authorize the Administrative Coordinator to negotiate with the appropriate sideletters with unions, to make sure their collective bargaining agreements allow them to participate in the change in county policy. Discussion ensued, and Supervisor Kerr indicated interest in documenting the effect of the proposed change. Motion by Hines/Purdy to adopt the proposed amended ordinance and forward to the county board for approval; to authorize, upon final approval of the ordinance by the county board, both a corresponding change in the County Travel Policy, and that the Administrative

Coordinator work with the unions so that their respective collective bargaining agreement allow them to follow county policy. Motion carried.

Administrative Coordinator's Report: AC Kephart asked for feedback on the new Finance and Personnel Committee agenda format, to which members responded positively. With regard to the need to have a department representative present, the Committee directed that if the matter is complicated and more information will likely be needed, then it is important to have a department representative available. If the matter is relatively simple, then it is not necessary. AC Kephart indicated that requesting parties may need to provide names of presenters to insure that complicated items are represented either by the Committee or the Department. The Committee indicated it may be advisable to have a department representative available if it becomes necessary to obtain more information or ask questions. Comment was made that it is helpful to include minutes from standing committees with regard to issues on the agenda, if they are available. AC Kephart advised the committee that the Administration office is working to distill the budget numbers they continue to receive, and that he and Finance Director Brickner will have some recommendations for the Committee on the 30th. Also, a summary sheet with regard to levy possibilities is available for those who do not already have one. AC Kephart sought feedback from the Committee with regard to doing a letter to the editor regarding the budget process. The Committee feedback was that it was a good idea, but that it needs to be specific in order to clarify the budget process for the taxpayers.

Future Agenda Items: September 30th the Finance and Personnel Committee will review the 2006 department budgets. A request was made to send the Finance and Personnel Committee packets for the September 30, 2005 meeting to all County Board Supervisors. Depending upon availability, the location of the meeting may be changed to the Pierce County Office Building in order to have more room.

Future meeting dates: September 30, 2005 and October 14, 2005.

Motion by Schilling/Hines to adjourn at 9:00 a.m. Motion carried.

Respectfully submitted by Brad Lawrence.

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
SEPTEMBER 30, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
22**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2005-

The Pierce County Finance & Personnel Committee met in Budget Review Session, September 30, 2005, in the Lower Level Conference Room of the Pierce County Office Building, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:02 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present: Rich Purdy District # 3
Rod Rommel District # 7 John Kucinski District # 8
Ron Anderson District # 11
Dale Hines District # 12
Kirstin Schilling District # 10
Greg Kerr District # 13
Members absent: None
Also present: Curt Kephart County AC
Julie Brickner Finance/Budget Director
Steve Tracey Public Auditor

Motion by Hines seconded by Schilling to approve and adopt the agenda as adjusted addressing the Humane Society first. *Motion adopted unanimously.*

Agenda Approved

Motion by Hines seconded by Schilling to accept and approve the meeting minutes of September 9, 2005 and September 16, 2005 as presented. *Motion adopted unanimously.*

Minutes Approved

The Chair requested public comment on items not related to the budget. A letter to the committee was read by Mr. Curtis Rustad, representing himself.

Public Comment

The Chair requested that Teresa Jonas, representing the Pierce – St. Croix Humane Society address the Board regarding a request for additional funding dollars. In a letter to the Committee Ms. Jonas had requested additional support for the work of the HS in the amount of \$5.00 per capita. She also provided the chair a copy of HS historical budget information from 2002, 2003, 2004 fiscal years. Several members of the public were present and addressed the committee on their views of the services provided by the Humane Society.

Humane Society Request

Curt Kephart, County AC presented a PowerPoint presentation on the process used by the Administration office in reviewing budgets and making a preliminary recommendation. He requested that any of the assumptions made in developing this proposal be affirmed or challenged. He requested Julie Brickner address specific questions regarding budget numbers.

Budget Summary
Presentation

Public comment was requested on the budget for 2006 and several citizens spoke to the Committee expressing gratitude to the members for holding the line and requesting that future budgets be kept in line.

Public Comment

After further discussion by the Committee the following motion was introduced: Motion by Rommel seconded by Hines to recommend the Administration proposed 2006 budget as submitted including special levies. This action will recommend a net levy of \$12,547,858. Motion was withdrawn.

Preliminary Budget Motion
– withdrawn

After additional discussion it was determined that certain cuts in the contingency fund could be made that would not impact budgets as requested. It was discussed that the following amounts could be released and treated as undesignated funds available to reduce the levy:

Move Preliminary 2006
Levy Recommendation

- \$46,000 for the Grand Excursion that already occurred
- \$10,000 for additional projected revenues
- \$50,000 requested in the 2006 budget for Cellular E-911 grant match

Motion by Rommel seconded by Hines to recommend to Board a 2006 levy of \$12,441,858 including special levies. This levy represents a ~~3.4%~~ **2.53%** increase.

Additional discussion took place regarding the proposed levy. Motion by Kerr to call the question. *Motion failed 3-4.*

Call the Question

Supervisor Kuscinski was excused at 10:46 a.m.

Kuscinski Excused

Motion by Anderson seconded by Purdy to remove \$50,000 from the 2005 contingency fund designated for the Highway Department. *Motion failed 2-4 Hines, Kerr, Rommel, Schilling, nay.*

Remove Funds from
Contingency

The motion to recommend the 2006 levy at \$12,441,858 including special levies was *adopted unanimously.*

2006 Levy
Recommendation Approved

Motion by Rommel seconded by Kerr to adjourn the meeting at 11:06 a.m. *Motion passed 4-2 Purdy, Schilling nay.*

The next meeting of the Finance and Personnel Committee will be held on October 14, 2005 at 8:00 a.m. CDT.

Next Regular Meeting

ATTEST:

Ron Anderson
CHAIR, FINANCE & PERSONNEL COMMITTEE

Curt Kephart, Administrative Coordinator
ACTING RECORDER

DATED:

FRIDAY, OCTOBER 14, 2005

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
OCTOBER 14, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2005-23

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present and established that there was a quorum: Those Present

Members Present:	Rich Purdy	District #3
	Rod Rommel	District #7
	John Kucinski	District #8
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Members Absent:	Kirstin Schilling	District #10
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel

Motion by Hines seconded by Kucinski to accept and approve the meeting minutes of September 30. Motion by Hines seconded by Purdy to amend the minutes to reflect that the levy increase is 2.53%. *Motion passed to amend. Motion to approve was adopted unanimously.* Minutes Amended and Approved

Motion by Kucinski seconded by Purdy to amend the agenda to move items #5 resolution for non-represented employee 2006 salary adjustments, #6 new positions for 2006 for Human Services, and #7 increase Mental Health Collections revenue to the follow item #1d – Public Comment. Motion by Kerr seconded by Hines to amend motion to move item #5 to follow item #8 Dog Damage Claims, Care of Soldiers Graves and Claims for Listing Dogs. *Motion passed to amend agenda. Motion to approve agenda as amended was adopted unanimously.* Agenda Amended and Approved

The Chair requested public comment on items not related to the agenda: Public Comments
Supervisor Purdy stated he had requested an agenda item that was not on the agenda. He had requested discussion on the issue of a legal opinion on the liability regarding the Human Services wait list.
Citizen Pat Denzer spoke on behalf of herself and several other citizens in support of the proposed Drug Court Program. AC Kephart stated he had received several inquiries about the security of the future of the program.

R. Bicha addressed Item #6, a., b., c., and d. which were requests for new positions for 2006. The Human Services Board had met 10/12 to reconsider the budget changes that were approved during budget reviews on 9/30. Four positions were being put forward for reconsideration by the committee. There was also a request to increase revenues if collections could be increased.

Item 6.b: .5FTE (20 hrs/wk) Accounting Assistant will be assigned to increase agency collections. The Board had voted to increase revenues as this would be an outcome if the position is approved. There was discussion of the cost for the position as well as whether a collection agency could be hired. Bicha stated the position would cost approximately \$25,000 with the cost offset by increased collections.

Item 6.a: .4FTE (16 hrs/wk) LTS Resource Coordinator (Adult Family Home Coordinator) recruits, certifies family homes in the community for placement. These duties were previously performed under a contract that had expired in December 2004. Discussion of the success of the position duties. Bicha stated it is less expensive to have community placement rather than placement in adult homes. The County pays a match of 40% of costs for either care plan. The position cost is approximately \$22,900 per year with up to 50% match by federal cost share. There is also \$11,000 in the 2006 contracted services budget that will be applied to the cost.

Item 6.c: .4FTE (14 hrs/wk) Transportation Attendant/Bus Driver to assist with client transports. Cost is \$15,533 with no county funds required. Funds available in the 2006 Office on Aging budget.

Kerr stated he had a problem opening these requests back up and what the ramifications could be if the committee took action to approve them. Kucinski noted that the positions before them were all previously approved by the Finance & Personnel Committee. Anderson stated the committee recommendations could be passed on to the County Board for action. Discussion of possible increased county cost to fund these positions and whether there was any assurance of future state or federal funding and what that reimbursement rate might be.

Purdy stated that if new positions were not approved the Human Services Department would need to reduce revenues by \$35,000. Further discussion of the possible increase in total collections coming in that we would never collect otherwise. Also the future financial impact of the positions if grant funding runs out.

Motion by Kucinski and seconded by Purdy to approve all positions in agenda item #6. Rommel wanted an opportunity to talk with R. Bicha further about 6.a. and 6.b. Motion by Rommel and seconded by Kerr to defer action on 6.a. and 6.b. until Bicha and Kephart have an opportunity to discuss. This information should be available by the 10/28 meeting. Discussion of 6.d. and whether that position will return to a 35-hour week from its temporary 40-hour week if the increase in hours is not approved. Bicha stated he would need to confirm that with Office on Aging Supervisor K. Hass.

New positions for 2006: Human Services, continued

Kucinski excused 8:56am

Motion to defer action on 6a. and 6b. passed with Hines and Purdy opposed. *Motion passed as amended with all in favor.*

Motion by Rommel and seconded by Purdy to revise the 2006 Human Services budget to increase Mental Health Collections revenue. Motion by Rommel and seconded by Purdy to withdraw motion. *No action taken.*

Increase Human Service 2006 Budget Revenues

Purdy excused 9:05am

P. Leland Skog was not available. Financial reports from August and September were distributed. As of 8/31/05 fund balances in the amount of \$18,288,373.55. As of 9/30/05 fund balances in the amount of \$16,496,527.14. Kephart pointed out delinquent taxes for 2005 are up by \$301,995.71. R. Moore, ICM, will be on an upcoming agenda in November.

Treasurer's Report: Curt Kephart

Review of Solid Waste Department request to revise 2005 Capital Improvements plan and purchase roll-off containers and replace belt and wear strips on conveyor. Motion by Hines and seconded by Rommel to approve revision of the 2005 Capital Improvements Plan and authorize purchase of 4 roll-off containers and to replace the belt and wear strips on the container line in feed conveyor. *Motion passed.*

Solid Waste Capital Improvements Plan Revisions and Purchase: Steve Melstrom

Pre-disaster Mitigation Plan was reviewed. Motion by Rommel and seconded by Hines to approve the Plan and forward a resolution to the County Board. There is no fiscal impact. *Motion passed*

Disaster Mitigation Plan: Gary Brown

West Central Interoperability Alliance Grant was reviewed along with the Emergency Management Department requests for \$27,084.38 for the County share of the matching funds. The Grant was a joint effort of Pierce County and 11 surrounding counties and would provide \$150,000 in equipment for the County.

West Central Interoperability Grant funding request: Gary Brown

Brown explained that the grant opportunity came out during the year so no money had been budgeted for the cost of Pierce Count participation. Brickner explained that the amount requested was in excess of 10% of the Emergency Management budget and could not be transferred from the contingency fund as the Emergency Management Committee had requested. The amount could be transferred from the General Fund. Motion by Kerr and seconded by Rommel to authorize transfer of \$27,084.38 from the General Fund to the Emergency Management Budget and

Finance & Budget Director Brickner arrived

forward a resolution to the County Board for approval. *Motion passed.*

Recess

Brickner excused

Dog Damage Claims were reviewed. There was one claim submitted in the amount of \$400. Motion by Hines and seconded by Rommel to approve payment of \$400 to Rolland Girdeen and forward a resolution to the County Board for approval. *Motion passed.*

Dog Damage
Claims: Jamie
Feuerhelm

Claims for Care of Soldiers Graves was reviewed. Motion by Kerr and seconded by Hines to approve payment of claims in the amount of \$6,060 and forward a resolution to the County Board for approval. *Motion passed.*

Care of Soldiers
Graves: Jamie
Feuerhelm

Claims for Listing Dogs was incomplete as all of the reports had not been received. Motion by Hines and seconded by Rommel to defer action. *Motion Passed.*

Claims for Listing
Dogs: Jamie
Feuerhelm

Kerr addressed a resolution presented for consideration that would seek County Board approval to set aside into the Contingency Fund all funds included in the budgets for 2006 non-represented employee salary adjustments and, further, that implementation of a new pay policy for non-represented personnel be implemented as soon as is practical with the understanding that salary adjustments in 2006 for the non-represented employees will be based upon the new system put into effect for that fiscal year. Kerr explained that he did not think the results of the Bjorklund Study would be available for implementation on 1/1/06.

Evaluation, Pay
Administration
System

Anderson stated that he anticipated the Bjorklund Study would be available by the next meeting. He suggested that if there was a lot of disagreement about the report then the committee could reconsider the resolution before them at that time.

Brief discussion of the Bjorklund proposal to have non-represented employee performance evaluations done in February of each year and not on the employee's anniversary date. This could be applied only for department heads or to all non-represented employees.

Motion by Kerr and seconded by Hines to defer action on the resolution until the next meeting in October. *Motion passed.*

Review of Ad Hoc Policy Update Committee recommendations that involved the Travel Policy and the Personnel Policy. Lawrence indicated that the Committee had at their 10/7 meeting reviewed the current policies related to a proposed change in the travel reimbursement rates to make them consistent with the ordinance before the County Board. He noted that some of the six bargaining unit contracts contained specific language about travel reimbursements and that issue would need to be addressed with the units. Recommendations from the Ad Hoc Policy Update Committee were: revise the Personnel Policy, Art. XI, D. "Non-represented employees_State of Wisconsin travel allowance adjusted annually on January 1st." **Shall be reimbursed pursuant to the Pierce County Travel Policy.**

Amend Personnel Policy re: reimbursement

Regarding the Travel Policy, a number of changes were recommended by the Ad Hoc Policy Update Committee that related to reimbursement for travel. There was also a recommendation to include information regarding the use of the county vehicle and more detailed information regarding insurance coverage required when employees operate their private vehicles on County business. Motion by Rommel and seconded by Kerr to approve revision to the Personnel Policy as presented and to the Travel policy as follows and forward a resolution to the County Board with recommendation for adoption on a first reading:

Amend Travel Policy re: reimbursement, Use of County Vehicle and Insurance coverage

USE OF COUNTY VEHICLE

1. Use is open to all county employees.
2. Reserve the vehicle through the ~~administration office~~ **Administration Office**.
3. Longer trips have bumping rights over shorter trips. Trip miles are defined as round trip miles. Trips over 50 miles can be bumped by longer trips up to 24 hours prior to the time the vehicle is needed. Trips less than 50 miles can be bumped up to 2 hours before the vehicles are needed.
4. The vehicle must be refueled at the end of each trip. Instructions will be in the glove compartment along with the refueling card.
5. A gas credit card is available for longer trips for gas purchases only. Please advise the ~~administration office~~ **Administration Office** if you will need the card at the time of picking up the vehicle.
6. The vehicle may be taken home overnight for a trip that starts the next morning only if your residence is on the way to the destination. The vehicles shall be kept in ~~the designated county~~ parking spots.
7. Promptly report any maintenance problems or needs to the Administration Office.
8. Fill out the vehicle log each trip and return to Administration Office.
9. No smoking in the vehicle.
10. See the ~~Pierce County Cell Phone~~ Telephone Use Policy."

USE OF PRIVATELY OWNED VEHICLES

2.—Employees using their own vehicles will be reimbursed at **rates** established ~~rates~~ by the ~~County Board~~ **State of WI.** and specific labor agreements. ~~The rate for 2006 is \$.385/mile.~~

6.evidence of insurance coverage shall be provided to the ~~County~~ **Administration Office** per the Wisconsin County Mutual Insurance Corporation. The **minimum** limits of coverage the employee ~~should~~ **shall** have are.... Evidence of ~~insurance~~ **continued coverage** shall be sent to the Administration Office on an annual basis **or upon change of insurance coverage.**

Amend Travel Policy
re: reimbursement,
Use of County
Vehicle and
Insurance coverage

MEAL EXPENSES

7. ~~Effective 1-1-05,~~ the approved cost ceilings per meal **are pursuant to State of WI. rates and**

Motion passed.

Discussion of an additional recommendation from the Ad Hoc Policy Update Committee that would reduce the mileage reimbursement rate for individuals who choose to use their private vehicle when a county vehicle is available. Motion by Kerr and seconded by Rommel to refer this recommendation back to the Ad Hoc Policy Update Committee for development of a policy. *Motion passed.*

Reduced mileage
reimbursement:
Referred

AC Kephart offered his report. He had recently held a meeting with the department heads. He had been meeting with school representatives and municipalities to discuss collaboration of services and was working with Ed Hass on these issues. More meetings were being scheduled.

AC Report

AC Kephart further reported he was working on property issues, potential for early retirement plan as an alternative to possible future lay-offs, and an action plan for the 2007 budget funding.

CB Chair Anderson advised the committee that Act 34 has been adopted and it would be necessary to increase the size of the Board of Adjustment. Legislation to amend the County Board Rules will be presented at the next meeting.

CB Chair Report:
Ron Anderson

Motion by Kerr seconded by Rommel to adjourn the meeting at 10:40 a.m.
Motion passed.

Adjourn

The next meetings of the Finance and Personnel Committee will be held on October 28, November 4, and November 18, 2005 at 8:00 a.m. CDT. Next Regular Meetings

ATTEST:

Ron Anderson
CHAIR, FINANCE & PERSONNEL COMMITTEE

Sandra V. Langer, Recorder

Friday, October 28, 2005

UN-APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
OCTOBER 28, 2005

STATE OF WISCONSIN) COUNTY ADMINISTRATION OFFICE
COUNTY OF PIERCE) ELLSWORTH, WI 2005-24

The Pierce County Finance & Personnel Committee met Meeting convened
in the County Board Room of the Pierce County
Courthouse, Ellsworth, WI, at 8:05 a.m. Ron Anderson,
Chair, called the meeting to order.

The Chair acknowledged those present and established Those Present
that there was a quorum:

Members present: Rod Rommel District #7
John Kucinski District #8
Kirstin Schilling District #10
Ron Anderson District #11
Dale Hines District #12
Members absent: Rich Purdy District #3
Greg Kerr District #13
Also present: Curt Kephart Admin. Coord.
Brad Lawrence Corporation

Counsel

Paul Barkla District #5
Jerry Kosin District #15

Motion by Hines/Kucinski to approve agenda. *Motion* Approve agenda
passed.

Motion by Hines/Rommel to approve minutes of Minutes approved
10/14/05 with corrections as presented. *Motion passed.*

Public comments: There were none.

Public Comment

District #10
Supervisor Kirsten
Schilling arrived
at 8:13 a.m.

Funding strategies for the Humane Society were discussed. Chair Anderson stated that the 10/17/05 meeting that Pierce County had hosted with the municipalities for the purpose of discussing Humane Society funding had nearly every municipality represented. At that meeting there was discussion that each municipality should establish a contract for services with the Humane Society, and also the suggestion that they form a townships association where they would get together at a certain time of the year to determine expenses. Committee discussed whether they should recommend to the Board that the County raise the dog license fee. Revenues from the increased fees would go toward the Humane Society expenses.

Humane Society
Funding
Teresa Jonas and
Dawn Fleming

Humane Society,
cont.

Lengthy discussion of several topics related to increasing revenues for the Humane Society. This included licensing of cats, improved enforcement of the dog licensing as well as a County levy or a user fee.

Motion by Rommel/Hines to approve an increase of \$20 each for fee for neutered and non-neutered dog licenses and forward a resolution to the County Board for approval. Cat licensing is to be reviewed by the Corporation Counsel. *Motion passed.*

Recommended
increase in dog
license fees

Review of claims for listing dogs. Motion by Hines/Rommel to approve claims for listing dogs in the amount of \$2,100 and forward a resolution to the County Board. *Motion passed.*

Claims for Listing
Dogs

Committee members discussed recently adopted State legislation, Act 34, that required the composition of the Board Adjustment to increase in size by two members to provide for a sufficient number of voting members where a conflict of interest may occur. One member must be the first alternate and the other a second alternate. This would increase the committee size to 7 members. Motion by Hines/Rommel to comply with Act 34 and recommend the Board of Adjustment be increased in size by 2 members and forward legislation to the County Board for approval. *Motion passed.*

Increase size of
the Board of
Adjustment

Bjorklund Study. Project Committee member Gary Brown present. Bjorklund reviewed with the committee the Classification & Compensation Study Final Report. He explained that a well formulated compensation study has three main components: 1) jobs must be aligned appropriately internally, 2) results must insure pay is externally fair, 3) policies and procedures must exist to allow movement through the salary range.

Nonrepresented
Employee
Compensation
Plan and
Performance
Evaluation Study
Robert Bjorklund

Review of Bjorklund's findings and recommendations revealed that current job descriptions seem to be fairly accurate regarding duties, physical requirements and minimum education requirements. There had been concern expressed about pay compression between represented and non-represented employees, however, to standardize wages between the groups would require a complete study of all positions within the County.

Review of the results of the market study regarding the County's wages compared with those of the survey indicates that the County is competitive with other public sector jobs as to wages and benefits. Placement of the positions within a salary structure revealed some problems and inequities.

Bjorklund, cont.

Hines excused at
10:35 a.m.

Committee members present reviewed two recommendations with regard to a salary plan. Option 1 was a Step Structure with a minimum and maximum wage within a 10-step grid. The system was similar to what the County was currently using.

Option 2 was a Performance-based salary plan which would apply the same minimum and maximum wages as Option 1, allowing for open ranges, however, the amount of a wage adjustment would depend upon the performance schedule that would be established by the County Board and the performance of the employee during the previous evaluation period.

Some discussion that all performance evaluations should be done at the same time of year. This would be done for department heads as well as all non-represented employees. Committee also discussed who should participate in the performance evaluation of department heads so that there is consistency in ratings.

Motion by Rommel/Schilling to receive preliminary final report of Classification & Compensation Study and add this item to the agenda for 11/4/05 for further discussion and review. *Motion passed.*

Review of a proposed resolution for non-represented employees for 2006 salary adjustments. Motion by Schilling to amend resolution to not do anything with performance evaluations or step increases for 2006 but not move funds to contingency. No second. Motion by Rommel/Kucinski to defer action on resolution presented until 11/4/05. *Motion passed.*

Resolution for
2006 Non-rep
wage adjustments

AC Kephart reported the committee would soon be asked to review and take action on land appraisals for the gravel pit in Trenton. He also anticipated additional activity from the Ad Hoc Facility Committee regarding the Kane and Johnson proposal. Kephart also indicated the budget information he had presented to the Board had been well received and he was prepared to provide additional information at the Hearing on 11/8/05 if requested to do so.

AC Report

Meeting dates set for 11/4 and 11/18.
Motion by Rommel/Kucinski to adjourn at 11:32 p.m.
Motion passed.

Meeting dates
Adjourn

FRIDAY, NOVEMBER 4, 2005

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
NOVEMBER 4, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-25**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. Ron Anderson, Chair called the meeting to order at 8:00 a.m. Meeting convened

The Chair acknowledged those present and established that there was a quorum: Establish Quorum

Members present: Rich Purdy District #3
Rod Rommel District #7
John Kucinski District #8
Kirstin Schilling District #10
Ron Anderson District #11
Dale Hines District #12
Greg Kerr District #13
Curt Kephart Admin.
Brad Lawrence Corporation

Those present

Counsel

Motion by Schilling/Purdy to accept and approve agenda as presented. *Motion passed.* Agenda approved

Motion by Rommel/Hines to approve minutes of October 28, 2005 as presented. Kerr and Purdy abstained. *Motion passed.* Minutes approved

Public comment: Citizen Gumbusky requested a copy of the Public
Bjorklund Classification & Compensation Study Final Comment
Report and was advised that it was a proprietary document
and would be available for review in the Administration
Dept.

Supervisor Kerr spoke on dog license fees. He asked what
financial information has been provided by the Humane
Society. He stated an adjustment to County license fees
could affect many departments and the committee should
look closely at any proposed increase in fees.

Discussion of *Classification & Compensation Study Final* Compensation
Report prepared for Pierce County by Bjorklund & Performance
Compensation Consulting. Present were Project Committee Evaluation
members G. Brown and C. Balzer. Also R. Christopherson Study
and R. Bicha.

Kerr expressed concerned about distribution of copies of the Compensation
Study. Chair Anderson stated their next meeting would & Performance
contain a closed session to discuss this subject. Corporation Evaluation
Counsel would need to be consulted for legal advice as to Study
the confidential status of the report and findings. Kucinski (continued)
stated he felt the committee could go into closed session at
any time to speak with their attorney for legal advice.

Kerr commented that the Project Committee has not
forwarded any committee recommendations on the Final
Report. *Motion by Kerr/Purdy to defer until the next*
meeting. Anderson stated the Project Committee did not
have to make a recommendation but was created to assist the
Finance & Personnel Committee in making their
recommendations.

Schilling and Rommel questioned that if they agree to table the issues, is there something that is going to happen that will allow them to have additional information prior to the next meeting? It was noted that Project Committee Chair Kosin was unable to attend and provide input.

Motion to defer action

Motion by Kerr/Purdy to withdraw motion to defer action.

Motion passed.

G. Brown stated he believed that Bjorklund tried to summarize the feelings of the Project Committee. There was a brief discussion about the duties and success of the committee. Bjorklund did his job according to the contract but with not all members present it was difficult for him to get the consensus.

There was extensive discussion regarding the compensation options presented in the report as well as the proposal for merit pay. It was noted that the merit evaluation system must be organized and it would require a lot of work to make it successful. The committee discussed who might participate in the evaluation of department heads, such as the full committee and the Administrative Coordinator. There was discussion as to whether the existing position description for Administrative Coordinator included duties to evaluate department heads.

Discussion of budgeting issues that might arise with a merit pay plan since the adjustments would vary unlike the current step system where all of the budget projections are based on predetermined steps and performance.

Discussion of the timing of the department head performance evaluations so that standing committee members have an adequate amount of time to gather information about the individual's performance prior to the time of the evaluation. It was also noted that the department head's successful evaluation could depend upon the successful performance of the individuals they supervise so there must be some continuity in the system. They were also concerned that the turnover of board members could have an impact on the accuracy of committee evaluations. There was agreement that the evaluation system requires ongoing training for the evaluators.

There was discussion regarding the compensation study results as presented in the Study report. Questions were raised as whether the committee members could challenge the accuracy of the job rankings. Chair Anderson explained to the committee members the process that was used to gather the information provided to Bjorklund. He stated that each employee completed and submitted a questionnaire regarding their position duties. The department heads reviewed the information from their individual departments. The department head questionnaires were reviewed by the Board Chair and standing committee chair.

Committee members acknowledged that even with approval of the compensation study results there are several decisions to be made regarding the non-represented employee compensation system. There was a brief discussion in which the members agreed that the study had been secured to provide the County with the assurance that the compensation was fair and provided equity between employees and comparable counties. The study is also a helpful tool in understanding compensation systems.

G. Brown stated he felt that when the Study was approved a major point of contention was a step increase vs a merit pay system. He stated that Bjorklund had stated that nearly all other counties have step systems. Some committee members stated the merit pay system could be important because the increases awarded for performance could change each year based upon available funds.

Administrative Coordinator provided several comments regarding the study results noting he had some concern regarding the evaluation instrument being proposed in the pay for performance system. He stated the evaluation must not take place at a single meeting but that information needs to be gathered over the course of the year in order to evaluate performance as well as set obtainable goals for the coming year.

Motion by Rommel/Kerr that every county board supervisor receive a copy of the study and that the Finance & Personnel Committee pass it on to the full Board for a special meeting for future discussion and possible action. Motion to distribute study

Administrative Coordinator was asked to provide the department heads with a copy of the study with a request that they provide to him their comments prior to the Board meeting when this will be discussed. Kucinski called the question. *Motion passed.*

Review of revised resolution regarding 2006 salary adjustments for non-represented employees. The major revision was that action does not transfer budgeted funds back to the Contingency Fund pending action on the Bjorklund Compensation Study. Corporation Counsel Lawrence explained that pursuant to the revised resolution funds would be frozen in the budgets pending action on wage adjustments. *No action taken.*

2006 Non-represented wage adjustments

Review of revised position description for Mental Health Supervisor. Proposed changes included the new title of Community Behavioral Health Supervisor. Revisions to duties were minimal and addressed in an attached memo. The Human Services Board approved. Motion by Kucinski/Purdy to approve the position description for Community Behavioral Health Supervisor. *Motion passed.*

Community Behavioral Health Supervisor position description

Supervisor Kucinski left the meeting at 10:05 a.m.

Kucinski excused

Motion by Hines/Schilling to accept increased funding from the State for the 2005 WIC Program in the amount of \$1,679. *Motion passed.*

;
WIC Budget revisions approved

The Public Health Department announced they had received \$9,474 from the Hugh J. Andersen Foundation to support the Preventive Dental Health Clinic. The grant period is July '05 through June '06. The department was recommending that the funds be deposited into deferred revenue to be utilized in 2006. Funds awarded from Hugh J. Anderson and can carry over into 2006. The Board of Health approved of this proposal. Motion by Hines/Purdy to accept \$9,474 from the Foundation for the Preventive Dental Health Clinic. *Motion passed.*

Dental Program Award

Chair announced the closed session. Motion by Purdy/Schilling to convene into closed session at 10:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: negotiate sale of a portion of the Stogdill quarry surplus property. Roll call vote unanimously approved. Highway Commissioner Christopherson also present.

Closed session for Stogdill Quarry

Motion by Rommel/Hines to return to open session at 10:30. *Roll call vote unanimously approved.*

Roll Call vote

Brief discussion to consider creating a fund for money generated from surplus property sales. Money could be considered for future economic development. More research will be done on the subject.

Establish land sales property fund

Administrative Coordinator Kephart reported he was working on implementation of the change in mileage reimbursement rates as they might affect some bargaining units. He also indicated he had participated with three standing committees to facilitate the process for the department head performance evaluations. These were HS Board, Land Conservation and Building. Kephart further advised the committee that the Kusch Study was on hold for review of cost alternatives as the service might be less costly elsewhere. On November 14 Kephart will be attending a one-day seminar.

AC Report

Motion by Purdy/Rommel to adjourn at 10:39 a.m. *Motion passed.*

Adjourn

Meeting dates: November 18, December 2, December 16 and December 30. All meetings held at 8:00 a.m.

Meeting dates

FRIDAY, NOVEMBER 18, 2005

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
NOVEMBER 18, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-26**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, Meeting Convened County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Rod Rommel	District # 7
	John Kucinski	District # 8
	Ron Anderson	District #11
	Dale Hines	District #12
	Kirstin Schilling	District #10
	Greg Kerr	District #13
Members absent:	Rich Purdy	District # 3
Also present:	Curt Kephart	Administrative Coordinator
	Brad Lawrence	Corporation Counsel
	Paul Barkla	District # 5

Motion by Rommel/Kerr to accept and approve agenda as presented. *Motion passed.*

Agenda Approved

Motion by Kerr/Rommel to accept and approve the meeting minutes of November 4, 2005 Minutes Approved as presented. *Motion passed unanimously.*

The Chair requested public comments. There were none.

Public Comment

Treasurer's report with P. Leland Skog. Fund balances in the amount of \$14,413,589.07 as of October 31, 2005. *No action taken.*

Treasurer's Report

Administrative Coordinator Kephart addressed a draft proposal that would establish a procedure and guidelines for maintenance project requests. When Building Maintenance is approached about special construction or building modifications not previously approved in the Maintenance budget, the Maintenance Supervisor will seek approval from the Chair or Vice Chair of the Building Committee or the Administrative Coordinator. Projects over and above normal maintenance must be estimated and a decision made whether the project is best done in house or contracted out. Costs may be billed back to

-
Special Maintenance Requisition

the department, and in some instances the billing may include an administrative fee. The Finance & Personnel Committee was asked to provide comments so that this could be taken to the Building Committee for their review and approval. *No action taken.*

Discussion of replacement of the windows in the Office Building. There is reserve in the 2005 budget that could be applied and some designated funds in the 2006 budget. An energy audit had been done to address leaky windows, air quality issues and efficiency. The recommendation from the Building Committee was for replacement of the windows. Motion by Rommel/Schilling to authorize expenditure of \$30,000 from the 2005 budget that had been designated for air conditioner funds and other unexpended, undesignated funds and \$16,000 designated in the 2006 budget for window replacement for a total not to exceed \$46,000. Motion by Kerr/Hines to amend the motion to direct the Building Committee to review the bidding process used for the project as well as any additional product information prior to authorizing the work. *Motion to amend passed. Motion to approve expenditures and proceed with window replacement passed as amended.*

Window replacement Office Building

Discussion of the status of the Drug Court Coordinator position. Administrative Coordinator Kephart and Personnel Coordinator Langer stated they had met with Judge Wing to seek his input regarding his expectations of his role in the supervision of the position. He indicated that he will provide necessary supervision in cooperation with the Drug Court Committee and Drug Court Team. Judge Wing noted the fact that the Drug Court Coordinator will have office space in the Human Services Department and not within the Courthouse creates some inconvenience with regard to supervision and communication with the Coordinator.

Drug Court Coordinator

Establishing a wage for the Drug Court Coordinator was discussed briefly. This was referred to the Drug Court Committee for a recommendation. Chair Anderson requested that the Committee schedule a meeting as soon as possible for this purpose.

Motion by Kerr/Schilling to convene into closed session at 8:50 a.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: review department head performance evaluations pursuant to PC Code 4-20; Human Services Director, Land Conservation Director, Maintenance Supervisor and Fair Coordinator, and

Closed session: Dept head performance evaluation reviews

§19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, §19.86, Wis. Stats. notice of collective bargaining negotiations, and §111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W. Sheriff's Dept.; and

L.A.W. Sheriff's Dept. Consent Award

Kucinski excused at 9:02 a.m.

Kucinski excused.

§19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill quarry; and

Stogdill Quarry

§19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Compensation study

Compensation Study

Motion by Rommel/Hines to return to open session at 10:03 a.m. Roll call vote unanimously passed.

Return to open session

Motion by Schilling/Rommel to forward to the county board the Consent Award in settlement of the L.A.W. Sheriff's Dept. for 2005 – 2007 collective bargaining agreement. Motion passed.

L.A.W. Sheriff's Dept.
Consent Award

Administrative Coordinator Kephart announced that an audit of the self-funded worker's compensation insurance program revealed the program to be doing very well. He stated the Administration Department continues to formalize the 2006 department budgets. He also indicated that further information will be coming forward to the committee regarding the space needs study being done by Kane & Johnson.

AC Report

Future agenda items include the Prescott Tower site and discussion of flexible work hours for nonrepresented employees.

Future agenda items

Motion by Schilling/Rommel to adjourn at 10:12 a.m. Motion passed.

Adjournment

FRIDAY, DECEMBER 16, 2005

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
DECEMBER 16, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-28**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, Meeting Convened County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Rich Purdy	District # 3
	Rod Rommel	District # 7
	John Kucinski	District # 8
	Ron Anderson	District #11
	Dale Hines	District #12
	Kirstin Schilling	District #10
	Greg Kerr	District #13
Also present:	Curt Kephart	County AC
	Brad Lawrence	Corporation Counsel

Motion by Rommel/Kerr to approve and adopt agenda. *Motion passed.*

Agenda

Motion by Purdy/Rommel to approve minutes of 12/2/05. *Motion passed with Kerr abstaining.*

Minutes approved

Public comments. *There were no public comments.*

Public Comments

Insurance Coordinator Kinneman provided cost quotes for 2006 stop loss insurance coverage. Anderson and Hines bowed out of the discussion because of personal interest. Schilling chaired. Kinneman explained that our current carrier MII was bidding at a higher price and had also announced that Minnesota law would not allow them to provide us with this coverage after 2006. Motion by Rommel/Purdy to approve Sun Life for 1/1/06 for stop loss with premium in the amount of \$366,443. *Motion passed with Hines and Anderson abstaining.*

Stop Loss Insurance

Administrative Coordinator Kephart distributed to the committee the BCC Survey Summary he had compiled from responses received from county board supervisors. G. Brown and C. Balzer were present for the discussion. Supervisor Kosin arrived.

BCC Study

Administrative Coordinator Kephart stated he had drafted several alternative formats that could be considered for performance evaluations. He encouraged a consistent application of the performance review process. He stated he had participated in several department head evaluations and recommended that the Administrative Coordinator's position description should be revised if the decision is made that the Coordinator will be participating. Supervisor training will help to achieve consistency.

Administrative Coordinator Kephart summarized the compensation options that had been proposed in the Bjorklund Compensation Study. Option 1 is a 10 step plan, Option 2 is a Pay for Performance plan, and Option 3 would be a combination of Option 1 and Option 2. He indicated the survey results revealed that the board members were split on when evaluations should be conducted, whether it was consistently set for all non-represented employees for February or if that would be applied for department heads only. Pittman arrived at 8:22 a.m. Nellessen arrived at 8:25 a.m.

BCC Study, cont

Committee members began a lengthy discussion regarding the compensation study that had been completed. Their discussions began with whether the committee would recommend to the county board that they adopt the findings on market salaries. There were comments from members that indicated the market study had affirmed our existing system.

There were concerns expressed about the potential problems with a pay for performance system and whether it was feasible for Pierce County if there are only a very few other counties that are using the system. Members and other supervisors present shared their thoughts on what the board expectations would be in a system where compensation could vary between employees based upon the goals achieved and individual performance. The effectiveness of training was discussed and whether it could provide the consistency necessary for implementation of a pay for performance system.

Several county board and committee members present offered their support for the existing pay plan and acknowledged that the step adjustments are to be based upon performance. Again, there was discussion with regard to who should participate in the evaluation process. The committee members indicated there was consensus among them that the results of the market study are acceptable.

Discussion of the BCC recommendation regarding the FLSA Exempt and Non-exempt classifications. Committee members recommended that the Watershed Technician and Conservation Technician positions remain status quo.

Members discussed the BCC position grade and point assignments and whether there should be an appeal process available to employees who challenged their placement on the proposed grading system should the revised grid be adopted. Some in attendance felt the existing classifications should be retained since there were no recent challenges to employee placements. Personnel Coordinator Langer explained the appeal process available with the DMG compensation plan. It was also noted that the BCC Compensation Plan includes the resource information necessary for the County to assess position value and placement on a wage grid.

Members discussed their preferences for the compensation grid/system that would be adopted for 2006. BCC proposed Option 1 as a 10-step plan, Option 2 applied the same minimum and maximum wage ranges as Option 1, however it is a pay for performance

system. Administrative Coordinator Kephart explained what could be considered as an example of Option 3. The wage adjustments could vary within the range based upon performance and could include bonus awards that would not be added to base wages. This would control the ranges so that wages don't advance over market value. The commitment is that the county needs to annually review comparables and this would include the need to establish counties that comprise our market. There was discussion as to whether a COLA should be applied or if the adjustment would be based upon the CPI.

Rommel inquired as to who would do an annual market study under the BCC wage grid. Administrative Coordinator Kephart stated this could be done internally if the County had a full time resource person and that he had experience in this area. There was discussion as to whether the County would continue with the current non-represented employee longevity plan based upon the results of the benefits survey done by BCC.

Several members expressed their support of Option #3 which was presented as a hybrid of Option #1 and Option #2, however, there was also concern about the successful application of Option #3. Some felt additional time was needed to study the option but were also concerned at the possibility that a delay in adoption of the proposal would mean the system could get set aside and forgotten.

Motion by Hines/Kucinski to stay with current system DMG step plan. Hines withdrew his motion and Kucinski also withdrew. Motion by Kerr/Rommel to adopt Option #3 as presented. *Motion failed with Kerr and Rommel voting yes, Hines, Anderson, Schilling, Purdy and Kucinski voting no.*

Motion by Purdy/Kucinski to recommend to the county board that we remain with our current system for 2006 and continue to investigate alternative systems before March of 2006. Motion by Rommel to amend to strike the March deadline. Purdy and Kucinski agreed to the friendly amendment. *Motion passed with Rommel opposed.*

Schilling excused at 10:25 a.m.

Schilling excused

Recess

Recess 10:25 a.m. until 10:35 a.m. Kosin and Pittman excused during recess.

Kosin and Pittman excused

Motion by Rommel/Hines to recommend to the County Board a 3% COLA adjustment for the non-represented employees for 2006. *Motion passed with Purdy and Kerr opposed.*

Non-represented employee
2006 wage recommendation

Personnel Coordinator Langer addressed the committee regarding a request from BCC for payment of additional costs associated with the creation and updating of position descriptions. Motion by Rommel/ Purdy to approve payment to BCC of an additional \$440 and no further work be assigned to BCC. *Motion passed.*

Additional Expenses from
BCC

Committee members discussed funding options for costs for a dividing wall that had been constructed in the Human Services Dept. The project was not included in either the budget of the Maintenance Dept. or the Human Services Dept. but the project was approved by both the Human Services Board and the Building Committee. The cost was \$10,348. Motion by Kucinski/Hines to approve payment and take funds from the Contingency fund. *Motion passed.*

Funding for wall in Human
Services

Human Services Dept. Director Bicha was present to address proposed legislation previously approved by the Human Services Board that would require the State to fund costs for inpatient services provided by the state- operated mental health institutions. The county cost for this service through October 2005 was \$189,923. Motion by Rommel/Purdy to approve the resolution to recommend legislation to remove state mandated mental health placement costs from the county levy using the updated numbers for October 2005 and forward the resolution to the County Board. *Motion passed*

State Funding for
Mandated Mental Health
Placements

Discussion of Drug Court Coordinator classification and wage. Kucinski addressed the issue on behalf of the Drug Court Committee. He stated the committee voted to have the person perform supervisory duties and to assign a salary based upon exempt status. He indicated, however that their proposal was contrary to the recommendation of the personnel staff. Their committee envisions the position is going to grow and possibly become full time. Motion by Kucinski/Purdy to update and modify the Drug Court Coordinator job description to comply with real intent of the position to provide supervision. Kucinski/Purdy withdrew their motion. The Chair referred the classification and wage of the Drug Court Coordinator back to Drug Court Committee.

Drug Court Coord. Wage
and Classification

Motion by Purdy/Kucinski to extend for an additional 6 months the temporary status of the Drug Court Coordinator from the first of the year. *Motion passed.*

Drug Court Coordinator
Extended

Treasurer's report with P. Leland Skog. Interest earned year-to-date is up over \$123,000 over the previous year. Fund balances in the amount of 13,968,697.85 as of 11/30/05. Committee members discussed more local investment of funds and suggested this topic be placed on the 12/30/05 agenda for further discussion to review a bidding process. No action taken.

Treasurer's report

Nellessen excused at 11:08 a.m.
Kucinski excused at 11:10.

Nellessen excused
Kucinski excused

County Clerk Feuerhelm presented a request for approval of funding to purchase passport photo equipment. Administrative Coordinator Kephart suggested this item should have been put into the 2006 budget process. Feuerhelm stated at the time budgets were being prepared his office had been working on implementation of a statewide voting system and did not find sufficient time to do the appropriate research for the proposal. He further stated that 2006 will be a very busy for passports because of new legislation to become effective 1/1/07 and so waiting to include this in the 2007 budget could mean the county would miss the opportunity to take advantage of the additional revenues to be generated.

Passport Photo Equipment

Motion by Hines/Kerr that the County Clerk goes ahead and purchases passport photo equipment in the amount of \$1,756.45. Motion by Kerr/Purdy to amend the motion so that the money come out of non-funded liabilities and the money will be repaid from revenues until money is replaced in the account and, also, that the photo fee be increased to \$17.50. *Amendment passed. Motion as amended passed.*

Passport Photo Equip cont.

Motion by Hines/Kerr to approve a Dog Damage Claim in the amount of \$384.62 as recommended by Village Board of Bay City and forward a resolution to the County Board. *Motion passed.*

Dog Damage Claim

Motion by Hines/Kerr to convene into closed session at 11:23 a.m. pursuant to §19.85(1) (e), Wis. Stats for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill Quarry, and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W Community Health. *Roll call vote unanimously approved.*

Closed session:
Stogdill Quarry and L.A.
W. Community Health
Contract

Motion by Kerr/Rommel to return to open session at 11:35 a.m. *Roll call vote unanimously approved.*

Open Session

Motion by Purdy/Hines to approve resolution regarding sale of Stogdill Quarry and forward on to the County Board and authorize execution of Purchase Agreement by Highway Commissioner and Administrative Coordinator. *Motion passed.*

Sale of County-owned
property

Motion by Hines/Kerr to accept and forward to the County Board the language change with L.A.W. Community Health that will provide unit employees with the State of Wisconsin mileage reimbursement at the rate in effect when the miles are driven. *Motion passed.* This contract revision will settle grievance 2005-44.

Revise L.A.W. Community
Health contract 2005-07

Administrative Coordinator's report: He is working to develop the future strategic planning workshops. A memo was distributed to all employees as a reminder regarding ethics violations and campaigning while at work. Kephart also stated he has been attending a lot of meetings.

Administrative
Coordinator's report

Future agenda items: 6-month review of Administrative Coordinator. Updates from departments for any unexpected expenses from the 2005 budgets.

Future agenda items

Set meeting dates: 1/13/06 and 1/27/06 at 8:00 a.m.

Meeting dates

County Board Chair Anderson announced the County had received a personal check from Institutional Capital Management in the amount of \$25 and this was donated to the County foodshelf.

\$25 Donation

Motion by Kerr/Rommel to adjourn at 11:42 a.m. *Motion passed.*

FRIDAY, December 30, 2005

**UN-APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
DECEMBER 30, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-29**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Chair Ron Anderson called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present and established that there was a quorum: Those Present

Members Present:	Rich Purdy	District #3
	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel
	Supervisors P. Barkla, M. Larson, J. Kosin	

Motion by Purdy/Rommel to approve agenda. *Motion passed.* Agenda Approved

Hines commented he liked the new minutes format. Purdy agreed. Motion by Purdy/Hines to approve minutes of 12/16/05. *Motion passed.* Minutes Approved

Chair Anderson called for public comment. There were none. Public Comments

Committee members reviewed a memo from Finance & Budget Director Brickner in which she advised them that there was not \$60,000 designated in the Contingency Fund for the E-9-1-1 Project as they had been informed at their 12/2/05 meeting. The memo stated further that the 2005 E-9-1-1 budget projected a grant in the amount of \$60,000 for application toward the project. Sheriff Muhlhausen and Chief Deputy Gulbranson were present. E-9-1-1 Funds:
12/2/05 action
rescinded

There was discussion as to whether there is money in the 2006 budget for this purpose. Motion by Hines/Purdy to rescind the committee action of 12/2/05 that authorized the rollover of \$60,000 in the Contingency Fund for the E-9-1-1 Project. *Motion passed.*

Sheriff Muhlhausen and Chief Deputy Gulbranson were present on behalf of the Law Enforcement Committee to request authorization to expend funds in the amount of approximately \$4,000 from within their 2005 budget to purchase a replacement squad car for a vehicle that was damaged in an accident. The full price of the squad was \$20,728 and the funds available in their 2005 budget along with an insurance payment and the deductible, left the department \$3,949 short of the full price. Sheriff stated the insurance company would pick up the cost of equipment transfer from the damaged squad to a new vehicle in the amount of \$2,100.

Funding for replacement vehicle
Funding for replacement vehicle, cont.

The Law Enforcement Committee members stated that even though there were funds budgeted for 4 vehicles for 2006, this figure might need to be adjusted in 2006. They also acknowledged that expenditure of the \$3,949 could cause them to be over budget for 2005, however, the department felt at this time that they would be able to fund the cost of the difference without requesting any additional funds for the purchase.

Purdy asked why the Finance & Personnel Committee didn't need to authorize the additional expenditure as a line item transfer if the amount has not been set aside for 2005 Capital Outlay. Motion by Kerr to transfer \$4,000 within Sheriff's 2005 budget to Capital Outlay line item. It was determined that several line items could be the source of the extra funds. Kerr withdrew his motion. Motion by Schilling/Purdy to authorize the Sheriff to purchase a replacement squad car from the 2005 Sheriff's budget. *Motion passed.*

Sheriff Muhlhausen addressed his request to increase the wage for a temporary employee. He stated the officer has law enforcement experience with Dunn County and the Village of Elmwood, is fully certified and fully qualified for top scale of temporary wages. Motion by Purdy/Rommel to approve increase in wage for temporary Deputy J. Beyer to \$11.15 per hour effective 1/1/06. *Motion passed.*

Law Enforcement
Temporary employee
wage increase

Sheriff Muhlhausen addressed his request for approval to begin the Law Enforcement eligibility list for 2006. He indicated he needed to rebuild the list since the department had hired 2 eligible candidates from the list. He also needed to diversify the pool candidates. Motion by Hines/Purdy to approve the creation of the 2006 eligibility list. *Motion passed.*

2006 Law
Enforcement
Eligibility List

Supervisor Pittman arrived at 8:20 a.m.

Pittman arrived

Treasurer Skog addressed the topic of soliciting for bids on investments. He suggested the County needs to present an option for institutions to bid on the funds and if their offer is better than the current rates we would invest with them. He stressed that the County needs to retain adequate liquidity of funds. There was a lengthy discussion regarding the length of investments and what increments we would need at various times. Committee directed that Treasurer Skog and Finance & Budget Director Brickner should meet to discuss the expenditure patterns of the County. They further asked Brickner and Skog to come forward with a proposal for bidding out investments.

Investment Bidding
Policy

Hines suggested that ICM has investments coming due so they should also be put on the Investment Bidding list to be included for local investment. The information requested was to be prepared for the Finance and Personnel Committee meeting on 1/13. Rommel suggested the County needs to look at its investment philosophy but did not recommend that we be in a hurry to take funds from safe investment in ICM. Policy, cont.

Park Superintendent Schoepp was present to request release of Contingency funds in the amount of \$162,500 dedicated to execute the dredging project at Nugget Lake. Schoepp stated that in 2004 the county obtained a state grant that will provide up to \$115,975 for the project. The dredging project is scheduled to be completed by 6/1/06 and then expenses will be submitted to the DNR and from that information they will calculate the reimbursement to County. The Parks Committee requested release of the funds for upcoming expenses but understand that any balance remaining at the project completion will be returned to the Contingency Fund. Release of Funds for Dredge Project – Nugget Lake

Supervisor Larson excused at 8:38 a.m.

Larson excused

Motion by Kerr/Hines to defer action on the request until the next meeting to see what needs to be done. They wish to review what money the Parks budget contains. *Motion passed.*

Supervisor Gilles arrived at 8:40 a.m.

Gilles arrived.

Land Conservation Director Sander was present to address his department's request to carry over \$20,354 from Capital Outlay for completion of the grade stabilization structure related to Nugget Lake Park. Motion by Hines/Rommel to approve 2005 carryover funds in the amount of \$20,354. *Motion passed.*

Carry-over for Nugget Lake Grade Stabilization

Land Conservation Director Sander was present to address his department's request to carry over \$1,799 from Sundry Contractual Services for unexpended expenses relating to the Land and Water Resource Management Plan. Motion by Purdy/Hines to carry over \$1,799 for this purpose. Sander explained that since his original request he determined he only needed to carry over \$1,599. Motion by Purdy/Hines to amend the motion to authorize carry over of \$1,599. *Motion passed.*

Carry-over for Land and Water Resource Management Plan

The Solid Waste Department was requesting approval to carry over 2005 Capital Improvements. There was \$70,310 unexpended from that line item. SWMB members Hines and Kosin were present to address the request for the purchase of six roll-off containers and for replacement of the belt and wear strips on the container line in-feed conveyor. Members of the SWMB had opened bids for purchase of the replacement items on 12/29 and the bid for containers was \$29,970 and repair of line in-feed conveyor was \$31,403. Motion by Kucinski/Purdy to approve carryover of \$61,373 in Capital Improvements line item. Corporation Counsel Lawrence asked if they wanted to include a "cushion" for some minor variation that may occur with the bids. Rommel called for the question. Motion by Hines to amend to increase the carry over amount to \$66,138. Kucinski/Purdy agreed to the friendly amendment. Kerr called the question.

Carry-over for roll-offs and repairs – Solid Waste Dept.

Carry-over for roll-offs and repairs – Solid Waste Dept. cont.

Motion to authorize carry over, with friendly amendment, passed, with Anderson opposed.

Human Services Director Bicha present to address the position description prepared for the Transportation Attendant/Bus Driver position. The duties were currently being performed on a contract basis. The position was approved in the 2006 budget. Bicha reviewed the duties of the position. Motion by Hines/Kucinski to approve the position description as presented and direct the Administrative Coordinator to meet with the AFSCME Human Services Support Staff unit to seek agreement to establish approximately 80% wage at *Site Worker* classification and 20% wage at *Van Driver* classification. *Motion passed.*

Transportation Attendant/Van Driver position description and classification

Administrative Coordinator Kephart stated discussion of the non-represented wages and benefits was being brought forward based upon conversations of the County Board meeting on 12/27. Corporation Counsel Lawrence stated he had some concern whether the legislation before the Board for consideration could be adjusted based upon what possible changes might be considered by the Board. He was concerned that the legislation and agenda would both provide proper notice to the public about potential action. There was discussion as to whether the legislation could be revised should the Board choose to make changes to the non-represented employee benefits.

2006 Non-rep Wage/benefit Adjustments

Committee members discussed several issues they felt could impact future budgets. They discussed an interest in getting figures together that would reflect costs if non-represented employees were awarded no longevity and if the wage adjustment was 2% across-the-board instead of 3% across-the-board. Kosin supported collection of the financial data. Anderson stated their committee had already made a recommendation to the Board and it can be changed at the meeting if that is what the board members want.

Rommel asked members what they believed the board members wanted to see with regard to the non-represented wages and benefits. He reminded the committee that no change of benefits was discussed by their committee.

Motion by Schilling/Kucinski to amend the title of 05-31 *Resolution to Establish 2006 Wages for Non-represented Employees* to read *Resolution to Establish 2006 **Salaries, Benefits and Compensation** for Non-represented Employees*. Rommel suggested this action would change the entire intent and the legislation would then need to be considered a first reading. There was further discussion as to whether the title of the legislation would limit the legality of possible amendment by board members. Motion by Schilling/ Kucinski to withdraw their motion. Committee recommended that the Administrative Coordinator gather and present additional data for costing of wage and benefits adjustment.

2006 Non-rep Wage/benefit Adjustments, cont.

Committee members discussed the status of the position descriptions that were prepared by BCC. Motion by Kerr/Purdy to defer any action until the Administrative Coordinator and Personnel Coordinator have reviewed. *Motion passed.*

Administrative Coordinator Kephart presented three performance review options for committee review. Option A. A single page document that offers evaluation criteria with the rater required to check the appropriate box to identify the level of performance. Could also be used as a peer review form. Option B. *Performance Review and Development System* is more complex and requires the evaluation information to be customized to the essential duties and responsibilities of the individual position. Raters would determine what performance standards are necessary to fulfill the duties and responsibilities. Actual performance would list accomplishments toward meeting the performance standards. There was discussion as to whether this format could be used in a pay-for-performance plan.

Performance
Evaluation Process

Chair Anderson excused at 10:00. Vice-Chair Hines chaired.

Anderson excused

Option C: A single page document that requires the rater to identify position accomplishments and list goals or targets for the future. The rater then determines the employee's level of performance based upon three criteria, below, meets or exceeds standards.

All forms were well-received by the committee with a few minor revisions recommended. Kerr stated that regardless of the evaluation form that is selected it would still require training for supervisors and managers. He suggested that the issue of a performance evaluation system needs to be addressed as soon as possible. The committee members agreed they would sample the performance of all three forms by using them for the 6-month evaluation of the Administrative Coordinator. No action taken.

Recess at 10:00

Recess

Motion by Kerr/Rommel to convene into closed session at 10:22 a.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator evaluation; review department head performance evaluations pursuant to PC Code 40-20: Veterans Service Officer, Emergency Management Director, IS Director, Highway Commissioner. *Roll call vote unanimously approved.*

Closed session

Motion by Kerr/Rommel to return to open session at 11:15 a.m. *Roll call vote unanimously approved.*

Open session

Future agenda items: Discussion of changing the County Board meeting date for 1/24. Future agenda items

Administrative Coordinator's report: Kephart suggested that the committee consider taking action to establish all Finance & Personnel Committee meeting dates for the 2005- 2006 calendar year. The suggestion was taken under advisement.

AC Report

Motion by Rommel/Kerr to adjourn meeting at 11:22 a.m. *Motion passed.*

Adjourn