

## JOINT FINANCE AND PERSONNEL COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Friday, September 5, 2014

Finance Committee: Tommy Lee Bychinski (via phone), Wally Czuprynski, Joan Fordham, Andrea Lombard and Marty Krueger

Personnel Committee: Michelle Dent, Carol Held, Andrea Lombard, Tim Meister and Henry Netzing

Others present: Julie Arendsee, Kerry Beghin, Dan Brattset, Hazel Coppernoll, Brian Cunningham, Elizabeth Geoghegan, Kim Gochanour, Laurie Hasenbalg, Lynn Horkan, Melissa Keenan, Tom Kriegl, Amy Lee, Brentt Michalek, Chris Miller, Steve Muchow, Keri Olson, Bill Orth, Lee Roundy, Pamela Russo, Kathy Schauf, Tim Stieve, and Cathy Warwick.

The meeting was called to order by Finance Committee Chairperson Bychinski at 2:15 PM. Certification of open meeting compliance was given. **Motion by Meister, second by Netzing to nominate Bychinski to serve as chair of the joint meeting, close nominations, and cast a unanimous ballot to elect Bychinski. Motion carried.**

**Motion by Lombard, second by Fordham to adopt the agenda. Motion carried.**

Public Comment: None.

### Discussion and Consideration of the Regional Conservation Partnership Program to be administered by the Conservation, Planning and Zoning (CPZ) Department.

Michalek described the program and the partnership components. He explained the five year commitment and the benefits to the county and land owners. A new CPZ staff will be needed to manage the program. The maintenance life expectancy due to the federal funds involved will vary depending on the land owner's conservation practice put in place. **Motion by Krueger, second by Czuprynski to authorize submission of a request for funding for the Regional Conservation Partnership Program. Bychinski-Aye, Czuprynski-Aye, Fordham-Aye, Krueger-Aye, Lombard-Aye. Personnel Committee: Dent-Aye, Held-Aye, Lombard-Aye, T Meister-Aye, Netzing-Aye. Motion carried.**

### Consideration of Resolution authorizing the Health Care Center (HCC) to eliminate one, full time (1.0 FTE) and one, part time (0.7 FTE) Dietary Assistant, and create two, full-time (2.0 FTE) Cooks outside the Budget Process.

Gochanour noted the current cook staffing levels are not enough to meet the needs at the HCC. The Committees discussed the change in wages of the positions. **Motion by T Meister, second by Netzing to authorize the Health Care Center to eliminate one, full time (1.0 FTE) and one, part time (0.7 FTE) Dietary Assistant, and create two, full-time (2.0 FTE) Cooks outside the Budget Process. Bychinski-Aye, Czuprynski-Aye, Fordham-Aye, Krueger-Aye, Lombard-Aye. Personnel Committee: Dent-Aye, Held-Aye, Lombard-Aye, T Meister-Aye, Netzing-Aye. Motion carried.**

### Consideration of a resolution Authorizing The Sauk County Health Care Center To Eliminate One, Full-Time (1.00 FTE) Receptionist Position, And Create One Full-Time (1.00 FTE) Billing Specialist Position Outside Of The Budget Process.

Gochanour reviewed the staffing changes in the business office since 2012. The tasks performed by the current receptionist meet the description of a billing specialist. Through this eliminate and create the Business office staffing levels have still decreased one FTE since 2012. **Motion by Meister, second by Netzing to authorize the Sauk County Health Care Center To Eliminate One, Full-Time (1.00 FTE) Receptionist Position, And Create One Full-Time (1.00 FTE) Billing Specialist Position Outside Of The Budget Process. Bychinski-Aye, Czuprynski-Aye, Fordham-Aye, Krueger-Aye, Lombard-Aye. Personnel Committee: Dent-Aye, Held-Aye, Lombard-Aye, T Meister-Aye, Netzing-Aye. Motion carried.**

### Initial discussion of the position requests associated with the compilation of the 2015 budget.

Schauf gave an overview of the requests for restructure, new, and conversion of project to regular positions. She highlighted the managerial reason to consider the change from a project position to a regular position. The purpose of today's joint meeting is to give the committees information and later, in the context of the overall budget, make final decisions.

Human Services: Orth reviewed the requested positions in the context of the overall Human Services budget. He highlighted the staffing needs in the economic support program area, the significant staff turnover and resulting intensive training required. Brattset reviewed the risk in the child protective services program and the department's commitment to keep children in their homes with appropriate supports, while mitigating community and fiscal risk. The education requirements for the positions were reviewed.

Veteran Services: Roundy reviewed the need for the additional veterans benefit specialist position. The additional staff would allow for outreach and enable benefits to veterans in a timely manner.

Public Health: Bodendin reviewed the requested positions and changes in departmental programs. Public Health, ADRC and HCC are working to make best use of staffing and most efficient provision of services.

HCC: Gochanour spoke about the transfer of the Home Care program to the HCC and the need for a licensed home health director. She commented that the start-up cost for program transfer will increase county budget in first year but there is opportunity for efficiencies in the future. Schauf noted the challenge has been how to maximize the resources with this change. The program transfer to the HCC fits in the continuum of care campus.

Building Services: Stieve reviewed the building services needs due to staff vacancy. He reviewed the new restructured position, the expanded facilities manager, and the overall transition plan for the long term. 2015 will have an overlap of staff before a 2015 retirement and then 2016 levels will be decreased due to the retirement.

Aging and Disability Resource Center (ADRC): Olson reviewed the past year's work done to analyze the ADRC processes and programs. Over the last 12 months there have been changes made for efficiencies and program compliance. She reviewed the restructuring of three positions: transportation coordinator, elder benefit specialist and program coordinator.

Highway: Muchow reviewed the restructuring and the flexibility benefits brought to the department.

Conversion of project positions to regular positions is an organizational change. With the decertification of most unions the project classification is no longer necessary.

Committee consensus to meet jointly on October 1, 2014 at 8:00 AM for further discussion and possible action concerning the position requests associated with the 2015 budget.

**Motion by Krueger, second by Fordham to adjourn the meeting. Motion carried.**

Respectfully submitted,

Andrea Lombard  
Finance Committee Secretary

Henry Netzinger  
Personnel Committee Secretary