

JOINT FINANCE AND PERSONNEL COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Thursday, September 10, 2015

Finance Committee: Tommy Lee Bychinski, Wally Czaprynski, Joan Fordham, Andrea Lombard and Marty Krueger

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

Others present: John Eric Allen, Kerry Beghin, Dan Brattset, Susan Blodgett, Cindy Bodendein, Dan Brattset, Brian Cunningham, Bill Degnan, John Dietz, Kim Gochanour, Tut Gramling, Lynn Horkan, Tom Kriegl, Janelle Krueger, Todd Liebman, Jessica Machovec, Chip Meister, Vicki Meister, Brentt Michalek, Steve Muchow, Bill Orth, Steve Pate, Michelle Posewitz, Matt Stieve, Peter Vedro and media

The meeting was called to order by Finance Committee Chairperson Bychinski at 1:00 PM. Certification of open meeting compliance was given. **Motion by Fordham, second by Held to nominate Bychinski to serve as chair of the joint meeting, close nominations, and cast a unanimous ballot. Motion carried.** Bychinski noted that non-committee member supervisors will have an opportunity to speak for three minutes.

Motion by Netzing, second by Lombard to adopt the agenda. Motion carried.

Public Comment: Bill Degnan, Baraboo, spoke about the sheriff department positions, electronic monitoring, Pod A and the State's Department of Correction (DOC) issues. John Eric Allen, Baraboo, spoke about sheriff department budget. Dan Holzman, Fairfield, spoke about jail/Pod A, DOC and incarceration alternatives.

Peter Vedro, supervisor, spoke in support of Sheriff Department patrol and community policing. Tom Kriegl, supervisor, spoke about county staffing levels and growth of staffing levels and expenses and support of operational changes to decrease costs to enable adequate patrol and DOC issues.

Liebman opined the rules of the board deem this committee a "Position Review Committee", therefore each member is one vote.

Human Services – Consideration of travel request in excess of 300 miles for staff member to attend the NetsMart Conference in Maryland, October 25-29, 2015.

Orth reviewed the benefits for electronic software annual conference. He noted three staff will attend different tracks as their focuses differ within the department. The cost for attendance is in the budget. Held requested the attendees give the Personnel Committee a review of the conference after they return. **Motion by Fordham, second by Held to approve Human Services travel request in excess of 300 miles for staff member to attend the NetsMart Conference in Maryland, October 25-29, 2015. Motion carried.**

Discussion and consideration of reclassification requests associated with the compilation of the 2016 budget

Michalek noted purpose of meeting is to consider each position or reclassification based on merit. Beghin distributed and reviewed a summary of the levy limits as it compares to the preliminary requested levy. She commented action can be taken on reclassifications and positions today or at a later date when reviewing the budget as a whole.

Public Health: Bodendein noted this reclassification from System Analyst to Quality Improvement Coordinator is needed to fit with the department's certification and quality improvement projects. Committee consensus to move the request forward in the budget process.

Criminal Justice Coordinator: J Krueger reviewed the requested reclassification for the Criminal Justice Coordinator. The Committee noted the position is less than a year old and more time is needed for the program and position to develop. The Committee consensus was not to entertain reclassification requests unless change in vision or duties for the position. **Motion by Fordham, second by Lombard not to consider the reclassification request. Motion carried.**

Accounting/Administrative Coordinator/Personnel: Michalek reviewed the coordination between three departments, Accounting, Administrative Coordinator, and Personnel, to meet staffing needs. The net result is an increase of a .51 full-time equivalent (FTE). Committee consensus is move the request forward in the budget process.

Aging & Disability Resource Center (ADRC): Blodgett noted over the last two years significant staff reductions have attempted to cut costs. The reductions and other turnover have created issues around meeting program requirements and grant compliance. This staff reclassification and restructure along with reallocation of other duties among current staff will streamline departmental operations and better enable timely reporting and compliance for grants. Blodgett reviewed how the reclassification of Program Assistant-ADRC to Program Specialist and the Van Driver/Administrative Support position will meet the department's needs. Lastly, Blodgett noted the State is no longer supporting a position of Lead Social Worker. The current lead position should be reclassified to social worker. Committee consensus is to move the request forward in the budget process.

Clerk of Court: V Meister requested reclassification for current Account Technician one pay band increase due to restructuring duties in the department. More complex duties and additional responsibilities have been added to the job description. Committee consensus is to move the request forward in the budget process.

Conservation, Planning and Zoning (CPZ): Michalek commented a staff retirement caused reassignment of tasks and changes to the job description. The reclassification requested is Program Assistant to Program Specialist. Staff responsibility and reassignment results in better and more efficient use of staff. Committee consensus is to move the request forward in the budget process.

Michalek commented the CPZ Director's job description was incomplete and has been updated to include the conservationist duties. This current classification was appealed; however, Michalek commented that the department is a complex major department responsible for two tracks, environments and conservation. Michalek commented on other county comparisons and educational requirements. Committee consensus was for Personnel Committee to review the job description to determine changes.

Health Care Center: Gochanour reviewed the requested restructuring for staffing in the home care (HC) program. The result would combine two positions, reducing one FTE from the program and contracted services with Public Health. The restructure reduces program costs by about \$61,000.

Gochanour commented the HCC is continually reviewing staffing patterns and making adjustments. The Certified Occupation Therapy Assistant (COTA) reclassification updates the educational requirements for the position enabling appropriate level of staff to provide quality care. This aligns the professional level of the COTA with the current Licensed Practical Nurses (LPN) at the HCC.

The Administrative Admissions Coordinator has taken on additional business office responsibilities helping in residential collections and billing, adding value to the HCC. Committee consensus is to move the HCC requests forward in the budget process.

Highway: Muchow commented the Commissioner was not classified appropriately in the class and compensation study. The Committee discussed reclassification means changing the job or responsibility. **Motion by Fordham, second by Lombard not to consider the reclassification request. Motion carried.**

Human Services (HS): Orth noted HS is reorganizing due to implementation of electronic records and improving technology. The requested reclassifications also help meet the increasing demands for services by developing positions that are cross trained to meet critical departmental needs. Four administrative positions will have new roles as Program Support Specialists providing direct service to clients. Lastly, Orth noted the other three positions were originally hired and classified as part time, however, they have evolved and been budgeted at full time hours. There is no financial impact to reclassify these positions to full time.

Discussion and consideration of new position requests associated with the compilation of the 2016 budget

Criminal Justice Coordinating – Drug Court Coordinator: J Krueger reviewed the planned implementation of drug court in January 2016; this position is to coordinate drug court and case management of drug court participants. Committee consensus is to move the request forward in the budget process.

Management Information Systems – Systems Security Specialist: Position would be responsible for overseeing and maintaining system security. Pate described how technology has evolved and grown in the County. More systems mean more security risks. Current system administrators no longer have time to adequately manage and maintain the security of the current complex systems. Outside consultants have been needed for recent projects. Committee consensus is to move the request forward in the budget process.

Parks – Program Specialist: Stieve requesting a position in order for the parks to maintain facilities and operate, but also progress forward. In order to provide a healthy thriving parks department, there needs to be the resources to allow that. The Committee discussed the park's needs. Committee consensus is to move the request forward in the budget process.

Sheriff's Department – Patrol Deputies: Sheriff Meister requesting two additional patrol deputies to create proactive enforcement and keep pace with service demands and emerging public safety issues. Spencer and Sheriff Meister reviewed how shifts would be staffed for the best coverage. The county population, tourist issues, number and types of complaints, and traffic counts were discussed. Concern of officer safety was discussed. Committee consensus is to move the request forward in the budget process.

Committee consensus to meet jointly on October 8, 2015 at 1:30 PM for further discussion and possible action concerning the position requests associated with the 2016 budget.

Motion by Netzinger, second by Lombard to adjourn the meeting. Motion carried.

Respectfully submitted,

Andrea Lombard
Finance Committee Secretary

Henry Netzinger
Personnel Committee Secretary