

POSITION REVIEW COMMITTEE MINUTES

County Board Room, West Square Building, Baraboo WI

Monday, October 9, 2017

Finance Committee: Tommy Lee Bychinski, Mike Flint, Marty Krueger and Eric Peterson

Excused: Kristin White Eagle

Personnel Committee: Jean Berlin, Tommy Lee Bychinski, David Moore and Henry Netzinger

Excused: Tim Meister

Others present: Kerry Beghin, Susan Blodgett, Cindy Bodendein, Sharon Boesl, Alene Bolin, Stephanie Box, Dan Brattset, Darin Carignan, Pat Gavinski, Laurie Hasenbalg, Tara Hayes, Lynn Horkan, Tom Kriegl, Jessica Machovec, Sheriff Chip Meister, Michelle Posewitz, Jeff Spencer, Jessica Steinhorst, Matt Stieve, Tony Tyczynski, Cathy Warwick, Brenda Yaskal and media

The meeting was called to order by Finance Committee Chairperson Bychinski at 2:00 PM. Certification of open meeting compliance was given. **Motion by Netzinger, second by Flint to nominate Bychinski to serve as chair of the joint meeting. Motion by Krueger, second by Peterson to close nominations, and cast a unanimous ballot to elect Bychinski. Motion carried.**

Motion by Flint, second by Moore to adopt the agenda. Motion carried.

Public Comment: None

Discussion and consideration of reclassification requests associated with the compilation of the 2018 budget:

Beghin noted the reclassifications and new positions before the Committees are all included in budgets put together by departments.

Accounting:

Accounting Manager - Beghin commented accounting manager position is her right hand and is critical to the operations of the department. The reclass is recognition that the position's increased duties and responsibilities have evolved over several years relating to more stringent audit and grant requirements, General Accounting Standard Board (GASB) statements, and departmental assistance. Discussed current staffing. Posewitz noted the reclass process evaluated the pay band placement. **Motion by Flint, second by Berlin to approve the Accounting Manager reclass. Motion carried.**

ADRC:

Dining Center Coordinator - Blodgett reviewed the reclass from limited term to permanent position, she reviewed the duties and responsibilities. She noted the position will be state funded. The meal preparation at the HCC and distribution was discussed. **Motion by Krueger, second by Flint to approve the Dining Center Coordinator reclass. Motion carried.**

Program Specialist--Position has increased revenues received from various funding services. Job duties have increased from those originally hired to do. **Motion by Flint, second by Berlin to approve the Program Specialist reclass. Motion carried.**

Corporation Counsel/Child Support – Assistant Corporation Counsel: Posewitz noted this is a continuation of a request from a year ago. **Motion by Krueger, second by Netzinger to approve the Assistant Corporation Counsel reclass. Motion carried.**

Highway – Skilled Laborer, Commercial Truck Driver, Assistant Sign Maker, Patrolman, Janitor. Gavinski reviewed the need for the reclass, commented there are issues in retaining and recruiting staff. **Motion by Berlin, second by Krueger to approve the referenced Highway reclasses. Motion carried.**

Human Services:

Mental Health Technician – Seeking more parity with other technicians in the field.

Juvenile Justice Supervisor - Pay band compressed due to the internal promotion.

Psychotherapist – to Integrated Services Program Coordinator

Psychotherapist – Going from part-time to full-time, and has been in the budget as full-time.

Motion by Krueger, second by Netzinger to approve Human Services reclasses. Motion carried.

Parks – Assistant Director, Program Specialist

Stieve reviewed the staffing plan for the Parks department. Creates two similar positions to work together and in absence of one the other can fill in. **Motion by Flint, second by Peterson to approve Assistant Parks Director and Program Specialist reclasses to Program Coordinators. Motion carried.**

Public Health (PH) - PH Educator

Bodendein noted the Prescription Drug Overdose grant allowed for an additional staff for policy development and coordinating formation of multiple coalitions. Funding source will be grants. **Motion by Berlin, second by Flint to approve reclass. Motion carried.**

Register in Probate – Register in Probate

Posewitz noted request is based on evolution of duties and responsibilities. **Motion by Netzinger, second by Flint to approve reclass of Register in Probate. Motion carried.**

Discussion and consideration of new position requests associated with the compilation of the 2018 budget:

Accounting – Accountant

Beghin commented on the increased need to assist departments and expanded audit and grant requirements.

Administrative Coordinator – Administrative Specialist

Bolin commented on new initiatives, such as Placemaking and Criminal Justice Coordinating, and the need to support internal services.

Motion by Krueger, second by Flint to approve elimination of Management Analyst and creation of Accountant and Administrative Specialist. Motion carried.

Administrative Coordinator - Community Liaison- Position is part of place making initiative and implementation of social media strategy. Funding partially from carryforward and part levy. Two year project position. **Motion by Krueger, second by Flint to approve creation of a Community Liaison. Motion carried.**

Corporation Counsel – Legal Secretary (0.50 FTE)

Yaskal commented position will help mostly with the Human Services and Watts reviews. Currently much of this work is done by attorneys, and creation of the position would allow the office to be better responsive. **Motion by Krueger, second by Moore to approve creation of a 0.50 Legal Secretary. Motion carried.**

Human Services – Social Workers (3.0 FTE), Economic Support Technician (Project to Regular)

Brattset reviewed the need for the staffing. One social worker is for creation of a position and discontinuation of a contract position. Expecting an increase in adult and child protective cases. The project position has been on staff for years. **Motion by Krueger, second by Peterson to approve creation of three social workers, and conversion of one project Economic Support Technician to regular. Motion carried.**

Public Health – Public Health Nurse

Bodendein noted the position is for the Nurse Family Partnership program. Additional grant funding to expand the program is not available, asking for levy funding. **Motion by Berlin, second by Krueger to approve creation of a Public Health Nurse. Aye: Berlin, Krueger, Moore. Naye: Flint, Netzinger, Bychinski, Peterson. Motion failed.**

Veterans Servie – Administrative Support (.50 FTE)

Tyczynski looking to maintain current level of service in office. The current experience works program ended in September. **Motion by Moore, second by Peterson to approve creation of a 0.50 FTE Administrative Support position. Motion carried.**

Public Comment: None

Motion by Krueger, second by Moore to adjourn the meeting. Motion carried.

Respectfully submitted,

Tommy Lee Bychinski
Finance Committee Secretary

David Moore
Personnel Committee Secretary