

JOINT MEETING of FINANCE and PERSONNEL & INSURANCE MINUTES

County Board Room 326, West Square Building, Baraboo WI

Tuesday, September 8, 2020

Finance Committee: Tom Dorner, Lynn Eberl, Mike Flint, Marty Krueger and Tim McCumber

Personnel Committee: Mark "Smooth" Dettter, Shane Gibson and Carl Gruber

Excused: Tommy Lee Bychinski and Terry Spencer

Others present: Kerry Beghin, Susan Blodgett, Dave Bretl, Pat Gavinski, Elizabeth Geoghegan, Kasey Hodges, Lynn Horkan, Tom Kriegl, Tim Lawther, Amy Merwin (virtual), Adrienne Olson, Brian Peper, Don Stevens, Tony Tyczynski and Cathy Warwick (virtual)

The meeting was called to order by Interim Administrative Coordinator Bretl at 4:00 PM. Certification of open meeting compliance was given. **Motion by Gibson, second by Flint to nominate Krueger to serve as chair of the joint meeting. Motion by Eberl, second by Flint to close nominations and cast a unanimous ballot for Krueger. Motion carried.**

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

Public Comment: Kriegl commented on pandemic and vacant positions.

Discussion and Possible Action of Lifting the 2020 Vacant Position Audit Process in Accordance with SCCO §13.028.

Bretl commented on goals of today's meeting. He reviewed the categories for the various positions. Committees discussed staff burn out, departmental needs, sales tax and 2020 budget short fall, and recruitment timeline. **Motion by Gibson, second by Eberl to approve removing the 2020 vacant position audit process in accordance with SCCO §13.028. Motion carried unanimously.**

Discussion and Possible Action Regarding "Category 1 Refills" Position Requests associated with the compilation of the 2021 budget.

Accounting, Accounting Supervisor
Administration, Administrative Specialist
ADRC, Dining Site Coordinator(s) (4 positions)
Building Services, Building Maintenance Technician
Child Support, Program Specialist/Receptionist
Highway, Highway Operator 1 (4 positions)
Highway, Mechanic
Human Services, Psychotherapist(s) (2 positions)
Human Services, Child Protective Services Social Worker(s) (2 positions)
Personnel, Human Resources Analyst

Hodges noted these positions are in the 2020 budget and not all funding was given up for the 2020 budget amendment in response to the COVID pandemic. Anticipate these positions will be included in the 2021 budget. Bretl noted positions are justified to be refilled and are needed in the future, other cuts would be at looked at before these. Discussed departmental needs and staffing shortages.

Motion by Eberl, second by Gruber to approve refill of "Category 1 Refill" position requests associated with the compilation of the 2021 budget. Motion carried unanimously.

Discussion and Possible Action Regarding "Category 2 Refills" Position Requests associated with the compilation of the 2021 budget.

Corporation Counsel, Paralegal
Corporation Counsel, Assistant Corporation Counsel
Corporation Counsel, Principle Assistant Corporation Counsel
Corporation Counsel, Corporation Counsel
Highway, Accounting Assistant
Health, Justice, Diversion, and Support Program Manager
Health, Public Health Nurse (Cat. 2 Reclass)
Health, Home Health Aide
Health, Public Health Technician (2 positions)

Human Services, Peer Support Specialist
Human Services, Psychosocial Rehabilitation Specialist
Human Services, Administrative Support Specialist (Cat. 2 Reclass)
LRE, Planning and Zoning Technician
Sheriff, Clerk
Treasurer, Real Property Lister/Deputy Treasurer

Bretl recommended a continued hold on these positions and consider them with the 2021 budget. He commented that these positions would not currently be recruited until 2021 budget is compiled and funding is available. Hodges reviewed the status of the positions. She noted some of the positions do not intend to be refilled immediately and some will be part of departmental restructure and reclassification. The Committees discussed vacancies, flexibility and 2021 budget needs. Lawther, Geoghegan, Gavinski commented on department vacancies. **Motion by Gibson, second by Flint to leave “Category 2 Refill” positions vacant pending knowledge of the 2021 budget funds available.** Discussed postponement of motion to enable Bretl to determine the budget. **Motion by McCumber, second by Gruber to postpone possible action on “Category 2 Refill” position requests subject to compilation of the 2021 budget to a subsequent Personnel & Insurance and Finance Committee joint meeting. Motion carried unanimously.**

Discussion and Possible Action Regarding “Category 1” Reclassification Requests associated with the compilation of the 2021 budget.

Accounting, Payroll Accounting Technician, HB23 proposed to Payroll Accounting Technician, HB25
Corporation Counsel, Legal Secretary, HB22 proposed Paralegal, HB24
County Clerk, Program Assistant/Deputy County Clerk, HA12 proposed Deputy County Clerk, HB21
County Clerk, Deputy County Clerk, HB21 proposed Lead Elections/Deputy County Clerk, HB23
County Clerk, Lead Deputy County Clerk, HB23 proposed Lead Deputy County Clerk, HB24
Highway, Account Clerk, HB21 proposed Account Clerk, HB22
Highway, Recordkeeper, HB21 proposed Recordkeeper, HB22
Highway, Assistant Shop Supervisor, HB23 proposed Assistant Shop Supervisor, HB24
Highway, Shop Supervisor, 8C41 proposed Shop Supervisor, 8C42

Bretl and Hodges reviewed the reclassification process, assigning a paygrade and maintaining the integrity of the classification and compensation plan. Positions are currently doing tasks outside the category/pay band. This differs from the “Category 2 Reclassifications” which require departmental restructure to warrant the position change. Bretl noted he recommends the approval and inclusion of these “Category 1 Reclassifications” in 2021 budget. Committees discussed supporting staff, retaining staff and following administrative recommendations. **Motion by Detter, second by Gruber to approve the “Category 1 Reclassification” requests associated with the compilation of the 2021 budget. Motion carried unanimously.**

Discussion and Possible Action Regarding “Category 2” Reclassification Requests associated with the compilation of the 2021 budget.

ADRC, Meal Coordinator, LTE proposed Meal Coordinator, PTE
Corporation Counsel, Legal Assistant, B22 proposed Office Manager, 7C41
Health, Public Health Nurse, 7C43 proposed Epidemiologist, requested 7C41, recommended 7C43
Health, Public Health Nurse, 0.73 FTE proposed Public Health Nurse, 1.0 FTE
Health, Community Health Strategist, 7C43 proposed Community Health Strategist, requested 7C51, recommendation unknown
Health, Financial Analyst, HB23 proposed Business Operations Manager, requested 7C51, recommendation unknown
Human Services, 2.0 CSP Social Worker, 7C42 proposed 2.0 CSP Psychotherapist, 7C43
Human Services, Administrative Support Specialist, HA13 proposed Program Specialist, HB22
Treasurer, Real Property Specialist, HB22 proposed Real Property Lister, HB31
Treasurer, Accounting Assistant, HB21 proposed Deputy Treasurer, HB32

Bretl noted the “Category 2 Reclassifications” are distinct as they require a restructure/reorganization component to occur. The nature of the position is changing, and the reclassification is greater than looking at market and current tasks. Hodges noted a few of the positions lack adequate information. **Motion by Detter, second by McCumber to postpone possible action on “Category 2 Reclassification” requests associated with the compilation of the 2021 budget to a subsequent Personnel & Insurance and Finance Committee joint meeting. Motion carried unanimously.**

Discussion and Possible Action Regarding 2021 New Position Requests associated with the compilation of the 2021 budget.

Building Services, 3.0 Custodian, HA12

Health, 0.75 Overdose Response Coordinator, HB24

Health, 1.0 Administrative Specialist, HB22

Veterans, 1.0 Veterans Readjustment Counselor, 7C43

Bretl commented on the requested new positions. He recommends holding approval for new positions subject to available 2021 budget funds. He noted there is merit to proposed positions, but 2021 will be a tough budget year. Hodges noted new positions would not start until 2021. Lawther commented on the Health new positions. Grant funded positions were discussed. Tyczynski commented on the Veterans new position. Options for contracted or shared position were discussed.

Motion by Gruber, second by Gibson to postpone possible action on new position requests associated with the compilation of the 2021 budget to a subsequent Personnel & Insurance and Finance Committee joint meeting.

Motion carried unanimously.

Next joint meeting September 23, 2021, 5:00pm

Motion by McCumber, second by Gibson to adjourn the meeting. Motion carried.

Respectfully submitted,

Lynn Eberl
Finance Committee Secretary

Shane Gibson
Personnel Committee Secretary