

JOINT FINANCE AND PERSONNEL COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Tuesday, October 11, 2016

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

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

Excused: Tim Meister

Others present: Kerry Beghin, Susan Blodgett, Cindy Bodendein, Dan Brattset, Jodi Carter, Ian Crammond, Becky Dahl, Renae Fry, Carla Gogin, Liz Geoghegan, Laurie Hasenbalg, Lynn Horkan, Rebecca Hovde, Todd Liebman, Sheriff Chip Meister, Steve Muchow, Keri Olson, Steve Pate, Michelle Posewitz, Jeff Spencer, Tony Tyczynski, Jennifer Vosen and media

The meeting was called to order by Finance Committee Chairperson Bychinski at 8:50 AM. Certification of open meeting compliance was given. **Motion by Netzing, second by Peterson to nominate Bychinski to serve as chair of the joint meeting. Motion by Netzing, second by Peterson to close nominations, and cast a unanimous ballot to elect Bychinski. Motion carried.**

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

Public Comment: None

Discussion and consideration of reclassification requests associated with the compilation of the 2017 budget:

Building Services – Facilities Manager to Facilities Director, Maintenance Technician to Buildings Manager, EMBS/MIS Support Specialist to Program Coordinator - Fry noted the reclassifications have been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the reclassifications. Crammond reviewed the restructure of the department stemming from the recent retirement go the Emergency Management Building Services (EMBS) Director.

Corporation Counsel/Child Support – Lead Assistant Corporation Counsel (Child Support) - Liebman reviewed the restructure in the Corporation Counsel department due to staff turnover. He reviewed the contractual relationship between Child Support and Corporation Counsel offices, and additional responsibilities for coverage in Child Support and new e-filing processes. Fry commented this request was submitted after the deadline and has not gone through review, she cannot comment on the level of reclass being requested. Posewitz commented on the timeline and the review process specified by the county ordinance. **Motion by Krueger, second by Moore that the reclassification request is referred for administrative review by the Administrative Coordinator, Personnel Director and Controller with the intent that Liebman and Fandry, as collaborative departments, look for a way to recognize the increased responsibilities. Motion carried.**

Sheriff – Jail Lieutenant to Jail Captain - Fry noted the reclassifications have been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the reclassifications. Meister reviewed the evolution of the position in the jail becoming increasingly administrative with duties are no longer those of a lieutenant.

Treasurer – Real Property Specialist to GIS Specialist - Fry noted the reclassification has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the reclassifications. Geoghegan reviewed the reclassification and the benefits.

Vets – Benefits Specialist to Assistant Veterans Service Officer - Fry noted the reclassification has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the reclassifications. Tyczynski noted the position as evolved into an assistant veteran's service officer (VSO) and has been acting in that capacity; working outside of normal business hours and doing outreach.

Other reallocations were discussed: HS part-time to full-time Mental Health Technician, already working and budgeted with full-time hours and MIS reallocation of Web Application Developer from 1.0 full time equivalent (FTE) to .57 FTE.

Motion by Flint, second by Berlin to approve the reclassification requests associated with the compilation of the 2017 budget. Motion carried.

Discussion and consideration of new position requests associated with the compilation of the 2017 budget:

ADRC – Social Worker – Blodgett reviewed the increase in customer service and the need for the social worker position to meet grant requirement timelines. She reviewed the position's funding. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. Becky Dahl commented on the critical position, ADRC core services, the region and funding. **Motion by Flint, second by Netzing, to approve the ADRC Social Worker position. Motion carried.**

Building Services – Maintenance Technician – Crammond reviewed the responsibilities and needs for the department. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by Netzing, second by Berlin, to approve the Building Services Maintenance Technician. Motion carried.**

CJCC – Case Coordinator – Fry commented on behalf of Janelle Krueger, the position is a result of the Treatment Alternatives and Diversion (TAD) grant that enables program expansion. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by White Eagle, second by Krueger, to approve the CJCC Case Coordinator. Motion carried.**

CJCC/Sheriff's Department – Criminal Justice Behavioral Health Specialist – Meister and Fry commented on the shared position with professional supervision by Human Services. The need for mental health services in the jail and the CJCC program were discussed. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by White Eagle, second by Krueger, to approve the CJCC/Sheriff's Department Criminal Justice Behavioral Health Specialist. Motion carried.**

Emergency Management – Program Assistant – Fry noted position came about with departmental restructure after EMBS Director's retirement. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by Flint, second by Moore, to approve the Emergency Management Program Assistant. Motion carried.**

Highway – Skilled Laborers – Muchow reviewed two of the three positions are funded by the state to maintain the state highway miles generated due the by-pass. The third position is to maintain additional miles on County Highway BD. Fry noted the new positions were reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new positions. **Motion by Krueger, second by Peterson, to approve three highway skilled laborer positions. Motion carried.**

Human Services – Psychotherapist – Brattset noted the position is for Community Support Program (CSP), serving the chronically mental ill population. The position would allow the current waiting list to decrease from a 3 week wait to a 1 week wait. Consumers would receive services quicker and help keep them out of crisis or more expensive care. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by Krueger, second by Berlin, to approve the Human Services Psychotherapist. Motion carried.**

Public Health – Environmental Health Technician, Sanitarian – Bodendein commented on the County's program expansion for the Department of Agriculture, Trade and Consumer Protection (DATCP) to full agent status and the required level of staffing. Position is funded through program fees. Fry noted the new position has been reviewed by the oversight committee, Administrative Coordinator, Personnel Director and Controller; they support the new position. **Motion by Peterson, second by Moore, to approve the Public Health Environmental Health Technician and Sanitarian. Motion carried.**

Public Comment: None

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

Respectfully submitted,

Kristin White Eagle
Finance Committee Secretary

David Moore
Personnel Committee Secretary