

MINUTES
Trempealeau County Executive/Finance Committee
February 2, 2010

Committee Chair Dick Miller called the meeting to order at 8:35 a.m. in the Wisconsin Room of the Courthouse in Whitehall, Wisconsin.

Committee Members present:

Dick Miller
Sheree Nelson
Barbara Semb
Douglas Winters

Jami Kabus
Paul Syverson
Kevin Lien
Angie Sylla
Judge Damon

Others in attendance:

Mary Martin
Jeri Marsolek
Dan Schreiner
Jeff McIntyre
Deloras Vind
Bruce Cheline
Martin Goettl
Rich Anderson
Cheryl Rhoda
Kathy Gauger

The Chair declared that the open meeting law requirements were met.

Motion by Barbara Semb and seconded by Douglas Winters to adopt the 16 item amended agenda. Motion carried unanimously.

Douglas Winters made a motion and Barbara Semb seconded approving the January 5th and the 11th minutes. Motion carried unanimously.

County Sales Tax

The committee reviewed the monthly hand out and noted that we will most likely make our budgeted amount for 2009 plus more. No action taken.

General Fund Update

The committee reviewed the monthly hand out. No action taken.

Department Updates/Requests

County Clerk – Staff Reduction Update – Paul said we are manning the mailroom one hour in the morning and one hour in the afternoon and it is working well. Bruce is trying to figure out how to bring the mail into the Clerk’s Office. The phone system still has some bugs to work out yet but people are learning.

Land Records – 2009 Budget – Martin was asked to come back this month with more information on his request to carryover some of his budget from 2009 to 2010. He said it was not because of bad budgeting but rather it was due to an employee leaving and not having the position filled all year and also the new employee took single insurance instead of family insurance. Martin said only one person at a time can access the database instead of multiple users at once. The current GIS system does not work well and it is not set up for field use and it lacks auto populating. Martin’s main goal with the carryover money is to increase efficiency and enhance a new system and then branch out so it can help other departments. It should be able to support multiple staff at one time and reduce human error with less data entry. Some of the immediate departments to benefit would be the Health Department for inspections, the Treasurer’s Office for dog licenses and the Department of Land Management. Kevin said the POWTS program, non-metallic mining, NR 151 and farmland preservation would be some of the programs that would benefit from this new system. He also said that they have been looking for a vendor for some years to meet all their needs and they all fell short of what was needed but it appears this vendor can meet all their needs and more. Kevin said Cindy suggested they scan and shred papers after two years. But he said they are at full capacity now. The system Martin would like to install would greatly reduce the need for paper at all. Martin thinks the entire project could be done for \$75,000 or less from start to finish and he is ready to move forward. When asked about a maintenance fee with the vendor, Cindy felt an hourly rate would be better than an annual fee because Cindy and Martin feel they can completely take over the system needing little support from the vendor.

Cindy said it will be a lot of start up work no matter what vendor or system they go with. Martin said they will be using public access money to get more information on the web. He feels things could be done in about 3 – 6 months. Martin said he has \$23,281.45 from surplus 2009 budget and approximately \$20,800 in grant money and Kevin said his committee voted to earmark about \$43,000 remaining from unpaid salaries to help pay for the new system. Martin said if there are excess funds, maybe it could be put towards the licensing every three years. **Sheree Nelson made a motion to roll over the 2009 excess money of \$23,281.45 into retained fees non-lapsing account earmarked specifically for this project and move forward with it and have Martin come back with the total cost of the project. Barbara Semb seconded it. Motion carried unanimously.** Flat Fee Legislation - Martin said there is a bill being presented regarding a flat fee for the Register of Deeds Office of \$25. There will be a \$5.00 fee added for redaction of the social security number from the forms with a sunset on it in 2015. They are trying to put some specifics on it as to how the money will be spent and reported since it will be a new revenue source. Martin serves on a committee that went over the bill to change/clarify some wording. This bill should simplify the Register of Deeds Office with one flat fee. No action taken.

Emergency Management – 2009 Budget Carryover for Communication Project – Dan said the county contract with Elert and Associates for our communication project for \$36,000 for consulting plus \$6,000 for expenses. So far we have only been billed and have paid out \$30,236.68, so Dan would like to roll over \$11,763.32 from 2009 into 2010 under “Professional Services” to cover this expense. **Barbara Semb made a motion to accept the carryover from 2009 into the 2010 budget. Douglas Winters seconded it. Motion carried unanimously.** 2009 Budget Carryover for All Hazard Mitigation – Dan said it is required by the federal government to update periodically. In our first update we received a \$40,000 grant with a required local match of 25%. He said the County is responsible for \$2,500 and the MRRPC is responsible for \$7,500. It will be completed this year. **Douglas Winters made a motion to roll \$2,500 from the 2009 budget into the 2010 budget and Sheree Nelson seconded it.** Dan apologized for not bringing this to his committee first but he has made all of them aware of it.

Human Resources and County Clerk – Paul said he has checked with other counties on how they built up their Work Comp fund. Discussion was held on how to bill everyone. **Sheree Nelson made a motion to bill the Health Care Center and Highway monthly, as past practice. Barbara Semb seconded it. Motion carried unanimously.**

Clerk of Court – 2009 Budget – Angie brought in a 2009 summary sheet showing total expenses so far. She is not sure if all 2009 bills have been turned in yet, but it should be close and she should have close to \$11,000 to turn back over to the general fund. Angie reported that her office did 301 passports in 2009 and there were 7,194 cases in 2009 with the traffic making up more than ½ of those. She also has some excess money that she would like rolled over into a non-lapsing account of \$1,489.79 and also equipment and furniture accounts into the regular budget for 2010 of \$10,200. **Barbara Semb made a motion and Sheree Nelson seconded it to return the remainder to the General Fund. Motion carried unanimously.**

Courthouse – 2009 Budget Carryover for Security – Dan said the US Marshall sent someone to the Courthouse to see where we are in our security system. The project came from the Securities and Facilities Committee that meets quarterly here. There is a lack of surveillance cameras in the courtrooms and panic buttons by the judge’s desks. He said the new lock system we bought through Netguard has the ability to be upgraded. Bruce said the equipment for the panic button will be wireless and have plenty of capacity for all departments to be monitored by Dispatch. To install cameras in the Courtrooms and tie into the hall cameras and also to the horseshoe camera outside would be \$9,574.12. We would also need to buy a monitor for Dispatch for \$1,000 for a total project cost of \$10,574.12. Bruce has \$4,516.80 he would like to carryover from his 2009 budget to go along with \$2,557 already in his 2010 budget. The remaining \$3500 would come from jail repairs. **Douglas Winters made a motion to move ahead with the project and carryover the money and move the resolution forward. Sheree Nelson seconded it. Motion carried unanimously.**

Work Group Report on Human Services/Public Health/Senior Services Consolidation

Sheree explained that the work group met several times. It was made up of: Sheree Nelson, Ernest Vold, Jeff McIntyre, Kathy Gauger, Cheryl Rhoda, Dr. Pucik, Donald Kloss and Jami Kabus. Barb Barczak filled in for Cheryl Rhoda at times. Sheree said at the first meeting there was a good number of people from the public and the union, the second meeting brought in a few less and at the third meeting just a few from the public attended. Sheree handed out a proposed consolidation plan that puts on paper what they have been talking about at the meetings. It showed an administrative and organization structure for a merger department and named positions and people accordingly to eliminate confusion. They addressed the physical office structure for Senior Services and the Health Department. It covered financial structure by addressing budgeting and dollars gained by the merger. It also included benefits and efficiencies and goals. Discussion was held on the plan about putting more detail in some areas. Sheree said somebody needs to take a serious look at our financial gain by all the grants we get and see how much is just for overhead. Cheryl Rhoda expressed her concern about the Level II and Level II status for the Health Department. She said water testing was one of their programs and was moved to the Department of Land Management. She said they need five more programs to meet the Level III status. Discussion was held on getting this packet, with corrections/additions to board members as soon as possible. Sheree will get the changes made and get a copy back this week.

2010 Budget Implementation

Senior Services – 85.21 Grant Levy Dollars – Kathy said the money they get from DOT must show that 20% of the funding comes from supporting levy money. There needs to be resolution brought forward that supports the \$16,047 from levy money which will be used to keep the vans on the roads. Any money left over can be put back into the 85.21 trust funds account. Also any money from the sale of vans goes there. There is over \$200,000 sitting in that account and they will start using it towards the programs that the money was sent in for originally. It was an oversight that it wasn't included in the original budget.

Barbara Semb made a motion to take \$16,047 from the general fund to go towards the levy match and Douglas Winters seconded it. Motion carried unanimously.

Personnel Requisitions

Patrol Officer – Sheriff Anderson said a deputy retired and money is in the budget to refill the position. An eligibility ad was put in the paper a while back and he hopes to hire off the new list. They will have to do interviews and testing. Rich said lots of departments are now charging individuals to take the test instead of the county incurring that cost of about \$15 each. They received 107 applications. Both Law Enforcement Committee and Personnel/Bargaining Committee have approved refilling the position. **Dick Miller made a motion to approve refilling the position as requested and Barbara Semb seconded it. Motion carried unanimously.**

Diversion Program Coordinator – Jeri said she received the finalized grant paperwork. She wants to hire a coordinator and change her 2010 budget. She created a job description by looking at other counties with the position and has presented a resolution to grant permission to hire a coordinator and to amend the 2010 budget. Discussion was held on adding travel language for the position, although it might be seldom, it should be included. Jeri said she expects it to cost about \$68,710 for a full year but she won't need that much this year since it will be a couple months in 2010 without the position filled. **Barbara Semb made a motion to accept the budget change and for receipt of grant funds and to take it to the full board. Sheree Nelson seconded it. Motion carried unanimously.** Jeri and Jami said the new position will be full time and on the non-rep scale as a grade 11. They used Deb Garson's position as Victim Witness as a model. They compared with other counties for this position. **Sheree Nelson made a motion to approve the coordinator position and waive bringing this back to this committee again. Douglas Winters seconded it. Motion carried unanimously.**

Closed Session per WI Stat. 19.85 (1) (c) to Consider Employment Performance Evaluation
Barbara Semb made a motion to go into closed session. Roll call vote taken; motion carried unanimously. At 12:20 p.m. Douglas Winters made a motion to reconvene into open session and Barbara Semb seconded it. Roll call vote taken; motion carried unanimously.

County Board Rules and County Board Duties and Compensation Revision

This was tabled until next month's meeting.

The next meeting was set for March 2nd at 8:30 a.m.

At 12:25 p.m. Chair Miller adjourned the meeting.

Douglas Winters
Secretary

Minutes submitted by
Mary Martin