

Trempealeau County Executive/Finance Meeting

Meeting called to order by Vice-Chair Winters at 9:06 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, September 13th, 2010.

Board Members Present: Doug Winters, Wally Geske, Mark Smick

Others Present: George Brandt, Mike Nelson, Dick Miller, Olin Fimreite, Nicole Hunger, Carol Bawek, Jeff McIntyre, Jon Zander, Meagan Stuessel, Laurie Halama, Phil Borreson, Curt Johnson, Mary Gullicksrud, Jami Kabus, Angie Sylla, Kevin Lien, Bobbi Guthrie, Rebecca Suchla, Brian Puent, Cindy Currier

Notice was posted according to open meeting law requirements.

Adoption of Agenda – Motion/Second: Geske/Smick to adopt the presented agenda; Motion carried.

Minutes of Prior Executive/Finance Meeting – Motion/Second: Smick/Geske to accept the minutes from the 8/9/2010 meeting; Motion carried.

5. County Sales Tax Update - handout reviewed, no action taken.
6. General Fund Update – handout reviewed, no action taken.
7. 2009 Audit – Exit Conference – Cheryl Puhl, Baker Tilly and Amanda Mboga

Puhl presented an overview of the audit with the committee. Started with the financial statement booklet. Highway had a net loss of nearly \$231,000 in 2009. In 2008, the Hwy showed a net income of \$290,000. Geske advised this probably had something to do with giving money to the Cty J project. Puhl said it is not uncommon for fluctuation from year to year. Addressing the General Fund, total revenues \$11,542,359, which was a 2% decrease from 2008. Total expenditures were \$11,523,345, which was a 1% increase from 2008. Pointing out one significant area in HHS – due to the payment to the MCO. Public health had revenue decreases (27%), but expenses were also down (24%). Senior Services showed a 22% increase from 2008 and expenditures increased by 17%. Reviewed an informational report, offering recommendations for best practices regarding perceived material weaknesses. Smick asked to have the reports ahead of time to review before the committee meeting, as the amount of information is overwhelming. Winters said it will be presented at the County Board meeting next week.

8. Department Updates/Requests
 - A. Clerk of Court – Angeline Sylla
 - i. Record Retention – Sylla had asked members from E/F to observe small claims court to understand the process better. She feels it is a good idea to proceed with scanning of records. She wants to bring it to the

committee's attention as they approach budget time. The state will provide the scanner, but may require additional manpower. She will try to do the scanning with current staff, but may require part-time help to assist in the scanning process. Smick referred to the scanning in the Register of Deeds office and asked if the duties can be combined. Angie said it involves two different softwares. No action taken.

B. UW-Extension – Jon Zander

- i. Support Staff Position- Fimreite thought at the July County Board meeting decision was to allow hiring from within. Discussion regarding clarification of the recruitment policy process. Discussion as to the importance of this position and the duties performed was had. Miller asked about the recruitment process, if the position is not filled from within, who is responsible for moving a resolution to full county board. Geske said that out of respect to the committee, they should be the one to initiate the resolution to the full county board.

Motion/Second: Winters/Geske to approve the Office Manager position. Motion carried.

C. Public Health Dept.-

- i. Public Health Director/Health Officer Position – Carol presented a requisition for the Director/Health Officer position. This requisition is recommended to create the position and be posted internally and outside. Miller suggested the salary range and funding for this position should be shared at the full county meeting.

Motion/Second: Winters/ Geske to approve the position and forward to County Board for approval of position and inside and outside recruitment. Motion carried.

- ii. Public Health Nurse Position – dropped from agenda
 - iii. Registered Dietician Position – Carol presented the requisition for the Dietician position. It is a federally funded position and in the budget. The number of clients served affects the funds received for the WIC program. Geske recommended that the position be posted within the union and a resolution be presented to the full county board to approve recruiting from the outside, with the possibility that no one within the union will apply or qualifies.
- Motion/Second: Geske/Smick to approve the position and forward to Cty Board for possible outside recruitment. Smick abstained. Motion carried.**

D. Health Care Center – Phil Borreson

- i. County Nursing Homes/2011-2013 State Biennial Budget - Borreson presented a resolution concerning the 2011-2013 state bi-annual budget. This resolution was put forward by the WI Assoc of County Homes and

adopted by the WCA. The purpose of it is to influence the 2011-2013 State Budget. It is to try to get DHS and the Department of Administration to include certain facts, including supplemental payment funds, bed taxes, etc. County homes are currently the vehicles being used to partially fund Medicaid, and this resolution asking for the MA trust funds that were originated from county homes be returned to county homes. Borreson also distributed a handout regarding status of PFHCC, TCHCC and community living programs progress.

Motion/Second: Geske/Smick to support the resolution. Motion carried.

E. Sheriff's Dept. – Rich Anderson

- i. Jailer Position – Puent presented the Jailer requisition, which is a budgeted position. It was vacated due to a jailer resigning her position. Currently filling shifts with fill-in personnel and OT from current employees. Geske advised that the Law Enforcement committee is looking into other options that may eliminate the need to fill this position. Suchla advised the option being researched is for the Main Control position be moved from the Jail down to Dispatch. She further advised the committee of the demands and obligations of Jailers. Further discussion on the scenario. Puent said this is a preliminary suggestion and will require study for feasibility and not a short process. The idea was just suggested in the Law Enforcement meeting and will need to be studied. Smick is not convinced that all alternatives for staffing the jail have been explored. He believes there is sufficient staffing currently and should look into innovative staffing such as cross training or pulling someone off the road to fill in. Suchla advised that personnel have to be certified to work in the jail and road patrol certification does not cover that. Smick disagreed; saying that he believed only one person has to be certified on the floor. Suchla advised that if personnel are not certified within a certain period of time, the County has not been able to use them, according to the Dept. of Justice.

Motion/Second: Geske/Smick to table as the law enforcement committee is looking into other options that may eliminate the need for the jailer position. Yea –Geske, Smick, Nay-Winters. Motion carried.

F. Human Services Dept. – Jeff McIntyre

- i. Family & Children's Social Worker Position – McIntyre presented a Social Worker requisition due to a resignation and gave an overview of the position responsibilities. He is requesting to post the position internally and externally. Smick asked if there would be any possibilities for anyone internally applying. McIntyre did not predict that would happen. Smick asked for documentation on external mandates that cost the County money with no funding from the state and federal.

Motion/Second: Geske/Smick to approve the position and forward to County Board for possible need of outside recruitment. Motion carried.

- ii. Disability Benefits Specialist Position- Gauger presented the resolution creating this position, which is currently a contracted position with Gemini Cares Services. Gemini increased their contracted rates for this position and the cost to the County of making this a County, union position would actually save the County approximately \$10,000. Gauger advised that the money saved by making this a county position could be used in marketing and outreach of services, prevention activities, etc. Geske asked if economics change and it is more economical to outsource, can we go back to contracted services. Gauger doubted if that would be allowed by the union. Winters added that once the union gets in there, it is going to stay. Discussion on contracted services vs. union position and history of bargaining agreements and negotiating changes to the union contract. McIntyre explained that the state mandates this position as part of the ADRC and the state and federal government are funding this position. Gauger advised that the cost to continue with Gemini more expensive and the county would have to cut in other services to pay for the cost of the contract or fill it at a lower rate, attracting lower quality candidates. Smick asked if there are other vendors that can be used or if we can negotiate with Gemini. Gauger referenced their admin fee and insurance. Geske would like to see this position filled, but does not want to see our hands tied by the union. Smick said if you have to spend \$10K more to outsource, it is worth it. Miller said that \$10,000 would have to be taken from some other program to pay for continuing to outsource.
- Motion/Second: Winters/ Geske. Yea – Geske, Winters, Ney- Smick to approve the creation of this position and forward to County Board. Motion carried.**

9. County Board Rules – Amend Rule 22 – The Committee reviewed the proposed resolution to create a Board of Health and amend the board rules to reflect that change. Miller asked how much the cost to the county will be to create the separate board. No amount was provided.
- Motion/Second: Geske/Smick to approve the resolution and forward to the County Board. Motion carried.**
10. Trempealeau Lakes Zoning Issue – Dan Schreinder- In early 2000s, the County entered into a mitigation plan with the State and Federal Governments to buy frequently flooded property in the Trempealeau Lakes area to avoid frequent property damage claims. This was set up through Emergency Management with the former EM Director, County and State. This plan included requirements that the property be open space, recreational area, and structures build on the property would have to be open on all four sides, can not be privately held, etc. The County is responsible for the requirements of the plan to be met. Now there is an unauthorized structure, and an encroachment on county-owned property. It appears that no permits were received, and no permission was granted for these properties. Land Management asked for Emergency Mgmt to pay for the survey, as the project started in Emergency Mgmt. The cost of the Survey is \$2,815.00. Schreiner advised that his department will pay for the survey bill and see how his budget ends up. He will advise E/F later in the year if he anticipates any budget issues, as this was not included in his budget.

11. Oversight of the Communication system- Smick said a question was raised regarding the amount of authority an oversight committee has that was established by Law Enforcement Committee. Schreiner advised Suchla said that the resolution allowed the Law Enforcement committee to be able to make changes to the plan without the approval of the full County Board. The Committee then appointed Smick and Aasen as a two-member oversight committee. Schriener said his interpretation of the oversight committee was to utilize Smick and Aasen as a contact for issues that arise between committee meetings that need timely attention. He continued that an issue came up when the Law Enforcement committee voted 5-0 to approve a change order on the project and approximately a week later, Smick approached Schriener and asked him to halt that action. Schriener is requesting some clarification. Miller read a copy of the minutes from the Law Enforcement Meeting. He read M/2nd Suchla/Fimreite to appoint Aasen as a rep. from Law Enforcement and Smick from Exec./Finance, to serve as an oversight for the communication project. Aasen and Smick will be authorized to approve change orders up to \$10,000. The motion also rescinded the previous motion from the pervious month authorizing Schriener to approve change orders up to \$10,000. Miller said the committee approved the building of the tower and that would have to go back to the committee for re-consideration, as this directive would exceed the limit of \$10,000 this oversight committee was approved for. Miller further stated that he spoke with the Law Enforcement Committee Chair and he was in agreement of that interpretation of the motion to read. Miller said if Aasen or Smick felt there was a need to halt this, they should have gone to the committee chair. Smick agreed, adding that the Law Enforcement committee approved a tower for approximately \$65,000. Smick said that afterwards, it was discovered that another vendor that Tom Bice had previous business dealings with, could probably build the tower for nearly half the price. When that was brought to their attention, they wanted to put a hold on what was originally approved in attempt to save \$30,000. Then after meeting with our current vendor, they were informed that our contract may have locked us. Discussion about the tower approval process, accuracy of the estimates, timing of bids, etc. Schriener would like some direction as to whether he respond to Smick and Aasen's direction or the Law Enforcement Committee's direction?
Motion/Second: Geske/Winters to go along with motion made be LE committee that appointed change orders less than \$10,000. Motion carried.
12. Streaming Committee Meetings – Currier presented pricing for a low-end camera that would connect to a laptop up to a network camera. She also presented pricing that would connect to a wireless system. Currier is concerned about making sure the webcam is shut off during closed sessions. Geske asked if we have decided if we want to do this? Smick and Winters both responded no, that they are still pricing, at this point. Geske asked what the purpose is of doing this? Smick said it is a way for us to get more rapid feedback from committee members and board members and potentially from the public. This would offer more complete information than minutes can capture. Currier would recommend the wireless connection. Currier would recommend the \$215 camera. The committee will defer the topic until next month's agenda.
13. 2011 Budget- Stacy Sylla handed out the budget information, binders and schedules.

Prioritization & County Comparables – Sylla said that Syverson instructed the Departments not to include the comparable data when they submit their budgets, as it would be too much information for one binder. But some departments did turn it in. Sylla said that direction from this committee would be needed as to how to handle that information.

14. Closed Session per WI Stat. 19.85 (1)(C) to consider employment, promotion, compensation or performance evaluation data @12:37 pm M/2nd : Winters/Smick. Roll call taken. Winters – Yea, Geske-Yea, Smick-Yea. Motion Carried
15. Reconvene into Open Session @ 1:07 PM M/2nd : Geske/Smick, roll call taken. Winters – Yea, Geske-Yea, Smick-Yea. Motion Carried
16. Next Meeting: October 11, 2010 at 9:00 am, in addition to the Budget meeting schedule
17. Adjourn @ 1:12 pm **Motion/Second: Winters/Geske. Motion carried.**