

Trempealeau County Executive/Finance Meeting

Meeting called to order by Chairman Ernie Vold at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, June 6th 2011.

Committee Members Present: Ernie Vold, Doug Winters, Mark Smick, Wally Geske,

Others Present: Mike Nelson, Paul Syverson, Jami Kabus, Mary Gullicksrud, Curt Johnson, Jeff McIntyre, Michelle Weisenberger, Cindy Jacoby, Cindy Currier, Richard Anderson, Renee Lyon, Rian Radtke

Notice was posted according to open meeting law requirements.

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

Adoptions of the Minutes from Previous Meeting – Motion/Second: Geske/Winters to approve minutes from 5/2/2011 meeting. Motion Carried

5. County Sales Tax Update - handout reviewed, no action taken.

6. General Fund Update – handout reviewed, no action taken.

- a. Designate Undesignated General Fund – Discussion was had as to designating funds in the undesignated funds for specific expenses needed in the County, such as the Boiler replacement. M/2nd by Geske/Winters to designate \$200,000 for Boiler replacement and forward to full County Board for approval. Motion Carried.

7. Department Updates/Requests –

a. Health Care Center

- i. Enterprise Fund/Finance Update – Mary Gullicksrud and Curt Johnson distributed a packet with the TCHCC finance and operational function information to the committee. They explained that the TCHCC is a separate enterprise, set up as a separate business from the County. Johnson explained the financial flow of the TCHCC, explaining the funding from Medicare, Medicaid and income from nearly 65 counties. There are significant reporting requirements to demonstrate that no profit is made in operating the HCC. Smick asked if profits from the TCHCC could be turned over to the County's General Fund for County use. Gullicksrud and Johnson explained that would not be possible because of the strict financial guidelines for funding they are subject to. Any excess monies are required to go back to the State, Federal or Counties where funding originated from. The Committee thanked them for the update.

b. Clerk of Court

- i. Weisenberger discussed staffing structure in the department and some concerns she has regarding the coverage of the office. She is asking for approval to reorganize her department, which would include increasing a 32 hour position to a 40 hour position. This would result in a total increase of \$8,173.96. According to the Courthouse union contract, anything over 30 hours receives full time benefits, so this would only be affecting wages, no change in benefits. She would be able

to absorb this in her current budget, not requesting additional funding. Vold asked about union involvement. Kabus said that a sideletter agreement would address the issue. M/2nd by Winters/Vold to approve the increase of eight hours. Yes votes from Winters and Vold, no votes from Geske and Smick. Motion failed. A new motion was made by Smick, seconded by Geske to allow the additional eight hours for the remainder of the 2011 year and revisit the issue during the 2012 budgeting process. Motion Carried, with a no vote from Winters.

c. Human Services

- i. Biennium Budget Affect – McIntyre updated the committee on Income Maintenance Services at the County level. The original State plan would have caused six layoffs. The Joint Finance Committee met on Friday in Madison and developed a “hybrid” model which included scanning functions and a call change center. This would now result in only 2 layoffs. It ultimately comes down to how much money the County receives from the State.

8. Personnel Requisition

- a. Social Worker – McIntyre presented a personnel Requisition for a Social Worker I position. This is a replacement for a Social Worker II who resigned. This is a budget position in the 2011 budget and would need to be posted both internally and externally. The requisition has been approved by both the Human Services Committee and the Personnel/Bargaining Committee. M/2nd by Winters/Geske to approve the position and forward to full County Board for approval. Motion Carried.

9. Early Retirement – Kabus explained the WRS guidelines for age requirements for retirement. Discussion was had regarding offering an early retirement option, but concerns about needing to refill positions, the minimal wage savings because of the speed a position reaches the top of the scale (anywhere from 0-42 months for union positions), offering health insurance contributions after retirement. Geske said that if there is no significant savings to the County, he is not interested. The Committee is not interested in further discussing this issue.

10. Committee Meeting Recording – Rian Radtke informed the Committee that he has received several concerns from a variety of Committees members and Department Heads regarding the directive from Executive/Finance last month, requiring all committee meetings be recorded. Radtke explained to the committee that this directive has now made the recordings a public record, exposing possible improper formality, side conversations, defamation, open meeting violations, straying from the agendas, etc. He would strongly suggest that the County Board receive parliamentary procedure training and Roberts Rules of Order if the meetings are audio recorded. Further discussion was had regarding whether or not E/F had the authority to dictate what other committees do. Radtke advised this would more appropriately fall under a type of County Board rule, which would have to be approved by the full County Board. Smick disagreed and thinks the argument is unfounded and told the committee he felt he was attacked by another committee when he attended a recent meeting. He believes the public should be able to know what is going on at the County, whether at the County Board or Committee level, as the public is not always able to attend meetings. Geske was concerned that this creates additional recordkeeping obligations and is creating more bureaucracy, adding that the written minutes fulfill our obligation. Smick said the intention for the audio recorders was to enable the transcriber of the minutes to refer back to what was said for accuracy. Geske said they were already doing that. Smick said this was to be an aid for the person taking the minutes, adding he believes that was the intension when they did that motion, not for the general public. Kabus referred to the audio recordings and the minutes from the previous E/F meetings that their

discussions were that this was to make a recording available to the public for anyone to listen to the meeting. M/2nd Geske/Winters to rescind the Committee meeting recordings motion made at the 5/2/2011 E/F committee. Motion Carried, with a no vote from Smick.

11. Records Retention Ordinance/Resolution – Radtke presented an ordinance resolution for records retention for the County. The model ordinance was developed by Wisconsin Counties Association and addresses every County department and the required amount of time records should be maintained and if/when they can be disposed. Once approved by the County Board, it must be approved by the Public Records Board. The ordinance must be re-adopted every 10 years. M/2nd by Geske/Vold to approve and forward resolution to the County Board. Motion Carried.
12. UW-Extension/TCCTV Studio – Mike Nelson and Cindy Jacoby discussed the current staffing and financial state of the TV studio. They explained that Unemployment Compensation is being deducted from the \$22,800 that was added to their budget at the 11/2010 County Board Meeting. Nelson requests that unemployment not be taken from this account, as it has now created a financial shortfall in the TV Studio. Discussion continued about funding, operations and equipment. The group also discussed a recent computer failure in the TV Studio. M/2nd by Geske/Winters to take \$7,000 from the general Fund for Operation and wages for TCCTV. Motion Carried.
13. Accounting Practices and Procedures – dropped
14. Postage Meter – Syverson said that his department and HR will try out the postage meter proves starting on 6/8/2011 and will report back to the committee.
15. Biennium Budget/Act 10 update – update on current court activity. No action taken.
16. Employee Bonuses – dropped
17. 2011 Budget – No action taken.
18. Schedule Appearances of Departments Overseen by Committee –
 - a. Human Resources – Kabus distributed a handout outlining the HR department responsibilities and statistics. She discussed various activities the department has taken on, current activities being worked on and programs they would like to expand upon.
 - b. Information Systems – Carrier distributed a handout outlining the department and projects the department is working on. She reiterated to committee members to refer any computer, software or electronic inquiries in the Courthouse to her department.
 - c. Victim Witness – Report was received at a previous E/F committee meeting
 - d. Child Support – Lyon distributed a handout summarizing funding and fees in the Child Support department. She also shared with the Committee future challenges with reduced funding from the state. She presented a resolution to the Committee for their support in restoring funding. M/2nd by Winters/Smick to support he resolution and forward to County Board. Motion Carried. Lyon also shared performance data and current activities of the department.
 - e. Clerk of Court – Weisenberger shared with the Committee a summary of the department’s activities. They are focusing on many areas such as Customer Service, updated website, jury administration, passport processing and cross training.
19. Set date for next meeting on 07/11/2011 at 9:00 am.

20. Adjourn @ 12:26 PM by Chairman Vold.