

Trempealeau County Executive/Finance Meeting

Meeting called to order by Chairman Ernie Vold at 9:03 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, August 1st, 2011.

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

Others Present: Paul Syverson, Jami Kabus, Judge Damon, Jeff McIntyre, Sheri Rhoda, Jeri Marsolek, Bruce Cheline, Bonnie Kindschy, Cindy Currier, Richard Anderson, Rian Radtke, Bill Thoma

Notice was posted according to open meeting law requirements.

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

Adoptions of the Minutes from Previous Meeting – Motion/Second: Smick/Winters to approve minutes from 7/11/2011 meeting. Motion Carried

5. County Sales Tax Update - handout reviewed, no action taken.
6. General Fund Update – handout reviewed. The Auditor's report was handed out. Syverson said that the Auditors will be at the September E/F Committee meeting and County Board meeting. No action taken.
 - a. Human Services Request – dropped from agenda
7. Department Updates/Requests –
 - a. Human Services
 - i. Vehicle Non-Lapsing Fund: McIntyre distributed a draft resolution to establish a vehicle non-lapsing fund for the purchase of vehicles. McIntyre informed the Committee on the current vehicles used by Human Services. In 2010, each of the three vehicles average approximately 1,625 miles per month, maintenance was \$4,746 and the fuel cost was \$3,338 for the year. McIntyre advised that the old Crown Vic squad cars are starting to generate more maintenance costs to upkeep based on YTD numbers for 2011 so far. He said that he has met with the Property Committee and Kevin Lien on cost of vehicles if they were to purchase vehicles in the future. McIntyre is asking for \$60,000 from the general fund to put into this non-lapsing fund to purchase 4 new vehicles, Ford Focus and Fusion are preferred. The proceeds from the sale of the Crown Vics would also go into this proposed non-lapsing fund. The Committee had questions about the number of miles on the current vehicles, resale values of new vehicles, mileage reimbursement, etc. Smick would like to revisit the motor pool concept more. The committee referred the issue back to Property Committee.
8. Personnel Requisition
 - a. Public Health Nurse: Rhoda appeared in front of the Committee requesting approval to hire a Public Health Nurse. The vacancy is due to a resignation of the Public Health Nurse that was recently hired in April, 2011. Rhoda told the Committee the resignation was due to the employee accepting a position closer to home and for more money. This has been approved by Board of Health and Personnel/Bargaining committees. M/2nd by Geske/Smick to approve replacing the position and forwarding to the County Board for external recruitment. Motion Carried.

9. County Recruitment Policy & Procedures Discussion: Kabus explained that some department heads voiced concerns about the amount of time it takes to hire replacement employees, citing a recent example where a special joint meeting was called. There have been discussions as to how to streamline the process. The suggestions were taken to Personnel/Bargaining, where they have also made suggestions to the process and recommended that the standing committees also review with any input and bring back to P/B committee. Kabus distributed a handout to the Committee and spoke to them regarding the current recruitment process. Suchla said that he likes that the current process slows things down. He added that this is a way to see if a department can continue to operate, showing there are too many people. Vold said it is a hindrance and should come from the standing committee and P/B, if it has to have funding then it would need to come to E/F. Winters suggested having a joint meeting to approve in one day. Sheriff Anderson explained that the delay in hiring causes additional costs due to OT for current staff, burn out, and PT staff. Kabus reviewed the current process and examples of recently hired positions and the length of time it takes to hire for a position, using a Jailer, Public Health Nurse and a Social Worker position taking between 4-6 months to fill. Suchla said the world did not end because they remained vacant. McIntyre agreed, but explained that for families and out of home care and for the County to follow federal and state statues, it is a problem. Suchla said he likes it taking time because to him, it is all waste, you call it services. Suchla stated that, nine times out of ten, we are providing fluff that is not necessary, meaning services to the public. Slowing it down is a cost savings. McIntyre defended the services the County and his department provide to residents. McIntyre agrees that there are isolated situations where services in certain areas can be taken advantage of because of the way the laws are written. Geske added that some programs take away from self drive, but without these programs, there would be an increase on the Jail side. We do not know how many people these social programs are keeping out of our court system. Kabus continued to review the proposed procedures. Discussion continued with the final approval by the standing committee and including a member of the standing committee on the interview panel. Suchla was concerned that it would create politics. Smick would like additional time to review the information presented. Sheriff Anderson said if a committee member knows anything about a candidate, the rubber stamp needs to come way up in the process. Kabus said that we are investing our time in this process and should not be waiting until the end to be told something about a candidate. Geske recommended to move the rubber stamp to the beginning of the process. Vold said to add this to next month's agenda for further review.
10. Reconstruction of Emergency Management Office/Emergency Command Center – Cheline explained that the Intellex machine, which runs all the cameras for the jail, is overheating and repeatedly burns out the power supply and needs to be moved to the IT room. With the new radio equipment coming in, the IT room is not big enough. The IT room will need to be expanded, which would require the change of AC and ventilation. Would like to make EM office into the IT room and move EM into the Packer Room. The Emergency Command room would be moved to the Tremple Room. A larger AC would need to be put into the new IT Room. HSR Associates has done the engineering study for the proposed changes in the room. Cheline presented an estimate from HSR. Smick was pleased with the estimate and should be taken from the General Fund to fix the problem. Suchla would like to speak with the representative from HSR regarding her proposal for a 10 ton unit, saying something is not quite right. He questioned her study of the draw and what the demand for the cooling is. M/2nd by Smick/Winters to move forward with the proposed project. Motion Carried.
11. Early Retirement – The committee had discussed any cost savings potential if the County would offer an early retirement option. Kabus distributed a handout with random examples of salary expenses of a new employee as they progress through the pay structure and the salary expense of a current employee at the maximum of the pay grade. She explained the variables of the expenses of offering an early retirement benefit, i.e. the county can not predict what position or rate of pay will retire, if the position can be left unfilled or if it has to be refilled, how much vacation or sick payout is due, etc. McIntyre said that Chippewa County offered early retirement program offering paying

health insurance. The problem was that they replaced many of those positions, plus are now paying additional health insurance, adding the system only works if you do not replace the positions. Suchla would like to only offer it to certain positions, to pick who could have an early retirement payment. Kabus advised that this would have to be offered to all employees, but could have a deadline to apply. Geske said the real savings comes when there is a longer timeframe to max out.

12. Discussion of Justice Coordinator – McIntyre and Judge Damon presented information regarding Justice Sanctions. McIntyre said that in the past several years, Board Members have expressed a desire to increase justice sanction programs in the County. The Criminal Justice Coordinating Council have met and worked on solidifying a solution. They are proposing that a Justice Coordinator position be created and overseen by the Human Services department to coordinate all the alternative-type programs currently being done in the County and expanding that. Discussion was had as to the purpose and duties of this position. Like neighboring counties, this position typically falls under Human Services for daily contact and management. McIntyre gave examples of cost savings that Eau Claire County has seen in having such a program. There is an expense to funding this position up front, but savings will be seen in the long run. Judge Damon talked about COMPASS, an assessment and tracking tool and what information it provides. It is a profile of risk of the individual to a community and needs of an individual. The problem is you would need someone to work the program. He reviewed a report from Eau Claire County and their cost savings in this type of program. Marsolek said that there were OWI law, which would allow additional participates in the program. Marsolek said that at least 95% of her cases are alcohol related. Theft and domestic violence are related to alcohol use. The Judge advised that this position would cost approximately \$64,000 with benefits. If the County increases the participation in the program, the re would be an increase in revenue from fees for the justice sanction program that could be used to offset the cost of the position, plus \$10,000 available in current budget. Marsolek added that the Diversion program could also add to financing this position. The area where the County would see the savings would be less out of County housing and transportation. Kabus explained the position approval process, but the first step is to establish where this position would be located or reporting to. That would determine the standing committee that it would have to originate from. Geske asked who the Diversion Program employee works for and why shouldn't this person also work for the same person. Marsolek advised that position is in her department. She said that she wants this position to have an individual budget, as it may be seen as a conflict of interest, comparing it to the Victim Witness Coordinator position. Marsolek advised that this should have it's own budget to make independence decisions. Vold said it would appear to be a better fit in Human Services. McIntyre suggested establishing an advisory committee. Geske recommended that E/F Committee oversee this position and be a stand alone department, modeled similar to the Victim Witness Coordinator position. This will be officially addressed at the September, 2011 E/F Committee meeting.
13. Update on Land Management Staffing Vacancy – Application deadline is August 4, 2011.
14. 2011 Budget Monthly Update– No action taken.
15. 2012 Budget/County Comparables
 - a. Shared Revenue Reduction for 2012 – Syverson shared handouts with the committee regarding shared revenue reductions for 2012. He advised the Committee that he distributed the 2012 budget worksheets to Department Heads, asking for comparable information. He advised that he received several requests from Department Heads that his office request budget information from the comparable counties, rather than each department making individual requests.
 - b. Savings from Retirement Changes – Kabus distributed a handout that projects savings created by WRS contribution changes. She advised that the numbers are based on

employee's base wages, not including the TCHCC. She did not calculate anticipated overtime or what is levy or non-levy dollars.

16. Schedule Appearances of Departments Overseen by Committee –

- a. Coroner – Kindschey distributed a YTD report on deaths, as of June, 2011. She discussed the causes of the 114 deaths on the report. The committee asked about cremation, hospice, autopsies and the cost of the autopsies. She discussed the current status of her budget.
- b. Veterans – Thoma reported to the Committee that July is a busy month of the year for his office. The Veterans Office provided outreach at the Trempealeau County Fair, teamed up with Human Services in Trempealeau for their outreach day, set up a booth at the Moving Wall Exhibit. Thoma advised that the State budget will not affect his department much. Thoma discussed several benefits that his office provides. He reported that Trempealeau County has 2,288 veterans in the County, according to the recent Census, which is slightly higher from the last Census.
- c. Treasurer – No report provided
- d. Corporation Counsel – Radtke provided an overview of the number of cases his office processes and the type of issues they entail. Guardianships and protective placements– 2010: 15 & 2011 YTD: 12, and mental health commitments - 2010: 48 & 2011 YTD: 28, Recommitments - 2010: 50 2011: 24 YTD. Radtke is always looking for ways to make the County more efficient, such as the records retentions ordinance, county ordinances that are really old or not in place.
- e. District Attorney – Marsolek reported that their department recently purchased a new copy machine using funds from restitution surcharge and copy fees. She is anticipating an overage in her budget. She informed the Committee that police reports are up. She said the Justice Coordinator position would help to free up her time. She sees the types of drug being abused are changing in the County. Marsolek said her department is busy and could use one more attorney in the office.

17. Items for next agenda – Justice Coordinator position, sand mine property tax, recruitment process,

18. Set date for next meeting on 09/12/2011 at 9:00 am.

19. M/2nd to Adjourn by Suchla/Winters @ 11:59 AM. Motion Carried.