

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, October 10th, 2011.

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

Others Present: Paul Syverson, Jami Kabus, Jeff McIntyre, Rich Anderson, Rian Radtke, Bruce Cheline, Jeri Marsolek, Pat Bell, Sheri Rhoda, Carol Bawek

Notice was posted according to open meeting law requirements.

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

Adoptions of the Minutes from Previous Meetings – Motion/Second: Suchla/Winters to approve minutes from 9/12/2011 and 9/23/2011 meeting. Motion Carried

5. County Sales Tax Update - handout reviewed, no action taken.
6. General Fund Update – handout reviewed, no action taken
 - a. Transfer for Boilers – Cheline updated the Committee on costs to replace the boilers. He explained the current boiler system and how it works. Distributed a handout of an estimate from WHV, Inc. regarding upgrading the mechanical equipment, including boilers, controls and air conditioning, approximately \$515,000. \$230,000 is already in the budget, plus \$10,000 in the 2012 budget, and \$25,000 in the maintenance budget for the VAV valves already earmarked.
 - b. Retirement Bond Payoff – Discussion was had regarding the savings of paying off the Retirement Bond. Anticipated savings of \$17,000 in interest would be had by paying off the retirement bond. M/2nd by Geske/Suchla to pay off retirement bond when call-able. Motion Carried.
7. Department Updates/Requests –
 - a. District Attorney –
 - i. The Diversion program has serviced alcohol assessments and would like to use the fees within the program to assist participants with upfront costs which participants would pay back, per agreement. Marsolek explained that most participants are young with no health insurance to cover the cost. She also questioned if the County was obligated to bid out the service. Bell provided stats of the program and the clientele it has served. Winters asked if there were other providers doing the same service. McIntyre responded that Behavioral Health is a spin off of the TCHCC, prices are low and they are local. M/2nd by Geske/Suchla to approve the proposed process as proposed. Motion Carried.
 - ii. Marsolek distributed a resolution regarding COMPAS, an assessment tool within the criminal justice system. She is requesting obtaining COMPAS to use in the County with the understanding that the use will result in no cost to the County now, or in the future through a MOU. Discussion was had regarding those already trained in the software. M/2nd by Suchla/Geske to approve and forward the resolution to County Board. Motion Carried.
 - b. County Clerk –
 - i. Unemployment Assessment – Referenced a letter from Corp Counsel regarding the Assessment and will have to come back to the County Board in the form of a request from the General Fund before the end of the year, as it was an unbudgeted item.

- ii. Credit Card Policy - Syverson is gathering credit card policy samples from other counties. Will have a credit card policy in place, per request of the Auditors. Syverson will return next month with a draft for the County.
 - c. County Treasurer – Dog License: Item dropped from the agenda.
 - d. Corporation Counsel – Increase hours to 40 hours per week: Suchla questioned how busy this office was. Syverson stated that the former Corp Counsel would work every weekend to keep up. Radtke listed several duties that are ongoing. Winters asked about reimbursement from Child support. Radtke reviewed the proposed resolution and the funding could come from the contingency fund, which would not have any effect on the levy. M/2nd by Suchla/Smick to postpone the issue until E/F meeting on Thursday, 10/13/2011. Motion carried, with no votes from Vold and Winters.
 - e. District Attorney – Diversion Program Coordinator/Justice Coordinator: Marsolek said that the Diversion Program Coordinator position was taking on the duties of Drug Court. Marsolek told the Committee that the Justice Coordinator position should not be lost because of the disagreement as to where this position should report to. She offered a couple of options to move forward with the position (1) fund the position 1/2012 or (2) allow the two positions to morph into one, slowly adding Justice Coordinator duties to the Diversion Coordinator/Drug Court position by 12/2012 (grant ends). The later costing zero dollars in 2012 and would be approximately \$60,000 for 2013. Suchla is concerned about the positions ability to act independently if it reports to a department. He would like to see the position have the freedom to run the program as they need to. Suchla suggested sending the proposal back to the Criminal Justice committee. Vold said to just move forward. M/2nd by Vold/Suchla to allow the positions to morph into one, slowly adding Justice Coordinator duties to the Diversion Coordinator/Drug Court position by 12/2012 (grant ends). Motion Carried.
8. 2011 Budget monthly update – no action taken
9. Finalize 2012 Budget – Smick proposed ideas he said would save several thousands of dollars for the 2012 budget. He distributed a handout proposing to consolidate several County Board Committees. He shared costs of committee expenses from 2010. He said it would reduce the number of committees from 22 to 17. He also suggested not expanding the Emergency Management position to full time, and let the work be absorbed by current employees within the Sheriff's Dept. Smick stated that this is a "make work" position and does not warrant a full time position. Smick also suggested moving Dispatch up to the jail area, resulting in a net savings of personnel and shifting 911 calls to a neighboring county to dispatch. Smick said that the County can get by with one 911 operator on duty for the County and having calls fall over to neighboring counties when it gets busy. Sheriff Anderson stated he will not absorb the Emergency Management position with current staff and questioned the accuracy of Smick's proposed savings. Further discussion on finalizing the 2012 budget included the savings of \$17,000 in interest savings by paying off the retirement bond. McIntyre offered a savings of \$19,720 from account #202.54402, \$28,000 savings for tax exempt computers, \$7,500 savings from radio in 2011 Sheriff's Dept. budget and \$35,000 reduced from the 2012 maintenance budget, increasing sales tax revenue by \$7,500.00. The committee asked Syverson to update the budget spreadsheet for the 10/13/2011 E/F meeting reflecting these changes.
10. Relatives working for the County / Code of Ethics – Suchla has concerns regarding the loss of the rubber stamp in the recruitment process and would like to prohibit the hiring of relatives anywhere in the County. He said that the TCHCC would be exempt. He stated that if someone is on the County Board, is an elected official or works at the county, family members should not bother applying, as there should not be hiring of relatives anywhere in the County. Geske said it does not make sense to have more than one family member employed at the County. Kabus advised that the County does have a Nepotism policy that states that family members can work for the County, but it can not create a direct or indirect supervisory situation. She advised that per state law, the County can not

discriminate based on marital status. She advised that a policy that states a spouse cannot work for the same employer runs a risk of violating 111.322. The County cannot refuse to hire a person based on their marital status, but it is not employment discrimination because of marital status to prohibit an individual from directly supervising or being directed supervised by his or her spouse. Kabus said that the County could adopt a refusal to hire policy on other members of an employee's family. Smick asked for a copy of the County's recruitment policy. Smick said that he has put together a draft of a code of ethics for County Board members and could also cover employees, as well. Suchla asked Syverson to draft a resolution regarding the hiring of relatives top take to the Board or Personnel/Bargaining Committee to get the process moving. Syverson referred the resolution to Corporation Counsel. Kabus offered sample language from other counties and discussing it in Personnel/Bargaining Committee.

11. M/2nd by Suchla/Geske @ 10:43 am to go into Closed Session per WI Stat. 19.85(1)(c) to consider employment, compensation and performance evaluation data. Roll Call taken, Motion Carried.
12. M/2nd by Suchla/Winters @ 10:47 am to Reconvene into Open Session. Roll Call taken, Motion Carried.
13. Items for next agenda – Finalize 2012 budget, closed session to discuss Emergency Management, Land Records, Corporation Counsel and Ethics.
14. Set date for next regular meeting on 10/13/2011 and 11/07/2011 at 9:00 am.
15. M/2nd by Suchla/Smick to adjourn @ 11:55 AM. Motion Carried