

**\*REVISED\***

**PIERCE COUNTY**

**FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**

**Monday, July 6, 2020 – 4:00 p.m.**

**Courthouse – lower level Annex Conference Room\*, 414 W. Main St. – Ellsworth, WI**

**\*\*\*or online\*\*\***

**<https://countyofpierce.my.webex.com/countyofpierce.my/j.php?MTD=mf66ffa72f8c353e3fcad1c86be748954>**

**Meeting Number: 126 674 3882 Password: 686225**

**You can also dial in using your phone**

**United States: + 1 (408) 418-9388 Access Code: 126 674 3882**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of June 1 <sup>st</sup> , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on the 2021 Health Insurance Rates	W. Kinneman, J. Matthys, CBIZ
4.	Discuss/Take action on the 2021 Dental Insurance Rates	W. Kinneman, J. Matthys, CBIZ
5.	Discuss/Take action on 2021 HSA Plan Option & Rates	W. Kinneman, J. Matthys, CBIZ
6.	Discuss/Take action on surplus real estate; Highway Dept. Plum City Shop	C. Johnson
7.	Discuss/Take action on Resolution 20-XX to Amend Personnel Policy to Eliminate Home Care Language, Clarify Holidays, & Eliminate Highway Employee Dual Rate Language	J. Matthys, B. Lawrence
8.	Discuss/Take action to approve transfer of \$30,000 from Contingency Fund to Information Services budget for Court Hearing Room technology	J. Matthys, J. Huppert
9.	Discuss/Take action to approve the transfer of funds between budgeted items in the Clerk of Court budget for the purpose of purchasing hearing room furnishings, equipment, & supplies	J. Matthys, K. Feuerhelm
10.	<i>*Discuss/Take action to approve position description for CCS Clinical Supervisor &amp; approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor</i>	R. Schmidt
11.	<i>**Discuss/Take action on Economic Development Funding in the 2021 Budget &amp; the future of the Industrial Development Committee</i>	C. Bjork, Members
12.	<i>**Discuss/Take action Resolution 20-XX Declaration of State of Emergency &amp; Ratification of Proclamation Declaring State of Emergency due to Torrential Rain</i>	G. Brown, Members
13.	Future agenda items	Members
14.	Next meeting date: First Monday; Aug. 3 <sup>rd</sup>	Members
15.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting.

For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (06/26/20)

\*Revised 6/30 > 11:30 a.m.

\*\*Revised 7/01 > 12:00 p.m.

**2b.**

**Approve minutes of:**

**06/01/20 *Regular***

**06/23/20 *Special***

**APPROVED MINUTES OF THE  
FINANCE & PERSONNEL COMMITTEE MEETING HELD  
June 1, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**Annex Conference Room; Courthouse  
414 W. Main St., ELLSWORTH, WI**

**2020 – 07**

**1) Meeting Convened**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. CB Chairman Jeff Holst called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14 (via phone)
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Physically present: Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Wanda Kinneman-Insurance Manager, Ann Webb-Fair Manager, & John McLoone-Press/PC Journal.

Present via WebEx/Phone: Ruth Wood-Dist. #4, Allison Preble-HR Manager, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Becky Johnson-Business Manager, Ron Schmidt-Human Services Director, Janet Huppert-IS Director, AZ Snyder-Public Health Director, Frank Ginther-4H Youth Agent, Steve Albarado-Chief Deputy Sheriff, Bob Traynor-Fair Committee, Dennis Polzin-CBIZ, Amanda Gough-CBIZ, Michelle Conner -CBIZ, Andy Maduscha-WI Mutual, Seth Johnson-WI Mutual, Brock Geyen-Clifton/Larson/Allen.

**1b) Public Comment**

None.

**1c) Elect Chairman Pro-tem**

Nominations called for by CB Chairman J. Holst. Supervisor J. Aubart nominated by J. Kosin as chairman pro tem. J. Holst called for other nominations; none given. Motion by M. Kahlow/S. Bjork to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously.

**1d) Elect Chairman**

Chairman Pro-tem J. Aubart called for nominations for chairman. J. Holst nominated by J. Kosin. Chairman pro-tem J. Aubart called for other nominations; none given. Motion by M. Kahlow/R. Gilles to close nominations and cast a unanimous ballot for J. Holst; motion carried unanimously. Supervisor Jeff Holst elected Chairman, who then presided over the remainder of the meeting.

**1e) Elect Vice Chairman**

Chairman J. Holst called for nominations for Vice-Chairman. J. Aubart nominated by J. Kosin. Chairman J. Holst called for other nominations; none given. Motion by S. Bjork/B. Schroeder to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously.

**2a-c) Consent Calendar**

Motion by S. Bjork/J. Aubart to approve consent calendar items 2a through 2c to include the agenda, minutes of Apr.6th, 2020, & Treasurer's report as they were presented. Motion carried with 6 in favor, R. Gilles abstained.

**3) Discuss and Take Action to Increase Deductible for Property Insurance effective January 1, 2021**

W. Kinneman introduced representative Seth Johnson-Risk Management Consultant from WI County Mutual Insurance who explained the recommended changes in deductibles to increase for property & buildings to \$25,000. Motion by J. Aubart/M. Kahlow to approve increasing building property insurance deductibles to \$25,000 effective Jan. 1, 2021; motion carried unanimously.

**4) Discuss/Take action to add health insurance plan option-HSA, effective January 1, 2021**

D. Polzin-CBIZ explained benefits to adding a Health Savings Account (HSA) to health plans with high deductibles. He indicated that the County's costs have not yet been determined but would present these costs to the Committee at a future meeting, before actually deploying this option. He added that this is a voluntary option & the County is not obligated to add it. Motion by J. Aubart/J. Kosin to approve & authorize Pierce County to add HSA option effective Jan. 1, 2021. Motion carried by roll call vote with 6 in favor & 1 opposed (M. Kahlow).

**5) Discuss/Take action to add employee funded vision plan, effective January 1, 2021**

A. Gough – CBIZ explained that vision plans are popular options to add to existing health insurance plans. She added that the plan is voluntary & a completely employee funded option, no cost to the County. Motion by J. Aubart/S. Bjork to approve & authorize adding employee funded vision plan effective Jan. 1, 2021. Motion carried unanimously by roll call vote.

**6) Update & overview of 2019 Budget**

B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2019 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

**7) Discuss/Take action to approve 2021 Budget guidelines**

J. Matthys reviewed proposed guidelines for preparing 2020 budgets. He added that the average net new construction over the past few years has been approx. \$225,496. He presented three suggested options for the Committee to consider. Option 1: Tax levy freeze; likely will result in reduced services &/or programs. Option 2: A budget based on maximum allowable levy under the State Budget likely to be increased by net new construction. Standing Committees tasked with working toward a goal of 0% increases from previous budget excluding personnel costs (wages & benefits). Option 3: Some combination between Option #1 & Option #2, keeping in mind other considerations such as COVID 19 affects County sales tax, Health insurance rates, & retirement rates, which influences all three options. Motion by M. Kahlow/J. Aubart to approve Option #2 for 2021 Budget Guidelines to maximize allowable levy; direct Department Heads and Standing Committees to work to a common budget goal of 0% (operating budget, not personnel/benefits/step increases, etc.) when building their budgets. Motion carried unanimously by roll call vote.

**8) Discuss/Take action on resolution to consider whether to hold as scheduled or cancel the 2020 Pierce County Fair & Motocross**

F. Ginther & A. Webb explained the various options A through E, A being to hold fair as usual & E being to cancel fair altogether. All options but "A" cancel the Motocross event. Committee discussed the various options & proposed Option B to send forward to the County Board via Resolution to make the final decision. Chairman J. Holst stated circumstances could be very different in three weeks when the County Board meets. Motion by J. Aubart/R. Gilles to consider Option B & forward to the County Board via resolution with details of option attached to resolution, &

contingent upon any direction given by Public Health Director; motion carried by roll call with 5 in favor & 2 opposed (S. Bjork, J. Holst).

**9) Discuss/Take action on proposed revisions to reproductive health fees**

AZ Snyder explained that Badger Care has increased their rates & felt the Public Health Dept. needed to increase their sliding fee scale rates to ensure the County is receiving the full reimbursement amount available. Motion by J. Aubart/R. Gilles to approve & authorize revisions to the reproductive health fee rates; motion carried unanimously by roll call vote.

**10) Discuss/Take action to approve purchase of chrome books for County Board Supervisors**

J. Matthys proposed the Committee consider purchasing Chrome Books for all County Board Supervisors so that County related information, such as agenda packets & minutes as well as related information could more quickly be disbursed to supervisors. He explained that it would not only reduce time staff spends on copying & sending these documents out, it also offers a standard platform to attend virtual meetings which will continue to happen for some time. He added that there are current funds available in the County Board budget to complete the purchase. Motion by J. Aubart/S. Bjork to approve purchase of Chrome Books for County Board Supervisors with funds from County Board budget in an amount not to exceed \$7000; motion carried with 6 in favor & 1 opposed (J. Holst).

**11) Discuss/Take action to approve & require email addresses for all County Board Supervisors & funding for the same**

J. Matthys explained that this action would work in conjunction with Chromebooks as there would need to be an email address tied to the Chromebook for functionality & not all Board Supervisors have an email address currently. This will not only allow staff to disseminate information to Supervisors more quickly & efficiently, but also reduce the annual costs of postage. He indicated that the cost would be \$96/yr./email address or \$1536/year & could be addressed financially within the Information Services budget. Motion by M. Kahlow/S. Bjork to approve the requirement for all County Board Supervisors to have a County email address with funding from Information Services budget; motion carried unanimously by roll call vote.

**12) Discuss/Take action on 2021 holiday schedule**

J. Matthys explained that current Personnel Policy does not provide clear guidance as it relates to the two-day Christmas holiday if it falls on days involving a weekend. Proposed language was provided to address this situation that is not encountered often but will provide clear guidance when the issue arises.

Motion by J. Aubart/M. Kahlow to approve changes to the Personnel Policy to address unique Christmas holiday situations; motion carried unanimously.

**13) Discuss/Take action to accept the Birth to Three Social Emotional Grant and approve budget**

AZ Snyder explained that the Department has been notified that they have been awarded a grant from the State of Wisconsin to support social-emotional development for children under 3. No in-kind or matching funds would be required. The award amount would be approx. \$64,320. Motion by M. Kahlow/J. Aubart to accept the Birth to 3 Social-Emotional grant & approve revision to Department budget; motion carried unanimously by roll call vote.

**14) Future Agenda Items**

- Health & Dental insurance rates for 2021
- Personnel Policy proposed changes

**15) Next Meeting Date**

Next regular meeting scheduled for July 6<sup>th</sup>, 2018 at 4:00 p.m. in the Annex Conference Room, Courthouse.

**16) Adjournment**

Meeting adjourned at 5:43 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously.

**APPROVED MINUTES OF THE  
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD  
June 23, 2020 – 6:30 p.m.**

STATE OF WISCONSIN  
COUNTY OF PIERCE



County Board Room  
414 W. Main St., ELLSWORTH, WI

2020 – 06

**1) Meeting Convened.**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 6:01 p.m.

**1a) Those Present.**

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Also present: Ruth Wood-Dist. 4, Paula Lugar-Dist. 9, Neil Gulbranson-Dist. 11, Dale Auckland-Dist. 12, Jason Matthys-AC, Brad Lawrence-Corp. Counsel, Jamie Feuerhelm-County Clerk, Ayslenn Snyder-PH Director, Alice Reily Mykiebust.

**1b) Public Comment.**

None.

**2) Discuss/Take action on Ordinance No. 20-01 to Amend Ch. 1, Art. IV Sections 1-29 & 1-31 of, and to Create Ch. 120 "Communicable Diseases - Authority and Duties of Local Health Officer" in the Pierce County Code**

A. Mykiebust spoke in favor of the Ordinance & felt that it was a good plan. Supervisor S. Bjork expressed concern about granting such authority to an individual, especially in non-emergency situations. J. Aubart stated that the authority already exists via Wisconsin Statutes, & the Ordinance does not grant any further authority than the Statute has already dictated. The purpose for addressing it at the County level would be to lessen the criminal impact should a violation occur. The Ordinance, if adopted by the County Board, would deem the violation as a civil matter as opposed to a criminal offense which could result in jail time. Supervisor R. Gilles indicated that he felt a lot of citizens did not understand what this Ordinance means & suggested that opportunity be taken to explain it in more detail.

Motion by M. Kahlow/J. Aubart to approve Ordinance 20-01 as presented & recommend adoption on first reading to the County Board; motion carried unanimously.

**3) Future Agenda Items.**

None presented at this time.

**4) Next Meeting Date**

Next meeting previously set for Monday, July 6, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

5) **Adjournment**

Meeting adjourned at 6:13 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

# 2c.

## **Treasurer's Report on previous months finance activities & fund balances**



## MAY 2020

**Prior Years Delinquent Tax Payments Collected - \$87,010.08**  
 Interest Collected - \$32,986.60  
**Current Year Tax Payments Collected - \$252,376.18**  
 Interest Collected - \$3,385.11  
**Total Tax Payments Collected in 2020 - \$2,044,249.43**  
**Total Interest Collected in 2020 - \$111,362.10**

<b>UNPAID TAXES AS OF MAY 31, 2020 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	16	\$12,069.11
2009	17	\$12,738.04
2010	26	\$17,648.81
2011	33	\$26,080.05
2012	39	\$32,520.86
2013	48	\$37,090.41
2014	58	\$52,167.54
2015	67	\$78,952.30
2016	90	\$101,341.46
2017	143	\$208,201.45
<b>2018</b>	<b>243</b>	<b>\$361,736.54</b>
<b>TOTAL:</b>	<b>780</b>	<b>\$940,546.57</b>

<b>UNPAID TAXES AS OF MAY 31, 2019 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	25	\$19,141.09
2009	28	\$21,154.27
2010	37	\$28,014.12
2011	44	\$38,898.80
2012	51	\$47,861.80
2013	64	\$60,306.02
2014	82	\$85,570.98
2015	101	\$130,363.91
2016	162	\$210,118.56
<b>2017</b>	<b>283</b>	<b>\$452,931.49</b>
<b>TOTAL:</b>	<b>877</b>	<b>\$1,094,361.04</b>

<b>UNPAID TAXES AS OF APRIL 30, 2020 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	18	\$13,851.45
2009	19	\$14,510.76
2010	28	\$19,483.71
2011	35	\$28,295.37
2012	41	\$34,645.94
2013	50	\$39,245.21
2014	60	\$54,565.07
2015	70	\$82,541.33
2016	96	\$115,041.48
2017	152	\$233,488.41
<b>2018</b>	<b>254</b>	<b>\$392,816.95</b>
<b>TOTAL:</b>	<b>823</b>	<b>\$1,028,485.68</b>

<b>UNPAID TAXES AS OF APRIL 30, 2019 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	25	\$19,141.09
2009	29	\$21,182.41
2010	38	\$28,421.67
2011	45	\$38,906.45
2012	54	\$48,743.62
2013	65	\$64,473.85
2014	83	\$86,662.42
2015	105	\$131,062.70
2016	165	\$217,791.16
<b>2017</b>	<b>293</b>	<b>\$466,070.55</b>
<b>TOTAL:</b>	<b>902</b>	<b>\$1,122,455.92</b>

**DELINQUENT TAX PAYMENTS COLLECTED IN  
MAY 2020**

<u>NAME</u>	<u>MUNICIPALITY</u>	<u>TAX YEAR</u>	<u>AMOUNT</u>
Bruce Albardo	Town of Isabelle	2017	\$1,000.00
Daniel Albardo	Village of Bay City	2017	\$200.00
Sheri Almsted	Village of Plum City	2018	\$100.00
Deborah Bilderback	Town of River Falls	2018	\$1,100.00
Joshua & Lucille Blanch	Town of Hartland	2018	\$1,000.00
Tracy Boone	City of River Falls	2014	\$200.00
Dick Booth	City of Prescott	2017	\$1,000.00
Scott Brock	Village of Bay City	2017	\$200.00
Brian Brown	Town of Salem	2018	\$100.00
Kathleen Chamberlain	City of Prescott	2015	\$100.00
Rodney Christopherson	Town of El Paso	2018	\$1,318.25
Jan Cruz	Town of Oak Grove	2016-2018	\$32,302.66
Diamond Bluff Investments	Town of Oak Grove	2008-2009	\$8,157.08
Richard & Sheila Eggen	Town of Martell	2017-2018	\$4,583.67
Jason Fitzgerald	Town of Trenton	2018	\$466.10
Marylyn Freese	City of River Falls	2017-2018	\$325.00
David Furlong	Village of Ellsworth	2015	\$1,026.00
Charles & Susan Henning	Town of Clifton	2018	\$800.00
Nathan Holt	Town of Maiden Rock	2018	\$485.22
Jeffrey Huppert	Town of Trimbelle	2018	\$244.23
Joshua Ihle	Village of Elmwood	2018	\$800.82
JR Parkway Properties	Town of Oak Grove	2016-2018	\$8,941.11
Ronald Keller	City of Prescott	2016	\$2,281.95
Jeffrey Leonard	Town of Trimbelle	2018	\$500.00
Kimberly Lindsey	Village of Elmwood	2017	\$500.00
Shane Maguire	Town of Gilman	2018	\$567.40
David Meighan	City of River Falls	2016	\$500.00
Angela Nelson	Village of Ellsworth	2018	\$75.00
Newco Finance	Town of Oak Grove	2010-2015	\$23,209.96
Peter Pechacek	Town of River Falls	2018	\$345.76
Daniel Rabitoy	Town of Spring Lake	2018	\$350.00
Richard & Sheila Scheele	City of Prescott	2017	\$500.00
Linda Schulenberg	Town of Trenton	2018	\$250.00
Laurence Schultz	Village of Maiden Rock	2015	\$300.00

### Redemptions for May 2020

Tax Year		Tax	User Fee	S/C	S/A	D/U	FEES	MFL-C	MFL-O	PFC	Interest	Sp. Int	Total
2008													
Sale of 2009	66551	886.50					4.67				1,205.64		2,096.81
	66562	886.50					4.67				1,205.64		2,096.81
													-
<b>Totals:</b>		<b>1,773.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9.34</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,411.28</b>	<b>-</b>	<b>4,193.62</b>
2009													
Sale of 2010	66552	883.36					3.00				1,095.37		1,981.73
	66563	883.36					3.00				1,095.37		1,981.73
													-
<b>Totals:</b>		<b>1,766.72</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,190.74</b>	<b>-</b>	<b>3,963.46</b>
2010													
Sale of 2011	66553	911.67					5.78				1,021.07		1,938.52
	66564	911.67					5.78				1,021.07		1,938.52
													-
<b>Totals:</b>		<b>1,823.34</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11.56</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,042.14</b>	<b>-</b>	<b>3,877.04</b>
2011													
Sale of 2012	66554	886.32					5.98				886.32		1,778.62
	66565	1317.04					5.98				1317.04		2,640.06
													-
<b>Totals:</b>		<b>2,203.36</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11.96</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,203.36</b>	<b>-</b>	<b>4,418.68</b>
2012													
Sale of 2013	66555	849.69					6.38				747.73		1,603.80
	66566	1,262.63					6.38				1,111.11		2,380.12
													-
<b>Totals:</b>		<b>2,112.32</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12.76</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,858.84</b>	<b>-</b>	<b>3,983.92</b>
2013													
Sale of 2014	66506	28.41									21.59		50.00
	66556	850.06					6.59				646.05		1,502.70
	66567	1,263.15					6.59				959.99		2,229.73
													-
<b>Totals:</b>		<b>2,141.62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13.18</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,627.63</b>	<b>-</b>	<b>3,782.43</b>
2014													
Sale of 2015	66509	121.95									78.05		200.00
	66557	910.17					6.46				582.51		1,499.14
	66568	1,352.49					6.46				865.59		2,224.54
													-
<b>Totals:</b>		<b>2,384.61</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12.92</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,526.15</b>	<b>-</b>	<b>3,923.68</b>
2015													
Sale of 2016	66505	675.00									351.00		1,026.00
	66525	260.27					100.00				135.34		495.61
	66545	65.79									34.21		100.00
	66548											102.63	300.00
	66558	915.62					7.21				476.12		1,398.95
	66569	1,360.56					7.21				707.49		2,075.26
													-
<b>Total</b>		<b>3,277.24</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>197.37</b>	<b>114.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,704.16</b>	<b>102.63</b>	<b>5,395.82</b>

Tax Year 2018		Tax	User Fee	S/C	S/A	D/U	FEES	MFL-C	MFL-O	PFC	Interest	Sp. Int	Total
Sale of 2019	66538	689.66									110.34		800.00
Cont	66541	3,884.00	25.00								625.44		4,534.44
	66543	2,917.44	25.00								470.79		3,413.23
	66544	344.83									55.17		400.00
	66546	215.52									34.48		250.00
	66547	489.14									78.26		567.40
	66549	86.21									13.79		100.00
	66550	203.19									32.51		235.70
	66561	926.85									148.30		1,075.15
	66572	1,377.27									220.36		1,597.63
													-
<b>Totals</b>		<b>30,838.03</b>	<b>207.38</b>	-	-	-	<b>35.00</b>	-	-	-	<b>4,944.04</b>	-	<b>36,024.45</b>
<b>Totals all years:</b>		<b>87,010.08</b>	<b>332.38</b>	-	-	<b>197.37</b>	<b>399.28</b>	-	-	-	<b>32,986.60</b>	<b>102.63</b>	<b>121,028.34</b>

**County of Pierce**  
**5/31/2020**

<b>Assets</b>	<b>Current Year</b>	<b>Previous Year</b>
First National River Falls Checking ( <i>Book Balance</i> )	\$ -	\$ 11,724.68
Citizens Community Federal Checking ( <i>Book Balance</i> )	\$ 383,503.97	\$ 621,985.29
BMO Harris Checking ( <i>Book Balance</i> )	\$ -	\$ 2,783.19
<b>Total Investments on Hand</b>	<b>\$ 44,070,246.08</b>	<b>\$ 48,226,377.63</b>

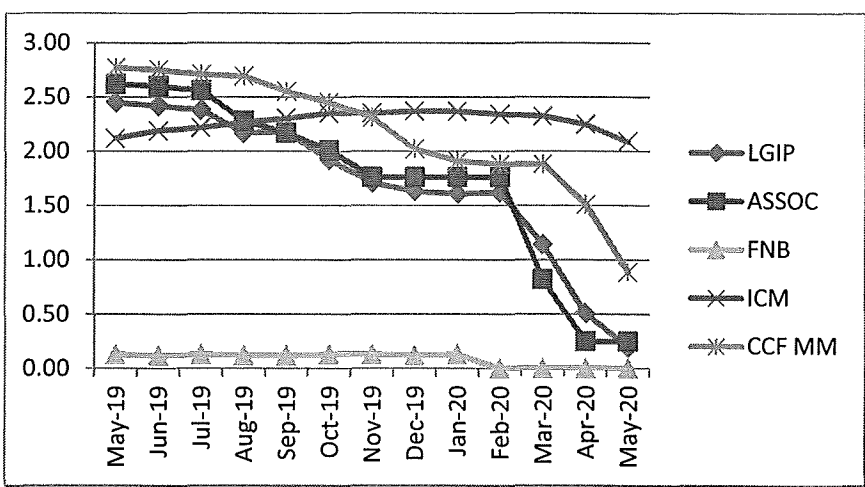
<b>Bank Charges</b>	<b>Current</b>	<b>Year-to-date</b>	<b>Previous Year</b>
	\$0.00	\$4.27	\$510.81

<b>Activity Summary</b>	<b>LGIP</b>	<b>CCF Bank Money Market</b>	<b>Associated Money Market</b>	<b>CD's</b>	<b>ICM</b>
Beginning Balance	\$2,367,526.20	\$12,091,999.94	\$1,725,668.82	\$350,000.00	\$27,355,654.01
Interest	392.41		365.41	863.01	25,097.55
Reinvestments					
Deposits	-	1,303,155.00	-		-
Fees & Charges					(3,552.24)
Change in Value					4,207.99
Withdrawals	-	(1,150,269.01)		(863.01)	
<b>Ending Balance</b>	<b>\$ 2,367,918.61</b>	<b>\$ 12,244,885.93</b>	<b>\$ 1,726,034.23</b>	<b>\$ 350,000.00</b>	<b>\$ 27,381,407.31</b>

<b>Interest Earned</b>	<b>Current</b>	<b>Year-to-Date</b>	<b>Previous YTD</b>
Local Government Investment Pool - LGIP	\$ 392.41	\$ 9,906.17	\$ 38,278.39
CCF - Money Market (paid quarterly)	-	56,809.14	46,303.18
CCF - Checking	1,106.35	10,496.46	14,335.52
Associated Bank - Money Market	365.41	6,844.05	40,813.98
Institutional Capital Management - ICM	25,097.55	254,504.69	249,053.74
First National RF - Money Market	-	-	43.75
First National River Falls -Checking	-	-	412.69
American Deposit Management - CD	\$ 863.01	\$ 4,372.74	\$ -
<b>Total</b>	<b>\$ 27,824.73</b>	<b>\$ 342,933.25</b>	<b>\$ 389,241.25</b>

<b>Rates</b>	<b>LGIP</b>	<b>ASSOC</b>	<b>FNB</b>	<b>ICM</b>	<b>CCF MM</b>
May-19	2.45	2.62	0.13	2.119	2.77
Jun-19	2.42	2.60	0.12	2.191	2.75
Jul-19	2.38	2.56	0.13	2.217	2.71
Aug-19	2.17	2.28	0.12	2.266	2.69
Sep-19	2.18	2.17	0.12	2.304	2.55
Oct-19	1.92	2.01	0.13	2.350	2.45
Nov-19	1.71	1.76	0.13	2.350	2.31
Dec-19	1.63	1.76	0.12	2.368	2.02
Jan-20	1.61	1.76	0.13	2.368	1.91
Feb-20	1.62	1.76	0.00	2.343	1.88
Mar-20	1.14	0.82	0.00	2.324	1.88
Apr-20	0.51	0.25	0.00	2.248	1.51
May-20	0.20	0.25	0.00	2.085	0.89

**Interest Rate Trends**



# **3.**

## **Discuss/Take action on the 2021 Health Insurance Rates**

**Pierce County Finance and Personnel Committee**  
**Meeting Date: July 6, 2020**

**Agenda Item:** Discuss and Take Action on the 2021 Health Insurance Rates

**Requesting Agency:** CBIZ/Administration

**Requested Action:** Set the 2021 health insurance rates effective 1/1/2021 with premium being deducted second payroll in December, 2020.

**Background:**

- Premiums are based on projected claims and fixed admin/stop loss costs, the administrator for the County plan. The administration cost is fixed, however claims are projected.
- Currently the stop loss is \$150,000.
- No health insurance plan changes
- 2018, 2019 and 2020 no premium increase
- CBIZ actuarial conclusion please see attached

**Staff Recommendation:** No premium increase for 2021 Health Insurance Rates

**Recommended Motion:**

Motion to approve health insurance rates effective January 1, 2021 as follows:

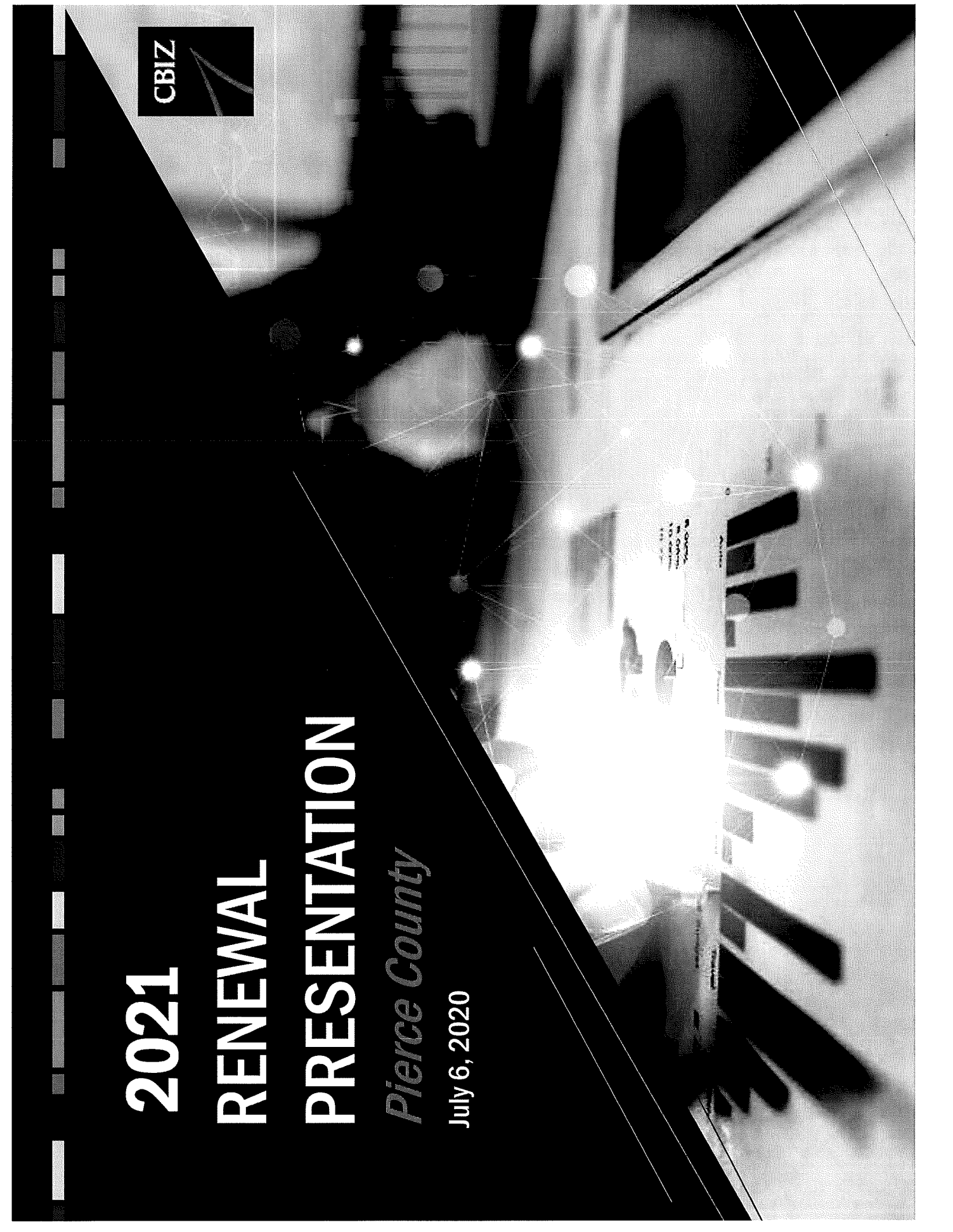
Single	\$ 796
Employee+Children	\$ 1163
Family+Spouse+Children	\$ 2543

# 2021 RENEWAL PRESENTATION

*Pierce County*

July 6, 2020

CBIZ







# Pierce County - Executive Summary Financial Review

## 2021 Medical Renewal Summary

- Administrative Fee is renewing at \$25; no change in cost
- Specific Stop Loss Premium is increasing 7.9% or \$34,500
- Aggregate Stop Loss Premium is remaining unchanged
- Expected Claim Factors are decreasing 2.29% or \$94,652
- **Overall expected decrease of 1.3% or \$60,153**

## The renewal projections are as follows:

	Annual Fixed Costs	Annual Expected Claims	Annual Expected Costs	Annual Maximum Costs	% Differential	\$
Preferred One (Current)	\$512,064	\$4,140,940	\$4,653,004	\$5,688,239	N/A	N/A
Preferred One (Renewal)	\$546,563	\$4,046,288	\$4,592,851	\$5,604,423	-1.3%	-\$60,153
Preferred One (Renewal – with HSA Plan )	\$546,563	\$3,623,836	\$4,170,399	\$5,076,358	-10.4%	-\$482,605

By adding a High Deductible with HSA plan option, PreferredOne’s overall expected decrease would change from 1.3% to 10.4%.

The funding projection from CBIZ is as follows:

CBIZ Projections	Pierce County Funding		\$ Change	% Change
	2020	2021		
Total Annual Costs	\$4,370,580	\$4,917,684	\$547,104	12.52%

The increase is partially due to the CBIZ actuarial team including conservative nationwide COVID projections in the funding amounts. To date, Pierce County has not been affected by COVID as substantially as the nationwide projections account for. Due to this fact, along with the good health of the reserve fund, **the recommendation is to renew with no change to the employer or employee cost for 2021.**



# Renewal Rates & Proposed High Deductible HSA Plan

Plan Design Summary	Current/Renewal Copay Plan			High Deductible Health Plan		
	In-Network			In-Network		
<b>Lifetime Maximum</b>	Unlimited			Unlimited		
<b>Annual Deductible</b>						
Single	\$1,000			\$2,800		
Family	\$2,000			\$5,600		
<b>Medical Annual Out-of-Pocket Maximum</b>						
Single	\$3,000			\$2,800		
Family	\$6,000			\$5,500		
<b>Preventive Care</b>						
Routine physicals	100%			100%		
Immunizations, Well - Child Care, and Cancer Screenings	100%			100%		
<b>Office Visits</b>						
Illness or Injury	\$20 copay			100% after ded		
Chiropractic Care	\$40 copay			100% after ded		
Online visits	\$10 copay			100% after ded		
<b>Hospital Outpatient</b>	20% after ded			100% after ded		
<b>Hospital Inpatient</b>	20% after ded			100% after ded		
<b>Urgent or Emergency Care</b>						
Emergency Room	\$200 copay			100% after ded		
Urgent Care	\$60 copay			100% after ded		
<b>Medical Equipment and Supplies</b>	20% after ded			100% after ded		
<b>Home Health Care</b>	20% after ded			100% after ded		
<b>Retail Prescription Drugs</b>						
Generic	\$5 copay			100% after ded		
Preferred Brand	\$50 copay			100% after ded		
Non-Preferred	\$80 copay			100% after ded		
<b>Specialty Drugs</b>	25% to max of \$200 per script			100% after ded		
<b>Monthly Rates</b>	<b>Total Rates</b>	<b>Employee Contribution with Wellness Incentive</b>	<b>Employee Contribution without Wellness Incentive</b>	<b>Total Rates</b>	<b>5% Employee Contribution</b>	<b>10% Employee Contribution</b>
Single	\$796	\$79.60	\$119.40	\$739	\$36.95	\$73.90
Single + Child(ren)	\$1,163	\$116.30	\$209.34	\$1,080	\$54.00	\$108.00
Family	\$2,543	\$254.30	\$508.60	\$2,360	\$118.00	\$236.00



# Dental Plan Renewal

**2021 Dental Renewal Summary**

Premium Rates	Delta Dental Base	Delta Dental Buy-Up	Delta Dental Base	Delta Dental Buy-Up
<b>Monthly Rates (May Enrollment - 194 EEs)</b>				
County Cost Single Coverage	\$12.51	\$0.00	\$13.14	\$0.00
Employee Cost Single Coverage	\$0.00	\$24.24	\$0.00	\$25.45
Employee Cost Family Coverage	\$31.30	\$101.93	\$32.86	\$107.02
County Monthly Premium Cost	\$2,427		\$2,549	
County Annual Premium Cost	\$29,123		\$30,590	
% Change			5.0%	
\$ Change			\$1,467	

Delta Dental has put a rate cap of 5% in place for 2022.

**2021 Voluntary Vision Plan**

As previously approved, Pierce County will be adding a voluntary vision plan through Superior Vision effective 1/1/2021.

# **4.**

## **Discuss/Take action on the 2021 Dental Insurance Rates**

**Pierce County Finance and Personnel Committee**  
**Meeting Date: July 6, 2020**

**Agenda Item:** Discuss and Take Action on 2021 Dental Insurance Rates

**Requesting Agency:** CBIZ/Administration

**Requested Action:** 2021 Dental single premium for basic preventative services (employees only) paid by Pierce County.

**Background:** On August 7, 2017 F&P approved to add Dental Insurance effective January 1, 2019 with employee premium paid by Employer for basic preventative services. Employees may also opt to purchase additional coverage for basic + major services for self and family.

**2020 Enrollment in the Dental Plan**

Single Basic 103  
Family Basic 33  
Single Buy-Up 36  
Family Buy-Up 23

Cost to Pierce County for 2020 Approximately \$29,123 increase for County \$280

**Please see attached 2021 Dental Rates**

**Recommended Motion:**

Motion by    seconded by    to approve

# **5.**

## **Discuss/Take action on 2021 HSA Plan Option & Rates**

**Pierce County Finance and Personnel Committee  
Meeting Date: July 6, 2020**

**Agenda Item:** Discuss & Take Action on 2021 HSA Plan Option and Rates

**Requesting Agency:** Administration

**Requested Action:** Discuss and Take action to allow an HSA (Health Savings Account) option effective January 1, 2021 along with premium rates

**Background:**

- HSA is a voluntary option for health insurance and Pierce County is not obligated to add as an option to employees.
- HSA is a tax free savings account specifically for health related expenses.
- With an HSA all charges are subject to a deductible including pharmacy costs. The minimum deductibles required by IRS are \$2,800 single and \$5,600 family for 2021. After deductible is met, all claims are paid at 100%.
- Wellness initiatives will be part of this option plan
- Please see attached

**Staff Recommendation:** Effective January 1, 2021 Pierce County will allow an HSA option plan to the health insurance along with these rates:

Employee contribution		5%	10%
Single	\$ 739	\$36.95	\$73.90
Single + Child(ren)	\$1080	\$54.00	\$108.00
Family	\$2360	\$118.00	\$236.00

**Recommended Motion:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve and authorize Pierce County to add HSA option and premium rates effective January 1, 2021 with a 5% or 10% employee contribution.

Single	\$ 739
Single + Child(ren)	\$1080
Family	\$2360

**6.**

**Discuss/Take action on  
surplus real estate; Highway  
Dept. Plum City Shop**





Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

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## New form response

1 message

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**Steve Gustafson** <demo@fnsmtpl.addonsite.com>  
To: "Jamie Feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Mon, Jun 22, 2020 at 9:18 AM

Request for F & P Action has received a new response:

**Meeting Date** 2020-07-06

**Agenda Item** Discuss and take action on surplus real estate: Highway Department Plum City Shop

**Requesting Agency** Highway Department

**Background** The Highway Department has taken occupancy of its Range Line Shop, which combines the Plum City Shop and the Elmwood Shop. The Elmwood Shop was previously sold to Countryside Cooperative. The Plum City Shop (W1442 CTH S) was declared surplus by the Highway Committee at its meeting on June 18, 2020. Per County Code 40-19, the next action to be taken is by Finance and Personnel.

**Staff Recommendation** Recommend to the full board the sale of the Plum City Shop.

**Recommended Motion: (Motion by seconded by to approve and authorize)** Recommend to the full board the sale of the Plum City Shop.

**Requestor's email address** chad.johnson@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms  
Send mass emails from Sheets: Mail Merge SMTP

# PCHD Plum City Shop



DENNIS C & CAROL L. HAGLUND

DENNIS C & CAROL L. HAGLUND

DENNIS C & CAROL L. HAGLUND

LEAH MILLIREN

ZACHARY J. NEWTON

KEVIN LUDYD ALMISTED

# **7.**

**Discuss/Take action on  
Resolution 20-XX to Amend  
Personnel Policy to Eliminate  
Home Care Language, Clarify  
Holidays, & Eliminate  
Highway Employee Dual Rate  
Language**

**RESOLUTION NO. 20-XX  
AMEND PERSONNEL POLICY TO  
ELIMINATE HOME CARE LANGUAGE, CLARIFY HOLIDAYS, AND ELIMINATE  
HIGHWAY EMPLOYEE DUAL RATE LANGUAGE**

**WHEREAS**, §4-21 of the Pierce County Code addresses amendments to the Pierce County Personnel Policy as follows:

“The Pierce County Personnel Code shall be maintained under the guidance, direction and policymaking supervision of the Finance and Personnel Committee, which shall have the authority to amend the code from time to time, to conform its provisions with current personnel policies as devised by the Board and Finance and Personnel Committee, collective bargaining agreements and other contracts. Amendment to the Pierce County Code shall require approval of the Board.”; and

**WHEREAS**, the Personnel Policy further states in Article III, Section B, that the County Board shall authorize, by resolution, any amendments to the Personnel Policy; and

**WHEREAS**, the purpose of a code of personnel policies and procedures, as set forth in Article I, Section A of the Personnel Policy, is to create a guide for the effective administration of both supervisory and non-supervisory staff, with the goal of advancing understanding between the County and its employees; and

**WHEREAS**, the County desires to amend the home care on-call pay as follow up to the elimination of the County’s Home Care program by the Board of Health Policy as set forth in the attached Exhibit A; and

**WHEREAS**, the County desires to amend the Holiday schedule to address a unique situation with consecutive weekend holidays not currently in the policy as set forth in the attached Exhibit B; and

**WHEREAS**, the County desires to amend the Highway Employees compensation which is no longer applicable due to changes in the grade placements of Highway employees, as set forth in the attached Exhibit C; and

**WHEREAS**, the Finance and Personnel Committee, at its meetings on June 1, 2020 and July 6, 2020, reviewed the proposed policy revisions and recommended that the County Board amend the Personnel Policy as set forth in the attached Exhibit C.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby approves and authorizes amending the Pierce County Personnel Policy as recommended by the Finance and Personnel Committee, as set forth in the attached Exhibits A, B and C.

Dated this 28th day of July, 2020.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted  
: \_\_\_\_\_

## EXHIBIT A

### Proposed amendments to the Pierce County Personnel Policy, Article X, Section B:

#### Article X. OVERTIME, COMPENSATORY TIME, AND OTHER COMPENSATION

##### B. Reporting and Other Call-Out Pay

1. Call-in/reporting time pay: In the event any employee reports or is called in to work and is sent home, he/she shall receive a minimum of two (2) hours pay. In the event an employee is called back to work outside their regular work day, the employee shall be eligible to receive a minimum of two (2) hours pay. If an employee is called back to work on a day in which reporting time pay was already received, he/she shall again be eligible to receive a minimum of two (2) hours pay.
2. Employees in classifications of Mental Health Therapist I or II; CSP Clinical Coordinator; Lead Social Worker; Social Worker I, II or III, AODA Counselor I, II or III, Drug Court Coordinator and Human Services Worker shall be compensated as follows:
  - a. Employees may be on call-out status at the request of the Director. Employees in positions that are not classified as 40-hour per week who are called out during other than working hours shall receive pay at the straight time rate of hours between thirty-five (35) and forty (40) hours per week and pay at time and one-half (1 ½) for hours worked in excess of forty (40) hours per week.
  - b. Employees will be assigned to on-call status as needed on a weekly basis. Employees will be paid two dollars (\$2.00) per regular week hour (\$2.25 per weekend hour and \$3.75 per holiday hour) while assigned to on-call and must have a pager or cell phone in their possession at all times. They must respond to a page within thirty (30) minutes.

When called out the employee shall be paid for a minimum of two (2) hours. All employees will receive compensatory time for actual time logged for telephone calls taken or made during on-call status.

- ~~3. On Call. Home Care RN's and LPN's may be assigned on-call duty. They shall be reimbursed as follows:
  - a. RN's and LPN's shall receive \$10 per day plus pay for time worked on non-holiday Fridays, Mondays, Tuesdays, Wednesdays, and Thursdays after 5:00 p.m. and before 8:00 a.m. for each day with scheduled visits. When no scheduled visits are made, on-call RN's and LPN's shall not receive the \$10 stipend.~~

- b. ~~RN's and LPN's will receive one and a half (1.5) hours plus pay for time worked on Saturdays, Sundays, and Pierce County approved holidays for each day with scheduled visits. When no scheduled visits are made, on-call RN's and LPN's will receive one (1) hour pay on Saturdays, Sundays, and Pierce County approved holidays.~~
- c. Scheduled LPN's and HHA's are not on-call pay eligible.

**EXHIBIT B**

**Proposed amendments to the Pierce County Personnel Policy, Article IX, Section D:**

**Article IX. EMPLOYEE BENEFITS**

**D. Paid Holidays**

The County will observe the following 10 paid holidays:

- |                  |                        |
|------------------|------------------------|
| New Year's Day   | Veteran's Day          |
| President's Day  | Thanksgiving Day       |
| Memorial Day     | Day after Thanksgiving |
| Independence Day | *Christmas Eve Day     |
| Labor Day        | *Christmas Day         |

If the holiday falls on a Saturday, the proceeding Friday is considered the holiday. If the holiday falls on a Sunday, the following Monday is considered the holiday.

\*Note: the following observed holiday schedule, if Christmas Eve and/or Christmas Day fall on the weekend:

<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>
<u>Dec. 23</u>  <i>Christmas Eve (Observed)</i>	<u>Dec. 24</u>  <i>Christmas Day (Observed)</i>	<u>Dec. 25</u>  Christmas Day	<u>Dec. 26</u>	<u>Dec. 27</u>	<u>Dec. 28</u>
<u>Dec. 22</u>	<u>Dec. 23</u>  <i>Christmas Eve (Observed)</i>	<u>Dec. 24</u>  Christmas Eve	<u>Dec. 25</u>  Christmas Day	<u>Dec. 26</u>  <i>Christmas Day (Observed)</i>	<u>Dec. 27</u>
<u>Dec. 21</u>	<u>Dec. 22</u>	<u>Dec. 23</u>	<u>Dec. 24</u>  Christmas Eve	<u>Dec. 25</u>  Christmas Day  <i>Christmas Eve (Observed)</i>	<u>Dec. 26</u>  <i>Christmas Day (Observed)</i>

**Eligibility:** All regular full time or part time employees are eligible to receive compensation for the paid holiday benefit. In order to receive holiday pay, employees must work the day before and the day after each holiday with the



exception of normal days off or excused paid absences for the full shift. Part time employees will be compensated on a prorated basis consistent with their annual percentage of full time equivalency with proration to be calculated to the 10<sup>th</sup> (0.10) place. Employees receiving Worker's Compensation benefits are not eligible for compensation for holidays that fall during their period of disability.

Civilian Dispatch employees and non-represented certified corrections officers shall accrue holiday pay at a rate of 3.077 hours per pay period. Holiday accruals may be used as time off or up to 48 hours may be paid out on the employee's anniversary date if the employee notifies payroll in writing at least 30 days prior to the anniversary date and the employee has a balance equivalent to the requested payout amount at the time the payment is requested. The maximum amount of holiday that an employee can accrue is 85 hours. Once the maximum is reached, any additional accrual hours will be forfeited.

**Holiday Pay Rate:** Employees who are eligible for holiday pay shall be compensated at their regular rate of pay for their regularly scheduled number of hours.

**Work on a Holiday:** Any FLSA non-exempt employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday and shall receive time and one-half for all hours worked on the holiday.

## EXHIBIT C

### Proposed amendments to the Pierce County Personnel Policy, Article X, Section A:

#### Article X. OVERTIME, COMPENSATORY TIME, AND OTHER COMPENSATION

- A. For payroll purposes, the work week shall run from Sunday through Saturday. Under the provisions of the Fair Labor Standards Act (FLSA) as applied to public employees, overtime and/or compensatory time may be accrued by employees in the non-exempt status. All nonexempt employees are eligible for overtime and/or compensatory time for any time worked in excess of 40 hours in a week. Paid time off shall not be considered hours worked for purposes of computing overtime. Holiday hours shall be considered hours worked for purposes of computing overtime. Employees who are scheduled or called in to work on a holiday shall be paid one and one-half (1 ½) times their regular rate of pay for all hours worked on the holiday. A non-exempt employee accrues one and one half (1 1/2) times his/her regular rate of pay or is granted compensatory time at one and one half (1 1/2) times his/her regular hours for all time worked in excess of forty (40) hours in a work week. Overtime work requires the prior-approval of the employee's supervisor. Employees may request compensatory time in lieu of overtime. County departments may choose to limit the compensatory time accrual and pay out one and one-half (1 ½) times the straight rate. If approved, employees may accrue up to a maximum of forty (40) hours on the basis of one and one-half hours of compensatory time for each hour of overtime worked. The schedule of the use of compensatory time should be subject to the approval of the employee's supervisor. Compensatory time not used during the year shall be paid out on the last payroll of the year and cannot be carried over from year-to-year.

~~Highway employees who are compensated at a higher rate during the winter months and a lower rate during the summer months are not eligible to accrue compensatory time during the months at the lower rate. (Any hours worked in excess of 40 in a week shall be paid out as overtime.) However, these highway employees may use previously accrued compensatory time in the summer months but it shall be used at the summer rate of pay.~~

Law enforcement personnel are subject to special provisions under FLSA.

Employees determined to be exempt under the executive, administrative, or professional status provisions of the FLSA are not eligible for overtime/compensatory time. They do not accrue work hours beyond the regular workweek in anticipation of additional compensation or leave time. Exempt employees are expected to work whatever hours are necessary beyond the regular workweek to assure that a complete and adequate job is done. However, Department Heads may use discretion in granting time-off to exempt employees in recognition of their work efforts. Extraordinary situations are referred to the Finance and Personnel Committee for review.

Department Heads are required to maintain auditable records on compensatory time. No compensatory time may be earned during a working day. Work outside the normal workday requires prior approval for non-exempt employees. Compensatory time cannot be used beyond five (5) consecutive days at a time.

# **8.**

**Discuss/Take action to  
approve transfer of \$30,000  
from Contingency Fund to  
Information Services budget  
for Court Hearing Room  
technology**

## Agenda Item #8

July 6, 2020

Finance and Personnel Committee Meeting

Re: **Contingency Fund Transfer to I.S. Budget**

Finance and Personnel Committee Members,

The Pierce County Circuit Judge, Joseph Boles has expressed the need for additional space for Court activities dating back to December 11, 2018 when the issue was presented to the Building Committee for consideration. Since that time, Administration and Maintenance staff have worked to develop a plan to accommodate these and other space needs to be rolled into one project.

That project included renovations in the Annex to include a new County Board Room which would then allow the Circuit Court to utilize the existing County Board Room as a Hearing Room. This project was approved to be funded from existing funds in the Building Outlay.

As the project was ready to be released for bid, COVID-19 presented obstacles and the project bid was postponed. Since that time, Judge Boles and Clerk of Court, Kerry Feuerhelm have expressed the need for the Courts to have additional space available for a Hearing Room to handle the Court's backlog due to COVID19. The needs for this additional space will continue, post COVID19 due to the limited capacity in existing court facilities.

In order to turn the County Board Room into an effective Hearing Room, there are various technology components that will need to be purchased and installed. In 2018 the Information Services Department installed modern technology in the West Courtroom to meet demands. The cost of the equipment at that time was approximately \$22,000.

To ensure there is adequate funding available to complete this effort, it is requested that a Contingency Fund transfer to the Information Services budget in the amount of \$30,000 be approved.

The Court is preparing to resume in-person hearings soon and therefore time is of the essence to complete this initiative.

Jason Matthys  
Administrative Coordinator

# **9.**

**Discuss/Take action to approve the transfer of funds between budgeted items in the Clerk of Court budget for the purpose of purchasing hearing room furnishings, equipment, & supplies**

**Agenda Item #9**

July 6, 2020

Finance and Personnel Committee Meeting

**Re: Transfer of Funds between budget items – Clerk of Court**

Finance and Personnel Committee Members,

The creation of a Hearing Room in the space of the current County Board Room would need to be achieved by purchasing the appropriate furnishings, equipment and supplies for that space to accommodate the prosecutor, defendant, attorneys, Judge/Commissioner, Court Reporter, witnesses, the Court Clerk and gallery.

In consultation with the Clerk of Court, there is unspent funds within the existing Clerk of Court budget that could be allocated to fund the appropriate furniture.

Although an exact dollar amount is unknown at this time, it is anticipated that the purchase of the various furnishings, equipment and supplies could be achieved by utilizing existing funds in the Clerk of Court budget in an amount not to exceed \$25,000.

Jason Matthys  
Administrative Coordinator

# **10.**

**Discuss/Take action to  
approve position description  
for CCS Clinical Supervisor &  
approve position  
reclassification of 1.0 FTE CC  
Mental Health Therapist to 1.0  
FTE CCS Clinical Supervisor**





Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

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## New form response

1 message

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Steve Gustafson <demo@fnsmtg.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Mon, Jun 29, 2020 at 9:53 AM

Request for F & P Action has received a new response:

**Meeting Date** 2020-07-06

**Agenda Item** Discuss and/or take action to approve position description for CCS Clinical Supervisor and approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor.

**Requesting Agency** Human Services

**Background** At its 6/25/2020 meeting, the Human Services Board approved and forwards to F&P for additional consideration - a CCS Clinical Supervisor position description and position reclassification request to change 1.0 FTE CC Mental Health Therapist, grade M, to 1.0 FTE CCS Clinical Supervisor, grade N. Discussions with County Coordinator and HR Manager about the reclassification began in late 2019. The matter was scheduled for consideration by Human Services Board in March 2020, but that meeting was cancelled due to COVID19. See documentation from HR Manager that supports and recommends the reclass and position description. The recommended reclassification expense increases are 100% reimbursable from state/federal CCS.

**Staff Recommendation** Approve CCS Clinical Supervisor position description and approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor. If approved the current 1.0 FTE CCS Mental Health Therapist position will be removed from the DHS staffing plan.

**Recommended Motion: (Motion by seconded by to approve and authorize)** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve CCS Clinical Supervisor position description and approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor.

**Requestor's email address** ronald.schmidt@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms  
Send mass emails from Sheets: Mail Merge SMTP

# **12.**

**Discuss/Take action  
Resolution 20-XX Declaration  
of State of Emergency &  
Ratification of Proclamation  
Declaring State of Emergency  
due to Torrential Rain**

**RESOLUTION NO. 20-XX**  
**DECLARATION OF STATE OF EMERGENCY AND RATIFICATION OF**  
**PROCLAMATION DECLARING STATE OF EMERGENCY**  
**DUE TO TORRENTIAL RAIN**

**WHEREAS**, the Wisconsin Disaster Fund is a state-funded reimbursement program intended to assist local units of government recoup costs incurred in responding to, and recovering from natural disasters; and

**WHEREAS**, the State reimburses up to 70% of eligible costs, with the local government responsible for the remaining share; and

**WHEREAS**, in order to be eligible for funding three steps must occur: (1) the County has declared a state of emergency (i.e. declared a disaster), (2) the County must show that Federal Disaster Assistance is not available, and (3) recovery costs must meet or exceed the countywide per capita damage threshold; and

**WHEREAS**, on June 29, 2020 Pierce County suffered heavy winds and torrential rainfall which caused extensive flash flooding and damage to roads and bridges located in the county; and

**WHEREAS**, the Pierce County Emergency Management Director has advised that Federal Disaster Assistance is not available to Pierce County, that recovery costs exceed the countywide per capita damage threshold, and having considered the facts and circumstances regarding the June 29th storm event, recommends that the County declare a disaster, thereby making Pierce County eligible to apply for Wisconsin Disaster Funds; and

**WHEREAS**, the State defines disaster in Sec. 323.02(6) Wis. Stats. as a severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this state or a portion of this state, or critical systems, including computer, telecommunications, or agricultural systems; and

**WHEREAS**, the County Board can, pursuant to Secs. 323.11 and 323.14 Wis. Stats., declare by ordinance or resolution an emergency whenever conditions arise by reason of a disaster that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of local government, and the emergency power of the county includes whatever is necessary and expedient for the health, safety, protection and welfare of persons or property within the county; and

**WHEREAS**, if because of emergency conditions the County Board is unable to meet promptly, the County Board Chair can exercise by proclamation all of the powers of the governing body, however, that proclamation shall be subject to ratification by the County Board as soon as the governing body can meet; and

**WHEREAS**, on June 30, 2020 the Pierce County Board Chairperson executed a Proclamation of Emergency (i.e. disaster declaration), a copy of which is attached hereto as Exhibit A, and incorporated herein; and

**WHEREAS**, pursuant to Sec. 323.11 Wis. Stats., the period of emergency shall be limited to the time during which the emergency conditions exist or are likely to exist; and

**WHEREAS**, the Finance and Personnel Committee, at its meeting on July 6, 2020, considered the impact of the storm event, and the recommendation of the Emergency Management Director, and took action to recommend that the County Board adopt a resolution ratifying the Proclamation by the County Board Chair, to allow Pierce County to apply for Wisconsin Disaster Funds, and that action be taken on a first reading.

**NOW, THEREFORE BE IT RESOLVED**, by the Pierce County Board of Supervisors that pursuant to Wis. Stat. § 323.11 the Board finds and declares that an emergency exists within the County by reason of the circumstances on June 29, 2020 whereby Pierce County suffered heavy winds and torrential rainfall which caused extensive flash flooding and damage to roads and bridges located in the county; and

**BE IT FURTHER RESOLVED**, that during the period of emergency prescribed by this Resolution, the Board may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the County; and

**BE IT FURTHER RESOLVED**, that the County Administrative Coordinator is hereby authorized and directed by the Board to coordinate and administer the County's emergency management response and to carry out the orders of the Board related thereto.

**BE IT FURTHER RESOLVED**, that the Head of Emergency Management of the County is authorized and directed to carry out his or her duties under the County's Emergency Management Plan under the supervision and direction of the County Administrative Coordinator and perform such other duties as may be directed by further resolution of the Board.

**BE IT FURTHER RESOLVED**, that, pursuant to §323.11 Wis. Stats., the period of emergency shall be limited to the time during which the emergency conditions exist or are likely to exist.

**BE IT FURTHER RESOLVED**, that all actions heretofore taken by the Board and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution, including the Proclamation declaring that a state of emergency exists in Pierce County dated June 30, 2020, are hereby ratified, confirmed and approved.

Dated this 28th day of July, 2020.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_

EXHIBIT A

**PIERCE COUNTY  
PROCLAMATION DECLARING THE EXISTENCE  
OF A COUNTY EMERGENCY DUE TO TORRENTIAL RAIN**

**WHEREAS**, commencing on June 29, 2020 a disaster, namely heavy winds, and torrential rainfall caused extensive damage and flash flooding, with damage to roads and bridges located in Pierce County, Wisconsin; and

**WHEREAS**, because of emergency conditions, the County Board is unable to meet with promptness; and

**WHEREAS**, Ch. 323 Wis. Stats. empowers the County to proclaim the existence or threatened existence of local emergency whenever conditions arise by reason of a riot or civil commotion, a disaster, or an imminent threat of disaster, that impairs transportation, food or fuel supplies, medical care, fire, health or police protection or other critical systems of the local unit of government and the County Board is not in session; and

**WHEREAS**, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes Pierce County is authorized to do what is necessary and expedient for the health, safety, welfare and good order of the county and to proclaim that emergency conditions exist; and

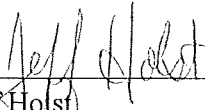
**WHEREAS**, the county requests State assistance, and advises the State of Wisconsin of our emergency conditions.

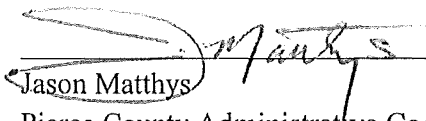
**NOW, THEREFORE BE IT PROCLAIMED**, by the Pierce County Board Chair and the Pierce County Administrative Coordinator, that a local emergency now exists throughout Pierce County and proclaim until such earlier time as a quorum of the county board convenes; and

**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, that during the existence of said local emergency the powers, functions and duties of this County shall be pursuant to this Proclamation, and as prescribed by State law, and by ordinances and resolutions of this County; and

**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, acting under the powers granted pursuant to §323.14(4)(b) Wis. Stats., for and on behalf of the employees and residents of Pierce County, that they will do whatever is necessary and expedient to protect the health and well-being of Pierce County, including the issuance of Administrative Orders and other directives as may be required.

Dated this 30<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
Jeff Holst  
Pierce County Board Chair

  
\_\_\_\_\_  
Jason Matthys  
Pierce County Administrative Coordinator