

REVISED
FINANCE/PERSONNEL COMMITTEE MEETING
Friday, May 14, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve Finance and Personnel minutes of 4/9/04
- 3 Review duties of the Finance and Personnel Committee
- 4 Introduction of department heads reporting to the Finance and Personnel Committee
- 5 Treasurer's report
- 6 Bob Moore, Institutional Capital Management, will review county investments
- 7 Discuss and take action on reissue of outlawed check to A. Denzer
- 8 Discuss and take action to amend 2004 Community Tobacco Coalition Budget
- 9 Review 2004 County budget
- 10 Discuss and take action on 2005 budget process and guidelines
- 11 Discuss and take action on funding for fairgrounds sound system
- 12 Discuss and take action on funding for communication system upgrade
- 13 Discuss and take action on TABOR legislation
- 14 Discuss and take action on transfer of telephone system management
- 15 Committee will convene into closed session pursuant to:
 - a. Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations; bridgetenders agreement
 - b. Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property
 - c. Sec. 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body that is rendering oral or written advice

FINANCE & PERSONNEL COMMITTEE MEETING

Friday, May 14, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair R. Anderson with Rommel, Schilling, Hines, Purdy, Kerr and Kucinski present. Also present AC Schroeder, Corporation Counsel Lawrence, F & B Director Brickner and Kosin.

Chair Anderson explained to the committee that each agenda topic would allow for time for public comments, however, once there was a motion on the table he would allow no more comment unless there is a request for clarification.

Motion by Rommel/Schilling to approve Finance Committee minutes and Personnel Committee minutes of 4/9. Purdy abstained. Motion carried.

AC Schroeder reviewed Chapter 4-20 of the Pierce County Code with the summary of the duties of the Finance & Personnel Committee.

Introduction of the department heads that report to Finance & Personnel Committee. They included Mark Schroeder –Administration, Brad Lawrence – Corporation Counsel, Jamie Feuerhelm – County Clerk, P. Leland Skog – Treasurer, Ron Foley – Register of Deeds.

Treasurer's report with P. Leland Skog. Review of March financial report with fund balances in the amount of \$18,915,214.74 as of March 31, 2004. No action taken.

Bob Moore, Institutional Capital Management, was introduced to the committee. Moore provided information about the company and how they work with the Pierce County to manage investments. He stated he has been working with Pierce for a number of years and ICM contracts exclusively with public entities, offering customized investment strategy. Moore informed the committee he will appear quarterly and at the next quarterly meeting he will bring information regarding investment projections. He also stated he would speak to any specific agenda points if requested of him.

AC Schroeder addressed the request for reissue of an outlawed check issued in 2000 for Antoinette Denzer in the \$1,915.79. Motion by Hines/Purdy to authorize reissue of a check to Antoinette Denzer in the amount of \$1,915.79. Motion carried.

Reviewed of Board of Health request to amend the 2004 Community Tobacco Coalition budget. The Health Department had received State approval to carry over 2003 funds in the amount \$2,090. Motion by Hines/Purdy amend 2004 budget to include the carryover of \$2,090 in 2003 funds. Motion carried.

Review of 2004 county budget summary and the audited General Fund, Special Fund and Highway Fund balances as of 12/31/03 with AC Schroeder and F & B Director Brickner. Committee was informed that \$18 million is what the County has control over raising and spending. There are also pass-through funds to make the total expenditures about \$33 million. Chair Anderson suggested the committee consider application of some of the Highway Administration funds toward the communication system. There was discussion of the sales tax revenue carryover in the amount of \$715,000 and that the self-funded health insurance fund had previously required transfer of \$660,000 from the General Fund.

AC Schroeder provided the committee with proposed 2005 budget guidelines. Chair Anderson recommended that members review the information and schedule another meeting in approximately 2 weeks to meet again on the recommendations. The recommendations would go before the county board in June. Committee members will receive copies of the Six-Year Plans before the next meeting, Kucinski excused.

Discussion of the funding request for the fairgrounds sound system. It was explained that \$8,000 had been budgeted in 2004 for a public address system, however, the Fair Department needed an additional \$5,000 for the project. Motion by Schilling/Rommel to authorize an additional \$5,000 for the project with no transfer at this time. Motion carried.

Emergency communication system upgrade funding was discussed. Lt. Knoll was present to answer questions. Anderson addressed the memo prepared by AC Schroeder that contained three proposals. The 2004 budget contains \$500,000 toward the project and the full cost is \$1,500,000.

Mike Hoheisel, Springstead, Inc., the county's bond consultant, was present to address their bonding proposal. The proposal offered funding options which included payoff of the existing higher interest debt on the Office Building with the budgeted \$500,000. The full cost of the upgrade would be borrowed at a lower interest rate than that on the current debt.

There was discussion of applying existing funds available from the Highway Administration funds, carryover sales tax, and application of money due to the General Fund from the Health Insurance Fund. Kerr inquired as to whether the debt would allow early pay off and Hoheisel stated it would not as structured as presented. Motion by Kerr/Purdy to table until after closed session. Motion carried.

Committee reviewed information from Wisconsin Counties Association regarding TABOR (Taxpayer's Bill of Rights) legislation. The legislation being proposed would amend the Wisconsin Constitution to limit increases in state and local government spending. Members expressed concern that the legislation was still in debate in the state senate and its final form was unknown at this time. Motion by Kerr/Schilling to take no action on the TABOR legislation. Motion carried.

Discussion of the request from County Clerk Feuerhelm to transfer management of the phone system from the County Clerk Department to the Data Processing Department. County Clerk Feuerhelm recommended the transfer because the Data Processing staff has the technical knowledge necessary to manage the phone system. Information Systems Director Huppert was present. Hines questioned whether the telephone and reception staff would stay under the supervision of the County Clerk and he was advised that they would.

ISD Huppert stated the Information Services Committee had met and recommends that the Data Processing Department take over the function. Motion by Hines/Rommel to approve transfer of the telephone system from the County Clerk Department to the Data Processing Department and transfer the billing to the Administration Department. Motion carried.

Motion by Kerr/Hines to convene into closed session at 11:02 a.m. pursuant to Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations; bridgetenders agreement; and, Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property; and, Sec. 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body that is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Lawsuits involving Pierce County

Roll call vote unanimously approved. Also present Kosin, Pittman and Holst.

Motion by Hines/Schilling to return to open session at 12:50 p.m. Motion carried by roll call vote.

Motion by Hines/Rommel to approve revisions to the Bridgetenders Agreement to reflect one less hour operation each day and holidays paid at 8.5 hours, effective for the 2004 season. Motion carried.

Motion by Purdy/Schilling to approve funding for the emergency communications system upgrade by applying 2004 budget amount of \$500,000, sales tax carryover fund of \$715,000, Highway Administration carryover account in the amount of \$170,000, with the remainder from a self-funded health insurance account payment to the General Fund in the amount of \$115,000 and refer the financing recommendation to the County Board. Motion carried.

Motion by Purdy/Hines to authorize the Parks Department to start Seasonal Park Ranger Cyrus Anderson at Step 2 of the temporary wage scale (\$8.30 per hour) based upon experience and qualifications. Rommel abstained. Motion carried.

AC Schroeder provided the committee with background on the Maximus, Inc. pay plan study that is underway. Committee reviewed the list of comparable counties that was being recommended for their approval. He suggested the County should have wage information from Maximus by July. Motion by Kerr/Rommel to accept as comparables the Wisconsin counties of Barron, Chippewa, Clark, Dunn, Pepin, Polk, St. Croix and Eau Claire, and the Minnesota counties of Dakota, Washington and Goodhue. Motion carried. Project Manager Dorothy Person, Maximus, Inc., will be asked to make a committee presentation within the month.

Chair R. Anderson announced the discussion of the duties of the Administrative Coordinator will be included on the agenda of their next meeting in two weeks.

Committee reviewed Chair Anderson's proposal to create an ad hoc planning committee to investigate facility and space needs. The creation of such a committee would require county board approval. Motion by Purdy/Schilling to approve the proposed plan for an ad hoc planning committee as outlined and forward their recommendation to the County Board for approval. Motion carried.

Motion by Hines/Schilling to approve an ordinance to codify amendment to Chapter 4 of the Code changing the term of Land Management Committee members from three years to two years and forward to County Board for approval with the change retroactive to April 20, 2004. Motion carried.

Administrative Coordinator's report: AC Schroeder informed the committee that the sanitary ordinance adopted in March was missing some language and it will be brought back to the County Board in June for clarification. He asked that the committee support adoption on a first reading.

Chairman's report: Chair Anderson advised the committee that he has been attending many committee meetings. He also informed them he will be available in his office every afternoon. Committee members were advised to contact him or Mark to get items on the agendas.

The next meeting is June 4, 2004 at 8:00 a.m. in the Board Room.

Motion by Hines/Kerr to adjourn at 1:45 p.m. Motion carried.

FINANCE/PERSONNEL COMMITTEE MEETING AGENDA

Friday, June 4, 2004 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve Finance and Personnel minutes of 5/14/04
- 3 Public comment
- 4 Discuss and take action on overtime hours for UW Extension support staff and approve funding
- 5 Discuss and take action to extend hours for temporary employee in Register of Deeds and approve funding
- 6 Discuss and take action on funding for fairgrounds bleachers
- 7 Discuss and take action to create 2004 Indoor Air Quality budget
- 8 Discuss and take action to amend 2004 WIC budget and Fluoride Mouthrinsing Program budget
- 9 Discuss and take action on out-of-state travel for Human Services employee
- 10 Discuss and take action on flexible work hours scheduling
- 11 Discuss and take action on recommendation to split Health and Human Services
- 12 Discuss and take action on legislation for use of park development funds
- 13 Discuss and take action on 2005 budget guidelines
- 14 Discuss and take action on Administrative Coordinator description
- 15 Appoint county negotiating committee
- 16 Committee will convene into closed session pursuant to:
 - a. Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations;
 - b. Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property
- 17 Committee will return to open session and take action on closed session item, if required

18 Administrative Coordinators report

19 Chairman's report

20 Future agenda items

21 Set meeting dates

22 Adjourn

A quorum of County Board members may be present.

5/27

FINANCE & PERSONNEL COMMITTEE MEETING

Friday, June 4, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Purdy, Schilling, Hines and Kucinski present. Rommel was excused. Also present AC Schroeder, Corporation Counsel Lawrence, F & B Director Brickner and Kosin.

Motion by Purdy/Schilling to approve minutes of 5/14. Motion carried.

Chair Anderson called for public comment. None received.

AC Schroeder addressed the request from UW-Extension for funding for the overtime required during the Fair. In previous years the staff members had requested comp time instead of wages for the time. Motion by Purdy/Schilling to approve the funding for the overtime request for Nelson & Fritz in the amount of \$2,040 with no transfer of funds at this time. Motion carried.

Discussion of request to extend hours for the temporary employee in the Register of Deeds office. The position has been used to reduce the backlog of work and to assist because of vacancies early this year. The request from the Register of Deeds was to continue the temporary position through the end of this year with another request to follow in July to create a permanent position starting in January 2005. Some funds are available from wages for the former Register of Deeds. Hines said you could see how they are catching up on the backlog but not gaining on other office work that needs to be done. Anderson said he is hearing they are getting good results. Foley said he would be requesting a full time position for 2005. Motion by Hines/Kerr to approve a 330-hour extension at this time and review again in September. Motion carried.

Funding for fairground bleachers was discussed. This years budget included expenditure of \$56,000 assuming the fundraising arm of the Fair Department would be up and running and \$28,000 would be a match, however, the legislation to create the Fair Foundation was not yet acted upon. AC Schroeder indicated no transfer was being requested at this time but the bleachers are a safety hazard and need to be replaced at this time. No action taken. Kerr suggested that the Foundation's main goal should be to offset the cost of these bleachers.

Motion by Hines/Purdy to create 2004 Indoor Air Quality budget in the amount of \$2,000. Motion carried.

Motion by Purdy/Hines to approve increase of 2004 WIC budget by \$7,889 and 2004 Fluoride Mouthrinsing Program budget by \$21. Motion carried.

Motion by Purdy/Schilling to approve out-of-state travel to Buffalo, NY, for C. Brickner for drug court training. Motion carried.

Review of alternative work schedule proposal. Motion by Purdy/Schilling directing Administrative Coordinator to draft a flexible work hour's policy. AC Schroeder addressed the proposal with regard to FLSA status of Exempt and NonExempt employees and the need for the county to be in compliance with the regulations. He indicated the purpose of the policy is to provide some flexibility to keep the County in line with trends in employment relating to employee recruitment and retention.

Motion by Kerr/Purdy to amend the motion to direct the Administrative Coordinator to bring the draft policy back to the committee for review. Motion to amend carried. Original motion to approve carried.

Review of request to separate Public Health and Human Services department. It was recommended that the proposal go before the Human Service Board for review. Motion by Kerr/Schilling to table discussion until the next meeting. Motion carried.

Discussion of Park Use Development Fund parameters recommended by the Land Management Committee and Park Committee. The proposed parameters allow up to 10% of fees generated to go to town projects, with a maximum of \$5,000 per year in matching funds. Schilling indicated she would like to table the policy because the plan has to be consistent with outdoor recreation plan that has not yet been adopted. Motion by Kerr/Hines to approve and forward to the County Board with the contingency that the outdoor recreation plan gets approved first. There was a lengthy discussion. Motion defeated with all opposed.

Motion by Schilling/Kucinski to refer back to the Land Management and Parks committee to address concerns expressed regarding issues relating to municipality eligibility, approval process and a land acquisition plan. Motion carried.

Discussion of proposed 2005 budget guidelines. AC Schroeder addressed 5 options developed for the committee's consideration. There was a lengthy discussion. Motion by Purdy/Kerr to target levy of recommendation Option 3, allowing a 3.3% increase in the operating levy, because it reflects increased inflation over the last year. Motion by Kerr to amend the motion to require that Option 3 include 5-year plan updates. Motion dies for lack of second. Motion carried with Kucinski opposed.

RECESS

Committee discussion of the duties assigned to the Administrative Coordinator. Chair Anderson wished to stress the point that the topic of discussion was as to whether there was still a need for the position of Administrative Coordinator, and if so, what does the committee want the Administrative Coordinator to do? Anderson stated the Administrative Coordinator performs a very important function here at the County.

Review of the ordinance and discussion of duties assigned. A change to the duties could require revision of the ordinance and the position description depending upon the changes made.

Motion by Kerr/Kucinski to delay any action on the position description until the Maximus report is in. Motion carried. Purdy opposed.

Chair Anderson announced appointment of the negotiating committee as Rommel, Schilling and Anderson. This group will participate in negotiations and report back to the full Finance & Personnel Committee. AC Schroeder recommended a closed session in the near future to discuss the decision-making authority of negotiating committee.

Motion by Hines/Kerr to convene into closed session at 11:48 a.m. pursuant to Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations; and Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property. Roll call vote unanimously approved. AC Schroeder and Corporation Counsel present.

Motion by Hines/Kucinski to return to open session at 12:17 p.m. Roll call vote unanimously approved.

No Administrative Coordinator's report.

Meeting dates June 18th and July 16th, 8:00 a.m.

Chairman's report: On the June 18th agenda he would like to see a 5-year budget plan. Other agenda items were a drug court update, refill of Assist Corporation Counsel position, discussion on transfer of investment funds.

Motion by Kerr/Schilling to adjourn at 12:22 p.m. Motion carried.

FINANCE & PERSONNEL COMMITTEE MEETING AGENDA

Friday, June 18, 2004 – 8:00 a.m.

County Board Room

Revised

- 1 Call to order
- 2 Approve minutes of 6/4 meeting
- 3 Presentation on status of drug court initiative
- 4 Discuss and take action on Treasurer's report
 - review county receipt and disbursement process
- 5 Discuss and take action on refill of Assistant Corporation Counsel
- 6 Discuss and take action to separate Public Health and Human Services
- 7 Discuss and take action on alternative work schedule policy
- 8 Discuss health insurance open enrollment
- 9 Discuss county investment strategy
- 10 Discuss and take action on expanding size of Land Management Committee
- 11 Committee will convene into closed session pursuant to:
 - a. Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations; and 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations
 - b. Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property

Committee will return to open session and take action on closed session items, if required

Administrative Coordinators report

Chairman's report and Future agenda items

Set meeting dates

Adjourn

A quorum of County Board members may be present. 6/16

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, June 18, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Purdy, Kerr, Kucinski, Schilling and Hines present. Rommel was excused. Also present AC Schroeder, Corporation Counsel Lawrence, Gilles and Nellesen.

Motion by Purdy/Schilling to approve minutes of 6/4/04. Motion carried.

Judge Wing and Human Services Program Management Assistant Slaikeu were present for discussion on the status of the drug court training program. The program focuses on rehabilitation of individuals coming into the court system with substance abuse addictions.

Judge Wing explained that the final training session scheduled in New York would provide ideas for funding of the program. He indicated that the County will be prepared to implement the program as soon as funding is available and the 2005 budgets could include some form of county funding request.

Treasurer Skog was present with the financial report for the month of April. Total investments on hand in the amount of \$19,069,347.32 as of 4/30/04. Motion by Hines/Purdy to approve report. Motion carried. No discussion or action taken on the county receipt and disbursement process.

Corporation Counsel Lawrence requested approval to fill the vacant position of Assistant Corporation Counsel. Motion by Hines/Purdy to authorize refill of the position of Assistant Corporation Counsel. Motion carried.

Discussion of proposed separation of the Public Health Department and the Department of Human Services. The Board of Health and Human Services Board have both recommended the separation of the departments. Motion by Hines/Purdy to separate Public Health and Human Services and forward the recommendation to the County Board.

Hines stated there is no cost savings or proposed cost savings. The Public Health and Human Services departments are very different departments. He suggested management of the Public Health Department could be accomplished with promotions from within and downgrade to a Level 2 health department with limited loss of income. Human Services Board Chair Gilles suggested the quality of programs provided is the important factor and there was no improvement as a result of the merger. Additional information regarding the committee recommendations to dissolve the merger will be available for the County Board provided by the Board of Health Chair and Human Services Board Chair. Motion to separate the Public Health and Human Services Department carried.

AC Schroeder addressed the proposed Alternative Work Schedule Policy developed in response to discussion held at the last Finance and Personnel Committee meeting. The policy would allow some flexibility for employees while maintaining office coverage and service to the public. He indicated this information was shared at the recent department head meeting. Motion by Purdy/Schilling to recommend to the County Board the acceptance of the policy at the July meeting. Purdy withdrew motion. Motion by Schilling/Kucinski to recommend that this be presented at the next board meeting as a

first reading. Motion carried. Kerr and Purdy opposed. There will be further discussion of the policy at the next Finance & Personnel Committee meeting.

Holst arrived.

The committee reviewed a proposal for a one-time open enrollment for the health insurance plans. This would allow enrollment by employees who waived coverage at the time of hire. Members reviewed the costs associated with adding employees to the plan and requested information on what other counties do. No action taken.

Review of county investment strategy statement. There was discussion regarding a proposal that would invest a larger sum of county funds in local lending institutions. The Treasurer and Administrative Coordinator will look further into a possible modification to the investment strategy.

Chair Anderson referred Kucinski's proposal to increase the size of the Land Management Committee from three county board members to five on to the Land Management Committee for review and recommendation.

RECESS

Chair announced closed session. Motion by Purdy/Hines to convene into closed session at 10:50 a.m. pursuant to Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: grievances and 2005 contract negotiations; Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property. Roll call vote unanimously approved. Corporation Counsel Lawrence present.

Motion by Hines/Purdy to return to open session at 12:12 p.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to recommend to the County Board to proceed to sell .5 acre parcel in Trenton Township to Whipple for \$8,000. Motion carried.

AC Schroeder reviewed the proposed 2005 Budget calendar. October 1st was established as the date for the Finance & Personnel Committee Budget Review.

Meeting dates set for August 6, October 1 at 8:00 a.m.

Motion by Hines/Purdy to adjourn at 12:17 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, July 16, 2004 – 8:00 a.m.
County Board Room

1. Call to order
2. Approve minutes of 6/18
3. Treasurer's report
4. Discuss and take action on disallowance of claim for Strouf
5. Discuss minutes of county board committees
6. Discuss and take action on Park Development Fund use parameters
7. Discuss and take action to establish fees for subdivision reviews
8. Discuss and take action to create the position of Conservation Engineering Technician – Land Conservation
9. Discuss and take action to authorize wage for law enforcement temporary employee
10. Discuss and take action on alternative work schedule policy
11. Discuss and take action on open enrollment proposal
12. Discuss and take action on health insurance rates for 2005
13. Discuss and take action on new personnel for 2005
14. Committee will convene into closed session pursuant to:
 - a. Sec. 19.85(1)(e), 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances and 2005 contract negotiations; and 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations
 - b. Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property

15. Committee will return to open session and take action on closed session items, if required

16. Administrative Coordinator's report

17. Chairman's report

18. Future agenda items

19. Adjourn

A quorum of county board members may be present.

7/9

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, July 16, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Purdy, Kerr, Kucinski, Schilling and Hines present. Rommel was excused. Also present AC Schroeder, Corporation Counsel Lawrence, Gilles and Nellesen.

Motion by Purdy/Schilling to approve minutes of 6/4/04. Motion Carried.

Judge Wing and Human Services Program Management Assistant Slaikeu were present for discussion on the status of the drug court training program. The program focuses on rehabilitation of individuals coming into the court system with substance abuse addictions.

Judge Wing explained that the final training session scheduled in New York would provide ideas for funding of the program. He indicated that the County will be prepared to implement the program as soon as funding is available and the 2005 budgets could include some form of count funding request.

Treasurer Skog was present with the financial report for the month of April. Total investments on hand in the amount of \$19,069,347.32 as of 4/30/04. Motion by Hines/Purdy to approve report. Motion carried. No discussion or action taken on the county receipt and disbursement process.

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Discussion of proposed separation of the Public Health Department and the Department of Human Services. The board of Health and Human Services Board have both recommended the separation of the departments. Motion by Hines/Purdy to separate Public Health and Human Services and forward the recommendation to the County Board.

Hines stated there is no cost savings or proposed cost savings. The Public Health and Human Services departments are very different departments. He suggested management of the Public Health Department could be accomplished with promotions from within and downgrade to a Level 2 health department with limited loss of income. Human Services Board Chair Gilles suggested the quality of programs provided is the important factor and there was no improvement as a result of the merger. Additional information regarding the committee recommendations to dissolve the merger will be available for the County Board provided by the Board of Health Chair and Human Services Board Chair. Motion to separate the Public Health and Human Services Department carried.

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first reading. Motion carried. Kerr and Purdy opposed. There will be further discussion of the policy at the next Finance & Personnel Committee meeting.

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The committee reviewed a proposal for a one-time open enrollment for the health insurance plans. This would allow enrollment by employees who waived coverage at the time of hire. Members reviewed the costs associated with adding employees to the plan and requested information on what other counties do. No action taken.

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RECESS

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Motion by Hines/Purdy to return to open session at 12:12 p.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to recommended to the County Board to proceed to sell .5 acre parcel in Trenton Township to Whipple for \$8,000. Motion carried.

AC Schroeder reviewed the proposed 2005 Budget Calendar. October 1st was established as the date for the Finance & Personnel Committee Budget Review.

Meeting dates set for August 6, October 1 at 8:00 a.m.

Motion by Hines/Purdy to adjourn at 12:17 p.m. Motion carried.

REVISED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, August 6, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 7/16/04
- 3 Treasurer's report/Investments report
- 4 Discuss and take action to approve funding and staffing for children's dental program
- 5 Discuss and take action on funding for courthouse master plan
- 6 Discuss and take action on quarterly departmental budget status
 - Administration
 - Personnel
 - County Board
 - Corporation Counsel
 - Treasurer
 - Register of Deeds
 - County Clerk
- 7 Discuss county minute taking policy
- 8 Discuss and take action on pay plan interim report
- 9 Discuss and take action to refill Fair Coordinator position/job description
- 10 Discuss and take action on new positions for 2005; meet with representative of Land Conservation, Land Management and Extension
- 11 Committee will convene into closed session pursuant to:
 - a. Sec. 19.85(1)(e) Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances
 - b. Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property

12 Committee will return to open session and take action on closed session items, if required

13 Administrative Coordinator's report

14 Chairman's report

15 Future agenda items

16 Adjourn

A quorum of County Board Supervisors may be present

8/2

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, August 6, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Rommel, Kerr, Kucinski, Schilling, Hines and Purdy present. Also present AC Schroeder, Corporation Counsel Lawrence, Nellessen and Barkla. Pittman, Peterson and Gilles arrived later.

Motion by Hines/Schilling to approve minutes of 7/16/04. Motion by Purdy/Kerr to amend the minutes to include the names of board members Nellessen, Barkla, Kosin, Pittman, Holst and Larson as present at the closed session. Motion carried to amend minutes. Motion to approve minutes as amended carried.

Treasurer Skog presented the Treasurer's report with fund balances in the amount of \$18,125,483.09 as of 6/30/04. Treasurer stated the school settlements totaled approximately \$8 million.

No discussion held regarding the Institutional Capital Management report.

Motion by Purdy/Hines to approve staffing and funding for children's dental program through Public Health Department. C. Hodgson and B. Johnson were present. Hodgson addressed the program stating there are no dentists who will accept new Medicaid clients and the Rural Dental Clinic has a huge waiting list so there is no place for children to get dental care. Lack of access to dental care was also an issue identified in the 2002 Community Needs Assessment study.

In response to the need for dental care, Hodgson stated a hygienist offered services and a dentist was volunteering time. She indicated staff is trying to get grants and donated items and equipment. Some materials necessary for the program are currently in use with other programs and were purchased with existing funds or received from donations. The equipment purchases before the committee are for items that the dentist will require.

There was discussion as to why the county would not supplement costs for dental services for children instead of establishing a county service and what would happen to the program if a dentist was not available to operate the program. There were suggestions to seek interns or dental students. Also a recommendation that the Public Health Department work with community organizations to seek financial support for dental care for children eligible for dental services.

Discussion of costs for operating the program, revenues anticipated and what the Board of Health is proposing for the 2005 budget. Motion by Anderson/Kerr to amend the motion and request a full financial accounting of the 2004 dental program by March 2005 to evaluate the program. Motion carried.

The motion to create the Dental Health Program Budget for 9/1/04 – 12/31/04 in the amount of \$27,878, approve expenditure of \$17,545 for capital equipment, and authorize a wage of \$23.00 per hour for the hygienist carried.

AC Schroeder addressed the proposed master planning study to look at future use and remodeling of the courthouse and a space needs analysis of the annex and the office building. The proposal was from Kane and Johnson Architects and was a joint recommendation from the Building Committee and the Ad Hoc Facility Planning Committee. It was noted that the origin of the planning study was to consider

refurbishing the historic courthouse for the building's 100th anniversary. With the creation and appointment of the Ad Hoc Facility Planning Committee to study space needs it became apparent there was some overlap in the goals of both committees and the scope of the project was expanded.

Kane and Johnson Architects propose a three-phase project that includes: a) existing building and site analysis (Courthouse), b) needs programming and analysis, and c) concept planning, for a fee of up to \$23,200 plus reimbursable expenses. It was noted that a previous building study had been forwarded to Kane and Johnson and will reduce the cost of the proposed study but we have not been advised of the amount of savings.

There was a lengthy discussion of the master planning study proposal. Committee members and all county board supervisors were encouraged to attend the next Ad Hoc Facility Planning Committee meeting scheduled for August 23rd and provide input on what level of commitment they would have for the project.

Motion by Rommel/Hines to approve the Kane and Johnson Architect proposal parts A & B and do not allocate any additional funds at this time but release to the facility planning account the \$10,000 approved by the County Board. Motion carried.

Committee reviewed the quarterly financial reports for their standing committees. R. Foley, J. Feuerhelm and J. Brickner present. Some discussion of expenditures. Motion by Purdy/Rommel to approve quarterly financial reports for Administration, Personnel, County Board, Corporation Counsel, Property Assessment, Register of Deeds, County Clerk, Elections, Switchboard, Telephone Outlay, Tax Deed and Care of Soldiers Graves. Motion carried.

Discussion of minute taking practices in response to questions as to what is required and what is desired by supervisors. Members discussed a desire to see some kind of standardized committee and county board minutes. This might include meeting action by the county board to approve board minutes. This item will be on the next meeting agenda.

Recess at 9:35 a.m.

At 9:48 a.m. committee reconvened.

AC Schroeder addressed the Maximus pay plan interim report. C. Balzer and G. Brown were in attendance on behalf of the nonrepresented employees. Schroeder reviewed the process used by Maximus to provide the updated pay data and their recommendation to update the salary matrix to reflect market conditions. AC Schroeder also indicated that the wage information is the first part of the pay plan study and decisions to be made include whether the matrix should have 15 steps or return to the original 10 step scale and how employees would be moved onto the updated matrix.

Motion by Kerr/Purdy to table action until a full report is received. There was discussion regarding the process of evaluating employee performance, which is another component of the Maximus study. Motion to table carried.

Review of position description for Fair Coordinator. The Fair Committee made several recommendations for revision. Motion by Schilling/Hines to accept the amended job description and approve refill of the Fair Coordinator position. Motion carried.

Review of new position requests for 2005 including presentations by the Land Management Department, Land Conservation Department and University Extension.

Code Compliance Officer – Zoning – Land Management Administrator Pichotta stated the population in the county is increasing and with that come more permits,

inspections and related department activities. He also indicated that compliance has not been given the attention that it deserves. He indicated the department is reconsidering fees for permits to adjust or add to generate additional funds for this position. There is also the potential for sharing the position with the Solid Waste Department and Public Health Department.

Land Conservation Director Sander addressed the department request to increase the Computer Program Specialist by five hours per week due to increasing workload. He suggested there is the possibility that fees generated by the Engineering Technician could help fund the position.

Extension Secretary and Horticulture Educator: UW-Extension Office Chair Hass addressed the department request to increase hours for both positions. Hass cited the need for increased or expanded educational programs as justification for the increases. There is state funding for the Horticulture Educator, however, the County would need State approval to increase their proportionate share of the funding to proceed to increase the hours.

Chair Anderson invited the Sheriff, District Attorney, Register in Probate, Register of Deeds and Solid Waste Department to be present at the next Finance and Personnel Committee meeting to discuss their new position requests.

Recess.

Motion by Kerr/Schilling to convene into closed session at 11:30 a.m. pursuant to Sec. 19.85(1)(e) Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievances; and Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: sale of county property, acquisition of property. Roll call vote unanimously approved. Barkla, Pittman, Gilles and Nellessen present.

Motion by Kerr/Schilling to return to open session at 12:20 p.m. Roll call vote with unanimous approval. Motion carried.

Motion by Purdy/Hines to approve transfer of land in Gilman Township and forward the necessary legislation to the County Board for approval. Motion carried.

The next meeting: Thursday, August 26th.

Motion by Kerr/Rommel to adjourn at 12:50 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Monday, August 16, 2004 – 8:30 a.m.

Administration Conference Room

Meeting called to order by K. Schilling at 8:55 a.m. with Kucinski, Rommel, Purdy and Kerr present. Anderson and Hines were excused.

Schilling read the notice that the committee was asked to convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for Zoning Specialist. Motion by Kerr/Kucinski to convene into closed session. Roll call vote unanimously approved.

Motion by Rommel/Kerr to return to open session at 8:57 a.m. Motion carried.

Motion by Rommel/Kerr to approve Emily Lund as Zoning Specialist at Grade 10 Step 7 \$39,228 and extend the residency requirement indefinitely. Motion carried.

Motion by Rommel/Kucinski to adjourn at 8:58 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Thursday, August 26, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 8/6
- 3 Committee will convene into closed session pursuant to 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation: Holtz grievance
- 4 Committee will return to open session and take action on closed session items, if required
- 5 Discuss and take action on minute taking policy
- 6 Discuss and take action on disallowance of claim for Brekken, Bane-Bryant LLC, Regenhard
- 7 Discuss and take action on Homeland Security Grant budget equipment purchases
- 8 Discuss and take action on new position requests for 2005; meet with representatives of Sheriff's Department, District Attorney, Register in Probate, Register of Deeds and Solid Waste
- 9 Discuss and take action on Administrative Coordinator position description
- 10 Update on conflict resolution workshop
- 11 Committee will convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements and grievances

Finance and Personnel Agenda 8-26

- 12 Committee will return to open session and take action on closed session items, if required
- 13 Administrative Coordinator's report
- 14 Chairman's report
- 15 Future agenda items
- 16 Set future meeting dates
- 17 Adjourn

8/19

A quorum of county board members may be present

FINANCE AND PERSONNEL COMMITTEE MEETING

Thursday, August 26, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Purdy, Rommel and Kucinski present. Also present AC Schroeder, Corporation Counsel Lawrence, Barkla, Peterson, Holst and Kosin.

Review of minutes of 8/6/04. Motion by Kerr/Rommel to approve minutes. Motion by Purdy/Kerr to amend: Purdy and Kerr requested that all salaries for all positions used for comparisons are in the final study. Motion carried. Motion to approve as amended carried.

Chair Anderson read statutes with the intent of convening into closed session pursuant to Sec.19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation: Holtz grievance. Motion by Purdy/Rommel to convene into closed session at 8:14 a.m. Roll call vote unanimously approved. Also present Kosin, Peterson, Holst and Barkla.

Motion by Purdy/Rommel to return to open session at 9:30 a.m. Motion carried.

Pittman arrived.

Motion by Kucinski/Kerr to deny appeal of the AFSCME Courthouse grievance 04-02 as presented. Motion carried.

Review of minute taking policy. Chair encouraged the committee to delay action because additional information was being prepared. Motion by Kerr/Hines to table until 9/10 meeting. Motion carried.

Motion by Hines/Rommel to disallowance of claim for Brekken, Bane-Bryant LLC, Regenhard and forward a resolution to the County Board. Motion carried.

Review of the Emergency Management Committee request for approval of equipment to be funded through the 2004 Wisconsin Homeland Security Grant. The grant is received into the county to supply equipment for responders to mitigate a terrorism incident. Motion by Rommel/Hines to approve the purchases in the amount of \$141,484.94. Kerr reminded the committee that \$75,000 is in the 2004 budget for the fire alarm system. Motion carried.

New position requests for 2005. Sheriff Muhlhausen and Chief Deputy Gulbranson presented information regarding their request for a Patrol Officer, Recreation Safety Patrol Officer and Patrol with Assignments to Recreation Safety Patrol. Reasons presented were 1) increased requests for service, 2) unable to perform proactive policing, 3) more complicated events, 4) increased weekend community events needing police coverage. There was a lengthy discussion held.

Register of Deeds Foley addressed the department's request for a full time Document Clerk. Foley proposed that the new position could be used to assist in the Treasurer's Office during busy periods associated with tax collection. Revenues collected would offset costs to fund the position, however, there would be no increase in the fees collected.

District Attorney O'Boyle represented the office with a request for approval to increase the part time Legal Secretary to full time, an increase of .8 FTE to 1. FTE.

Register in Probate Claflin requested an increase of .1 FTE for the Deputy. This equals 182 hours per year.

Solid Waste Administrator Melstrom addressed his request for an additional laborer position.

The next meeting will include presentations of the Public Health and Human Services departments.

Kucinski excused.

Discussion held to review the Administrative Coordinator's position description. Motion by Kerr/Purdy to table action. Kerr requested that the position description and the ordinance are available for the next meeting. Motion carried.

Chair Anderson said the conflict resolution workshop concept was being researched. The workshop would be mandatory for the nonrepresented employees, elected officials and county board supervisors. This item will be on the September 10th agenda.

Chair read the statutes with the intent of convening into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements and grievances.

Motion by Hines/Kerr to convene into closed session at 12:55 p.m. Roll call vote unanimously approved.

Motion by Hines/Purdy to return to open session at 1:05 p.m. Motion carried.

Administrative Coordinator's report: Stop loss coverage was bid out for 2005 and the county was saving a substantial amount of money over the original proposal. Schroeder also reported that the September 10th agenda would include a request to discuss and take action regarding transfer from the health insurance fund to repay the General Fund.

Chairperson's report: F & B Director Brickner is working with departments to develop a budget for the Drug Court. Result of the Finance Committee meeting closed session of October 21, 2002 was been forwarded to Dunn County for investigation. The State of Wisconsin, DNR, has purchased property in Trenton Township.

Future agenda items: Request to purchase county fleet vehicle and a grievance from Teamsters Local 662.

The next meeting was scheduled for September 24th – 8:00 a.m.

Motion by Schilling/Kerr to adjourn at 1:20 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, September 10, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 8/26
- 3 Committee will convene into closed session pursuant to 19.85(1)(b), Wis. Stats., for the purpose of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member of other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held; and 19.85(b), Wis. Stats. for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body: employee grievance
- 4 Committee will return to open session and take action on closed session items, if required
- 5 Treasurer's report
- 6 Discuss and take action on sale of county property in Gilman Township
- 7 Discuss and take action on purchase of county fleet vehicle
- 8 Discuss and take action to transfer funds from Health Insurance Account to General Fund
- 9 Discuss and take action on new positions for 2005; meet with representatives of Human Services and Public Health
- 10 Review and take action on departmental budgets:
 - a. County Board
 - b. Codification of Ordinances
 - c. Other Executive-Legal
 - d. Administration
 - e. Personnel
 - f. General Administration-Postage
 - g. Indirect Cost Study
 - h. Auditing & Accounting
 - i. Insurance
 - j. Cafeteria Insurance

- k. Other Public Safety
- l. Mississippi River Parkway
- m. Land Outlay
- n. Property Acquisition/Development
- o. Building Rent
- p. Regional Planning
- q. County Office Building Bond Payment
- r. County Clerk
- s. Elections
- t. Switchboard
- u. Tax Deed Expense
- v. Care of Soldier's Graves
- w. Dog License
- x. Treasurer
- y. Assessment of Property
- z. Register of Deeds
- aa. Land Records Modernization
- bb. Corporation Counsel

- 11 Discuss and take action on Administrative Coordinator position description
- 12 Committee will convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements and grievance: grievance pursuant to Teamsters CBA
- 13 Committee will return to open session and take action on closed session items, if required
- 14 Administrative Coordinator's report
- 15 Chairperson's report
- 16 Future agenda items
- 17 Set meeting dates
- 18 Adjourn

A quorum of county board supervisors may be present

Finance and Personnel Committee Meeting
Friday, September 10, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Rommel, Purdy, Kucinski and Hines present. Also present AC Schroeder, Corporation Counsel Lawrence, Holst and Nellessen.

Motion by Purdy/Hines to approve minutes of 8/26/04. Motion carried.

Chair Anderson read the statutes to announce a request for closed session pursuant to Sec.19.85(1)(b), Wis. Stats., for the purpose of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action of any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held; and 19.85(b), Wis. Stats. for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body: employee grievance. Motion by Purdy/Schilling to convene into closed session at 8:07 a.m. Roll call vote unanimously approved. Present were Corporation Counsel Lawrence, Holst and Nellessen. J. Huppert requested that the meeting be held in closed session.

Motion by Schilling/Purdy to return to open session at 3:45 p.m. Roll call vote unanimously approved.

Motion by Purdy/Schilling based upon the evidence admitted at this hearing, allegations that the subject's actions have adversely affected morale are substantiated, and appropriate disciplinary action will be taken. Motion carried.

Motion by Hines/Kerr to discontinue agenda except for item #6. Motion carried. Motion by Hines/Kucinski to sell surplus right away in Gilman Township to Tony Huppert for \$1,100 and submit quit claim deed for this sale and forward this recommendation to the County Board. Discussion held on the recommendation from the Highway Committee. Motion carried. Purdy opposed.

Meeting scheduled for September 17th for the purpose of reviewing departmental budgets and new personnel requests.

Motion by Hines/Kerr to adjourn at 4:00 p.m. Motion carried.

AMENDED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, September 24, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 9/10/04 and 9/17/04

Committee will convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements and grievance: grievance pursuant to Teamsters CBA

- 3 Committee will return to open session and take action on closed session items, if required
 - 4 Discuss and take action on Ethics Code revisions
 - 5 Discuss and take action on temporary Document Clerk in Register of Deeds
 - 6 Discuss and take action to increase fees for on-line service – Register of Deeds
 - 7 Discuss and take action to amend Department of Land Management Fee Schedule
 - 8 Discuss and take action on conflict resolution training program
 - 9 Discuss and take action on purchase/lease of county fleet vehicle
 - 10 Discuss and take action to transfer funds from Health Insurance Account to General Fund
 - 11 Discuss and take action on county office building debt pay off
 - 13 Administrative Coordinator's report
 - 14 County Board Chairperson's report
 - 15 Future agenda items
 - 16 Set meeting dates
 - 17 Adjourn
- A quorum of county board supervisors may be present 9/17

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, September 24, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Kucinski, Rommel, Hines, Purdy and Schilling present. Also present AC Schroeder and Corporation Counsel Lawrence.

Motion by Hines/Rommel to approve minutes of 9/10 and 9/17. Motion carried.

Chair read notice of intent to convene into closed session. Motion by Kerr/Purdy to convene into closed session at 8:07 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements and grievance: grievance pursuant to Teamsters CBA. Roll call vote unanimously approved. Human Services Director R. Bicha present. Appearances by K. Hawkins and K. Thompson.

Motion by Rommel/Schilling to return to open session at 9:34 a.m. Roll call unanimously approved.

Motion by Kucinski/Schilling to deny the grievance as alleged but agree to grant Thompson 2.5 days of sick leave and restore the vacation. Motion carried. Anderson opposed.

Corporation Counsel Lawrence addressed a proposed ordinance to revise the Ethics Code regarding access to records of the Ethics Board. The recommendation from the Ethics Board would make records of their activities open to public inspection with the exception of disclosing the names of individuals and other identifying matter. Motion by Purdy/Hines to approve the recommendations of the Ethics Board and forward an ordinance to the County Board. Motion carried.

Register of Deeds Foley appeared to request an extension of a temporary Document Clerk in the office. He requested 290 hours to carry through the end of 2004. AC Schroeder advised the committee that the bargaining unit does not agree to an extension of temporary employee hours. No action taken.

Foley addressed the request for a revised fee structure for Internet access to Register of Deeds documents and images. There was also a proposed image maintenance fee. The proposed fee structure is based upon a per minute charge. Motion by Rommel/Schilling to approve the proposed fee structure and forward a resolution to the County Board. Motion carried.

Land Management Administrator Pichotta addressed a proposal to amend the Land Management Department fee schedule to make adjustment to adequately cover the recommended 75% of program costs, including code compliance and enforcement. The fee schedule had last been reviewed and revised in 2001. Motion by Kerr/Rommel to approve the proposed revised fee schedule and forward to the County Board. Purdy noted his opposition to the fees suggesting they should represent the full cost of the service provided since some municipalities have fee schedules of their own and shouldn't be subsidizing both the municipal and county services. County could carry more of their

costs through fees. Kerr suggested that the proposed fees be reevaluated in as little as six months. Motion by Purdy/Schilling to amend the motion to request LMC to present/develop a fee schedule that would pay for 100% of costs for informational purposes when the County Board considers the resolution being forwarded by the committee. Rommel, Kucinski, Hines, Anderson, Kerr opposed. Motion defeated. Original motion carried with Purdy opposed.

Discussion of conflict resolution training program proposals. Anderson addressed the four training proposals received. Motion by Purdy/Rommel to approve the proposal from Chippewa Valley Technical College. Motion carried. Training to be scheduled after January 1st.

Discussion of proposals to purchase a county fleet vehicle from 2004 budgeted funds and whether the purchase should be a sedan or a mini-van. AC Schroeder indicated the condition of the existing sedan is deteriorating and he recommended putting out bids for a full size sedan. Motion by Hines/Rommel to solicit bids for a fleet vehicle. Motion carried. Purdy opposed.

Discussion of a proposal to transfer funds to repay the general fund for actions taken between 1994 and 2001 to cover excess claims in the health insurance fund. Motion by Hines/Rommel to approve transfer of \$545,000 from the health insurance fund to the general fund to complete the repayment of loans from 1994 - 2001. Motion carried.

Discussion of proposal to pay off the Office Building bonds. Motion by Purdy/Schilling to apply funds from the general fund in the amount of \$407,000 toward payment of the office building debt and forward this recommendation to the County Board. Motion carried.

Administrative Coordinator's report: Our WCA insurance representative advised the County that we have saved \$60,000 by switching to a self-funded worker's compensation plan. Committee was also advised of personnel and staffing changes in the AFSCME Courthouse unit that resulted from the recent retrocession of a unit member.

Future agenda items: Performance evaluation of the Administrative Coordinator.

Meeting dates: October 22 and November 5 at 8:00 a.m.

Motion by Schilling/Purdy to adjourn at 11:13 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, October 1, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 9/24
- 3 Discuss and take action on 2005 new personnel requests
- 4 Review and take action on 2005 departmental budgets
- 5 Committee will convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility: Assistant Corporation Counsel and Fair Coordinator
- 6 Committee will return to open session and take action on closed session item, if required
- 7 Adjourn

A quorum of county board members may be present for this meeting.

9/27

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, October 1, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Kucinski, Schilling, Rommel and Purdy present. Also present AC Schroeder and Finance & Budget Director Brickner.

Motion by Purdy/Rommel to revise agenda items: #5 moved to #3, #3 moved to #5. Motion carried.

Motion by Purdy/Kerr to approve minutes of 9/24. Motion carried.

Chair Anderson announced request for closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility: Assistant Corporation Counsel and Fair Coordinator. Motion by Schilling/Rommel to convene into closed session at 8:07 a.m. Roll call vote unanimously approved.

Motion by Hines/Purdy to return to open session at 8:28 a.m. Roll call vote unanimously approved.

Motion by Purdy/Hines to accept the recommendation of the Hiring Board and approve Grade 16 Step 5 for Assistant Corporation Counsel candidate L. Lahti. Motion carried.

Motion by Purdy/Rommel to accept the recommendation of the Hiring Board and approve Grade 14 Step 6 for Fair Coordinator candidate A. Webb. Motion carried.

Committee reviewed proposed 2005 budgets with AC Schroeder and Finance & Budget Director Brickner. (See attached)

Review of capital equipment requests for 2005.

Review of personnel requests for 2005. Sander, Pichotta, Bicha, Gulbranson, Foley and M. Pittman present.

Bicha provided a chart of staff reductions in the Human Services Department resulting from downsizing and reorganization since 1999.

Motion by Purdy/Schilling to approve Patrol Officer. Motion defeated with Purdy and Schilling voting yes.

Motion by Kucinski/Hines to approve Recreational Patrol Officer with reduction of \$30,000 from the 2005 overtime budget in Law Enforcement. Motion carried.

Motion by Hines/Purdy to approve Reproductive Health Secretary/Bookkeeper at .6 FTE. Motion carried.

Motion by Rommel/Kucinski to approve Code Compliance Officer. Motion carried.

Motion by Rommel/Hines to approve Economic Support Specialist. Motion carried.

Motion by Purdy/Rommel to approve Long Term Support Social Worker. Motion carried with Kerr opposed.

Motion by Rommel/Purdy to approve Community Support Program Nurse. Motion carried.

Motion by Rommel/Hines to not approve the Accounting Assistant. Motion carried with Purdy opposed.

Motion by Hines/Rommel to approve Recycling Laborer. Motion carried with Purdy opposed.

Motion by Hines/Purdy that the hours for the positions of Legal Secretary, Computer Program Specialist, Deputy Register of Deeds, Document Clerk and Extension Secretary be revisited pending the outcome of contract negotiations. Motion carried.

Motion by Purdy to approve increase hours for Horticulture Educator. Died for a lack of a second. Motion by Kerr/Hines to not approve an increase in hours for the Horticulture Educator. Motion carried.

Motion by Purdy/Rommel to reduce Building Outlay Account by \$75,000. Motion carried.

Motion by Purdy/Schilling to transfer \$100,000 from the 2005 Highway Budget into Contingency. Motion carried with Kerr, Hines and Rommel opposed.

Motion by Kerr/Hines to disallow the second fleet car. Motion carried.

Motion by Rommel/Hines to reduce the number of portable and mobile radios from 12 to 6. Motion carried with Kucinski opposed.

Motion by Kucinski to reduce the number of portable and mobile radios from 12 to 4. Died for a lack of a second.

Motion by Rommel/Hines to carry over \$5,000 from Zoning into 2005 budget. Motion carried.

Motion by Rommel/Schilling to approve carry over of \$434,000 in the Property Acquisition Fund. Motion carried.

Motion by Rommel/Hines to forward a resolution to the County Board with a recommendation to approve the new positions. Motion carried.

Motion by Hines/Purdy to forward the budget to the County Board in the amount of: Operating Levy \$11,540,237, Debt Service Levy \$0, Library \$393,731, and County Aid Bridges \$200,00 and increase Contingency Fund by \$145,925 for recommended adjustments. Motion carried.

Motion by Schilling/Rommel to adjourn at 1:13 p.m. Motion carried.

10/5

Account Name	2005 Net Co. Budget Recom'd
County Board	68,660
Codification of Ordinances	3,000
Other Legal	20,000
Administration	272,105
Personnel	84,003
Other General Admin & Postage	6,836
Indirect Cost Study	7,100
Independent Accounting & Auditing	26,000
Illegal Taxes & Refunds	-
Property Tax	-
Liability Insurance	107,500
Cafeteria Insurance	3,700
Public Safety Commission	1,453
West Cap	-
Mississippi River Parkway	500
Regional Planning	21,624
Economic Development	37,310
Pierce Co. Historical Society	5,440
Partners in Tourism	26,000
Circuit Court	480,000
Law Library	9,000
Register in Probate	102,480
Family Court Commissioner	35,445
Coroner	29,018
County Clerk	105,640
Elections	12,445
Telephone	49,657
Telephone Outlay	-
Tax Deed Expenses	1,500
Care of Soldiers Graves	5,742
Data Processing	472,430
Central Duplication	28,637
Treasurer	168,980
Assessment of Property	52,278
District Attorney	139,501
Victim Witness	56,514
Corporation Counsel	252,751
Register of Deeds	212,234
Land Records Modernization	-
Surveyor	126,779
Land Mangement & Records	212,514
Geographic Information System	84,593
Land Information Grant	-
Zoning	263,745
Courthouse & Buildings	471,460
Land Outlay	15,327

Account Name	2005 Net Co. Budget Recom'd
Property Acquisition/Development	-
Fairgrounds	160,646
Building Rental-M & I	49,375
Building Outlay (NL)	128,200
Sheriff	2,859,176
Law Enforce Equip Replace (NL)	-
D.A.R.E.	48,689
Boat & Snowmobile Safety Patrol	90,784
Emergency Communications	562,857
Communication Center/911 Wireless	60,000
Correction / Detention / Jail	1,142,536
Correct / Detent / Training Aids	13,417
Canteen Fund (NL)	10,000
Jail Nurse	31,499
Local Emergency Planning	24,505
Emergency Management	46,735
XCEL Energy Reimbursement	-
Bio-Terrorism Grant	-
Emergency Medical Services	1,900
Public Health	598,169
Andersen Breast Cancer (NL)	-
C.V.S.O.	128,647
Veteran's Relief (NL)	950
County Fair	201,859
County Park	262,400
Park Development (NL)	-
Pesticide Certification	3,200
Cooperative Extension	306,270
Land Conservation	373,093
Cost Sharing (NL)	60,000
Land/Water Practice (NL)	325
Watershed Maintenance (NL)	4,000
Deer Damage	-
Soil Survey Update	-
Kinnickinnic Watershed Proj (NL)	-
Kinnickinnic Cost Sharing	-
Eau Galle Watershed	-
Fish & Game (NL)	3,185
Shooting Range	7,253
Solid Waste	72,379
Recycling Center	758,450
Clean Sweep Program	86,400
Revolving Loan	-
Community Development-Housing	-
Human Services	1,278,861
Human Service-new positions	72,810

Account Name	2005 Net Co. Budget Recom'd
Child Support	384,972
Home Care/Personal Care (NL)	45,164
Home Care-deficit through 2003	150,622
E P S D T (NL)	-
Teaching Homemaker	21,510
Reproductive Health (NL)	27,121
Birth to Three Program	40,290
WIC	-
TANFF Immunization	-
Seal A Smile	-
Fluoride Mouthrising Program	-
Radon-Environmental Health	-
DNR-Environmental Health	-
Consolidated Health Grant (CG)	15,686
March of Dimes-Folic Acid	-
Tobacco Coalition	-
Bio-Terrorism Grant	-
FACTS-Family & Community	-
WI WINS	-
Nutrition Leadership	-
Programmatic Innovation	-
Indoor Air Quality	-
Vitamin Settlement Grant	-
Dental Health	-
Car Seat	-
Office on Aging	153,940
Office on Aging Grant Funds	-
Snowmobile Trails	-
Jail Maintenance Fund	-
Data Processing Equipment Fund	-
Highway Administration	2,809,030
Dog License Trust	-
WI Fund-Zoning Aids	-
Contingency Fund	496,618
Solid Waste Facility	-
SUB-TOTAL	17,673,424
Library	393,731
Bonding Payment	-
County Aid for Bridges	200,000
TOTAL	18,267,155

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, October 22, 2004 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 10/1
- 3 Discuss and take action on Treasurer's report
- 4 Discuss and take action on Claims for Listing Dogs, Dog Damage Claims, and Care of Soldiers Graves
- 5 Discuss and take action to accept increased funding for WIC and Consolidated Contract
- 6 Discuss and take action on allocating marriage license funds to domestic abuse education program
- 7 Discuss and take action on Disallowance of Claim – Andrus, Happy Valley Homes Subdivision and Andrus Investments, Inc.
- 8 Discuss and take action to transfer jurisdictional responsibility of CTH "M"
- 9 Discuss and take action to designate the Pierce County Communications Center as the county's public safety answering point
- 10 Discuss and take action on wage increase for temporary employees in the Sheriff's Department
- 11 Discuss and take action on organizational chart and staffing plan – Public Health
- 12 Committee will convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements
- 13 Committee will return to open session and take action on closed session items, if required
- 14 Committee will convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental

body has jurisdiction or exercises responsibility: Administrative Coordinator performance evaluation, and Conservation Engineering Technician salary

- 15 Committee will return to open session and take action on closed session item, if required
- 16 Discuss and take action on Administrative Coordinator position description
- 17 Administrative Coordinator's report
- 18 County Board Chairperson's report
- 19 Future agenda items
- 20 Adjourn

10/15

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, October 22, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Kucinski, Rommel, Purdy, Schilling and Hines present. Also present AC Schroeder. Corporation Counsel Lawrence was excused.

Motion by Purdy/Schilling to approve minutes of 10/1. Motion carried.

Treasurer's report with P. Leland Skog. Balance on hand as of 9/30/04 in the amount of \$16,616,578.87. Motion by Kerr/Hines to approve report. Motion carried.

Review of claims for the listing of dogs, dog damage claims and the care of soldier's graves. County Clerk Feuerhelm was present to answer questions. Motion by Hines/Rommel to approve claims for listing dogs in the amount of \$1,980 and forward a resolution to the County Board with a recommendation for approval. Motion by Hines/Kerr to approve a dog damage claim for Lawrence Huppert in the amount of \$60 and forward a resolution to the County Board with a recommendation for approval. Motion carried. Motion by Hines/Rommel to approve funds for care of soldier's graves in the amount of \$5,880 and forward a resolution to the County Board with a recommendation for approval. Motion carried.

Motion by Purdy/Hines to accept increased funding for WIC in the amount of \$3,907 and Consolidated Contract incentive dollars in the amount of \$2,712. Business Manager Johnson and Interim Director Hodgson present to address the proposed budget amendments related to receipt of the funds. AC Schroeder advised that the proposal for expenditure included purchase of furniture and it had not been included in any previous departmental requests. Hodgson indicated that the equipment replacement included ergonomic updates and safety improvements. The State has advised the County that the funds could be used for these purposes. There was not a method of applying these funds to direct client care. Motion to amend the budgets and accept the funds carried.

Discussion of a recommendation from the Human Services Board for the County to designate a portion of marriage license fees to Turning Point, Inc. to provide services for victims of domestic abuse. County Clerk Feuerhelm indicated that the current license fee is \$70, with \$25 mandated to State of WI and \$25 to mediation fees in Human Services. The remaining funds are returned to the general fund. It was noted that the Office on Aging has made contributions toward Turning Point in the past with unexpended grant money.

Margaret Baldwin represented Turning Point, Inc. in making a plea that the committee authorize some type of funding. Ms. Baldwin stated that St. Croix had discontinued their funding in 2004 in the amount of \$6,000.

Rommel said the Human Services budget did not have funds for support of Turning Point and have challenges of their own and a funding decision belongs with the Finance and Personnel Committee. He indicated that Turning Point, Inc. is serving individuals that could become clients of Human Services.

Kucinski suggested that the county commit to an annual allotment. Discussion as to whether the funding should come through the Human Services budget or another source.

Motion by Rommel/Purdy to allocate \$5,000 from the contingency fund to the Human Services budget for the purpose of purchasing domestic abuse educational services from Turning Point, Inc. Motion by Kucinski/Kerr to amend to allocate \$2,500 for this purpose. Purdy, Schilling and Hines opposed. Motion to amend carried. Motion to allocate funds from the contingency fund to Human Services budget for Turning Point, Inc. carried.

Discussion of disallowance of claim regarding Doug Andrus, Happy Valley Homes Subdivision and Andrus Investments, Inc. Motion by Purdy/Rommel to disallow claim and forward a resolution to the County Board with a recommendation for approval. Motion carried.

Discussion of Highway Committee recommendation that the county board take action to correct inconsistencies and errors with the ownership of CTH "M" along the Pierce/St. Croix County line. Motion by Hines/Kucinski to approve transfer of a section of CTH "M", from CTH "F", east to Dry Run Road, from St. Croix County to Pierce County, and a section from Dry Run Road, east to Meadows Drive, from St. Croix County to the City of River Falls and forward a resolution to the County Board with a recommendation for approval. Motion carried.

Sheriff Muhlhausen and Lt. Knoll present to request that the County take action to designate the Communications Center as the Public Safety Answering Point (PSAP) in response to Act 48. Act 48 creates a funding mechanism for a cost recovery system to pay for implementation of an enhanced 911 system for identifying and locating call originating from cell phones. If the Communications Center is designated as the PSAP it will establish the county's eligibility for grant application and reimbursement of costs associated with the enhanced 911 system. Motion by Kerr/Kucinski to designate the Communications Center as the Public Safety Answering Point and forward a resolution to the County Board with a recommendation for approval. Motion carried.

Sheriff Muhlhausen addressed the request for approval for an increased wage for temporary employees in the Law Enforcement. Each of the temporary employees is a certified law enforcement officer. Motion by Purdy/Kucinski to approve wage of \$10.80 per hour for Giles, Kowach and Henneman, effective 10/24/04. Motion carried.

Review of an organizational chart for the restructuring of the Public Health Department was presented on behalf of the Public Health Department and Board of Health. Interim Director Hodgson was present and reviewed the proposal with the committee. The proposal recommended that the Director position would be renamed the Director/Health Officer of Public Health and Home Care. The Home Care Manager would be vacated and transitioned into the Assistant Director position. The position of Home Care Lead Nurse/Coordinator would be reserved depending upon future growth in the Home Care program. Motion by Purdy/Hines to accept organizational chart as presented. Motion carried. The Board of Health will prepare position descriptions and return to the Finance and Personnel Committee with a request for approval.

Review of request to approve change in the Health Department staffing plan to create Environmental Health Technician and delete Medical Data Processor. Hodgson and B. Johnson addressed changes being proposed. Motion by Purdy/Hines to approve the position description for Environmental Health Technician, negotiate the wage and refill. Motion by Kerr/Purdy to amend the position description: Licensed Establishment Record Management delete "Development" of Access database and insert "maintenance

and development with assistance of Data Processing Department”, and in Position Summary strike “development” of Access/Excel databases. Motion to amend carried. Motion to approve position description, establish wage and refill carried.

Motion by Purdy/Kerr to convene into closed at 9:55 a.m. pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Purdy/Hines to return to open session at 10:40 a.m. Roll call approved.

Motion by Purdy/Schilling to approve settlement offers for AFSCME Courthouse, Highway and Human Services Support Staff and forward to the County Board with a recommendation for approval. Kerr and Kucinski opposed. Hines abstained. Motion carried.

Motion by Purdy/Kerr to convene into closed session at 10:42 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance evaluation, and Conservation Engineering Technician salary. Roll call vote unanimously approved.

Motion by Kerr/Purdy to return to open session at 1:35 p.m. Roll call vote approved.

Motion by Purdy/Hines to accept the recommendation of the Hiring Board and approve the wage of Grade 11 Step 6, \$38,699 for Conservation Engineering Technician candidate Timothy Popple. Motion carried with Kerr abstaining.

Motion by Hines/Schilling to accept the offer of resignation for the Administrative Coordinator and honor the agreement as presented. Motion carried.

The November 5th agenda will include discussion and action on the Administrative Coordinator position description.

AC Schroeder reported that the Revolving Loan Fund Committee will be meeting on October 27th and Bob Moore, ICM, will be present at the November 5th meeting with the investment report.

The committee was advised that the next meeting will be held in the Multipurpose Room as a result of the election canvassing that is scheduled for the Board Room on November 5th.

The conflict resolution training has been scheduled for Thursday, January 13th, 1:30 p.m. to 4:30 p.m. and on Tuesday, January 18th from 6:00 p.m. to 9:00 p.m. Notices will be sent to all county board supervisors, elected officials and nonrepresented employees.

Motion by Kerr/Schilling to adjourn at 1:45 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, November 5, 2004 – 8:00 a.m.

Office Building - Multipurpose Room

1. Call to order
2. Approve minutes of 10/22
3. Discuss and take action on Treasurer's report
4. Bob Moore, Institutional Capital Management, will review the investment report
5. Discuss and take action on minute taking policy
6. Discuss employee evaluations
7. Discuss and take action on purchase of County fleet vehicles
8. Discuss and take action on job description for Administrative Coordinator
9. Discuss and take action to appoint temporary Administrative Coordinator
10. Discuss and take action to refill position of Administrative Coordinator
11. Committee will convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public Properties, the investing of public funds, or conducting other specified public Business, whenever competitive or bargaining reasons require a closed session, And 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract Matters under the collective bargaining agreements
12. Committee will return to open session and take action on closed session items, if Required
13. Administrative Coordinator's report
14. County Board Chair's report
15. Future agenda items
16. Set future meeting dates

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, November 5, 2004 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Rommel, Schilling, Kerr, Kucinski, Purdy and Hines present. Also present AC Schroeder and Corporation Counsel Lawrence.

Motion by Hines/Schilling to approve minutes of 10/22. Motion carried.

Chair Anderson announced that the Treasurer's report would not be presented as it was too early for investment data.

Bob Moore, Institutional Capital Management, reviewed the investment report. Moore recommended that the County do a cash flow study within a short time because this has not been done for a period of time. From this information, ICM would generate a model portfolio. Moore will meet with Treasurer Skog to prepare the cash flow study data. This information would be available within a very short time.

Chair Anderson asked for consideration to revise the agenda. Motion by Purdy/Hines to table #5 regarding minute taking policy until the next meeting.

Discussion by the committee as to whether the County should develop and implement a standard employee evaluation policy for represented employees. The Personnel Coordinator was directed to gather evaluation information and sample forms that could be used for performance reviews.

Committee reviewed a proposal to purchase a second fleet vehicle that would be made available for use by represented employees. Motion by Kerr/Schilling to approve purchase of an additional fleet vehicle at the cost of \$11,558. Motion carried. Purdy opposed.

Review and discussion of the job description of Administrative Coordinator. Chair indicated that revision to the description would require a recommendation from the committee and would need to be presented to the county board for their approval. Purdy briefly addressed a proposal he had prepared. Hines suggested the committee must consider the needs of the county and not necessarily make revisions to only the administrative coordinator duties. Purdy noted that the review must include all of the responsibilities associated with the administration of the county. Anderson cautioned that the revisions be done carefully. Personnel Coordinator was instructed to provide a copy of the 1997 *Organization, Management, and Staffing Study of Pierce County's Administrative Service Areas and Committee Structure* to all members of the county board for their review at the November 9th County Board meeting.

Motion by Hines/Schilling to appoint County Board Chairman Ron O. Anderson as temporary Administrative Coordinator effective at the close of business on 11/12/04 and be in effect until refill of the Administrative Coordinator position or further action of the County Board and forward this recommendation for approval. Motion carried.

Motion by Kerr/Rommel to convene into closed at 9:23 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and

111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Purdy/Hines to return to open session at 9:45 a.m. Roll call vote unanimously approved.

Administrative Coordinator's report: AC Schroeder informed the committee that the pay for nonrepresented employees would be a future topic. He encouraged the committee to get advice from professionals regarding pay plans and the purpose of a plan. He stated there are very valid reasons for having a sound pay plan and it is very important to have good managers and the ability to retain them. The County must be able to negotiate with managers on hire and to show them a plan of salary progression to entice them to stay.

County Board Chair Anderson thanked Administrative Coordinator Schroeder for his service to the county.

Administrative Coordinator Schroeder offered several comments regarding current issues before the Board indicating his observation that boarding of prisoners is less expensive than staffing and building a new jail. He noted that staffing a new facility would add cost. The County should consider consolidation with other counties to address the problem.

Schroeder also suggested that it is very important for the county board to examine all functions done by the county and determine which ones are still viable and which may have outlived their usefulness. He encouraged the oversight committees to provide leadership to evaluate all programs to make certain there are none that are sliding along on inertia but don't serve any current purpose for the citizens.

County Board Chair announced the County had received a dividend check from Wisconsin County Mutual Insurance Corporation for 2003 in the amount of \$30,696. The dividend amount was based upon premiums, investment and loss results.

Future meeting dates: November 29, December 10, and December 30, all starting at 8:00 a.m.

Future agenda item: Greg Flogstad, Director, Mississippi River Regional Planning Commission, will address the committee on the 2004 Comprehensive Economic Development Strategy Report (CEDS).

Motion by Purdy/Kerr to adjourn at 10:08 a.m. Motion carried.

REVISED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, November 29, 2004 – 8:00 a.m.
County Board Room

1. Call to order
2. Approve minutes of 11/5/04
3. Treasurer's report
4. Greg Flogstad, Mississippi River Regional Planning Commission, will address the economic development report
5. Discuss and take action on CDBG applications for Skogen and Richardson
6. Discuss and take action on performance evaluation policy for represented employees
7. Discuss and take action to approve position description for Administrative Coordinator
8. Discuss and take action on position description for Psychiatric Nurse – Community Support Program
9. Discuss and take action on lease renewal for Dennis Olson
10. Discuss and take action to authorize sale of county-owned vehicle
11. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements
12. Committee will return to open session and take action on closed session items, if required
13. Administrative Coordinator's report
14. Future agenda items
15. Adjourn

A quorum of county board supervisors may be present

11/23

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 29, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy, Rommel and Kucinski present.

Motion by Purdy/Rommel to approve minutes of 11/5. Motion carried.

Treasurer's report with P. Leland Skog. Fund balances were reviewed. Skog indicated they were collecting information for the cash flow analysis. Anderson advised the committee that he would speak with the department heads at their next meeting to request that they keep the Treasurer's Office up-to-date on any sizeable anticipated expenditures for the next month. Also discussion about revenues that arrive electronically in the Treasurer's Office without any indication of the department or fund to which they are to be credited and the time required to track down the fund that is to be credited.

Greg Flogstad, Director, Mississippi River Regional Planning Commission, was present to address the Comprehensive Economic Development Strategy (CEDS). He indicated that the report had been prepared since 1977 for the nine county region. The report analyzes data and prepares recommendations that qualify the county and all municipalities for economic development funds, business loans, and technical research grants. Motion by Purdy/Kerr to accept the Comprehensive Economic Development Strategy (CEDS) report and forward a resolution to the County Board for approval. Motion carried.

Revolving Loan Fund member Rommel explained two Community Development Grant Fund loan applications that had been processed by their committee. Jay Richardson and John Skogen were requesting funds through the Milk Volume Production (MVP) Program. Jay Richardson present.

Flogstad explained that this is state program that is aimed at maintaining the dairy farming industry. He stated that other businesses can apply for CDBG funds for other purposes, however, this is just one type of loan funding available through this state program. There is no County money involved but the PC Economic Development Corporation administers the fund.

Land Conservation Director David Sanders was present and suggested that his department do a review of the applicants compliance with the funding requirements.

Motion by Rommel/Kerr to accept the recommendation of the Revolving Loan Fund Committee and approve CDBG applications for Skogen and Richardson and forward a resolution to the County Board with a recommendation for approval on a first reading. Motion carried.

Discussion of performance evaluations for employees. It was noted that the reason this topic was up for discussion is because there are some employees who are evaluated and some are not. There was discussion of the forms being used at this time for nonrepresented employee evaluations. Goal setting was discussed. There was a suggestion that the performance evaluations for the department heads should go before the County Board. Also comments that newly elected committee members find it

difficult to evaluate the department heads because they are not familiar with their past performance.

Chair Anderson suggested that a committee be selected to evaluate performance evaluation systems and recommended Purdy, Kerr and Personnel Coordinator Langer. Motion by Kusuncki/Schilling to accept the recommendation of the Chair and approve the committee of Kerr, Purdy and Langer to review performance evaluation forms and procedures and make recommendations to the full committee. Motion carried.

Chair suggest that a committee be selected to make recommendations regarding the position description for administrative coordinator. Anderson reported he had recently met with department heads for input on the duties that should be assigned to the administrative coordinator and he provided the committee what his findings from that meeting.

Chair Anderson recommended Rommel, Kucinski and Schilling to serve on the subcommittee to review and make recommendations regarding the duties of the administrative coordinator. Motion by Kerr/Hines to approve the appointments. Motion carried.

Review of position description for new position of Psychiatric Nurse – Human Services that had been approved for 2005 by the County Board. Motion by Rommel/Schilling to approve the position description and authorize the Administrative Coordinator to negotiate the wage. Motion carried.

Review of lease renewal for Dennis Olson. Hines suggested that through mutual agreement the County retain rights to approximately 3 acres to dispose of manure from the Fair activities. It was decided that Lawrence, Hines and David Sander meet with Lessee and report back to the committee at their 12/10 meeting.

Motion by Purdy/Hines to authorize sale of 1995 Ford county-fleet vehicle as surplus equipment through a sealed bid process. Motion carried.

Chair called for closed session. Motion by Purdy/Schilling to convene into closed session at 9:40 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Barkla present. Kucinski excused.

Motion by Purdy/Kerr to return to open session at 10:10 a.m. Roll call vote approved.

Motion by Purdy/Rommel to accept the proposed union settlement offer with Teamsters Local 662 – Human Services Professionals. Motion carried.

Future agenda item: appointment of a committee to review county policies.

Motion by Schilling/Purdy to adjourn at 10:23 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, December 10, 2004 – 8:00 a.m.

County Board Room

1. Call to order
2. Approve minutes of 11/29
3. Discuss and take action on leave of absence for Deputy Court Clerk and Register of Deeds Document Clerk
4. Discuss and take action to pay out accumulated vacation for Register of Deeds Document Clerk and Deputy Court Clerk
5. Discuss and take action on position descriptions for Director/Health Officer of Public Health and Home Care and Assistant Director/Health Officer 2
6. Discuss and take action on request to revise staffing plan to activate CYF Supervisor position and delete Social Worker position
7. Discuss and take action to implement 40-hour workweek for LCD Computer Program Specialist
8. Discuss and take action to implement 40-week workweek for Law Enforcement Secretary
9. Discuss and take action to create and fund the Drug Court program
10. Discuss and take action on lease for Dennis Olson
11. Discuss and take action to appoint committee to study County ordinances and policies
12. Committee will convene into closed session pursuant to Sec. 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved: Kraemer Company LLC v Pierce County Board of Adjustment
13. Committee will return to open session and take action on closed session items, if required
14. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements

15. Committee will return to open session and take action on closed session items, if required
16. Administrative Coordinator's report
17. Future agenda items
18. Set meeting dates
19. Adjourn

12/6

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, December 10, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy, Rommel and Kucinski present. Also present Corporation Counsel Lawrence.

Motion by Purdy/Rommel to approve minutes of 11/29. Motion carried.

Chair announced he would amend the agenda to move #7 and #10 up on the agenda for action. Motion by Hines/Rommel to approve the revision. Motion carried.

Land Conservation Director Sanders addressed the department request to increase the hours for LCD Computer Programmer. Motion by Kerr/Rommel to authorize an increase in hours from 35 to 40 hours per week effective January 3, 2004. Motion carried.

Hines reported that he had been in contact with Dennis Olson on the lease agreement and Olson was agreeable to setting aside the 3 acres for County use at Fair time. Motion by Hines/Purdy to approve renewal of the lease with the County for 15.8 acres at \$55 per acre and to retain rights to 3 acres for the purposes of spreading manure and bedding from the Pierce County Fairgrounds. Motion carried.

Motion by Rommel/Purdy to approve leaves of absence effective 1/3/05 through the last day before the first Monday in January 2007 for Vicki J. Nelson and Margaret Feuerhelm pursuant to Article 7, Section 4 of the AFSCME Courthouse bargaining unit contract. Motion carried.

Motion by Rommel/Schilling to approve pay out of vacation for Vicki J. Nelson for approximately 13.5 days and Margaret Feuerhelm for approximately 1 day. Motion carried.

Review of position descriptions created for the positions of Director/Health Officer of Public Health and Home Care and Assistant Director/Health Officer 2. C. Hodgson was present. Committee members were provided with a revised description that had been created since the original before them for consideration had been approved by the Board of Health. Motion by Purdy/Hines to approve the revised position descriptions. Discussion continued regarding the revisions that were being presented for consideration. Motion withdrawn with no objection. Motion by Hines/Purdy to return the revised position descriptions to the Board of Health for their approval. Kerr requested a copy of the previous organizational chart and position descriptions. Motion carried.

Review of request from the Sheriff's Department to increase the Law Enforcement Secretary from 35 to 40 hours per week effective 1/3/05. Motion by Kucinski/Kerr to forward the request to the Law Enforcement Committee for a recommendation. Motion carried.

Chair Anderson stated that county policies are in need of review and update and recommended that a committee be appointed to study this and make recommendations to the full committee. Chair recommended a 5-person committee consisting of two County Board members, legal counsel, personnel representative and one member of a bargaining unit. Chair also reviewed several other administrative matters related to the ad hoc committee. (See attached.) Motion by Purdy/Kucinski to approve the ad hoc Policy Update Committee and accept the recommendations of the County Chair by appointing Barkla, Mulhern, Brad Lawrence, Sandra Langer and Charm Neeley. Motion carried.

Human Services Director R. Bicha was present to address a request for approval to create a Revolving Loan Fund for Drug Court. Kucinski expressed concern that the

Court will require the participant to reimburse the fund or lose eligibility for Drug Court phase advancement and/or graduation. He stated he felt this requirement will not work because the participants need services and treatment and when they are unable to pay, it will deplete the fund. Motion by Kucinski/Rommel to approve the program and create a drug court budget in fund 212 effective 1/1/05, transfer \$15,000 from the contingency fund into the budget with the stipulation that the Finance and Personnel Committee receive quarterly reports on the program. Motion carried.

The committee selected December 17 – 8:00 a.m. to hold a special meeting to discuss several issues.

R. Bicha addressed the Human Services request to fill the dormant position of CYF Supervisor and delete an inactive position of social worker. Motion by Rommel/Purdy to approve and refill the position of CYF Supervisor and delete a social worker position and approve the revised staffing plan with these changes. Motion carried.

Recess.

Motion by Rommel/Schilling to convene into closed session at 9:30 a.m. pursuant to Sec. 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved: Kraemer Company LLC v Pierce County Board of Adjustment. Roll call vote unanimously approved. Land Management Administrator Pichotta present.

Motion by Rommel/Purdy to return to open session at 9:50 a.m. Motion carried with roll call vote.

Motion by Rommel/Kerr to appeal decision in Kraemer Company LLC v Pierce County Board of Adjustment. Motion carried.

Motion by Rommel/Hines to convene into closed session at 9:51 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Hines/Kerr to return to open session at 10:10 a.m. Motion carried with roll call vote.

Interim Administrative Coordinator/Board Chair report: Anderson expressed his appreciation for all of the staff assistance he is receiving as Interim Administrative Coordinator. He also announced there is a department head meeting scheduled for 12/15 and there will be discussion regarding the adjusted work schedule policy implementation. He offered further updates on current job postings, and his work with other counties toward combining of services.

Chair Anderson asked if the Administrative Coordinator Duties Study group will be prepared to bring something to the full committee on the 30th.

Future agenda items: proposal for nonrepresented employee wage/benefits adjustments for 2005 will be on the agenda for the 17th; establish a list of goals/objectives to go the county board for information.

Meeting dates set for January 7 and January 21 at 8:00 a.m.

Motion by Schilling/Hines to adjourn at 10:35 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, December 17, 2004 – 8:00 a.m.

County Board Room

1. Call to order
2. Discuss and take action on position descriptions for Director/Health Officer of Public Health and Home Care and the Assistant Director/Health Officer 2 and establish salary grades for same *Revised on 12/30/04*
3. Discuss and take action on increase in hours for Law Enforcement Secretary
4. Discuss and take action on increase in hours for Legal Secretary – District Attorney's Office
5. Discuss and take action on wages and benefits for 2005 for nonrepresented employees
6. Committee will convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: payment of employee wages
7. Committee will return to open session and take action on closed session item, if required
8. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements
9. Committee will return to open session and take action on closed session items, if required
10. Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, December 17, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Purdy, Rommel and Kucinski present. Hines arrived late. Also present Corporation Counsel Lawrence.

County Board Supervisor and Dairy Cooperative Director Pittman offered comments with regard to the agenda items addressing the Milk Volume Production program loans for Richardson and Skogen. He recognized the importance of the two CDBG loan applications that were to be considered by the County Board at their December 21 meeting, however, he stated that as a member of the Land Conservation Committee he was aware that the applicants must have conservation plans in order and at this time there are a few items of concern. He felt that verification of the applicants compliance could be ironed out by January but he encouraged the committee to not take action in December but rather to allow the Land Conservation Department to do their job. He cited a previous bad experience with compliance and suggested the County needed some leverage to assure compliance.

Motion by Schilling/Purdy to amend the agenda and proceed to item #3 until arrival of Board of Health Chair Hines for discussion and action on item #2. Motion carried.

Review and discussion of the request from the Law Enforcement Committee to increase the hours for the Law Enforcement Secretary from 35 to 40 hours per week. Confidential Administrative Assistant K. Sjostrom was present and provided information in support of their request. Motion by Purdy/Rommel to approve the request to increase the hours for the Law Enforcement Secretary from 35 – 40 hours per week effective 1/3/05. No funds are to be transferred at this time. Motion carried.

Review and discussion of request from the District Attorney to increase the hours for the department's part time Legal Secretary. District Attorney O'Boyle was present and provided information in support of their request. Motion by Purdy/Rommel to approve the increase in hours for the part time Legal Secretary from 28 hours to 35 hours per week effective 1/3/05. No funds to be transferred at this time. Motion carried.

Hines arrived.

Review of revised position descriptions for Director/Health Officer of Public Health and Home Care and the Assistant Director/Health Officer 2 for the purpose of establishing the pay Grade. Interim Health Director Hodgson was present. Board of Health Chair Hines noted that the position of Public Health Director had been established at Grade 19 while the position of Public Health Supervisor, classified as part of the merger of Human Services and Public Health and no supervisory responsibility for the WIC program, was a Grade 17. Hines stated he was recommending Grade 19 or 20, noting that the new position will run the entire department including WIC and Home Care. He also stated that the Health Officer responsibilities have grown substantially.

Purdy stated that the Health Officer responsibilities are overwhelming and this fact had not brought forward in previous communications and position advertising. He compared the responsibilities of the Human Services Director to that of the Health Officer in magnitude. He also stated that the training requirements for this position are

higher than those for the position of Highway Commissioner. He suggested that the Grade should be the same as that of Director of Human Services. Brief discussion regarding the number of people supervised by the Human Services Director and the number that will be supervised by the Director/Health Officer. It was also noted that the Human Services Department expends approximately \$8 mil per year and the Health Department budget is approximately \$1.6 mil per year.

Rommel asked if the Board of Health had come up with a recommendation regarding the Grade placement. He was advised that they had not discussed this. Rommel asked if it was the position of the Board of Health to open the new position to recruitment from the public. Hines stated the Board wanted to place candidates internally. Anderson stated that at the next Finance and Personnel Committee meeting on December 30 the decision would be made whether to hire from within or advertise.

There was a lengthy discussion regarding the educational requirements for the position of Director. It was noted that the State will grant a waiver on the MS degree if you hire internally and the employee goes forth and gets the required credits within a certain period of time. The statutes require that a Public Health Director must have the MS degree and 3 years experience or a BS degree with 16 MS degree credits and 5 years of experience.

Motion by Purdy/Hines to approve the job description for Director/Health Officer. There was discussion regarding the difference in the funding between a Level III and a Level II department and it was determined it was less than \$3,000 per year. The Board of Health wants to retain the Level III department. Motion by Kerr/Hines to amend the job description educational requirements to a BS degree and 16 grad credits, with the MS degree to be achieved prior to the department's next audit by the State. Kerr/Hines withdrew their motion and moved to amend the original position description to state that whoever the County hires must satisfy the State requirements to maintain a Level III department. Motion to amend carried. Motion to approve job description with amendment carried.

Review of position Grade placement. Motion by Hines/Kerr to establish at Grade 20. Purdy stated he felt the position had more responsibility than that of Highway Commissioner and Corporation Counsel and being the Health Officer is a huge responsibility. Rommel called for the question. Motion carried. Purdy opposed.

Review of position description for Assistant Director/Health Officer 2. Motion by Purdy/Hines to approve position description. Motion carried.

Review of pay Grade for Assistant Director/Health Officer. Motion by Purdy for Grade 18. No second. Motion by Hines/Purdy to place at Grade 17. Hines stated the carries quite a bit of experience in absence or vacation of the Director and we basically need someone who is capable to go in there and carry the ball in situations like we are trying to do today. Purdy noted this person would also step in for the Health Officer. Kerr stated he saw the position as Grade 16. Motion carried. Kerr opposed.

Discussion of a compensation proposal for the nonrepresented employees for 2005. Lundgaard, Brown and Balzer were present as the employees who have worked with the negotiation subcommittee to come up with a wage and benefits proposal.

The Negotiations Sub-committee made the following compensation proposal for consideration by the Finance and Personnel Committee:

- 1) The current salary matrix would be modified:

- a) Remove Steps Min through Step 5
 - b) Delete Steps 6, 8, 10, 12 and 14 and retain Steps 7, 9, 11, 13 and 15 to create a 5 Step plan
 - c) Award a 2% adjustment to the 5 Step matrix
- 2) Increase nonrepresented employee longevity to \$40 per year following 3 years of service
 - 3) Develop and implement a merit performance evaluation system
 - 4) Future review and analysis of position Grade placements
 - 5) Add dental coverage with premiums paid by the employee.
 - 6) Increase lifetime health insurance maximum to \$2,000,000 per individual.

There was discussion regarding the proposal including comments about a merit based performance evaluation and consideration for future analysis of position Grade placement.

Balzer spoke on behalf of the nonrepresented employees and in support of the compensation proposal being considered by the committee. He stated he could see some difficulty with a committee performing a service that Hay or DMG had previously been hired to do such as determining position Grade levels. He suggested that the County consider an objective outside firm to get an evaluation process that the Board and committee would approve of. Anderson advised the committee that he had contacted an individual to speak on these topics at the 30th meeting.

Motion by Hines/Schilling to accept the proposal of the Negotiation Subcommittee and forward a resolution to the County Board. Motion carried with Kerr, Purdy and Kucinski opposed.

Kucinski excused.

Motion by Hines/Schilling to convene into closed session at 10:40 a.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: payment of employee wages due. Roll call vote unanimously approved.

Motion by Rommel/Hines to return to open session at 10:55 a.m. Roll call vote approved.

Motion by Rommel/Purdy to pay Property Lister \$2,200.10 for overtime hours and comp time earned during 2004, plus fringe benefits, and transfers funds from Contingency Fund if required. Motion carried.

Motion by Hines/Schilling to convene into closed session at 10:57 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Hines/Schilling to return to open session at 11:20 a.m.

Motion by Hines/Rommel to adjourn at 11:20 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Thursday, December 30, 2004 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 12/10 and 12/17
- 3 Public comment
- 4 Treasurer's report
- 5 Discuss and take action to authorize increase in hours for Property Lister
- 6 Discuss and take action to authorize increase in hours for Zoning Secretary and Planning Secretary
- 7 Discuss and take action to authorize increase in hours for Administrative Support staff in Human Services
- 8 Discuss and take action regarding position description for Zoning Specialist/Code Compliance Officer and authorize filling position
- 9 Discuss and take action to authorize filling position of Director/Health Officer of Public Health and Home Care and position of Assistant Director/ Health Officer 2
- 10 Update and discussion of CDBG for Milk Volume Production: Jay Richardson and John Skogen
- 11 Take action on sealed bids for sale of County vehicle
- 12 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements
- 13 Committee will return to open session and take action on closed session items, if required
- 14 Interim Administrative Coordinator/County Board Chair report
- 15 Future agenda items

16 Discuss and set meeting dates for January

17 Adjourn

12/22

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Thursday, December 30, 2004 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Rommel, Hines, Schilling and Kucinski present. Purdy and Lawrence were excused.

Review of minutes of 12/17. Motion by Hines to amend regarding the discussion of educational requirements for a Public Health Director to indicate that the County has been granted a waiver by the State for the Interim Health Director regarding the MS degree and it will continue. Hines further amended to indicate that the difference in funding from a Level II department to a Level III is approximately \$4,300 per year and not \$3,000 and to approve as amended. Kerr seconded the motion to amend and to approve with the corrections. Motion carried.

Chair Anderson called for public comment. There was none.

Treasurer's report with Treasurer Skog. Funds on hand as of 11/30/04 were \$15,974,574.26. Discussion of transferring additional funds to ICM from FNB River Falls.

Review of request from Treasurer to increase hours for Property Lister from 35 to 40 hours per week. The summary of department activities indicated that there has been an increase in land development and there is always a need to assist the municipal officials with the tax process. Motion by Hines/Schilling to approve the increase in hours for Property Lister from 35 to 40 hours per week effective 1/3/05. Motion carried.

Land Management Administrator Pichotta appeared to address the department's request to increase the hours for the Zoning Secretary and the Planning Secretary for 2005. The request was based upon the increase in permitting activity throughout the years. Pichotta was asked if an alternative work schedule feasible to cover the additional hour per day. He indicated that would not be a solution when working with the public and the office is open 8 hours per day. He further stated that comp time is being accrued at this time because of permitting activity.

Discussion of the department's priority if only one position is approved for the increase in hours. Pichotta responded that the Zoning Secretary would be the priority request, however, the department will still run into some issues. He indicated that there are fees and revenues generated by these positions to offset costs.

Motion by Kerr/Schilling to approve increase in hours for Zoning Secretary from 35 to 40 hours per week effective 1/3/05 and review additional information prepared to support of any future increase in hours for additional staff. Motion carried.

Motion by Hines/Schilling to amend the agenda to move item #8 to address the position description for Code Compliance Officer. Motion carried.

Pichotta addressed the proposed position description for the newly created position of Code Compliance Officer. He stated the position emphasis is code enforcement. He indicated that the Land Management Committee had approved the position description, stipulating that although changes and editing may be necessary, re-approval by their committee would not be necessary. With that in mind, after additional review he was recommending that the following duties be added to bullet #3: "Coordinates and cooperates with the Departments of Land Conservation, Solid Waste,

and Public Health on enforcement issues, as directed". Motion by Kucinski/Kerr to include as additional bullet under *Judgement and Situational Reasoning Ability*: "Possession of the people skills necessary to solve issues and problems relating to code violations (diplomacy, persuasion, foresight, fairness, conflict resolution)."

Motion by Rommel/Hines to approve as amended and authorize recruitment for the position of Code Compliance Officer. Motion carried.

Motion by Kerr/Rommel to table the Human Services Department request for an increase in hours for several administrative staff members and request additional costing and funding information. Motion carried.

Motion by Hines/Kucinski to authorize filling the Director/Health Officer of Public Health and Home Care from within. Hines stated that the Board of Health supports this action and is recommending Caralynn Hodgson who is Interim Director. Hines noted the Board of Health considers Hodgson well respected in the department and professional field that she serves. Hines had a list of Hodgson's accomplishments with the department and highlighted several for the committee.

Chair Anderson stated he agreed with comments regarding Hodgson but indicated our recruitment policies require that we are to make sure that there is open competition for any vacancies. He recited portions of several policies relating to County recruitment.

Kusincki called the question. Yes: Hines, No: Rommel, Schilling, Kerr. Defeated.

Motion by Hines/Rommel to authorize that the County proceeds to fill position of Director/Health Officer of Public Health and Home. Motion carried.

Motion by Rommel/Hines to authorize that the County proceeds to fill the position of Assistant Director/Health Officer 2 after filling the Director position. Motion carried.

The committee had a lengthy discussion regarding the two CDBG loans before the County Board for approval at the January meeting. LC Director Sander was present and indicated he had done a review of the conservation issues related to the applications that were filed by Richardson and Skogen. It was noted that numerous State and Federal agencies are involved with regulating and enforcing environmental issues and, although there were different conservation requirements for each of these operations, both are considered in compliance.

There was discussion noting that the county could place additional conditions on the requirements for compliance, however, the money generated through the County's processing the CDBG was money that could be made available to help other individuals in the county. Committee members discussed the idea that any concerns about the conservation requirements or enforcement issues related to the Milk Volume Production program loans should be addressed in the application process and concerned members could contact the Department of Commerce with their comments.

There were no bids received for the previous county fleet-vehicle. Motion by Kucinski/Rommel to accept a previous offer and sell to Lenny Cheyka for \$500. Motion carried.

Recess

Motion by Hines/Schilling to conyene into closed session at 10:03 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other

specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Kerr/Hines to return to open session at 10:35 a.m. Roll call vote approved.

Administrative Coordinator's report: Anderson stated he continues his commitment to meet with each of the individual department heads. He also stated he had met with Tom Weaver, Administrator of the Metropolitan Council, who advised Anderson that their organization wants to look at ways to combine services with surrounding entities.

Future agenda item: 1/17/05 at 2:30 p.m. the committee will be meeting with Human Resources Group, LLC, who will to make a presentation addressing compensation plans, performance evaluations and other related topics.

Meeting date: 2/3/05 at 8:00 a.m.

Motion by Kucinski/Schilling to adjourn at 11:00 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, January 7, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kucinski, Schilling, Hines, Purdy, Rommel and Kerr present. Also present Corporation Counsel Lawrence, Larson, Kosin and Holst.

Review of Land Management Department request for an increase in hours for the Planning Secretary. Anderson presented information regarding 2005 funds that had been budgeted and the amounts that were committed from previous approvals to increase staff from 35- to 40-hour weeks. He also reviewed the commitments from those funds for other purposes.

Motion by Kerr/Purdy to table action on the request for increase in hours from 35 to 40 hours per week for the Planning Secretary. Land Management Administrator Pichotta addressed the request indicating the cost for the increase would be \$4,737 for 2005. He also stated that 2004 revenues generated from fees exceeded \$200,000 and had been deposited into the general fund. Under the new fee schedule the revenues will increase more than \$72,000. This was also adequate to cover the cost of the Code Compliance Officer position. Pichotta also stated he does not expect a decrease in the number of permits issued in 2005.

Hines cautioned that the Land Management department is revenue generating and asked what action might be considered if the requests come from other departments that can't reimburse the general fund. How would the County offset the cost for other requests? Anderson stated that the Register of Deeds may be making a request for an increase in hours due to the transition in the department.

R. Bicha was present and indicated that department heads were advised quite some time ago that they needed their requests for increases into the Finance and Personnel Committee by 12/30/04.

Kerr called the question: Motion to table carried with Kucinski opposed. Pichotta was advised that as the Department head he has the authority to take action to determine which of the two full time support positions in the department are moved to the 40-hour week.

Bicha was requesting an increase in hours for seven positions but asked that the committee address at least two of the positions. The positions were the Accounting Assistant and the

Administrative Assistant working at the Job Center. He stated that the Accountants and the Accounting Assistant were currently working temporary 40-hour weeks and there was money in the 2005 budget. He also advised the committee that the Child Support staff was moving into the bank building with the Economic Support unit and while all of these positions are 40-hour per week there is only one 35-hour support staff person for both units. There are no funds in the 2005 budget for the expected cost of \$4,898 for the Administrative Assistant so he was requesting half out of contingency with the other half matched with reimbursements.

Motion by Kucinski/Purdy to approve the increase in hours for Accounting Assistant and the Job Center Administrative Assistant effective 1/30/05 and table action on the remaining five requests. Motion carried.

Motion by Hines/Purdy to convene into closed session at 8:20 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call unanimously approved.

Kucinski excused at 8:55 a.m.

Motion by Purdy/Hines to return to open session at 9:23 a.m. Roll call vote approved.

Interim Administrative Coordinator's report: Meetings scheduled for 1/17, strike 2/3 and set for 2/11.

Purdy stated the Performance Evaluation Sub-committee will be meeting with UWEx Agent Ed Hass and is scheduling another meeting with J. Gumbusky – 3M.

Rommel announced they had had the second meeting of the Administrative Coordinator Study Sub-committee and would make their recommendations to the committee as soon as possible.

Building Ad Hoc Committee will meet with Blondo on 1/12 at 8:30 a.m.

Motion by Rommel/Hines to adjourn at 9:30 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, January 17, 2005 – 2:30 p.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Purdy, Rommel, Schilling and Kucinski present. Also present Corporation Counsel Lawrence, L. Peterson, J. Kosin and J. Holst.

Motion by Purdy/Hines to approve minutes of 12/30/04. Motion carried.

Motion by Purdy/Kerr to approve minutes of 1/7/05. Motion carried.

Chair Anderson called for public comments. O. Darr asked that the committee members review all of the managers position descriptions and review the performance evaluation system. Darr also said the Solid Waste Department has been contacted to accept an intern for assistance at the Material Recovery Facility. Chair indicated the topic should go before the Solid Waste Board.

Chair introduced Dan Stahl, Human Resources Group, LLC, who had been invited by the Chair to address a number of employee compensation issues. Mr. Stahl provided a brief description of his professional background in the human resource consulting business. He indicated his current client base is working with small to medium organizations, however, compensation issues are common to all organizations in attracting and retaining employees, therefore, companies are all competing for the same talent.

Stahl addressed a number of issues that he indicated should be considered as part of a total compensation package. He stated that wages and benefits are important to employees, however, there are numerous benefits that could be considered “indirect” financial rewards. Examples of indirect financial rewards include elements such as recognition, interesting and challenging work, career development, performance feedback, and actually refers to everything an employee gets as a result of working for the company.

Stahl was asked to prepare a proposal that would review the current nonrepresented pay plan and provide information regarding performance evaluations and merit evaluations. This will be discussed at the next meeting.

Pierce County Investigator Rhiel made a Power Point presentation to introduce the committee members to the existing crisis in Pierce County relating to the drug methamphetamine. He explained that it is

quite easily manufactured in area homes from fairly common and accessible products. He also spoke of the destructive and addicting consequences of its use and the cost of care for citizens affected by the drug.

Investigator Rhiel encouraged the committee members to take action to adopt an ordinance that would require that certain nonprescription drugs would be kept behind the counter. The committee requested that he provide the committee with a list of suggestions for action that would assist law enforcement in controlling the spread of the problem.

Committee reviewed a proposal that would allow for two questions to be raised as referenda on the April ballot. The issues related to the source of funding for court services and human services programs. Motion by Purdy/Hines to forward the resolution to the County Board. Motion carried.

Chair Anderson stated the Building was being asked to look into the possibility of hiring a .75 FTE custodian position. He reviewed information he had gathered regarding the costs associated with a new position and continuing with the contracting. Chair will provide the information to the Building Committee.

Motion by Hines/Purdy to convene into closed session at 4:17 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Hines/Purdy to return to open session at 4:32 p.m. Roll call approved. Interim Administrative Coordinator's report: Anderson reported there had been a major electrical problem the previous week but everything was now working fine. He complimented staff for their efforts.

Kucinski suggested the committee hold a meeting to review department head evaluations.

Next meeting 2/11 at 8:00 a.m.

Motion by Purdy/Rommel to adjourn at 4:37 p.m. Motion carried.

1/28

Rev2/11

REVISED

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, February 11, 2005 – 8:00 a.m.

County Board Room

1 Call to order

2 Approve minutes of 1/17

3 Committee will accept public comment

4 Bob Moore, ICM, will provide an investment report and review cash flow analysis

5 Discuss and take action on allocation office space for IS Director

6 Discuss and take action on transferring jurisdictional responsibilities and vacating a portion of CTH “C”

7 The Committee will convene into closed session pursuant to §19.85((1)(b), Wis. Stats., for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken, for the purpose of: Employee grievance AFSCME Courthouse Grievance No. 05-01.

8 Committee will reconvene into open session and take action on closed session items, if required.

9 Discuss and take action to adjust wage for temporary employee in Sheriff’s Dept.

10 Discuss and take action on wage for Interpreter in Public Health Department

11 Discuss and take action to increase hours for Document Clerk – Reg. of Deeds

12 Discuss and take action to increase hours for Land Management Secretary

13 Discuss and take action to increase hours for Public Health Secretary

- 14 Discuss and take action to increase hours for Human Services administrative support staff
- 15 Discuss and take action on non-rep employees below step 5
- 16 Discuss and take action to approve equipment purchase in excess of \$500 for Emergency Management
- 17 Discuss and take action on carryover of funds:
- Property Acquisition
 - Parks capital equipment and capital improvements
 - Communications System
 - Emergency Management
- 18 Discuss and take action to revise the 2004 Emergency Preparedness Budget
- 19 Discuss and take action on temporary wages
- 20 Discuss and take action to approve 184-7 Pierce County Code regarding retail food establishments and public accommodations
- 21 Discuss and take action to amend Resolution 01-32 fees for issuing permits and making inspections and investigations of certain types of establishments
- 22 Discuss and take action to approve position description for Administrative Coordinator
- 23 Discuss and take action on direction for non-rep pay plan procedure
- 24 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70.(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: CYF Supervisor
- 25 Committee will return to open session and take action on closed session items, if required
- 26 Interim Administrative Coordinator/County Board Chair report
- 27 Future agenda items

28 Set future meeting dates-set another meeting in February

29 Adjourn

Account Name	2005 Net Co. Budget Recom'd
County Board	68,660
Codification of Ordinances	3,000
Other Legal	20,000
Administration	272,105
Personnel	84,003
Other General Admin & Postage	6,836
Indirect Cost Study	7,100
Independent Accounting & Auditing	26,000
Illegal Taxes & Refunds	-
Property Tax	-
Liability Insurance	107,500
Cafeteria Insurance	3,700
Public Safety Commission	1,453
West Cap	-
Mississippi River Parkway	500
Regional Planning	21,624
Economic Development	37,310
Pierce Co. Historical Society	5,440
Partners in Tourism	26,000
Circuit Court	480,000
Law Library	9,000
Register in Probate	102,480
Family Court Commissioner	35,445
Coroner	29,018

County Clerk	105,640
Elections	12,445
Telephone	49,657
Telephone Outlay	-
Tax Deed Expenses	1,500
Care of Soldiers Graves	5,742
Data Processing	472,430
Central Duplication	28,637
Treasurer	168,980
Assessment of Property	52,278
District Attorney	139,501
Victim Witness	56,514
Corporation Counsel	252,751
Register of Deeds	212,234
Land Records Modernization	-
Surveyor	126,779
Land Mangement & Records	212,514
Geographic Information System	84,593
Land Information Grant	-
Zoning	263,745
Courthouse & Buildings	471,460
Land Outlay	15,327
Property Acquisition/Development	-
Fairgrounds	160,646
Building Rental-M & I	49,375
Building Outlay (NL)	128,200
Sheriff	2,859,176
Law Enforce Equip Replace (NL)	-
D.A.R.E.	48,689
Boat & Snowmobile Safety Patrol	90,784

Emergency Communications	562,857
Communication Center/911 Wireless	60,000
Correction / Detention / Jail	1,142,536
Correct / Detent / Training Aids	13,417
Canteen Fund (NL)	10,000
Jail Nurse	31,499
Local Emergency Planning	24,505
Emergency Management	46,735
XCEL Energy Reimbursement	-
Bio-Terrorism Grant	-
Emergency Medical Services	1,900
Public Health	598,169
Andersen Breast Cancer (NL)	-
C.V.S.O.	128,647
Veteran's Relief (NL)	950
County Fair	201,859
County Park	262,400
Park Development (NL)	-
Pesticide Certification	3,200
Cooperative Extension	306,270
Land Conservation	373,093
Cost Sharing (NL)	60,000
Land/Water Practice (NL)	325
Watershed Maintenance (NL)	4,000
Deer Damage	-
Soil Survey Update	-
Kinnickinnic Watershed Proj (NL)	-
Kinnickinnic Cost Sharing	-
Eau Galle Watershed	-
Fish & Game (NL)	3,185

Shooting Range	7,253
Solid Waste	72,379
Recycling Center	758,450
Clean Sweep Program	86,400
Revolving Loan	-
Community Development-Housing	-
Human Services	1,278,861
Human Service-new positions	72,810
Child Support	384,972
Home Care/Personal Care (NL)	45,164
Home Care-deficit through 2003	150,622
E P S D T (NL)	-
Teaching Homemaker	21,510
Reproductive Health (NL)	27,121
Birth to Three Program	40,290
WIC	-
TANFF Immunization	-
Seal A Smile	-
Fluoride Mouthrising Program	-
Radon-Environmental Health	-
DNR-Environmental Health	-
Consolidated Health Grant (CG)	15,686
March of Dimes-Folic Acid	-
Tobacco Coalition	-
Bio-Terrorism Grant	-
FACTS-Family & Community	-
WI WINS	-
Nutrition Leadership	-
Programmatic Innovation	-
Indoor Air Quality	-

Vitamin Settlement Grant	-
Dental Health	-
Car Seat	-
Office on Aging	153,940
Office on Aging Grant Funds	-
Snowmobile Trails	-
Jail Maintenance Fund	-
Data Processing Equipment Fund	-
Highway Administration	2,809,030
Dog License Trust	-
WI Fund-Zoning Aids	-
Contingency Fund	496,618
Solid Waste Facility	-
SUB-TOTAL	17,673,424
Library	393,731
Bonding Payment	-
County Aid for Bridges	200,000
TOTAL	18,267,155

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, February 11, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Rommel, Purdy and Schilling. Kucinski was excused. Also present Holst, Pittman, Barkla, Nellessen and Kosin.

Motion by Hines/Schilling to approve minutes of 1/17. Kerr stated he would like additional information included in the minutes regarding the presentation of Mr. Stahl. The revisions should indicate that there is more than pay as compensation and that work environment, vacation and attitude in the work place is important. Motion by Kerr/Purdy to amend the minutes to indicate that compensation entails issues other than money. Motion carried. Motion to approve as amended carried.

Public comment. Pittman expressed comments both as a citizen and a county board member with his concern regarding the previously approved increase in hours for several positions and for those positions yet to be considered as part of the day's agenda. He questioned the increase in hours approvals and the direction the Finance and Personnel Committee is taking on the issue because he feels the remainder of the board has been uninformed as to the financial impact of the increases.

Bob Moore, Institutional Capital Management, presented the quarterly investment report and reviewed the cash flow analysis that had been requested. Moore thanked Finance & Budget Director Brickner for her assistance in gathering the data for the report.

Moore stated that the last analysis was completed 5 years ago. The intent of the report is to examine revenue and expenditure patterns and tie income and investments together. He indicated that the County's pattern is very stable and this is important in maintaining a good rating. He stated there are no maturities out past 2006 and now would be a good time to consider strategy for future investments and expenditures.

Information Services Director Janet Huppert was present with a request that her office be returned to the office space in the Courthouse Building. She was before the committee to appeal the decision of the Interim Administrative Coordinator on the request. Huppert expressed her concern about the efficient use of her time moving between the two office sites particularly when she will begin to train a new employee with just a few days. She stated that her oversight of the training and work of the new employee is very important. Motion by Kerr/Purdy to defer action on the request until the ad hoc Facility Planning Committee has made their recommendations. Motion carried with Rommel opposed.

Review of request on behalf of the Highway Department to transfer jurisdictional responsibility and vacate a portion of Old C.T.H. "C" in Hartland township. Motion by Hines/Rommel to approve resolution and forward to the county board. Motion carried.

Chair Anderson turned the meeting over to D. Hines in preparation for closed session since the matter before the committee was an issue where Anderson would be present as Acting Administrative Coordinator.

Recess.

Hines called the meeting back to order. Motion by Schilling/Kerr to convene into closed session at 9:22 a.m. pursuant to Sec. 19.85(1)(b), Wis. Stats. for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure: AFSCME Courthouse grievance #05-01. Roll call vote unanimously approved. Also present Kosin, Holst, Barkla and Pittman.

Motion by Kerr/Rommel to return to open session at 11:30 a.m. with Purdy opposed. Motion by Rommel/Kerr to deny Grievance 05-01. Motion carried. Purdy opposed.

Motion by Schilling/Purdy to move Grievance 05-01 to arbitration. Motion carried.

Anderson resumed as Chair.

Motion by Hines/Purdy to approve increase in wage for Law Enforcement temporary Chad Koranda to Step 4, \$10.80 per hour, effective 2/11/05. Motion carried.

Interim Public Health Director Hodgson addressed their department's request for approval to increase the hourly wage for the Spanish Interpreter from \$15 per hour to \$30 per hour. Motion by Hines/Purdy to approve the increased wage for the Spanish Interpreter. Motion carried.

Committee reviewed the cost of the current commitments to the appropriation that was made to the Contingency Fund for the purpose of funding increase in hours, unbudgeted backpay and other miscellaneous wage issues. Kerr questioned what the impact of these expenditures would be for the next 5 years.

Land Management Administrator Pichotta addressed the request to increase hours for Planning Secretary. He indicated that fees generated would offset the cost of \$4,737. Motion by Kerr/Hines to approve the increase in hours for the Planning Secretary from 35 to 40 hours per week. Purdy questioned why the fee schedule approved last fall did not take into consideration the possible additional cost of the increase in hours. Pichotta indicated that at the time the fee schedules were prepared there was no assurance that the union settlements would allow the increase in hours. Motion carried. No transfers are

to be made at this time.

Review of information regarding an increase in hours for the Public Health Secretary that had been prepared by Interim Public Health Director Hodgson. The annual cost for the increase is \$4,737. Motion by Hines/Rommel to approve the increase in hours for the Public Health Secretary position from 35 – 40 hours and amend the motion that this additional funding comes from the Contingency Fund. Motion carried.

Human Services Director Bicha was present to address the department's request for an increase in hours for 2 Accountants and 3 Administrative Assistants. Some funds were available in the 2005 budget and the increase in hours would generate additional revenues. The county would be obligated to fund a portion of the request if approved. Motion by Rommel/Purdy to approve the increase in hours for 2 Accountants and 3 Administrative Assistants to be implemented at the Director's discretion. Motion carried.

Motion Purdy/Schilling to approve a temporary increase from 35 – 40 hours per week for the Deputy Register of Deeds through December 2005 as presented. Motion carried. Hines abstained.

Chair referred equipment request from Emergency Management back to the committee for action.

Discussion of a process to transfer five employees at or below Step 5 of the 2004 salary matrix on to the revised 2005 10-Step schedule. There was discussion to reconsider Resolution 05-34. This would be accomplished if an individual who voted in favor of adoption requested that the item be returned to the agenda. There was other discussion that would call for another resolution to be drafted with the new language to transfer the 5 employees on to the new matrix. Motion by Rommel/Hines to keep the five individuals who were at Step 5 or below of the 2004 at their current wage and let them continue in their normal progression of one Step each year until they reach the new Step of the existing matrix and forward to the County Board. Purdy would like to send the resolution back for reconsideration. Kerr agreed with Purdy. Motion carried. Kerr and Purdy opposed.

Review of carryover requests. Motion by Hines/Schilling to approve the carryover of \$634,240 in the Property Acquisition/Development Fund. Motion carried.

Motion by Schilling/Kerr to carryover 2004 Park fund in the amount of \$11,736 in capital equipment and \$163,649 capital improvements. Motion carried.

Motion by Hines/Rommel to carryover 2004 Communications System funds in the amount of \$289,515. Motion carried.

A request to carryover funds in Emergency Management was referred back to the Emergency Management Committee.

Committee reviewed information from the Public Health Department that announced the department had received an additional \$9,347 in funding for the 2004 Bioterrorism/Emergency Preparedness budget as the result of reaching and exceeding goals for 2004. Motion by Purdy/Hines to revise 2004 budget for the Bioterrorism/ Emergency Preparedness by increasing it \$1,463. Motion carried.

Motion by Purdy/Schilling to approve temporary wage scale adjustments pursuant to Resolution 99-13 and increase Steps in the amount of 3%, effective 2/12/05, with approval of the committee. Motion carried. Purdy opposed.

Motion by Purdy/Hines to approve an ordinance presented by the Board of Health that would amend Sec. 184-7 of the Code and would allow the Board of Health to establish fees regarding retail food establishments and public accommodations. The proposed ordinance amendment would allow the Health Officer to make recommendations to the Board of Health, removing the recommendation of the Administrative Coordinator and the approval of the County Board. Kerr and Anderson stated they felt any fee changes should come to the county board. Hines indicated that this process would be consistent with the language in place for the tattooing and body piercing fees. Hodgson stated the department proposes the increase in fees to keep up and cover state fees and county costs. Schilling agreed the fee schedules should come before the Board. It was noted that Home Care fees only go through Board of Health. Purdy and Hines voted yes. Opposed Rommel, Schilling and Kerr. Motion was defeated.

Motion by Schilling/Purdy to amend Sec. 184-7 of the Code to remove the required recommendation of the Administrative Coordinator and insert the Health Officer and retain approval of the County Board. Schilling withdrew motion. No action taken.

Motion by Hines/Purdy to approve the new fee schedule for issuing permits and making inspections and investigations of certain types of establishment that was adopted by the Board of Health and forward to the County Board. The increases reflect the cost to perform service and these fees were last adjusted in 2001. Motion carried.

Chair suggested that review of the Administrative Coordinator position description be moved to the next agenda in February. Purdy requested more information regarding the changes being proposed.

Chair suggested that discussion on the direction for the non-rep pay plan be moved to next agenda.

Motion by Kerr/Purdy to convene into closed session at 1:10 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats.. for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: CYF Supervisor. Roll call vote unanimously approved.

Motion by Rommel/Purdy to return to open session at 1:20 p.m. Roll call vote approved.

Motion by Rommel/Purdy to approve compensation for Kvigne at Grade 17 Step 3. Motion carried.

No report from Interim Administrative Coordinator.

Future agenda items: Review of compensation study proposal from Stahl, Human Resources Group and review of the Administrative Coordinator position description. The committee will also prepare for the performance evaluation of Corporation Counsel Lawrence.

Meeting dates: 2/25/05 and 3/11/05 at 8:00 a.m.

Motion by Schilling/Rommel to adjourn at 1:22 p.m. Motion carried.

NEGOTIATION SUB-COMMITTEE MEETING AGENDA

Wednesday, February 23, 2005 – 2:30 p.m.

County Board Room

Call to order

Committee will convene into closed session pursuant to Sec. 19.85(1)(e), 19.86, 111.70 (1)(a), Wis. Stats., for the purpose of collective bargaining with: L.A.W. – Community Health Association; and AFSCME Courthouse, AFSCME Human Services Support Staff and Teamsters Human Services Professionals

Committee will return to open session and take action on closed session items, if required

Adjourn

NEGOTIATION SUB-COMMITTEE MEETING

Wednesday, February 23, 2005 – 2:30 p.m.

County Board Room

Meeting called to order by Chair Anderson with Schilling and Rommel present. Also present Corporation Counsel Lawrence, Larry Hoyer, Steve Gustafson, Kathy Blodgett, Dawn Regneir, Joyce Keenlyne and Gary Cain.

The purpose of the meeting with the union representatives was to follow-up on contract negotiations regarding observance of holidays.

Motion by Schilling/Rommel to convene into closed session at 2:36 p.m. pursuant to Sec. 19.85(1)(e), 19.86, 111.70 (1)(a), Wis. Stats., for the purpose of collective bargaining with: L.A.W. – Community Health Association; and AFSCME Courthouse, AFSCME Human Services Support Staff and Teamsters Human Services Professionals. Roll call vote unanimously approved.

Motion by Rommel/Schilling to return to open session at 3:20 p.m. Roll call vote unanimously approved.

Motion by Rommel/Schilling to adjourn at 3:20 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, February 25, 2005 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 2/11
- 3 Committee will accept public comment
- 4 Treasurer's report
- 5 Discuss and take action on recommendations from Ad Hoc Performance Evaluation Committee
- 6 Discuss and take action on attendance at WCA Meeting
- 7 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Lease with Nextel
- 8 Committee will return to open session and take action on closed session items, if required
- 9 Review and discuss 2004 budget overdrafts and take action to transfer funds:
 - Family Court Commissioner
 - Surveyor
 - Veterans Service
 - Library
 - Fairgrounds
- 10 Discuss and take action to approve equipment purchase in excess of \$500 for Emergency Management
- 11 Discuss and take action on carryover of funds:
 - Emergency Management

- 12 Discuss and take action to approve position description for Administrative Coordinator
- 13 Discuss and take action on direction for non-rep pay plan procedure
- 14 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats, for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose or review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for CYF Sup and Zoning Specialist/ Compliance Officer; performance evaluation for Corporation Counsel
- 15 Committee will return to open session and take action on closed session items, if required
- 16 Interim Administrative Coordinator/County Board Chair report
- 17 Future agenda items
- 18 Set future meeting dates
- 19 Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, March 11, 2005 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 2/25
- 3 Committee will accept public comment
- 4 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel Wireless
- 5 Committee will return to open session and take action on closed session item, if required
- 6 Committee will meet with representatives of three consulting firms to gather information regarding personnel management/compensation plan for non-represented employees and take action to request proposals, if necessary
- 7 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Brekken, Regenhard, Bane-Bryant LLC v County of Pierce; and 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Director/Health Officer and 2 Conservation Engineering Technicians
- 8 Committee will return to open session and take action on closed session items, if required
- 9 Interim Administrative Coordinator/County Board Chair report

10 Future agenda items

11 Set future meeting dates

12 Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, March 11, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Hines, Rommel and Schilling present. Purdy and Kucinski were excused. Also present Corporation Counsel Lawrence.

Motion by Hines/Rommel to approve minutes of 2/25. Hines questioned page 2, paragraph 8 with the use of the word "obligation" to develop a pay plan for nonrepresented employees" and suggested it be changed to state it was the County's "desire" to develop a pay plan. Motion by Hines/Rommel to amend by deleting "obligation" and inserting "desire". Motion carried. Motion by Kerr/Rommel to announce that Barkla disagreed with the language of his statement on page 3, paragraph 2 regarding committee final draft of the Administrative Coordinator position description as "perfect". Motion carried. Motion by Schilling/Rommel to approve minutes as amended. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Rommel to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel Wireless. Roll call vote unanimously approved. Also present Corporation Counsel Lawrence. Holst arrived.

Motion by Hines/Kerr to return to open session at 8:20 a.m. Roll call vote unanimously approved.

Chair Anderson explained that there were three consulting companies coming in to make a presentation outlining what they could do for Pierce County regarding a personnel management/compensation plan for the non-represented employees. He suggested the committee should meet with each consultant individually, express what our concerns are, describe the services we want and then see if the consultant can provide the services we request. It was also noted that the committee members would be asking for a proposal from the consultant to be reviewed at their meeting on 3/21 with the intention of having something in place by next January.

Robert Bjorklund, Bjorklund Compensation Consulting, appeared to make a presentation to address compensation issues. He was informed that the committee would like a compensation study proposal for services by 3/21 and had asked consultants to appear to provide the committee with information about

what type of services the County may need and if their company can provide those services.

Bjorklund stated he was worked with 150 public sector clients although has done some private sector work. He is the sole proprietor working with 3 contractors. His company can provide salary surveys, job evaluations, staffing analysis, recommendations regarding staffing, and has done organizational studies infrequently because of the need to have specific knowledge of the organization in order to provide a good product.

Rommel inquired as to whether Bjorklund's study would include comparison of benefits. Bjorklund stated that such a study costs a lot more money. He stated total compensation gets very complicated because the same benefits can cost different amounts. He stated he could do a survey for the existence of the benefits but not for their total compensation value. It was noted that some employees drive county vehicles but it is not part of the wages. Bjorklund suggested that the County treat benefits as a separate part of the equation. Hines stated he sees the benefits as part of a total compensation package.

Kerr asked Bjorklund if his comparisons would include private sector employers. Bjorklund stated it depends on what jobs you have and noted that you will find that most jobs in the public sector are not clean matches with private sector jobs.

Bjorklund was asked to provide a possible project overview. He indicated that when you structure a pay plan you start with philosophy. It is important to understand why the company is preparing to change systems and why the County is inviting vendors. What are some problems with retention? Is the County unable to find candidates for key jobs? Does the County have a willingness to change pay plan systems? Why are we considering a pay-for-performance system? Is there compression? The consultant must be aware of all of the issues in order to provide a valid compensation plan.

Bjorklund was asked if his firm has an evaluation system for performance, including merit pay. Bjorklund said he is very familiar with evaluation systems. Holst asked if the evaluation systems can be used by lay-people. Bjorklund indicated the county must be committed to the process and put a lot into it. He stated that a performance-based system is the way to go but it is difficult in the public sector when you can't control the reward as an enhancement of wage. He suggested that a better approach is "management by accomplishments (goals and objectives)". Holst questioned whether this could be done with the differences in each department.

Anderson asked what Bjorklund was able to provide as to a timeframe for completion of the project. He suggested 6 month, stating he could be done by October. He suggested the County formulate a on-going committee that would be his supervisor and each point in the study we review the product and discuss changes, etc. Anderson indicated the Finance and Personnel Committee will be the committee that the consultant works with.

Bjorklund was asked if he provided maintenance for plan. He indicated there should be a review process every 3 years if necessary to update, and also review of the salary structure and update of the pay scale.

Recess.

Marianne Oyaas, MRA, the Management Association, Inc. introduced herself. Anderson advised her that the County is looking at developing a pay plan, salary structure and a new evaluation system and asked whether her company can provide these services in our timeframe. He indicated we will get a letter out to each of the three vendors in attendance today and ask for a bid for the project from each to received by the committee's 3/21 meeting.

Oyaas indicated MRA can provide the services requested and that she is in a unique position because she worked with DMG as the Project Consultant when our current salary study was done. She indicated MRA has 103 years of business experience performing a variety of business solutions to make organizations better. She stated she has worked with over ½ of the counties in WI. and is currently working with Walworth County and the City of LaCrosse.

Anderson stated the County is looking at part of the project to be the updating of 50 non-represented employee job descriptions. Oyaas said she would start the process with a questionnaire that is very specific regarding education required, essential functions of the position, decision making, supervisory authority, and who they report to. She would meet with non-represented employees and let them know what the County's intent is, explain the questionnaire, and supplement the questionnaires with interviews with some employees. She stated there can be significant differences between counties. She would then write job descriptions and evaluate wages for each position.

Anderson stated the current matrix has quite a number of steps and asked if the County could reduce the number. Oyaas said there are other wage scales that can be used and other methods of movement through the steps. Discussion was held on performance evaluation systems and pay-for-performance systems. Oyaas asked to what degree the County wanted to tie increases with performance. She indicated that where committees are doing evaluations it is more difficult and it takes more commitment from the board members.

Rommel indicated the County was looking at a process where the committee is working with the Administrative Coordinator to conduct performance evaluations. Oyaas stated the involvement of the Administrative Coordinator makes sure there is consistency. The Administrative Coordinator can also be helpful when committees struggle to establish expectations. Oyaas stated she could provide a good evaluation system that would work with all employees but the problem is that there will be separate criteria for separate departments. She stated you need to establish a policy that indicates what constitutes an out-come so that you can determine when somebody deserves a pay increase. Oyaas indicated she will provide training in the evaluation system.

Discussion of a step system and the number of steps on the matrix. Oyaas stated how union adjustments are usually done on an across-the-board basis. She indicated non-union employees should be provided with a sense of fairness in their adjustment since their increases require a higher standard because of the performance evaluations. She also stated the County would not want to give non-represented employees

the message that the County is going to hold them back because they don't have the right to negotiate

Committee asked Oyaas if the compensation study would take into consideration issues of overtime and pay compression and was advised that those are considerations. She also indicated that she can provide information on benefits comparisons.

Rommel asked Oyaas what her companies process would be if they were selected to do the study. She indicated she would meet with the committee to decide what the fundamental questions and needs would be. She indicated she might be able to salvage the wage updates from Maximus (DMG) so the County could update their wage scales without redoing the survey. She asked is this was a plausible option. Rommel asked if there could be a copyright problem. Oyaas stated this would not be a problem. The information to be considered could include the results of the Polk County's survey since the information is considered an open record. As a consultant she can use the information for the County's purpose but can't sell it or use it with other clients.

Anderson asked when Oyaas would be able to start and finalize the study. Oyaas suggested completion could be accomplished in 3 – 4 months. Hines asked what area MRA covered and Oyaas stated their main area for compensation-type studies is located in WI and IL but the company does all types of human resources work.

Recess. Barkla arrived

Daniel Stahl, Human Resources Group, was introduced. Anderson explained to Mr. Stahl that he was one of 3 firms that the committee was interviewing today to gather information on a compensation study. Each consultant was to be provided with a letter that will explain what the County is seeking in a plan and on 3/21 the committee will make a decision on the firm to select. Discussion today was to decide what the County wanted in a pay plan.

Anderson advised Stahl that the County was looking for review and update of the job descriptions and asked how he would perform that task. Stahl stated that it is very important to have accurate job descriptions and if the existing position descriptions are accurate then it would be a matter of review only. If it is necessary to rewrite the descriptions he will ask all incumbent employees to complete a questionnaire and he will schedule a meeting with incumbents or supervisors to validate the content of the questionnaire. This could possibly be something that could be done over the phone. He would then put the position description into an ADA format, listing the essential and non-essential job duties of each position.

Anderson stated that the County was seeking a consultant to develop a pay plan schedule. He noted we have a step/grade process and asked if Stahl could provide any other plan that would work. Stahl stated his goal is to help the county assess what we are trying to get out of the compensation philosophy and what they want the system to achieve. It must be very clear about what the goals are as this will drive the system. Following that directive and working with the committee he would prepare a plan for their

consideration.

Anderson asked if the compensation study would include a look at employee benefits. Stahl said this could be included.

Anderson addressed performance evaluations, asking what process Human Resources Group has for good evaluations for a system for everybody, including hourly employees. Stahl suggested a good system requires that the evaluators know how to administer it and that each organization is unique, requiring a different reference guide. Stahl was asked how long it would take him to put together a complete study and he responded that it would take several months and depending upon how quickly the committee makes a decision on the consultant it could be done by the end of July.

Motion by Hines/Kerr to prepare an RFP with the following tasks: 1) Assist the Finance and Personnel Committee and non-represented representatives in developing a compensation philosophy and to identify what we want to change from what we have now, 2) review and upgrade all non-represented job descriptions (approximately 50) and current pay plan, 3) perform salary and benefits comparison of counties to be identified as well as appropriate private industries, 4) develop an internal grading structure for non-represented positions to determine placement in salary matrix, 5) develop a new grade structure and salary matrix, 6) develop appropriate job performance evaluation(s) systems for county employees; incorporate objectives to be accomplished and pay for performance criteria for non-represented employees only, 7) provide training on implementation of job performance evaluations, 8) provide at least 4 references, 9) too be completed by October 1, 2005, and , 10) update job descriptions as needed after plan is implemented. Motion carried. Chair Anderson will put a letter together and send email RFP to each of the consultants interviewed.

Motion by Rommel/Schilling to convene into closed session at 11:48 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Brekken, Regnard, Bane-Bryant LLC v County of Pierce; and 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Director/Health Officer and 2 Conservation Engineering Technicians. Roll call vote unanimously approved.

Motion by Rommel/Hines to return to open session at 1:03 p.m. Roll call vote unanimously approved.

Motion by Hines/Schilling to approve Caralynn Hodgson as Director/Health Officer at wage and compensation Grade 20 Step 6, \$66,963, with requirement she complete 16 credits by 12/31/09 or as

required by State of WI. (If Pierce County experiences bio-terrorist threat or other disaster the county will reconsider the deadline), the probationary period is waived, for the purpose of calculation of benefits the original date of hire of 12/6/93 will remain, contingent upon accept of the employment offer the Employment Agreement of 2/15/95 will become void, and Hodgson will be issued a check in the amount of \$4,000 through payroll. This offer to become effective upon acceptance of the employment offer. Motion carried.

Motion by Hines/Rommel to approve Larry Gruber as Conservation Engineering Technician at Grade 11 Step 1, \$40,461. Motion carried.

No action from the Hiring Board had been forwarded regarding a candidate for the second vacant Conservation Engineering Technician position.

Interim Administrative Coordinator's report: Corporation Counsel Lawrence will be out of the office next week. Anderson spoke of the very informative and successful meeting held recently in River Falls concerning combining services. He had a department head meeting last week where he advised the department heads of the progress being made with the compensation study, he addressed all of the necessity of confidentiality relating to personnel issues and he updated those in attendance on the status of the Administrative Coordinator position.

Anderson announced that the Ad-hoc Policy Update Committee had met and was input from all supervisors and employees. Their next meeting is scheduled for 3/29. He also relayed some statistical information on the local economy and employment trends.

Meeting date: April 8th at 1:00 p.m.

Motion by Rommel/Schilling to adjourn at 1:13 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 21, 2005 – 1:00 p.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 3/11
- 3 Treasurer's report
- 4 Discuss and take action on Commemorative Air Show Mass Assembly Permit Application
- 5 Discuss and take action to amend the Pierce County Outdoor Recreation Plan to include Town of Diamond Bluff Park and Recreation plan
- 6 Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats, for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract and review of pay plan consulting proposals; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose or review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: performance evaluation for Corporation Counsel
- 7 Committee will return to open session and take action on closed session items, if required
- 8 Interim Administrative Coordinator's report
- 9 Future agenda items
- 10 Set meeting dates
- 11 Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 21, 2005 – 1:00 p.m.
County Board Room

Meeting called to order at 1:05 p.m. by Chair Anderson with Kerr, Schilling, Hines, Purdy and Rommel present. Kucinski arrived late. Also present Corporation Counsel Lawrence and Holst, Barkla and Pittman.

No minutes of 3/11 were available for approval. Barkla asked if his request to amend the minutes of 2/25 had been acted upon. The committee indicated this will be taken into consideration when the 3/11 minutes are reviewed for approval.

Treasurer's report with P. Leland Skog. Fund balances as of 2/28 in the amount of \$19,900,605.30. No action taken on the report.

Committee reviewed and discussed the Commemorative Air Show Mass Assembly Permit Application for an event to be scheduled for May 27 – 29, 2005 at the Red Wing Airport. The Law Enforcement Committee approved the application on March 15th with several modifications. Motion by Schilling/Hines to approve the permit application and forward to the County Board for action. Corporation Counsel Lawrence advised the committee that through discussion with the event representative and Sheriff Muhlhausen it was discovered that the limitation on daily attendance should be as last year which was 7,000 per day and 20,000 per the 3-day event. Motion by Purdy/Hines to amend the application and approve a limitation of 7,000 people per day and 20,000 per the event. Motion carried.

There was discussion regarding the use of County law enforcement officials and the possible cost to the County for overtime for the officers. The Application required that the event reimburse the Sheriff's Department for overtime incurred as a result of the event. Motion by Kucinski/Purdy that relative to the contract overtime will be construed as all deputy man-hours spent at this event – 2005 Wings of Freedom Air Show. Motion carried.

Motion by Schilling/Hines to incorporate into the application the 9 additional conditions recommended by Corporation Counsel (see attached) and approve the application as amended and forward to the County Board. Motion carried.

Discussion of a recommendation from the Land Management Committee to amend the Pierce County Outdoor Recreation Plan 2004 – 2008 to include the Diamond Bluff Park and Recreation Plan. The inclusion of a plan or project in the County plan qualifies the municipality for State funding and makes them eligible to apply for park fees generated by residential development occurring within their town. Motion by Kerr/Purdy to accept the recommendation of the Land Management Committee to approve inclusion of the Diamond Bluff Park and Recreation Plan and forward a resolution to the County Board for approval. Motion carried.

Motion by Purdy/Schilling to convene into closed session at 1:57 p.m. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract and review of pay plan consulting proposals; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: performance evaluation for Corporation Counsel. Roll call vote unanimously approved.

Motion by Kerr/Hines to return to open session at 4:35 p.m. Roll call vote unanimously approved.

Motion by Kucinski/Rommel to extend the probation period for Corporation Counsel 6 months from the anniversary date of March 24 with reviews at 3 months and at 6 months. Motion carried.

Motion by Kerr/Rommel to adjourn. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, April 8, 2005 – 8:00 a.m.

County Board Room

Call to order

Approve minutes of 3/11 and 3/21

Committee will accept public comment

Auditor Tracey will advise committee on budget issues

Discuss and take action to create position of .8 FTE social service aide/parent aide

Discuss and take action on request from Law Enforcement Dept. for authorization to purchase radios

Discuss and take action on outlawed checks for 2002

Discuss and take action to amend Res. 04-34 Establish 2005 Salaries and Benefits for Non-represented Employees

Discuss and take action to amend Chapter 13, Art. IV, §13-6 of the Pierce County Code regarding Administrative Coordinator general powers and duties

Discuss and take action to establish wage for Administrative Coordinator position and authorize refill

Discuss and take action to select a compensation proposal and consulting firm for non-represented employee pay plan

Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats, for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose or review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Assistant Health Director/Health Officer 2, and performance evaluation for Corporation Counsel

Committee will return to open session and take action on closed session items, if required

Interim Administrative Coordinator's report

Future agenda items

Set meeting dates

Adjourn

A quorum of county board supervisors may be present 4/5

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, April 8, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Purdy and Rommel present. Hines arrived late and Kucinski was excused. Also present Corporation Counsel Lawrence and Barkla.

Motion by Rommel/Schilling to approve minutes of 3/11 and 3/21. Motion carried with Purdy abstaining.

Chair called for public comment. There were none.

Auditor Steve Tracey met with the committee to review unaudited fund balances as of December 31, 2004. Also present Finance and Budget Director Brickner and Treasurer Skog. He explained the designated and undesignated funds, indicating that the County designated fund balance is \$3,646,828 and the undesignated balance is \$6,061,670, which represents 33.7% of total expenditures or 4 months operating costs. No action was taken on the report.

Human Services Director Bicha was present to address the department's request to create a new or reinstate a vacant .8 FTE parent aide position and refill the .6 FTE social worker position to fulfill the state requirements for the Independent Living Skills and Community Service (ILS/CS) Program. No funds were being requested. Motion by Rommel/Purdy to approve new .8 FTE Parent Aide position and refill .6 FTE Social Worker. Motion by Kerr/Schilling to amend that this position be covered in full by State funds or the position will be vacated. Rommel, Purdy Schilling, Anderson: no. Kerr and Hines: yes. Motion failed. Motion by Rommel/Hines to amend to approve the new .8 FTE Parent Aide position request and forward to the County Board for action. Motion carried. Motion to adopt original full motion with amendment carried.

Lt. Knoll was present to request authorization to purchase 6 mobile radios and 6 portable radios. The purchases are a part of the revamp of the communications system. The Law Enforcement Committee recommends that the County phase-in the replacements. The request was made at budget time and funds for the project were put in to the contingency fund. Motion by Purdy/Rommel to approve purchase of 6 mobile radios and 6 portable radios and transfer funds from the contingency fund in the amount of \$60,989. Motion carried.

Treasurer Skog addressed the outlawed checks not cashed at the end of 2002. Motion by Hines/Kerr to outlaw 2002 checks in the amount of \$1,689.52 and forward to the County Board. Motion carried.

Holst arrived.

Supervisor Barkla was present to address legislation he was proposing that would amend Resolution 04-34 regarding salary adjustments for the non-represented employees for 2005. Barkla was proposing that the County only award the 1% July adjustment to the employees who do not participate in the health insurance program or that have reached Step 10 of the salary matrix. Motion by Purdy/Hines to approve the resolution presented. Purdy stated that he feels the county provides for health insurance for employees to keep them healthy and that insurance should not be considered as compensation. Anderson stated that people who might decide to opt out of the health insurance plan could impact the health insurance rates because there would be a reduced number of participants.

Gary Brown spoke on behalf of the nonrepresented employees suggesting that the committee wait until after the compensation study is completed before they consider action to modify the wages and benefits. Several committee members stated the previous action of the Board should stand.

Call for the question. Motion to amend Resolution 04-34 was defeated with Purdy voting yes and Kerr, Schilling, Hines, Anderson and Rommel voting no.

Schilling excused.

Committee reviewed and discussed the proposed ordinance relating to the general powers and duties of the Administrative Coordinator. Rommel, a member of the Sub-Committee to Study the Administrative Coordinator Job Functions, addressed the ordinance indicating that the proposed changes reflect the changes made to the position description. Motion by Rommel/Hines to approve the ordinance. Motion by Rommel/Kerr to amend by moving the second bullet of Sec. H. to Sec. J. as #24 and in Sec. J. (20) it should be plural for "risk management programs". Motion to amend carried. Motion to approve as amended and forward to the county board carried with Purdy opposed.

Discussion of a salary recommendation for the position of Administrative Coordinator. This was being done in preparation for advertising for the vacancy. Motion by Rommel/Hines to establish minimum salary at \$65,000 per year and approve the refill of the position. Kerr called for the question. Motion carried.

Kerr excused.

Committee had reviewed three proposals received from consultants in response to the County's RFP for a compensation study of non-represented employee wages and benefits. Motion by Hines/Rommel to authorize conditional approval of Bjorklund Compensation Consulting as the consultant to review and update the non-represented employee pay plan pursuant to the RFP and their responsive proposal, contingent upon the execution of the contract at a cost not to exceed \$25,700, including \$1,000 for orientation meetings, and forward legislation to the County Board to approve the consultant and to authorize transfer of \$27,500 from the General Fund to the Personnel budget. Motion carried. Chair

Anderson stated he intends to stress to the county board members that with approval of the study they are making a commitment to the study and it's results.

Recess.

Motion by Hines/Rommel to convene into closed session at 10:32 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Assistant Director/Health Officer 2, and performance evaluation of Corporation Counsel. Roll call vote unanimously approved. Also present Mulhern, Holst and Hodgson.

Motion by Rommel/Hines to return to open session at 11:50 a.m. Roll call vote approved.

Motion by Hines/Rommel to accept the Hiring Board recommendation and offer the Assistant Director/Health Officer 2 position to Sue Galoff at Grade 17 Step 2, \$52,614, and in response to Ms. Galoff's counter offer, approve payout of 60 days of sick leave with the remainder transferred to PSLB, payment of 18.85 hours of comp time, be allowed to use PTO/PSLB in excess of 96 hours during the probationary period, and that the date of hire for calculation of benefits will remain 1991. Offer effective with acceptance of the position. Motion carried with Anderson opposed.

Motion by Rommel/Purdy to approve the settlement offer with the L.A.W. Community Health Association and forward the offer to the County Board with a recommendation for adoption. Motion carried.

Interim Administrative Coordinator's report: Anderson reported that Greg Kerr has been elected to the Chippewa Valley Technical College board. He also reminded the committee that the County Board annual convention is coming up and he encouraged Finance and Personnel Committee members to attend. Anderson also noted that he had recently met with Pete Bell, Metropolitan Council, and Mr. Bell had been asked to attend a future Board meeting to address several issues of mutual concern

Chair Anderson announced he was authorizing the refill of the Assistant Corporation Counsel position.

Next meeting date: April 14 at 1:00 p.m.

Motion by Rommel/Purdy to adjourn at 11:55 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Thursday, April 14, 2005 – 1:00 p.m.

Emergency Operations Center

Courthouse Annex

This meeting has been cancelled - to be rescheduled.

1. Call to order
2. Committee will accept public comments
3. Discuss and take action on temporary assistance in the Office of Corporation Counsel
4. Discuss and take action on mileage reimbursement rates
5. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements
6. Committee will return to open session and take action on closed session items, if required
7. Interim Administrative Coordinator's report
8. Future agenda items
9. Set future meeting dates
10. Adjourn

A quorum of county board supervisors may be present

4/8

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, April 27, 2005 –1:00 pm

County Board Room

Call to order

Approve minutes of 4/8/05

Treasurer's report

Committee will accept public comment

Discuss and take action to approve telephone use policy

Discuss and take action on mileage reimbursement rates

Discuss and take action on medical examiner position

Review and take action on Dental Program at Public Health Dept.

Set County Board meeting dates for 2005 – 2006

Update on Drug Court

Discuss and take action to hire coordinator for Drug Court

Discuss oversight of new Conservation Inspector

Discuss and take action on increase in wages for temporary Law Enforcement employees

Discuss concerns from Supervisor Purdy:

- Compensation for supervisors
- Minute taking policy
- Land Conservation Meeting cancellation
- Posting of meeting notices
- Transport of prisoners

Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements, and 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Watershed Technician; compensation of Assistant Corporation Counsel.

Committee will return to open session and take action on closed session items, if required

Interim Administrative Coordinator's report

Future agenda items

Set meeting dates

Adjourn

A quorum of county board supervisors may be present

4/26

FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, April 27, 2005 – 1:00 p.m.
County Board Room

Meeting called to order by Chair Anderson with Rommel, Purdy and Schilling present. Hines not present but participating by speakerphone. Kerr and Kucinski excused. Also present Corporation Counsel Lawrence, Peterson and Barkla.

Motion by Schilling/Purdy to amend minutes of 4/8/05 to state the cost of the Bjorklund compensation study was a maximum of \$25,700 not \$27,500 and approve as amended. Motion carried.

Treasurer's report with P. Leland Skog. Kucinski arrived. Fund balances of \$19,118,663.59 as of 3/31/05. Purdy requested tax delinquency information from the previous year.

Chair Anderson called for public comment on any issue. There could be discussion but no action could be taken. There was none.

Chair Anderson explained that the Policy Update Committee has been meeting and some policies could be presented as they are developed. Lawrence explained that this would be an amendment to the Personnel Policy. The policy presented was a compilation of information from several sources. Motion by Rommel/Schilling to approve as presented and forward to the County Board. Motion by Purdy/Schilling to amend B. 4 to delete "county-provided" and delete "a County-owned vehicle, or while driving a personal vehicle on County business" and strike C.5, and further to move B. 4 to become A. 5. Amendment carried. Anderson and Rommel opposed. With amendment motion carried. Hines opposed.

Mileage reimbursement rates were discussed. There were questions as to whether mileage rates could be increased, possibly to the federal reimbursement rate. It was noted that this needed to go to the County Board for approval. Motion by Purdy/Hines to change reimbursement rate from State rate to Federal rate effective January 2006. Hines withdrew his second, Purdy withdrew his motion. Motion by Hines/Rommel to delay action until State rates are revealed in July. Motion carried.

Creation of a Medical Examiner position was addressed by Kucinski. He explained that the County has a Coroner system (elected official) and the current Coroner was recommending the Medical Examiner system. He stated that the Law Enforcement Committee favors the change even though the

cost might be slightly higher. Coroner Dzubay's main point was that the Medical Examiner system requires more qualifications than the Coroner position.

It was discussed that with the Medical Examiner we could possibly coordinate services with other counties. Action must be taken prior to next election in 2006. Motion by Purdy/Kucinski to recommend to the County Board that the County go to the Medical Examiner system. Hines called for question. It was noted that a position description and qualifications need to be prepared. Motion carried.

Review of the status of the Dental Program. Health Director Hodgson, Public Health Nurse Raethke, Business Manager Johnson, Assistant Director Galoff and Program volunteer dentist Tashjian present. This presentation was a follow-up to the approval of the program in 2004.

Holst arrived at 1:55.

Hodgson provided updated financial information regarding the program. She indicated that the Board of Health took action to approve moving from the pilot program to an ongoing program.

Motion by Anderson/Rommel to extend the pilot Dental Program and reevaluate in another 6 months. Hines, Schilling, Purdy – No. Motion defeated.

Motion by Hines/Purdy to move forward with a Dental Program and end as a pilot program. Motion by Anderson/Rommel to amend to forward the creation of the Dental Program to the County Board for approval. Amendment carries with Hines and Purdy opposed. Motion by Schilling/Hines to amend such that the Finance and Personnel Committee recommends to the County Board that the Dental Program end as a pilot program and that the program be approved as a regular county program. Motion to amend carries with Kucinski and Anderson opposed. Motion with amendments carried.

County board dates for 2005 – 2006 were reviewed. Motion by Hines/Rommel to approve the following county board dates: May 24, June 28, July 26, August 23, September 27, October 25, November 8 (9:00 a.m.), December 27, January 24, February 28, March 28 and April 18 (9:00 a.m.). Motion carried.

District Attorney O'Boyle and Human Services Program Manager Slaikeu addressed matters relating to the Drug Court indicating the program is functioning very well. The recommendation at this time is to create the part time position of Drug Court Coordinator to replace the grant-funded worker who has been performing the duties and continue the program. Anderson referred the matter to the Law Enforcement Committee and the Human Services Board to provide a recommendation for the Finance and Personnel Committee.

Discussion of oversight of the Conservation Inspector position. Land Conservation Director Sander and Land Management Administrator Pichotta were present. The committee was advised that because the ordinance regulating the position duties was being revised it was difficult to determine

whether, from a long-term perspective, the position should be under the supervision of the Land Conservation Department of the Land Management Department. There was discussion of the need for the Land Conservation Committee to put on their agenda the topic of contracting for the necessary services, in the short-term, until the further decisions are made. Pichotta indicated that he is continuing to work on the draft stormwater sediment and erosion control ordinance. Anderson encouraged the Land Conservation Committee and Land Management Committee to make their recommendations as soon as possible.

Motion by Kucinski/Rommel to approve \$11.15 per hour for temporary Law Enforcement employees C. Anderson and J. Knutson, effective immediately, but not authorize any backpay. Motion carried.

Supervisor Purdy addressed several concerns. He suggested that the committee may want to consider an increase in compensation for supervisors, possibly applying the amount of yearly inflation. This will be on the next agenda. Regarding the creation of a minute taking policy, Chair Anderson announced he had sent this matter to the Policy Update Committee.

There was discussion of the recent cancellation of a Land Conservation Committee meeting because the meeting had not been properly noticed. Chair Anderson stated he will inform all county board members at the next meeting that they should be certain to check to see that meeting notices are properly posted.

Regarding transporting of prisoners, Purdy was directed to speak with the Law Enforcement Committee.

Holst and Peterson were excused.

Motion by Rommel/Schilling to convene into closed session at 3:33 p.m. pursuant to Sec. 19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract, and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for Watershed Technician and Assistant Corporation Counsel. Roll call vote unanimously approved.

Motion by Hines/Schilling to return to open session at 4:33. Roll call vote unanimously approved.

Motion by Purdy/Schilling to approve Grade 10 Step 2 for Watershed Technician candidate Dennis Fritz. Motion carried.

Motion by Purdy/Schilling to reclassify Assistant Corporation Counsel position from Grade 16 to Grade 20. Motion carried.

Motion by Purdy/Anderson to place incumbent Assistant Corporation Counsel Lahti into Grade 20 Step 2. Motion carried.

Meeting dates. Anderson recommended that the committee set a standard time for meetings. Committee agreed they will set meetings for every other Friday effective May 13th.

Motion by Kucinski/Schilling to adjourn at 4:43 p.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, May 13, 2005 – 6:00 p.m.

County Board Room

Committee will convene to review and take action to authorize purchase of telephone equipment and to authorize transfer of funds from Contingency Fund into Information Services Budget for telephone equipment.

Adjourn

REVISED 5/11/05
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, May 13, 2005 – 8:00 a.m.
County Board Room

- 1 Call to order
- 2 Approve minutes of 4/27
- 3 Committee will accept public comment
- 4 Committee will convene into closed session pursuant to 19.85 (1) (c) Wis. Stats. For the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Employee grievances.
- 5 Committee will return to open session and take action on closed session item(s) if required
- 6 Committee will convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Information obtained during Corporation Counsel performance evaluation
- 7 Committee will return to open session and take action on closed session item(s) if required
- 8 Discuss and take action on position description for Drug Court Coordinator
- 9 Discuss and take action on memorial to Marge Baldwin
- 10 Discuss and take action on compensation for Board Supervisors
- 11 Discuss and take action on formulating a project committee for pay plan study
- 12 Discuss and take action on process for reviewing of county owned properties
- 13 Discuss and take action on transfer of funds to Dental Program budget
- 14 Set and confirm next meeting date
- 15 Treasurer's Report
- 16 Discuss procedure for performance evaluations
- 17 Interim Administrative Coordinator's report
- 18 Future agenda items
- 19 Adjourn

A quorum of county board supervisors may be present.

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, May 13, 2005 – 6:15 p.m.
County Board Room

Call to order by Chair Anderson with Hines, Schilling and Rommel present. Kucinski, Purdy and Kerr excused. Also present Information Systems Director Janet Huppert.

Chair announced that the meeting had been properly noticed by transmitting the agenda to the Pierce County Herald and WEVR radio station, as well as posting on the bulletin board in the Administration Department.

Chair Anderson stated that the meeting had been called in response to a lightening strike that had severely damaged the telephone system.

Motion by Hines/Rommel to authorize updated phone system for \$134,031.32.

Motion carried.

Motion by Rommel/Hines to authorize up to \$25,000 be transferred from Contingency fund to data processing budget for the purpose of phone system repair and update. Motion carried.

Motion to adjourn by Schilling and seconded by Rommel. Motion carried.

Submitted by R. Anderson

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, May 13, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Purdy, Rommel, Kucinski, Hines, Schilling and Kerr present. Also present Corporation Counsel Lawrence, Barkla, Pittman.

Motion by Rommel/Kucinski to approve minutes of 4/27/05. Motion carried.

Public comment: Jim Gumbosky, Oak Grove, asked that the closed session items be placed later on the agenda so that citizens in attendance are not inconvenienced by the inability to plan when open session items will be discussed.

Motion by Hines/Purdy to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Employee grievances. Roll call vote unanimously approved. Attempt to contact Gilles to participate by speaker phone. Not successful.

Motion by Purdy/Kerr to return open session at 11:10. Roll call vote unanimously approved.

Motion by Kerr/Hines to deny grievance from Human Services Department. Motion carried.

Motion by Purdy/Rommel to deny grievance in Sheriff's Department. Motion by Kerr/Hines to require an updated position description for Confidential Administrative Assistant – Sheriff's Department. Hines and Kerr withdrew their motion. Motion to deny carried. Kucinski voted no. Motion by Kerr/Hines to require Sheriff to update the job description for Confidential Administrative Assistant – Sheriff's Department and provide the revised position description to the Personnel Committee within one month. Motion carried.

Motion by Schilling/Purdy to convene into closed session at 11:13 a.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Information obtained during Corporation Counsel performance evaluation. Roll call vote

unanimously approved.

Motion by Kerr/Kucinski to return to open session at 11:50 a.m. Roll call vote unanimously approved.

Motion by Hines/Purdy to approve a memorial resolution for former county board supervisor Marge Baldwin and forward to the county board. Motion carried.

Kucinski presented a draft position description for the proposed Drug Court Coordinator. This was prepared in an effort to provide a staff member who would be prepared to work in the Drug Court Program when the current contracted employee's period of employment expires. Kucinski indicated there had been a joint meeting of the Law Enforcement Committee and the Human Services Board to discuss the status of the coordinator's position. The consensus of the committees was that the Coordinator position should be created as a permanent .6 FTE position. Discussion of who should be responsible for the supervision of the position. The position description will be completed and presented for consideration on the next agenda with the intent that it be approved and forwarded to the county board. No action taken.

Compensation for Board Supervisors was discussed. It was noted that the rate for per diem was last set several years ago. Suggestion that someone put together a plan that the rate of per diem would increase with the cost of living. It was noted that the position of supervisor is partially volunteer but it would be good to bring it up to the times. Kerr thought mileage was more of a concern. No action taken.

Hines and Kucinski excused at 12:12.

Committee members discussed the County representatives to serve on the Project Committee for the non-represented employee's pay plan study. The individuals will work with consultant Robert Bjorklund to put information together for the study. The recommendation from the consultant was that the committee should include county board supervisors as well as representation from the non-represented employees. Motion by Purdy/Schilling to appoint G. Kerr, R. Purdy, J. Kosin, Emergency Management Director Brown, Long Term Support Supervisor Balzer and Personnel Coordinator/Administrative Specialist Langer. Motion carried. The Project Committee will meet with the consultant on Thursday, May 26th at 6:00 p.m. in the County Board Room.

Treasurer Skog, Real Property Lister Beastro, Information Services Director Huppert and Register of Deeds Nelson were asked to appear to offer information regarding properties owned by the County. It was noted that the majority of the land was highway right-of-way and Trenton Island properties acquired as a result of the floodplain buyout. No action necessary.

Discussion of a 2004 deficit in the Dental Program. C. Hodgson was present. There was a lengthy discussion regarding the expenditures and funding sources for the program. Revenues did not meet projections and there was a deficit in the amount of \$6,481. Motion by Schilling/Rommel to

forward to the county board a recommendation to transfer from General Fund to Dental Program \$12,652 to cover 2004 deficit. Rommel withdrew second. Purdy seconded motion. Motion defeated with Anderson, Kerr and Rommel opposed.

Motion by Rommel/Kerr to transfer \$6,481 from the General Fund into the Dental Program to cover the 2004 deficit. Motion carried with Purdy opposed.

Next meeting is May 27th at 8:00 a.m.

Treasurer's report with P. Leland Skog. Fund balances as of 4/30/05 in the amount of \$18,668,929.91. It was noted that delinquent taxes are down approximately \$125,000 from previous year.

Discussion of a request from the Building Committee for the Finance and Personnel Committee to define what information committees of the county board should have when performing personnel performance evaluations. They further sought guidance on who is to be responsible for providing the necessary information to the committees. Interim Administrative Coordinator suggested that the Chairperson of each committee be responsible for getting information for the meeting and preparation of each agenda.

Interim Administrative Coordinator's report: Anderson advised the committee that he had held a department head meeting on May 12th and he had provided the department heads with the same complete list of current appointed/elected committee members and their term of office that the Finance and Personnel Committee members had received in their meeting mailing. He asked the committee to contact him if they recognized any errors in the chart. Anderson also updated the committee on activities of the Centennial Committee indicating the committee was receiving a sizeable number of donations to the event. The Centennial celebration is scheduled for June 26th at 2:00 p.m.

Personnel Coordinator Langer advised the committee that Administrative Coordinator position filing deadline is May 27th and committee will be asked to make decisions on participants for the screening of applications, to select an interview date and to designate who would be responsible for preparing the interview questions.

Motion by Kerr/Rommel to adjourn at 1:15 p.m. Motion carried.

PROJECT COMMITTEE MEETING
Non-represented Employee Compensation Plan
Thursday, May 26, 2005 – 6:00 p.m.
County Board Room

Call to order

Review of compensation work plan

Discuss and take action on the philosophy of the County with respect to Human Resources

Discuss barriers to change and implementing findings of the study

Discuss and take action to identify desirable classification and compensation design features and criteria

Discuss and take action to determine committee responsible for the design of the performance management system

Discuss and take action to determine labor market for the County, jobs to be surveyed and organizations to be surveyed

Set meeting date

Adjourn

A quorum of County Board members may be present

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, May 27, 2005 – 8:00 a.m.

County Board Room

1. Call to order
2. Approve minutes of 5/13
3. Committee will accept public comment
4. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administration staff employee
5. Committee will return to open session and take action on closed session items, if required
6. Bob Moore, ICM, will provide the investment update
7. Discuss and take action to proposal to address reduction in youth smoking
8. Discuss and take action to establish wage for temporary Seasonal Park Ranger
9. Discuss and take action to purchase a camping cabin for Nugget Lake Co. Park and expend funds from the Park Development Fund
10. Discuss and take action to amend the Pierce County Outdoor Recreation Plan to include the Town of Martell Park and Recreation Plan
11. Discuss and take action to approve position description and wage for Drug Court Coordinator and approve creation of position
12. Discuss and take action to adjust per diems for County Board Supervisors
13. Discuss and take action to set date for screening of Administrative Coordinator and identify screening committee members
14. Designate committee to prepare interview questions
15. Discuss and take action to set date for interviews for Administrative Coordinator
16. Interim Administrative Coordinator's report
17. Future agenda items
18. Confirm future meeting dates
19. Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, May 27, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy, Rommel and Kucinski present. Also present Assistant Corporation Counsel Lahti and J. Holst.

Review of minutes of 5/13/05. Motion by Purdy/Hines to amend the minutes regarding the Dental Program by striking ~~Revenues did not meet projections and there was a deficit in the amount of \$6,481.~~ and inserting instead **“Funds were not transferred resulting in a 2004 program deficit in the amount of \$6,481”**. Hines and Purdy withdrew their motion. Motion by Schilling/Purdy to strike as above and insert **“Due to confusion regarding the creation of a budget for the dental program there was a deficit”**. Motion defeated with Schilling and Purdy voting yes.

Motion by Kerr/Hines to approve minutes of 5/13/05. Motion carried.

Chair Anderson called for public comments. There were none.

Motion by Hines/Purdy to convene into closed session at 8:28 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administration staff employee. Roll call vote unanimously approved.

Motion by Kucinski/Kerr to return to open session at 9:05 a.m. Roll call vote unanimously approved.

Lawrence and Pittman arrived. Lahti was excused.

Bob Moore, Institutional Capital Management, presented the quarterly investment report. Moore provided advice on strategy for investments and discussed cash flow analysis. He will provide a one or two page summary of what the County should be looking for as their investments approach maturity.

Moore asked if the County could see any major changes in expenditures. Hines indicated there was

currently review of building and space needs and there could be a need for funds required for building update or maintenance of buildings. Moore will provide some supplementary financial information by July.

Motion by Hines/Rommel to approve a resolution supporting efforts to reduce youth smoking and forward to the County Board for approval. Motion carried.

Park Supervisor Schoepp was present to address a request for Step 2 of the temporary wage scale for Park Ranger Nate Palmer. His request was based upon the individual's 3 years of conservation experience and his work skills and maturity. Motion by Schilling/Rommel to approve wage of Step 2 for Nate Palmer effective 5/27/05. Motion carried.

Discussion of the Park Committee request for authorization to purchase a camping cabin for the park at a cost of \$15,400. This request was not in the 2005 Park budget. A similar cabin was purchased last year with general fund revenues. It is the seasonal employee residence for the summer months and is rented to campers in the off-season. Both the Park and Land Management committees approved the expenditure of funds from the Park Development Fund. Motion by Rommel/Hines to approve of the purchase and construction of a camping cabin and forward to the county board with a recommendation for approval on the first reading with funding in the amount of \$15,400 from Park Development. Motion carried.

Motion by Purdy/Rommel to approve amendment to the Pierce County Outdoor Recreation Plan to include the Town of Martell Park and Recreation Plan and forward to the County Board for approval. Motion carried.

Motion by Purdy/Rommel to approve the proposed position description for Drug Court Coordinator. Motion by Kucinski/Purdy revise the Minimum Training and Experience to indicate Bachelor's degree in social work, Mental Health, AODA, Criminal Justice or related field and or experience in program development and administration. Motion to amend carried. Motion to approve carried.

Discussion of wage to be established for the position of Drug Court Coordinator and which committee would be designed to supervise the program and the Coordinator. Motion by Purdy/Kerr to defer action of the wage to joint committees of Law Enforcement and Human Services Board. Motion carried.

Motion by Purdy/Rommel to defer any action on county board per diems until July. Motion carried.

Committee discussed arrangements to complete the recruitment for the Administrative Coordinator position. Motion by Kerr/Hines that the Screening Committee consist of County Board Supervisor Holst, AAO Lawrence and Administrative Coordinator Gene Smith from Dunn County (If

Mr. Smith is not available, Langer is to contact a Coordinator from a different county). Motion carried.

Kucinski and Rommel accepted the responsibility to prepare interview questions.

Motion by Hines/Purdy that interviews be scheduled for Wednesday, June 22nd starting at 8:30 a. m. in the County Board Room. Motion carried.

The Interim Administrative Coordinator did not have a report.

Future agenda item: Review of budget guidelines for 2006,

Meeting dates: 6/10 and 6/24 at 8:00 a.m. Rommel excused from 6/10 meeting.

Motion by Purdy/Rommel to adjourn at 10:30 a.m. Motion carried.

PROJECT COMMITTEE MEETING AGENDA
Non-represented Employee Compensation Plan
Tuesday, June 7, 2005 – 6:00 p.m.
County Board Room

Committee members will meet with Compensation Consultant Bjorklund to discuss and take action to identify survey jobs, survey participants and benefit items.

Set meeting date

Adjourn

A quorum of county board supervisors may be present.

2ND REVISED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, June 10, 2005 – 8:00 a.m.
County Board Room

1. Call to order
2. Approve minutes of 5/27
3. Committee will accept public comment
4. Committee will convene into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract, and Sec. 19.85(1)(e), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements, and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation; Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: temporary position in Public Health Dept.
5. Committee will return to open session and take action on closed session item(s) if required
6. Discuss with health insurance Third Party Administrators transition to Compcare Blue (BCBSWi)
7. Discuss and take action on 2006 budget guidelines
8. Discuss and take action on Statewide Voter Registration System (SVRS)
9. Review and take action on Grievance Form
10. Discuss and take action on memorial for Millard Nelson
11. Discuss and take action on procedure for evaluation of department head position questionnaires for compensation study
12. Discuss and take action on attendance to WCA Convention
13. Discuss recruitment for Administrative Coordinator
14. Interim Administrative Coordinator's report
15. Future agenda items
16. Adjourn

A quorum of county board supervisors may be present.

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, June 10, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy and Kucinski present. Rommel was excused. Also present Corporation Counsel Lawrence and Supervisors Pittman and Barkla.

Review of minutes of 5/27/05. Motion by Hines/Schilling to approve minutes. Motion carried.

Chair called for public comments. Supervisor Pittman asked the committee to investigate to determine if employees were covered by liability insurance in the course of their duties. Hines indicated he felt coverage was in place for that purpose.

Motion by Hines/Purdy to convene into closed session at 8:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel contract; and Sec. 19.85(1)(e), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation; Section 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Sec. 19.85(1)(c), Wis. Stats. for considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: temporary position in Public Health Department. Roll call vote unanimously approved.

9:15 Holst arrived.

Motion by Hines/Purdy to return to open session at 9:30 a.m. Roll call vote unanimously approved.

Motion by Kucinski/Purdy to defer action until next meeting on Corporation Counsel performance evaluation. Motion carried.

Holst and Barkla excused.

Insurance Coordinator Kinneman, Finance & Budget Director Brickner, CCS representative Paul Lehman, along with Tara Nelson and Pam Whitcomb, Claims Management Services (CMS), were present to address the upcoming transfer of health insurance administrators from CCS to CMS. Lehman stated Atrium has been purchased by CompCare Blue and the purchase will be completed within the next 30 days. He also indicated that CCS administration is moving to CMS, as well.

CMS is assuming control of the Wisconsin accounts of CCS. CMS stated they will continue to provide the same services and will be bringing other benefits to the table. Following completion of the transaction CMS will meet with employees on a monthly basis to update on changes.

There was discussion on the impact of the transition as it relates to the Stop Loss insurance carrier. 2006 rates will not be available until 60 days prior to 1/1/06.

There was discussion as to whether the transition could result in the County offering open enrollment. This will be researched and discussion will be placed on the agenda for 6/24.

Finance & Budget Director Brickner was present to discuss proposed budget guidelines for 2006. Four property tax operating levy options were presented for committee consideration.

Motion by Kerr/Anderson that the committee recommends that the County maintain the operating budget at 2005 level and departments justify needs to standing committees for any increase. Kucinski suggested the committee get together with all county board members and department heads to advise everyone of the need to contain and control spending. Motion carried.

Committee was presented with the 2006 Budget Calendar.

Kucinski and Purdy excused.

County Clerk Feuerhelm addressed the Statewide Voter Registration System (SVRS) which is mandated by the Help America Vote Act of 2002 (HAVA). The Act was adopted to create a more uniform voter registration and voting system in the United States. State legislation associated with the Act allows local units of government to share technology and resources with the County and other municipalities to maintain the local voter registration information centralized within SVRS. The County may also enter into a Memorandum of Understanding with municipalities to charge fees for their participation.

Funds for the purchase of computer hardware and software were budgeted for 2005 in the County Clerk and Data Processing budgets. County Clerk stated that if the committee approves action on implementation of the SVRS he will get the equipment expenditures on the next Information Systems agenda.

Pittman excused.

Motion by Hines/Schilling to approve a resolution authorizing Memorandum of Understanding relating to the Statewide Voter Registration System and forward the legislation to the County Board. Motion carried.

Motion by Kerr/Hines to approve the revised Grievance Form drafted by the Policy Update Committee. Motion carried.

Motion by Hines/Schilling to approve a memorial resolution for former County Board Supervisor Millard Nelson and forward to the County Board. Motion carried.

Discussion held regarding who should be responsible for reviewing the department head position questionnaires that are being completed as a part of the non-represented employee compensation study. Review needs to be accomplished between June 30th and July 11th. Motion by Schilling/Hines to recommend that Chair and Vice Chair or designee of Chair of the standing committee, if possible without creating a quorum, should review the questionnaires. If a quorum is possible then the designee and the Administrative Coordinator. Motion carried. The employee orientation meetings for instruction on completing the questionnaires is scheduled for 6/16. A letter was to be sent to each county board member so they could plan to attend the orientation. The meetings would be noticed under the open meetings law.

Discussion of county board attendance at the upcoming WCA conference. All supervisors are encouraged to attend the conference in Milwaukee. Motion Schilling/Hines to approve attendance requests for Peterson, Kosin and Anderson. Motion carried.

Interim Administrative Coordinator's report: Committee was reminded of the James Dollahon golf tournament scheduled for 8/1.

Motion by Kerr/Hines adjourn at 10:38 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, June 22, 2005 - 8:30 a.m.

County Board Room

Committee will convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority: interviews for the position of Administrative Coordinator.

Committee will return to open session and take action on closed session items, if required.

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, June 22, 2005 – 8:30 a.m.
County Board Room

Call to order by Chair Anderson with Kerr, Schilling, Purdy and Rommel present. Hines and Kucinski were excused.

Motion by Schilling/Kerr to convene into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority: interviews for the position of Administrative Coordinator and establish compensation for same. Roll call vote unanimously approved.

Motion by Schilling/Rommel to return to open session. Roll call vote unanimously approved.

Motion by Rommel/Kerr to approve travel expenses for Administrative Coordinator candidates that traveled in excess of 250 miles for interview. Motion carried.

Motion by Purdy/Rommel to adjourn. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, June 24, 2005 – 8:00 a.m.

County Board Room

1. Call to order
2. Approve minutes of 6/10/05
3. Committee will accept public comments
4. Committee will convene into closed session pursuant to:
 - Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and
 - 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and
 - Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation
 - Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation
5. Committee will return to open session and take action on closed session items, if required
6. Discuss and take action to approve leave of absence for Teamsters Human Services Professional employee
7. Discuss and take action to approve leave of absence for AFSCME Human Services Support Staff employee
8. Discuss and take action on refill and funding of Economic Support Specialist
9. Discuss and take action to discuss creation of the Drug Court Program standing committee
10. Discuss and take action to create the classification and wage for Drug Court Coordinator
11. Discuss and take action to create position of Drug Court Coordinator
12. Discuss and take action to disallow claim for Brickner
13. Discuss and take action on open enrollment
14. Discuss and take action on request to increase wage for 4 temporary Law Enforcement employees
15. Discuss and take action to extend the term of the Ad Hoc Facility Planning Committee
16. Treasurer's report
17. Discuss and take action on request for overtime in Treasurer's Office for tax collection
18. Discuss and take action regarding payment of Corporation Counsel bar dues
19. Interim Administrative Coordinator's report
20. Future agenda items
21. Set future meeting dates
22. Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, June 24, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Rommel, Schilling and Kucinski present. Hines and Kerr were excused. Also present Corporation Counsel Lawrence.

Motion by Schilling/Kucinski to approve minutes of 6/10/05. Motion carried.

There was no public comment.

Motion by Rommel/Schilling to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation, and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation. Roll call vote unanimously approved. Purdy arrived. Bicha present for closed session under 19.85(1)(e), and 111.70(1)(a).

Motion by Kucinski/Rommel to return to open session at 8:22 a.m. Roll call vote approved.

Human Services Director Bicha present for several matters related to the Human Services Department. Review of request from Teamster's employee Trok for a 6-week leave of absence, effective approximately July 12. This was recommended by the Human Services Board. Motion by Purdy/Kucinski to approve a 6-week unpaid leave of absence for Trok effective approximately July 12. Motion carried.

Review of request from AFSCME Human Services Support Staff employee for 5-week leave of absence. This was recommended by the Human Services Director. Motion by Purdy/Rommel to approve 5-week leave of absence for Kirby, effective 6/24. Motion carried.

Discussion of a request from Director Bicha for early refill of an Economic Support Specialist position that is being vacated the end of the year by a retiring employee. Bicha indicated the Economic Support Specialist positions require six months of training prior to their being able to perform the duties

of the position. To have someone enrolled in training while the incumbent is still working will allow the new Economic Support Specialist to immediately assume a caseload when the employee retires.

Bicha indicated there were no funds budgeted for the early refill, however, federal funding will cover 50% of the cost leaving the County responsible for a maximum of \$10,000 of the expense. Motion by Purdy/Kucinski to approve refill of the Economic Support Specialist position beginning September 1 based upon long training requirements. Motion carried.

Discussion of which committee should supervise the Drug Court Program. Jill Slaikeu arrived. The Policy Update Committee had forwarded a recommendation to the committee that a new standing committee should be created that consisted of 2 county board members and a citizen member with members appointed by the County Board Chair. The Human Services Board had discussed the issue but forwarded no recommendation for consideration by the Finance and Personnel Committee. The Law Enforcement Committee had not discussed or taken action on the matter. Kucinski stated questions that had been raised were why would the committee members be appointed, why should the committee have a citizen member, and could the standing committee meet only on a quarterly basis?

Committee suggested that Bicha and Slaikeu gather information from other counties that are involved in a drug court program to determine how those counties are managing supervision of the program. Motion by Rommel/Schilling to defer action on agenda items #9 (creation of a Drug Court Program standing committee), #10 (create classification and wage for Drug Court Coordinator), and #11 (create position of Drug Court Coordinator) to allow the Law Enforcement Committee to take action. Motion by Purdy/Kucinski to drop #11. Schilling and Rommel voted no. Motion carried with Kucinski, Purdy and Anderson voting yes. Original motion carried with Rommel voting no.

Discussion of creation of the Drug Court Coordinator position. Motion by Kucinski/Purdy to authorize a temporary employee for Drug Court Coordinator not to exceed through 12/31/05 and to approve transfer of \$8,817 from the drug court program funds designated in the Contingency Fund into the Human Services Drug Court fund. Motion carried.

Corporation Counsel Lawrence addressed the resolution to disallow claim for Brickner's. Motion by Rommel/Purdy to approve the resolution to disallow the claim for Brickner's and forward to the county board with a recommendation for approval on a first reading. Motion carried.

Insurance Coordinator Kinneman addressed the issue of offering open enrollment for the health insurance plans. This matter was discussed at the June 10th meeting and it was directed that research should be done to see if the county was required to offer the open enrollment as a result of the imminent transfer of the administration of the health insurance plans. Kinneman indicated that this transfer did not qualify as an event under the HIPAA regulations, however, the County would have the ability to choose to offer open enrollment at any time. Motion by Rommel/Schilling to not offer open enrollment. Motion carried with Purdy opposed.

Review of a request from the Sheriff and Law Enforcement Committee that would adjust the wage of four temporary Law Enforcement employees to Step 4 of the temporary employee wage scale. The wage adjustment was being recommended because the individuals are fully certified law enforcement officers. Motion by Rommel/Purdy to approve wage of Step 4 - \$11.15 per hour for Robert Lucente, Jessie Peterson, Bruce Baillargeon and Michael Radmer, effective 6/25/05. Motion carried.

Committee reviewed proposed legislation that would authorize the extension of the termination date of the Ad Hoc Facility Planning Committee through January 1, 2006. The Committee had indicated they would be unable to complete the tasks assigned by the July 1, 2005 deadline. Motion by Purdy/Schilling to approve a resolution to the County Board that will extend the Ad Hoc Facility Planning Committee term through January 1, 2006 and request adoption on a first reading. Motion carried.

Motion by Rommel/Schilling to convene into closed session at 9:13 a.m. pursuant to Sec. 19.85 (1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: AFSCME grievance. Roll call vote unanimously approved.

Motion by Rommel/Kucinski to return to open session at 9:15 a.m. Roll call vote unanimously approved.

Treasurer's report with P. Leland Skog. Fund balances as of 5/31/05 in the amount of \$17,950,281.67. Skog advised the committee that interest rates are increasing.

Motion by Kucinski/Rommel to authorize a temporary employee in the Treasurer's Office for up to 100 hours for tax collection at a cost not to exceed \$1,050 with no transfer of funds at this time. Motion carried.

Motion by Kucinski/Rommel to approve payment of Corporation Counsel Lawrence's State Bar of Wisconsin membership dues for July 1, 2005 through June 30, 2006 in the amount of \$429.66. Motion carried.

Interim Administrative Coordinator Anderson announced that the committee had interviewed 7 very good Administrative Coordinator candidates on June 22nd and the criminal background check was being conducted on the first choice candidate. He stated it might be necessary to call a special meeting of the Finance and Personnel Committee to finalize the candidate and wage. Anderson announced he was prepared to call a special meeting of the County Board to act upon appointment of the Administrative Coordinator, as well.

Future agenda items will include Corporation Counsel performance evaluation.

Future meeting dates are July 8th and July 22nd.

Motion by Schilling/Purdy to adjourn at 9:24 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, July 8, 2005 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 6/24/05
- 3 Committee will accept public comments
- 4 Committee will convene into closed session pursuant to:
 - Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and sale of county property and
 - 19.85(1)(e), and 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: grievance arbitration
 - 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and
 - Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation
 - Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation
- 5 Committee will return to open session and take action on closed session items, if required
- 6 Discuss and take action to establish health insurance rates for 2006
- 7 Discuss and take action to create position of Medical Examiner
- 8 Discuss and take action on purchase of file system for Family Planning/ Reproductive Health office
- 9 Discuss and take action to approve new positions for 2006
- 10 Discuss and take action on 2005 General Fund budgets
- 11 Discuss and take action to set Special County Board Session
- 12 Future agenda items
- 13 Interim Administrative Coordinator's Report
- 14 Set future meeting dates
- 15 Adjourn

A quorum of county board supervisors may be present

7/5

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, July 8, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Purdy and Rommel present. Kucinski was absent. Also present Corporation Counsel Lawrence and Pittman.

Motion by Schilling/Rommel to approve minutes of 6/24/05. Motion carried.

Committee sought public comment. There were none, however, Chair indicated that he was seeking support from the committee to in the future schedule the public comments following the closed session. Committee was in agreement.

Chair Anderson announced the committee would convene into closed session pursuant to:

- Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Nextel; property acquisition and sale of county property and
- 19.85(1)(e), and 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: grievance arbitration
- 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and
- Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator compensation
- Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation

Motion by Hines/Schilling to convene into closed session at 8:07 a.m. Roll call vote unanimously approved. Highway Commissioner Christopherson was present. Holst arrived.

Motion by Hines/Kerr to return to open session at 10:33 a.m. Roll call vote unanimously approved.

Motion by Rommel/Kerr to discontinue any contract negotiations with Nextel. Motion carried with Purdy opposed.

Motion by Kerr/Hines to continue with sale of excess county property and forward a resolution to the County Board. Motion carried.

Motion by Rommel/Kerr to continue with AFSCME Courthouse grievance arbitration process. Motion carried with Purdy opposed.

Motion by Hines/Schilling to approve terms of employment offer to Administrative Coordinator candidate John Krizek and recommend his appointment to the county board. Terms include: 1) Start date no later than 30 days from County Board approval (possibly as soon as 2 weeks following County Board approval); 2) annual salary of \$72,000 with adjustment to \$75,000 after 3 months of favorable performance and adjustment to \$78,000 after 6 months of favorable performance; 3) Establish Personal Time Off at 8-14 years of service with a waiver of the limitation of no more than 96 hours to be used within the first year of employment; 4) Pierce County residency within 18 months of hire with an opportunity for a six-month extension. Motion carried with Purdy opposed.

Insurance Coordinator Kinneman was present for discussion to establish health insurance rates for 2006. Chair Anderson announced he and Vice-Chair Hines had a conflict of interest in the decision and would be abstaining from participation in the matter, and he turned the meeting over to Second Vice-Chair Schilling.

Rate projections were negatively impacted by change in rates for stop loss insurance. Kinneman advised the committee they can seek proposals for a different stop loss carrier but that could not take place until CMS assumes the administration duties.

Motion by Rommel/Kerr to approve a 3% premium increase in CCS and a 10% premium increase for Atrium. Motion by Purdy/Schilling to amend to approve a 3% premium increase for CCS and a 5% premium increase for Atrium. Rommel called the question. There was no objection. Motion to amend carried. Motion to approve a 3% premium increase for CCS and a 5% premium increase for Atrium carried with Kerr opposed. Insurance Coordinator will initiate search for alternative stop loss carrier.

Coroner Sue Dzubay appeared to address the issue of committee consideration for transferring from the current Coroner system to that of Medical Examiner system. She stated she was of the opinion

that the Medical Examiner position would allow the County to select a candidate on the basis of their qualifications that, therefore, help to control County liability.

There was a lengthy discussion regarding the many implications of changing to a Medical Examiner system. Dzubay indicated the County would need to continue to provide office space for the position that included a secure storage area. She currently has space in the Law Enforcement Department for a file and supply storage. There also a need for office access 24-hours per day. Other considerations were purchase of office equipment such as a fax machine, a computer with word processor, a telephone, and desk and chair.

Dzubay presented a draft position description and a proposed timeline for implementation of the change. There was also discussion regarding position benefits, wage, the wage of deputies, as well as hours of work.

Motion by Schilling/Kerr to defer action to gather and consider further information regarding the transition to a Medical Examiner system. Motion carried.

Review of a request from the Public Health Department for approval to purchase unbudgeted capital equipment for the Family Planning/Reproductive Health Department. Motion by Hines/Purdy to approve purchase a new file system in the amount of \$2,905 from excess family planning funds. Motion carried.

New position requests for 2006 were reviewed. It was noted that some of the position requests had not been through the standing committees for their recommendations. Motion by Purdy/Hines to defer action on new positions. Motion carried.

Committee had been provided with copies of General Fund budgets through 6/30/05. Chair Anderson announced that 2005 fund activity for the Highway Department and Human Services Departments would be reviewed at their next meeting. No action necessary.

Motion by Hines/Rommel to authorize a special meeting of the County Board on July 14th at 7:00 p.m. for the purpose of discussion of, and potential appointment of the Administrative Coordinator. Motion carried.

There were no future agenda items announced.

There was no Interim Administrative Coordinator's report.

Meetings for 7/22, 8/12 and Wednesday 8/24, all at 8:00 a.m.

Motion by Rommel/Hines to adjourn at 11:32 a.m. Motion carried.

REVISED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, July 22, 2005 – 8:00 a.m.
County Board Room

1. Call to Order
2. Approve minutes of 7/8/05
3. Committee will convene into closed session pursuant to:
 - Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator position and compensation; and Corporation Counsel performance evaluation
 - Sec. 19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, could be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: employee leave of absence
4. Committee will return to open session and take action on closed session items, if required
5. Committee will accept public comments
6. Discuss and take action on office improvement at Ingram Center for Public Health department
7. Discuss and take action to approve on family living agent attendance at NEAFCS Conference
8. Discuss and take action to approve adding name to war monument

9. Discuss and take action on request for overtime for 2 full time secretaries to work at county fair
10. Discuss and take action to approve new positions for 2006
11. Discuss and take action to advance funds for a temporary ATM for the fairgrounds
12. Future agenda items
13. Interim Administrative Coordinator's Report
14. Set future meeting dates
15. Adjourn

A quorum of county board supervisors may be present

7/20/05

FINANCE AND PERSONNEL COMMITTEE MEETING

Friday, July 22, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Purdy, Rommel, Kucinski, Schilling and Hines present. Also present Corporation Counsel Lawrence, Barkla, Holst and Kosin.

Review of minutes of 7/8/05. Motion by Kerr/Kucinski to approve minutes. Motion carried.

Motion by Purdy/Schilling to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator position and compensation; Corporation Counsel performance evaluation; and 19.85(1)(f), Wis. Stats., for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where para. (b) applies, which, if discussed in public, could be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation: employee leave of absence. Roll call vote unanimously approved.

Kucinski was excused at 8:50 a.m. Kosin and Holst were excused.

Motion by Rommel/Hines to return to open session at 10:10 a.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to approve Curt Kephart as candidate for Administrative Coordinator at an annual salary of \$65,000 with an increase of \$2,500 at 6 months and at 12 months with satisfactory performance evaluations, PTO accrual at 8 years of service, and \$1,000 moving expense reimbursement and forward to the County Board with a recommendation for approval. Motion carried.

Motion by Rommel/Purdy to approve a 7-day leave of absence for Human Services employee effective 7/23. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Purdy to approve the remodeling project at the City of River Falls Ingram Center in the amount of \$4,401 with funds to be taken from the Reproductive Health budget. Kerr called

the question. No objection. Motion carried.

Motion by Schilling/Rommel to approve Family Living Agent Lori Zierl's attendance at the National Extension Association of Family and Consumer Service (NEAFCS) in September. Motion carried.

Committee reviewed a request from the American Legion Kinne-Englehart Post 204 for authorization to make engraving additions to the war memorial stones located on the South lawn of the Courthouse. Their intent is to add language to include the Iraq War and to add the name of Army Specialist 4th Class Bert E. Hoyer. Post 204 indicates they will be responsible for all costs to complete the project. Motion by Hines/Purdy to authorize these additions to the memorial. Motion carried.

Review of a request from UW-Extension for approval of overtime for two full-time secretaries for work at the County Fair. The employees were requesting comp time in lieu of payment for the extra time. Motion by Schilling/Purdy to approve extra hours with no additional funds required. Motion carried.

A list of the 2006 New Personnel requests was presented. Chair announced that the Law Enforcement Committee is meeting to discuss their new positions on August 8th. Motion by Rommel/Purdy to defer action on Personnel requests for 2006. Kerr suggested that all requests that come forward include proposal for funding and how it will impact their budget. Motion carried.

Committee members reviewed a request from the Fair Department for approval of a temporary ATM at the Fairgrounds during the 2005 Fair. The County would pay a \$300 rental fee for the machine and a fee will be paid to the County for each transaction. The Fair Department would be responsible for stocking the machine with cash for transaction and projected it would require approximately \$18,000 for this purpose. Motion by Hines/Kerr to approve advance of \$18,000 to stock the ATM machine for the Fair. Rommel called for the question. Purdy objected to call of question. Motion calling the questions carried with Purdy opposed to proceeding. Motion carried with Purdy opposed.

Interim Administrative Coordinator's report: Anderson stated he is meeting with various County Law Enforcement employees and committee supervisors to discuss numerous issues relating to jail space and prisoner housing. He had also been contacted by representatives of Goodhue County for discussion on these matters. Hines asked Chair to keep the Ad Hoc Facility Planning Committee up-to-date on these activities and noted that the Ad Hoc Committee was meeting on July 28th.

Chair Anderson also spoke of discussions currently underway as a county board consortium regarding the merging of departments within counties and possible amendment to the State constitution that would designate the elected officials as county employees. He will keep the committee informed of discussions on these and other topics.

Meeting dates: August 12 and August 24 at 8:00 a.m.

Motion by Hines/Rommel to adjourn at 10:43 a.m. Motion carried.

PROJECT COMMITTEE MEETING AGENDA
Non-represented Employee Compensation Plan
Monday, July 25, 2005 – 5:00 p.m.
County Board Room

Committee members will meet with Compensation Consultant Bjorklund to discuss and take action regarding the non-represented employee compensation plan and performance evaluation system

Set meeting date

Adjourn

A quorum of county board supervisors may be present.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, August 12, 2005 – 8:00 a.m.

County Board Room

1. Call to order
2. Approve minutes of 7/22/05
3. Committee will convene into closed session pursuant to:

A. Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property and

B. 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and

C. Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation

4. Committee will return to open session and take action on closed session items, if required
5. Committee will receive public comment
6. Treasurer's report
7. Discuss and take action to approve leave of absence for non-represented employee
8. Discuss and take action to approve expenditure of Jail Maintenance funds for remodeling
9. Discuss and take action on requested new positions for 2006
10. Discuss and take action to create the Drug Court Program standing committee
11. Discuss and take action on Humane Society financial status
12. Administrative Coordinator's report
13. Future agenda items
14. Set future meeting dates
15. Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, August 12, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Hines, Rommel, Purdy and Kucinski present. Also present Administrative Coordinator Kephart, Corporation Counsel Lawrence and Barkla.

Review of minutes of 7/22/05. Motion by Purdy/Hines to amend page 1, paragraph 9: “Kerr called the question. **No objection.**” and page 2, paragraph 2: “Purdy objected to call of question. **Motion calling the question carried** with Purdy opposed to proceeding. Motion carried **with Purdy opposed.**” and approve as amended. Motion carried.

Motion by Hines/Schilling to convene into closed session at 8:05 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property, and Sec. 19.85(1)(e), Wis. Stats., and Sec. 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements; and Sec. 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel performance evaluation. Roll call vote unanimously approved.

Holst arrived.

Motion by Hines/Schilling to return to open session at 8:45 a.m. Roll call vote unanimously approved.

Motion by Kerr/Purdy to forward to the County Board discussion of Corporation Counsel performance evaluation under 19.85(1)(c), for consideration of continued employment. Roll call: Kucinski, Rommel and Anderson voting no. Motion carried.

Chair called for public comment. There was none.

Motion by Hines/Purdy to approve leave of absence for Assistant Corporation Counsel effective 8/10 for up to 11 days. Motion carried.

Motion by Kerr/Schilling to approve expenditure from the Jail Maintenance Fund for remodeling of overhead garage doors in the jail in the amount of \$3,472 and installation of a slop/kitchen sink in the jail at a cost of \$800. Motion carried.

Review of new position requests for 2006. It was noted that the requests would be reviewed according to department:

Kucinski addressed Sheriff's Department requests which included 2 Jailer/ Dispatcher/Floater, Drug Investigator, Patrol, 2 position upgrades to Sergeant. He indicated that the committee vote was not unanimous for any of the positions. Discussion took place. Motion by Kucinski/Kerr to deny all position requests. Purdy opposed. Motion carried.

Motion by Kucinski/Purdy to approve Drug Court Coordinator position with issue as to whether it would be LTE or independent contract with funds designated for the position. Kucinski/Purdy withdrew motion. Motion by Kucinski/Kerr to approve position of .6 FTE Drug Court Coordinator. Motion carried.

Deputy Register in Probate was presented as a request to increase the position hours to .6 FTE of 2,080-hour base. Motion by Kerr/Hines to approve an increase of 156 hours for Deputy Register in Probate. Motion carried.

Deputy Clerk of Court (3 positions) to be moved to 2,080-hour base. Motion by Kucinski/Kerr to approve 260 hours for position of clerk of court criminal division. Motion by Kucinski/Kerr to withdraw motion to assign hours to criminal division. Motion by Kucinski/Kerr to approve a total of 260 additional hours for clerk of courts staff. Motion carried.

Human Services: Child Support Specialist, Long Term Support (LTS) Resource Coordinator, .5FTE Accounting Assistant, Elderly Benefits Specialist increase to 40 hour week, and .4 FTE Transportation Attendant/Bus Driver. R. Bicha present.

Motion by Purdy to approve all positions proposed by Human Services. Motion died for lack of second.

Motion by Kucinski/Hines to approve .4 FTE Transportation Attendant/Bus Driver and increase in hours for Elderly Benefits Specialist with no cost to the County. Bicha addressed the positions requested by the department. He indicated the LTS Resource Coordinator was requested to help develop alternatives to adult home placements and with the position the County will costs. The Accounting Assistant could increase collections. Motion carried to approve .4 FTE Transportation Attendant/Bus Driver and increase in hours for Elderly Benefits Specialist.

Motion by Kucinski/Schilling to approve .5 FTE Accounting Assistant. Motion carried.

Motion by Kucinski/Purdy to approve LTS Resource Coordinator. Discussion about other

possible costs associated with creation of the position. Schilling asked what recommendations had come from the Human Services Board. The committee was divided on recommendations forwarded with no majority vote. Motion carried to approve LTS Resource Coordinator.

Motion by Kucinski/Kerr to not approve Child Support Specialist. Bicha said the department needed to be more aggressive to help the children. The Child Support Specialist was needed to help to generate revenue. Call for the question by Kerr. Motion carried with Purdy and Schilling opposed.

Kucinski excused.

Highway Bookkeeper (2 positions). A request to authorize the increase of 260 hours per year for each position. (This represents a change from 1,820 hours per year to 2,080 hours per year.) Motion by Hines/Rommel to approve an additional 260 hours per year to be used at the discretion of the Office Manager (for peak work days). Hines called for the question. Purdy and Kerr opposed. Motion carried.

Medical Examiner: Chair stated that if the position were approved there would be no funding necessary until the 2007 budget. He also indicated that he is still working with other counties to check the feasibility of consolidation of this service.

Invasive Species Removal – Parks (2 positions): Temporary positions at 320 hours per year each. Motion by Hines/Purdy to disapprove the 2 temporary positions. Motion carried.

Extension Secretary: Part time position increase from .8 FTE to full time for a total increase of 364 hours; Horticulture Educator: part time position increase from .4 FTE to .5 FTE for a total increase of 182 hours. Motion by Kerr/Anderson to disapprove both positions. Schilling stated that the Fair Department has transferred some duties to the Extension Department and she expected that the long-term plan is that there will be more duties transferred to that department. Motion carried with Schilling and Purdy opposed.

Sheriff Muhlhausen asked to address the committee on the department requests. Chief Deputy Gulbranson and Lt. Knoll also present. Sheriff stated he had discussed department needs with staff and this is the collaboration. The Law Enforcement Committee recommended the 2 Jailer/Dispatchers and the Drug Investigator.

Representatives of Ellsworth and River Falls emergency services spoke in favor of increased staff in the department for dispatch and drug investigation.

Sheriff indicated that the creation of 2 sergeant positions would be position upgrades and not new positions. This would provide supervision on each of the 3 shifts.

Discussion of possible methods of funding new positions such as any changes in existing structure that could be reallocated to cover them.

Motion by Schilling/Hines to reconsider the new Law Enforcement position requests at the next Finance meeting. Motion carried with Kerr opposed.

Treasurer's report with P. Leland Skog. Fund balances in the amount of \$17,387,549.11 as of 6/30/05. Discussion of investment practices through Institutional Capital Management and whether the County can take out funds without a substantial penalty. Purdy questioned whether the County could get a slightly higher rate through local investment and then the funds would also be available to citizens. Skog was asked to communicate with Bob Moore prior to any ICM reinvestments so that Skog can compare rates for reinvestment locally. Skog to investigate to see if there is any penalty for removing some ICM funds at their maturity and what investment rates might be locally and provide a report for the next meeting.

Creation of the Drug Court Program standing committee was discussed. Both the Human Services Board and Law Enforcement Committee support creation of the committee to supervise activities of the Drug Court Program. The Ad Hoc Policy Update Committee was recommending a 3-member committee composed of 2 county board members and 1 citizen member. Appointments would be made the by the County Board Chair. Motion by Purdy/Rommel to approve creation of the Drug Court Program standing committee to supervise the Drug Court Program and said committee to be composed of 2 county board members and 1 citizen member with members appointed by the county board chair, and forward an ordinance to the County Board for approval. Motion carried.

Humane Society representatives had requested the agenda include discussion of the organization's financial status. Chair explained that the County currently allocates to the Humane Society all monies in the dog license fee in excess of \$1,000 each year. Motion by Hines/ Purdy to defer any action. Motion carried.

Administrative Coordinator Kephart gave a brief report, summarizing his activities since his arrival as well as offering comments about his plans for the future.

Chair Anderson reported on a recent meeting with St. Croix County at which there was discussion about consolidation of services, such as joint contracts for doing studies for each county, as well as discussion about jail facilities and communications.

Meeting dates: September 9 and 16 at 8:00 a.m.

Representatives of the Humane Society arrived. Motion by Hines/Purdy to withdraw motion to defer action on Human Society financial status. Motion carried.

Theresa Jonas, Director, and other Humane Society supporters were present along with Dick Bunce, Trenton Town Chair.

There was extensive discussion of the problems that exist that are affecting the financial health of the Society. Discussion was held as to whether the Society could provide the County with a proposal that they feel could help them regain stability, and how the County can participate in this process. This will be a future agenda item

Motion by Purdy/Kerr to adjourn at 11:40 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, August 24, 2005 – 8:00 a.m.

County Board Room

- 1 Call to order
- 2 Approve minutes of 8/12
- 3 Committee will convene into closed session pursuant to:
 - A. Sec. 19.85(1)(e) and 111.70(a), Wis Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreement: Teamsters grievance, and
 - B. Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property
- 4 Committee will return to open session and take action on closed session items, if required
- 5 Committee will receive public comments
- 6 Discuss and take action on requests for new positions in the Sheriff's 2006 budget
- 7 Review and take action on 2006 budgets:
 - A. Corporation Counsel
 - B. County Clerk
 - C. Administration
 - D. Personnel
- 8 Discuss and take action on requested adjustment to the 2005 WIC budget
- 9 Discuss and take action on requested non-budgeted expenditure for roll-off containers
- 10 Administrative Coordinator's report
- 11 Future agenda items
- 12 Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING

Wednesday, August 24, 2005 – 8:00 a.m.

County Board Room

Meeting called to order by Chair Anderson with Kerr, Schilling, Rommel, Purdy and Kucinski present. Also present Administrative Coordinator Kephart, Corporation Counsel Lawrence and Barkla.

Review of minutes of August 12, 2005. Motion by Schilling/Purdy to approve the minutes as presented. Motion by Kerr/Purdy to amend paragraph 6 regarding Lawrence motion to insert “continued” between the words “of^employment”. Hines arrived. Motion carried to amend the minutes of August 12, 2005. The question was called. Hines abstained.

Motion by Schilling/Purdy to convene into closed session at 8:09 a.m. pursuant to Sec. 19.85(1)(e) and 111.70(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: Teamsters grievance; and 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition; sale of county-owned property. Roll call vote unanimously approved. Bicha and Barkla present.

Representing the Teamsters Local 662 Human Services Professionals were Staff Representative Skutak and Stewards Van Dusartz and Krings.

Motion by Kerr/Schilling to return to open session at 9:13 a.m. Roll call vote unanimously approved.

The meeting was briefly recessed.

Motion by Kucinski/Purdy to deny the Teamsters grievance regarding unit of placement of bargaining work. Motion carried.

Motion by Kerr/Hines to authorize the Administrative Coordinator to hire an appraisal firm to proceed with sale of county-owned property. Motion carried.

Public comment for non-agenda items was received. No one from the public had any comments.

Chief Deputy Gulbranson, Lt. Knoll and three local emergency services personnel were present for discussion of the Sheriff's Department's new employee requests. There was extensive discussion of the requests.

Gulbranson indicated the Law Enforcement Committee was recommending the 2 Jailer/Dispatcher Floater positions and the Drug Investigator. It was noted that there none of the department's requests received the full support of the entire Law Enforcement Committee

Discussion of whether the department could consider program cuts such as D.A.R.E or certain training programs. Gulbranson indicated this is frequently discussed in the committee meetings, however, Pierce County currently provides only a few programs which they believe will help to keep individuals out of jail.

There was a brief discussion about possible benefits to consolidation of services. The committee was advised that costs associated with these new positions such as vehicles, uniforms and training were included in other budget line items within the department's proposed budget.

Motion by Purdy/Hines to recommend the proposed Drug Investigator position to the County Board. Motion carried with Kucinski and Kerr opposed.

Motion by Purdy/Schilling to recommend the female Jailer/Dispatcher position to the County Board. Motion carried with Anderson and Kucinski opposed.

Motion by Purdy to recommend male Jailer/Dispatcher position to the County board. Motion failed for lack of second.

Motion by Purdy/Hines to recommend the Jailer/Dispatcher promotion to the County Board. Motion carried with Kucinski, Kerr and Anderson opposed.

Motion by Purdy/Hines to recommend the Patrol promotion to Sergeant to the County Board. Motion carried with Kerr, Kucinski and Anderson opposed.

Motion by Purdy to recommend one Patrol officer position to the County Board. Motion failed for lack of second.

Motion by Hines/Kerr to revise of the order of the meeting agenda to move to item #8 and #9 ahead of item #7. Motion carried.

Motion by Hines/Purdy to approve amending the 2005 WIC budget to reflect an additional \$1,533 in state revenue. Motion carried.

Hines addressed the request from the Solid Waste Administrator for approval to purchase new recycling containers instead of repair of the existing containers. Purchasing new roll-off containers was not in the capital improvements budget for 2005. He indicated that repair and refurbishing are costly and the Solid Waste Management Board was recommending approval to purchase two new roll-off containers instead of repairing. Motion by Hines/Purdy to approve purchase of 2 roll-off containers from 2005 budget funds and amend the Solid Waste 2005 budget accordingly. Motion carried.

Hines excused at 10:37 a.m. for a prior commitment.

Finance & Budget Director Brickner and Administrative Coordinator Kephart addressed general 2006 budget preparation information. They were advised that the committee supports the past practice whereby the Administrative Coordinator and Finance & Budget Director meet with all departments prior to the time that the Finance and Personnel Committee meets to review the department budgets. The Finance and Personnel Committee will meet with the auditors on September 30th at 8:00 a.m. for review by committee of the 2006 budgets.

The following is a review of 2006 budget requests from several of the departments that report to the Finance and Personnel Committee:

Corporation Counsel Lawrence addressed the department budget request for 2006. He noted that the 2005 Corporation Counsel budget regarding the contracted services line item is being charged for labor related expenses which had in the past been paid from the Legal Services budget that is part of the Administration Department. No action was taken on the budget pending research regarding the correct budget that should be charged for labor related expenses.

A review of budgets prepared through the office of the County Clerk occurred. Clerk Jamie Feuerhelm was present. Motion by Schilling/Kerr to recommend the following 2006 budgets for County Clerk: County Clerk - \$109,037, Elections - \$24,195, Switchboard - \$46,510, Tax Deed - \$500, Care of Soldiers Graves - \$5,940, Dog License - \$17,100, Dog License Revenues - \$17,100, Marriage Mediation Revenue - \$4,500, County Clerk Revenues - \$13,400, Codification of Ordinances - \$4,000. Motion carried.

A review of proposed 2006 budgets prepared through office of Administration. Motion by Purdy/Kucinski to recommend the following 2006 budgets for Administration: County Board - \$68,660, Administration - \$262,801, Insurance - \$107,000, Postage - \$7,046, Other Executive (Legal) - \$20,000, Indirect Cost Study - \$7,320, Independent Auditing and Accounting - \$26,000, Regional Planning - \$23,329, Cafeteria Insurance - \$3,500, Mississippi River Parkway - \$500, Other Public Safety - \$1,453. Motion carried.

Motion by Rommel/Purdy to recommend proposed Personnel 2006 budget - \$90,671.
Motion carried.

A brief discussion was held encouraging departmental and committee review of travel/training budget with regard to 2006 budgeting.

Administrative Coordinator's report. Kephart reported he has suggestions on methodology for bargaining unit placements. He also addressed implications planning which provides the data for associated costs in personnel or actions for budgeting purposes. He will provide additional information on these subjects at the upcoming meetings on September 9th and September 16th.

Barkla and Kucinski were excused at 11:35 a.m.

Motion by Kerr/Rommel to adjourn at 11:35 a.m. Motion carried.

REVISED
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, September 9, 2005 – 8:00 a.m.
County Board Room

1. Call to order – Establish and Approve Agenda
2. Approve minutes of 8/24/05 meeting
3. Committee may convene into closed session pursuant to:
 - Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: property acquisition and sale of county-owned property
 - 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements; and
4. Committee will return to open session and take action on closed session items, if required
5. Committee will receive public comments not related to agenda items
6. Treasurer's report
7. Discuss and take action on 2006 Treasurer's budgets
8. Discuss and take action on 2006 Register of Deeds budget
9. Discuss and take action on 2006 Corporation Counsel budget
10. Discuss and take action to revise/- establish 2006 property insurance deductibles
11. Discuss and take action on payment of Health Department Dental Program insurance
12. Discuss and take action on release of Contingency funds for Human Services Drug Court
13. Request authorization for analysis of General Development Plan Options
14. Discuss budget levy limits
15. Discuss and take action on Administration's Mission and Vision statement
15. Administrative Coordinator's report
16. Future agenda items
17. Set Finance and Personnel calendar for remainder of 2005
18. Adjourn

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, September 9, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Anderson at 8:05 a.m. with Kerr, Schilling, Rommel, Purdy, Kucinski, present. Also present Administrative Coordinator Kephart and Corporation Counsel Lawrence.

Review of agenda. Motion by Rommel/Purdy to approve agenda as presented. Motion carried with Kerr opposed.

Review of the minutes of 8/24/05. Motion by Purdy/Rommel to approve minutes as presented. Motion carried.

Hines arrived at 8:08 a.m.

Motion by Schilling/Kerr to convene into closed session at 8:08 a.m. pursuant to Sec. 19.85(1) (e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session: property acquisition and sale of county-owned property; and 19.85(1) (e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements. Roll call vote unanimously approved.

Motion by Kerr/Schilling to return to open session at 8:27 a.m. Roll call vote unanimously approved.

Chair asked for public comments not related to agenda items. There were none.

Treasurer's report with P. Leland Skog. Fund balances as of 7/31/05 in the amount of \$21,178,515.71. Skog stated he spoke with Bob Moore, ICM, and he had moved several investments into the 4% interest area. No penalty was paid for these reinvestments. He also stated that approximately 40% of the portfolio will come due within the next 4 months. Purdy entertained that we bring some money back and invest locally.

Finance & Budget Director Brickner arrived at 8:38 a.m. for review of several departmental budgets.

Review of the Treasurer's budget request for 2006. Treasurer Skog was present. Motion by Kerr/Hines to approve 2006 budget for Treasurer's Office in the amount of \$173,830, Treasurer's 2006 Revenues in the amount of \$367,000, and Property Assessment in the amount of \$53,856. It was suggested that the Committee get updated revenue projections from Treasurer Skog and Moore. Kerr called for the question. There was no objection. Motion carried with Anderson opposed.

Review of Register of Deeds budget request for 2006. Register of Deeds Nelson was present. She stated the work backlog should be caught up by the end of the year and the employee temporarily assigned to 40 hours per week has been budgeted for 35-hour status in 2006. Motion by Kerr/Hines to approve 2006 budget request for Register of Deeds in the amount of \$226,847, Register of Deeds Revenues in the amount of \$404,000, Land Records Modernization in the amount of \$37,100. Kerr requested information as to how Land Records Modernization could be used toward the 2006 budget. Motion carried.

Second review of Corporation Counsel 2006 budget in the amount of \$271,972. Brickner produced summary of labor expenses that had been charged against the 2005 Corporation Counsel budget. \$9,345 will be transferred from Corporation Counsel Contracted Services line item against the Legal Services account. The sundry contract line item was reduced from \$20,000 to \$15,000. Motion by Kerr/Purdy to approve Corporation Counsel 2006 budget request in the amount of \$266,972. Motion carried. Brickner left at 9:15 a.m.

Insurance Coordinator Kinneman reviewed with the committee the property insurance renewal rates with regard to deductibles. Kinneman will recalculate premium savings by increasing the Buildings, Auto Comp and Auto Collision deductibles. She will report the updated information at the 9/16/05 meeting. Also suggested that she check on premium that would result from installation of alarm systems as well as the cost of insuring another fleet vehicle.

Kucinski was excused at 9:22 a.m.

Motion by Kerr/Hines to defer action on premium deductibles until the next meeting. Motion carried.

Recess at 9:28 a.m. until 9:33 a.m.

Administrative Coordinator Kephart addressed the agenda item request for payment of the liability insurance for the volunteer dentist in the dental program. Kinneman present. This premium is not eligible for payment through regular County coverage. The Board of Health had previously recommended payment from another budget as they did not want the insurance coverage to lapse. The annual premium is \$932 and effective 8/1/05. Brickner stated that the Dental Program does not have any County funds so if a deficit were to occur it would require action of the County Board.

Motion by Purdy/Hines to approve payment of the premium for liability insurance for volunteer dentist in the amount of \$932 and pay from Dental Program Fund. Motion by Anderson/Purdy to amend so that

this action is non-precedential. Kerr called the question with no opposition. Motion to amend carries with Hines and Purdy opposed. Motion to pay premium as amended carried.

Administrative Coordinator Kephart spoke to the request from Human Services for release of \$72,000 which had been placed into the 2005 Contingency fund to be applied to wait list costs. Discussion held as to the financial condition of the program and a request that Director Bicha will provide additional financial information on the wait list. Motion by Kerr/Schilling to defer action on this request until they have a detailed report of expenditures and anticipated expenditures for the program. Motion carried.

Administrative Coordinator Kephart presented the committee with a map of the area that might be considered Phase I of the Fair Development Plan. He was requesting their input as to his proposal to coordinate the Fair Concept Development Plan with the Building Committee and the Fair Committee so everyone is clear with zone/development districts that are being proposed in the Plan. It was noted that the Fair Committee will review the Concept Development Plan at their next meeting, if time allows. No action taken.

Administrative Coordinator Kephart presented committee members with information from Julie Brickner supplied by the Department of Revenue and the State of Wisconsin which addressed budget levy limits. Finance & Budget Director Brickner was present. It was announced that the original options levy limitations presented are based upon assumptions that are no longer valid. The levy limit will be capped at only new growth and this translates into a maximum increase of 3.411% or \$413,890 that can be levied. Members will receive a printout of the history of Contingency fund activity at the 9/16/05 meeting, if the Administration Department has adequate time to gather the information.

Administration Department Mission Statement was reviewed with a request for feedback from the committee. Kephart indicated some departments have a mission statement and some are in the process of creating a statement. Motion by Hines/Schilling to approve the Administration Department Mission Statement as presented. Motion carried.

Administrative Coordinator Kephart advised the committee that: next week the department would be busy with meeting with departments regarding their 2006 budgets. It was decided that the Administrative Coordinator and Finance & Budget Director will seek from each department written identification of changes being proposed in their 2006 budgets. Kephart also stated he will be working on budget process streamlining and creation of new forms to address the budgeting questions that have been brought forward from committee.

Kephart spoke of his efforts to encourage collaboration with the schools and other units of government. He indicated there was interest expressed from the entities to form a discussion group. He also announced he is working to improve our technology to improve services.

September 30th the committee will review the 2006 department budgets. Kephart suggested

creation of a checklist that could be used to explain justification for any budget increases. A written statement could be presented instead of personal appearances by the department heads.

Future agenda items:

Hines asked that the topic of mileage reimbursement be added to the next agenda for discussion.

Purdy asked that a future agenda include a briefing on whether the Corporation Counsel is doing private work. He also said he had heard from a constituent that a Human Services employee who had left employment with Pierce County may have gotten a “package”. He thought the committee should know the details if something had been offered beyond the scope of policy.

Future meeting dates: 9/16, 9/30, 10/14.

Motion by Rommel/Hines to adjourn at 10:38 a.m. Motion carried.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Friday, September 16, 2005 - 8:00 a.m.****County Board Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 09/09/05 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action to amend the Pierce County Code – Chapter 4 regarding name change for Data Processing Department to Information Services Department	Janet Huppert
3	Discuss and take action on Health Department requests: Amend 2005 Fluoride Mouthrinse budget Amend 2005 Bioterrorism/Emergency Preparedness budget	Becky Johnson
4	Discuss and take action on release of Contingency funds for Human Services Wait List	Reggie Bicha
5	Review and take action on revised position description for Mental Health/AODA Supervisor	Reggie Bicha
6	Discuss and take action to revise/establish 2006 property insurance deductibles	Wanda Kinneman
7	Discuss and take action on mileage reimbursement rates	Sandy Langer
8	Administrative Coordinator's report	Curt Kephart
9	Future agenda items	Chair
10	Set future meeting dates	Chair
11	Adjourn	Chair
	<i>A quorum of County Board Supervisors may be present</i> 9/9	

FINANCE AND PERSONNEL COMMITTEE MEETING
Friday, September 16, 2005 – 8:00 a.m.
County Board Room

Meeting called to order by Chair Ron Anderson at 8:03 a.m. and he determined a quorum existed with Dale Hines, Kirstin Schilling, Greg Kerr, John Kucinski, and Rich Purdy present. Rod Rommel was excused. Also present were Paul Barkla, Administrative Coordinator Kephart and Corporation Counsel Lawrence.

Review of agenda. Motion by Schilling/Hines to suspend the rules to move agenda item 4 (Release of Contingency funds for Human Services wait list) and agenda item 5 (Revised position description for Mental Health/AODA Supervisor) up and take them prior to agenda item 2. Motion carried.

The minutes from the 9/9/05 Finance and Personnel Committee meeting have not been completed yet. No action taken with regard to approval of those minutes.

Chair Anderson asked for public comments not related to agenda items. No one from the public had any comment.

Human Services Director Bicha requested the release of Contingency funds for addressing the Human Services wait list. He indicated that in the 2005 budget, \$100,000 had been allocated by the County for reducing the long term support services wait list. \$28,000 of those funds went directly to the Human Services fund, and the remaining \$72,000 was placed in the County's Contingency Fund. Human Services has been actively working to reduce the wait list, and has expended approximately \$30,000 through June, 2005. Approximately 30 people have been removed from the wait list; however, an additional 50 have been added, underscoring the need for the transfer of funds. Mr. Bicha further indicated that because of the waitlist numbers it is expected that the expenditure of wait list funds will accelerate throughout the remainder of the year. Mr. Bicha supplied the Committee with documentation giving brief synopses of various Pierce County residents on the wait list. Kucinski/Purdy moved to transfer \$72,000 from the Contingency Fund to the Human Services budget. Kerr called the question. There was no objection. Motion carried.

Chair Anderson took up the agenda item seeking a revised position description for Mental Health/AODA Supervisor. Chair Anderson recommended referring the matter to the Human Services Board to obtain their input with regard to the requested revision prior to taking any action. Motion by Hines/Kucinski to refer the matter to the Human Services Board. Motion carried.

Chair Anderson took up the agenda item to amend the Pierce County Code, Chapter 4 regarding name change for Data Processing Department to Information Services department. Motion by Hines/Purdy to approve the proposed ordinance incorporating the name change and to forward the matter to the county board. Motion carried.

Chair Anderson took up the agenda item regarding the Health Department requests to amend the 2005 Fluoride Mouthrinse budget and to amend the 2005 Bioterrorism/Emergency Preparedness budget. Motion by Hines/Kerr to amend the 2005 Fluoride Mouthrinse budget to receive the additional \$562 from the State and amend the 2005 Oral Health Fluoride Mouthrinsing budget to reflect changes made by converting the budget to a calendar year basis. Motion carried. Motion by Hines/Purdy to amend the 2005 Bioterrorism/Emergency Preparedness budget to include additional State aid of \$2,129 and 2004 unused funds of \$7,884 for a 2005 budget total of \$50,645. Motion carried.

After having obtained additional information pursuant to the request of the Committee at the September 9, 2005 meeting, Insurance Coordinator Kinneman reviewed proposed changes to the 2006 property insurance deductibles. Ms. Kinneman recalculated premium savings by increasing the buildings, auto comp and auto collision deductibles. Ms. Kinneman also noted that departments will have to increase their future budgets to account for any deductibles that are increased. Motion by Kerr/Purdy, to raise the buildings deductible from \$500 to \$1,000, and the contractor's equipment deductible from \$500 to \$5,000 and to not change the deductibles for automobile comprehensive, automobile collision, and monies/securities. Motion carried.

Corporation Counsel Lawrence addressed the agenda item related to current mileage reimbursement rates. This matter was requested to be put on the current meeting agenda at the last meeting, and a separate request was made by Supervisor Kerr to put together an amended ordinance that reflects the ability to enact a mileage reimbursement change at the same time the State enacts a change. CC Lawrence passed out a proposed ordinance amending the Pierce County Code, Ch. 4, §4-49 Compensation and Per Diems, which section addresses mileage reimbursement. CC Lawrence advised the Committee that the present language does not allow the new mileage rate to go into effect until the January 1st of the following year, and that the historical purpose for this was to allow departments to budget for the next year accordingly. The Committee expressed a concern with the current language due to fuel costs. CC Lawrence suggested a modification of §4-49(A)(2) as follows: "The mileage, meal and lodging allowances ~~which go in effect for state employees each July 1 shall not apply to Pierce County Board members or employees until the following January 1, which is the beginning of the Pierce County fiscal year.~~ shall be reimbursed at the state reimbursement rate.", and that if the Committee was interested in making such a change, they should move to authorize a corresponding change in the County Travel Policy, and to authorize the Administrative Coordinator to negotiate with the appropriate sideletters with unions, to make sure their collective bargaining agreements allow them to participate in the change in county policy. Discussion ensued, and Supervisor Kerr indicated interest in documenting the effect of the proposed change. Motion by Hines/Purdy to adopt the proposed amended ordinance and forward to the county board for approval; to authorize, upon final approval of the ordinance by the county board, both a corresponding change in the County Travel Policy, and that the Administrative

Coordinator work with the unions so that their respective collective bargaining agreement allow them to follow county policy. Motion carried.

Administrative Coordinator's Report: AC Kephart asked for feedback on the new Finance and Personnel Committee agenda format, to which members responded positively. With regard to the need to have a department representative present, the Committee directed that if the matter is complicated and more information will likely be needed, then it is important to have a department representative available. If the matter is relatively simple, then it is not necessary. AC Kephart indicated that requesting parties may need to provide names of presenters to insure that complicated items are represented either by the Committee or the Department. The Committee indicated it may be advisable to have a department representative available if it becomes necessary to obtain more information or ask questions. Comment was made that it is helpful to include minutes from standing committees with regard to issues on the agenda, if they are available. AC Kephart advised the committee that the Administration office is working to distill the budget numbers they continue to receive, and that he and Finance Director Brickner will have some recommendations for the Committee on the 30th. Also, a summary sheet with regard to levy possibilities is available for those who do not already have one. AC Kephart sought feedback from the Committee with regard to doing a letter to the editor regarding the budget process. The Committee feedback was that it was a good idea, but that it needs to be specific in order to clarify the budget process for the taxpayers.

Future Agenda Items: September 30th the Finance and Personnel Committee will review the 2006 department budgets. A request was made to send the Finance and Personnel Committee packets for the September 30, 2005 meeting to all County Board Supervisors. Depending upon availability, the location of the meeting may be changed to the Pierce County Office Building in order to have more room.

Future meeting dates: September 30, 2005 and October 14, 2005.

Motion by Schilling/Hines to adjourn at 9:00 a.m. Motion carried.

Respectfully submitted by Brad Lawrence.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Friday, September 30, 2005-8:00a.m.****Office Building - Multipurpose Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 9/16/05 & 09/09/05 1d Committee will receive public comments not related to agenda items	Chair
2	Present and review 2006 department & agency budget requests	Julie Brickner
	2a Discuss and take action on Humane Society request	Teresa Jonas
	2b Review all department & agency budget requests	Curt Kephart
	2c Select specific departments to discuss in greater depth	Committee
3	Recess – For lunch	
4	Reconvene with department key staff to review budget requests	Staff
	4a Selected departments meet with committee	Committee
	4b Take action on 2006 Budget recommendations to Board	Committee
5	Adjourn	
	<i>A quorum of County Board Supervisors may be present</i>	<i>9/20</i>

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
SEPTEMBER 30, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
22**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2005-

The Pierce County Finance & Personnel Committee met in Budget Review Session, September 30, 2005, in the Lower Level Conference Room of the Pierce County Office Building, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:02 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present: Rich Purdy District # 3
Rod Rommel District # 7 John Kucinski District # 8
Ron Anderson District # 11
Dale Hines District # 12
Kirstin Schilling District # 10
Greg Kerr District # 13
Members absent: None
Also present: Curt Kephart County AC
Julie Brickner Finance/Budget Director
Steve Tracey Public Auditor

Motion by Hines seconded by Schilling to approve and adopt the agenda as adjusted addressing the Humane Society first. *Motion adopted unanimously.*

Agenda Approved

Motion by Hines seconded by Schilling to accept and approve the meeting minutes of September 9, 2005 and September 16, 2005 as presented. *Motion adopted unanimously.*

Minutes Approved

The Chair requested public comment on items not related to the budget. A letter to the committee was read by Mr. Curtis Rustad, representing himself.

Public Comment

The Chair requested that Teresa Jonas, representing the Pierce – St. Croix Humane Society address the Board regarding a request for additional funding dollars. In a letter to the Committee Ms. Jonas had requested additional support for the work of the HS in the amount of \$5.00 per capita. She also provided the chair a copy of HS historical budget information from 2002, 2003, 2004 fiscal years. Several members of the public were present and addressed the committee on their views of the services provided by the Humane Society.

Humane Society Request

Curt Kephart, County AC presented a PowerPoint presentation on the process used by the Administration office in reviewing budgets and making a preliminary recommendation. He requested that any of the assumptions made in developing this proposal be affirmed or challenged. He requested Julie Brickner address specific questions regarding budget numbers.

Budget Summary
Presentation

Public comment was requested on the budget for 2006 and several citizens spoke to the Committee expressing gratitude to the members for holding the line and requesting that future budgets be kept in line.

Public Comment

After further discussion by the Committee the following motion was introduced: Motion by Rommel seconded by Hines to recommend the Administration proposed 2006 budget as submitted including special levies. This action will recommend a net levy of \$12,547,858. Motion was withdrawn.

Preliminary Budget Motion
– withdrawn

After additional discussion it was determined that certain cuts in the contingency fund could be made that would not impact budgets as requested. It was discussed that the following amounts could be released and treated as undesignated funds available to reduce the levy:

Move Preliminary 2006
Levy Recommendation

- \$46,000 for the Grand Excursion that already occurred
- \$10,000 for additional projected revenues
- \$50,000 requested in the 2006 budget for Cellular E-911 grant match

Motion by Rommel seconded by Hines to recommend to Board a 2006 levy of \$12,441,858 including special levies. This levy represents a ~~3.4%~~ **2.53%** increase.

Additional discussion took place regarding the proposed levy. Motion by Kerr to call the question. *Motion failed 3-4.*

Call the Question

Supervisor Kuscinski was excused at 10:46 a.m.

Kuscinski Excused

Motion by Anderson seconded by Purdy to remove \$50,000 from the 2005 contingency fund designated for the Highway Department. *Motion failed 2-4 Hines, Kerr, Rommel, Schilling, nay.*

Remove Funds from
Contingency

The motion to recommend the 2006 levy at \$12,441,858 including special levies was *adopted unanimously.*

2006 Levy
Recommendation Approved

Motion by Rommel seconded by Kerr to adjourn the meeting at 11:06 a.m. *Motion passed 4-2 Purdy, Schilling nay.*

The next meeting of the Finance and Personnel Committee will be held on October 14, 2005 at 8:00 a.m. CDT.

Next Regular Meeting

ATTEST:

Ron Anderson
CHAIR, FINANCE & PERSONNEL COMMITTEE

Curt Kephart, Administrative Coordinator
ACTING RECORDER

DATED:

PROJECT COMMITTEE MEETING AGENDA
Non-represented Employee Compensation Plan
Thursday, October 6, 2005 – 3:00 p.m.
County Board Room

Committee members will meet to discuss and take action on the components of the compensation plan for non-represented employees

Set meeting date

Adjourn

A quorum of county board supervisors may be present.

PROJECT COMMITTEE MEETING AGENDA
Non-represented Employee Compensation Plan
Monday, October 10, 2005 – 5.00 p.m.
County Board Room

Committee members will meet with Compensation Consultant Bjorklund to discuss and take action on the components of the compensation plan for non-represented employees

Set meeting date

Adjourn

A quorum of county board supervisors may be present.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, October 14, 2005-8:00a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 9/30/05 1d Committee will receive public comments not related to agenda items	Chair
2	Treasurer's monthly report	Lee Skog
3	Discuss and take action on: 3a Revised 2005 Solid Waste Dept. capital improvements plan and authorize expenditures	Steve Melstrom
4	Discuss and take action on proposed: 4a Pre-Disaster Mitigation Plan 4b West Central Interoperability Alliance Grant	Gary Brown
5	Discuss and take action on: 5a Proposed resolution for non-represented employee 2006 salary adjustments	Greg Kerr
6	Discuss and take action to approve new positions for 2006: 6a .4 FTE LTS Resource Coordinator 6b .5 FTE Accounting Assistant 6c .4 FTE Transportation Attendant 6d Increase Elderly Benefits Specialist to 40-hr wk	Reggie Bicha
7	Discuss and take action to revise the 2006 Human Services Budget: Increase Mental Health Collections revenue	Reggie Bicha
8	Discuss and take action on: 8a Dog Damage Claims 8b Care of Soldier's Graves 8c Claims for Listing Dogs	Jamie Feuerhelm
9	Discuss and take action on recommendations from Policy Update Committee: 9a Travel & Personnel Policy on mileage/meals/lodging and insurance 9b Policy on re-imburement of personal cars for County business	Sandy Langer and Brad Lawrence
10	Administrative Coordinator's report	Curt Kephart
11	Future agenda items	Chair
12	Set future meeting dates	Chair
13	Adjourn	Chair
	A quorum of County Board Supervisors may be present	

FRIDAY, OCTOBER 14, 2005

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
OCTOBER 14, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2005-23

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present and established that there was a quorum: Those Present

Members Present:	Rich Purdy	District #3
	Rod Rommel	District #7
	John Kucinski	District #8
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Members Absent:	Kirstin Schilling	District #10
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel

Motion by Hines seconded by Kucinski to accept and approve the meeting minutes of September 30. Motion by Hines seconded by Purdy to amend the minutes to reflect that the levy increase is 2.53%. *Motion passed to amend. Motion to approve was adopted unanimously.* Minutes Amended and Approved

Motion by Kucinski seconded by Purdy to amend the agenda to move items #5 resolution for non-represented employee 2006 salary adjustments, #6 new positions for 2006 for Human Services, and #7 increase Mental Health Collections revenue to the follow item #1d – Public Comment. Motion by Kerr seconded by Hines to amend motion to move item #5 to follow item #8 Dog Damage Claims, Care of Soldiers Graves and Claims for Listing Dogs. *Motion passed to amend agenda. Motion to approve agenda as amended was adopted unanimously.* Agenda Amended and Approved

The Chair requested public comment on items not related to the agenda: Public Comments
Supervisor Purdy stated he had requested an agenda item that was not on the agenda. He had requested discussion on the issue of a legal opinion on the liability regarding the Human Services wait list.
Citizen Pat Denzer spoke on behalf of herself and several other citizens in support of the proposed Drug Court Program. AC Kephart stated he had received several inquiries about the security of the future of the program.

R. Bicha addressed Item #6, a., b., c., and d. which were requests for new positions for 2006. The Human Services Board had met 10/12 to reconsider the budget changes that were approved during budget reviews on 9/30. Four positions were being put forward for reconsideration by the committee. There was also a request to increase revenues if collections could be increased.

Item 6.b: .5FTE (20 hrs/wk) Accounting Assistant will be assigned to increase agency collections. The Board had voted to increase revenues as this would be an outcome if the position is approved. There was discussion of the cost for the position as well as whether a collection agency could be hired. Bicha stated the position would cost approximately \$25,000 with the cost offset by increased collections.

Item 6.a: .4FTE (16 hrs/wk) LTS Resource Coordinator (Adult Family Home Coordinator) recruits, certifies family homes in the community for placement. These duties were previously performed under a contract that had expired in December 2004. Discussion of the success of the position duties. Bicha stated it is less expensive to have community placement rather than placement in adult homes. The County pays a match of 40% of costs for either care plan. The position cost is approximately \$22,900 per year with up to 50% match by federal cost share. There is also \$11,000 in the 2006 contracted services budget that will be applied to the cost.

Item 6.c: .4FTE (14 hrs/wk) Transportation Attendant/Bus Driver to assist with client transports. Cost is \$15,533 with no county funds required. Funds available in the 2006 Office on Aging budget.

Kerr stated he had a problem opening these requests back up and what the ramifications could be if the committee took action to approve them. Kucinski noted that the positions before them were all previously approved by the Finance & Personnel Committee. Anderson stated the committee recommendations could be passed on to the County Board for action. Discussion of possible increased county cost to fund these positions and whether there was any assurance of future state or federal funding and what that reimbursement rate might be.

Purdy stated that if new positions were not approved the Human Services Department would need to reduce revenues by \$35,000. Further discussion of the possible increase in total collections coming in that we would never collect otherwise. Also the future financial impact of the positions if grant funding runs out.

Motion by Kucinski and seconded by Purdy to approve all positions in agenda item #6. Rommel wanted an opportunity to talk with R. Bicha further about 6.a. and 6.b. Motion by Rommel and seconded by Kerr to defer action on 6.a. and 6.b. until Bicha and Kephart have an opportunity to discuss. This information should be available by the 10/28 meeting. Discussion of 6.d. and whether that position will return to a 35-hour week from its temporary 40-hour week if the increase in hours is not approved. Bicha stated he would need to confirm that with Office on Aging Supervisor K. Hass.

New positions for 2006: Human Services, continued

Kucinski excused 8:56am

Motion to defer action on 6a. and 6b. passed with Hines and Purdy opposed. *Motion passed as amended with all in favor.*

Motion by Rommel and seconded by Purdy to revise the 2006 Human Services budget to increase Mental Health Collections revenue. Motion by Rommel and seconded by Purdy to withdraw motion. *No action taken.*

Increase Human Service 2006 Budget Revenues

Purdy excused 9:05am

P. Leland Skog was not available. Financial reports from August and September were distributed. As of 8/31/05 fund balances in the amount of \$18,288,373.55. As of 9/30/05 fund balances in the amount of \$16,496,527.14. Kephart pointed out delinquent taxes for 2005 are up by \$301,995.71. R. Moore, ICM, will be on an upcoming agenda in November.

Treasurer's Report: Curt Kephart

Review of Solid Waste Department request to revise 2005 Capital Improvements plan and purchase roll-off containers and replace belt and wear strips on conveyor. Motion by Hines and seconded by Rommel to approve revision of the 2005 Capital Improvements Plan and authorize purchase of 4 roll-off containers and to replace the belt and wear strips on the container line in feed conveyor. *Motion passed.*

Solid Waste Capital Improvements Plan Revisions and Purchase: Steve Melstrom

Pre-disaster Mitigation Plan was reviewed. Motion by Rommel and seconded by Hines to approve the Plan and forward a resolution to the County Board. There is no fiscal impact. *Motion passed*

Disaster Mitigation Plan: Gary Brown

West Central Interoperability Alliance Grant was reviewed along with the Emergency Management Department requests for \$27,084.38 for the County share of the matching funds. The Grant was a joint effort of Pierce County and 11 surrounding counties and would provide \$150,000 in equipment for the County.

West Central Interoperability Grant funding request: Gary Brown

Brown explained that the grant opportunity came out during the year so no money had been budgeted for the cost of Pierce Count participation. Brickner explained that the amount requested was in excess of 10% of the Emergency Management budget and could not be transferred from the contingency fund as the Emergency Management Committee had requested. The amount could be transferred from the General Fund. Motion by Kerr and seconded by Rommel to authorize transfer of \$27,084.38 from the General Fund to the Emergency Management Budget and

Finance & Budget Director Brickner arrived

forward a resolution to the County Board for approval. *Motion passed.*

Recess

Brickner excused

Dog Damage Claims were reviewed. There was one claim submitted in the amount of \$400. Motion by Hines and seconded by Rommel to approve payment of \$400 to Rolland Girdeen and forward a resolution to the County Board for approval. *Motion passed.*

Dog Damage
Claims: Jamie
Feuerhelm

Claims for Care of Soldiers Graves was reviewed. Motion by Kerr and seconded by Hines to approve payment of claims in the amount of \$6,060 and forward a resolution to the County Board for approval. *Motion passed.*

Care of Soldiers
Graves: Jamie
Feuerhelm

Claims for Listing Dogs was incomplete as all of the reports had not been received. Motion by Hines and seconded by Rommel to defer action. *Motion Passed.*

Claims for Listing
Dogs: Jamie
Feuerhelm

Kerr addressed a resolution presented for consideration that would seek County Board approval to set aside into the Contingency Fund all funds included in the budgets for 2006 non-represented employee salary adjustments and, further, that implementation of a new pay policy for non-represented personnel be implemented as soon as is practical with the understanding that salary adjustments in 2006 for the non-represented employees will be based upon the new system put into effect for that fiscal year. Kerr explained that he did not think the results of the Bjorklund Study would be available for implementation on 1/1/06.

Evaluation, Pay
Administration
System

Anderson stated that he anticipated the Bjorklund Study would be available by the next meeting. He suggested that if there was a lot of disagreement about the report then the committee could reconsider the resolution before them at that time.

Brief discussion of the Bjorklund proposal to have non-represented employee performance evaluations done in February of each year and not on the employee's anniversary date. This could be applied only for department heads or to all non-represented employees.

Motion by Kerr and seconded by Hines to defer action on the resolution until the next meeting in October. *Motion passed.*

Review of Ad Hoc Policy Update Committee recommendations that involved the Travel Policy and the Personnel Policy. Lawrence indicated that the Committee had at their 10/7 meeting reviewed the current policies related to a proposed change in the travel reimbursement rates to make them consistent with the ordinance before the County Board. He noted that some of the six bargaining unit contracts contained specific language about travel reimbursements and that issue would need to be addressed with the units. Recommendations from the Ad Hoc Policy Update Committee were: revise the Personnel Policy, Art. XI, D. "Non-represented employees_State of Wisconsin travel allowance adjusted annually on January 1st." **Shall be reimbursed pursuant to the Pierce County Travel Policy.**

Amend Personnel Policy re: reimbursement

Regarding the Travel Policy, a number of changes were recommended by the Ad Hoc Policy Update Committee that related to reimbursement for travel. There was also a recommendation to include information regarding the use of the county vehicle and more detailed information regarding insurance coverage required when employees operate their private vehicles on County business. Motion by Rommel and seconded by Kerr to approve revision to the Personnel Policy as presented and to the Travel policy as follows and forward a resolution to the County Board with recommendation for adoption on a first reading:

Amend Travel Policy re: reimbursement, Use of County Vehicle and Insurance coverage

USE OF COUNTY VEHICLE

1. Use is open to all county employees.
2. Reserve the vehicle through the ~~administration office~~ **Administration Office**.
3. Longer trips have bumping rights over shorter trips. Trip miles are defined as round trip miles. Trips over 50 miles can be bumped by longer trips up to 24 hours prior to the time the vehicle is needed. Trips less than 50 miles can be bumped up to 2 hours before the vehicles are needed.
4. The vehicle must be refueled at the end of each trip. Instructions will be in the glove compartment along with the refueling card.
5. A gas credit card is available for longer trips for gas purchases only. Please advise the ~~administration office~~ **Administration Office** if you will need the card at the time of picking up the vehicle.
6. The vehicle may be taken home overnight for a trip that starts the next morning only if your residence is on the way to the destination. The vehicles shall be kept in ~~the designated county~~ parking spots.
7. Promptly report any maintenance problems or needs to the Administration Office.
8. Fill out the vehicle log each trip and return to Administration Office.
9. No smoking in the vehicle.
10. See the ~~Pierce County Cell Phone~~ Telephone Use Policy."

USE OF PRIVATELY OWNED VEHICLES

2.—Employees using their own vehicles will be reimbursed at **rates** established ~~rates~~ by the ~~County Board~~ **State of WI.** and specific labor agreements. ~~The rate for 2006 is \$.385/mile.~~

6.evidence of insurance coverage shall be provided to the ~~County~~ **Administration Office** per the Wisconsin County Mutual Insurance Corporation. The **minimum** limits of coverage the employee ~~should~~ **shall** have are.... Evidence of ~~insurance~~ **continued coverage** shall be sent to the Administration Office on an annual basis **or upon change of insurance coverage.**

Amend Travel Policy
re: reimbursement,
Use of County
Vehicle and
Insurance coverage

MEAL EXPENSES

7. ~~Effective 1-1-05,~~ the approved cost ceilings per meal **are pursuant to State of WI. rates and**

Motion passed.

Discussion of an additional recommendation from the Ad Hoc Policy Update Committee that would reduce the mileage reimbursement rate for individuals who choose to use their private vehicle when a county vehicle is available. Motion by Kerr and seconded by Rommel to refer this recommendation back to the Ad Hoc Policy Update Committee for development of a policy. *Motion passed.*

Reduced mileage
reimbursement:
Referred

AC Kephart offered his report. He had recently held a meeting with the department heads. He had been meeting with school representatives and municipalities to discuss collaboration of services and was working with Ed Hass on these issues. More meetings were being scheduled.

AC Report

AC Kephart further reported he was working on property issues, potential for early retirement plan as an alternative to possible future lay-offs, and an action plan for the 2007 budget funding.

CB Chair Anderson advised the committee that Act 34 has been adopted and it would be necessary to increase the size of the Board of Adjustment. Legislation to amend the County Board Rules will be presented at the next meeting.

CB Chair Report:
Ron Anderson

Motion by Kerr seconded by Rommel to adjourn the meeting at 10:40 a.m.
Motion passed.

Adjourn

The next meetings of the Finance and Personnel Committee will be held on October 28, November 4, and November 18, 2005 at 8:00 a.m. CDT. Next Regular Meetings

ATTEST:

Ron Anderson
CHAIR, FINANCE & PERSONNEL COMMITTEE

Sandra V. Langer, Recorder

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, October 28, 2005-8:00a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 10/14/05 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss and/or take action on: a. Funding request from Humane Society b. Consider dog license fee increase	Chair
3	Discuss and/or take action on: a. Claims for Listing Dogs	Jamie Feuerhelm
4	Discuss and/or take action on a. Increase in number of Board of Adjustment members	Brad Lawrence
5	Discuss and/or take action on: a. Non-represented employees compensation study and performance evaluation plan	Robert Bjorklund
6	Discuss and/or take action on a. Proposed resolution for non-represented employee 2006 salary adjustments	Greg Kerr
7	Administrative Coordinator's report	Curt Kephart
8	Future agenda items	Chair
9	Set future meeting dates	Chair
10	Adjourn	Chair
	A quorum of County Board Supervisors may be present	

Friday, October 28, 2005

UN-APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
OCTOBER 28, 2005

STATE OF WISCONSIN) COUNTY ADMINISTRATION OFFICE
COUNTY OF PIERCE) ELLSWORTH, WI 2005-24

The Pierce County Finance & Personnel Committee met Meeting convened
in the County Board Room of the Pierce County
Courthouse, Ellsworth, WI, at 8:05 a.m. Ron Anderson,
Chair, called the meeting to order.

The Chair acknowledged those present and established Those Present
that there was a quorum:

Members present: Rod Rommel District #7
John Kucinski District #8
Kirstin Schilling District #10
Ron Anderson District #11
Dale Hines District #12
Members absent: Rich Purdy District #3
Greg Kerr District #13
Also present: Curt Kephart Admin. Coord.
Brad Lawrence Corporation

Counsel

Paul Barkla District #5
Jerry Kosin District #15

Motion by Hines/Kucinski to approve agenda. *Motion* Approve agenda
passed.

Motion by Hines/Rommel to approve minutes of Minutes approved
10/14/05 with corrections as presented. *Motion passed.*

Public comments: There were none.

Public Comment

District #10
Supervisor Kirsten
Schilling arrived
at 8:13 a.m.

Funding strategies for the Humane Society were discussed. Chair Anderson stated that the 10/17/05 meeting that Pierce County had hosted with the municipalities for the purpose of discussing Humane Society funding had nearly every municipality represented. At that meeting there was discussion that each municipality should establish a contract for services with the Humane Society, and also the suggestion that they form a townships association where they would get together at a certain time of the year to determine expenses. Committee discussed whether they should recommend to the Board that the County raise the dog license fee. Revenues from the increased fees would go toward the Humane Society expenses.

Humane Society
Funding
Teresa Jonas and
Dawn Fleming

Humane Society,
cont.

Lengthy discussion of several topics related to increasing revenues for the Humane Society. This included licensing of cats, improved enforcement of the dog licensing as well as a County levy or a user fee.

Motion by Rommel/Hines to approve an increase of \$20 each for fee for neutered and non-neutered dog licenses and forward a resolution to the County Board for approval. Cat licensing is to be reviewed by the Corporation Counsel. *Motion passed.*

Recommended
increase in dog
license fees

Review of claims for listing dogs. Motion by Hines/Rommel to approve claims for listing dogs in the amount of \$2,100 and forward a resolution to the County Board. *Motion passed.*

Claims for Listing
Dogs

Committee members discussed recently adopted State legislation, Act 34, that required the composition of the Board Adjustment to increase in size by two members to provide for a sufficient number of voting members where a conflict of interest may occur. One member must be the first alternate and the other a second alternate. This would increase the committee size to 7 members. Motion by Hines/Rommel to comply with Act 34 and recommend the Board of Adjustment be increased in size by 2 members and forward legislation to the County Board for approval. *Motion passed.*

Increase size of
the Board of
Adjustment

Bjorklund Study. Project Committee member Gary Brown present. Bjorklund reviewed with the committee the Classification & Compensation Study Final Report. He explained that a well formulated compensation study has three main components: 1) jobs must be aligned appropriately internally, 2) results must insure pay is externally fair, 3) policies and procedures must exist to allow movement through the salary range.

Nonrepresented
Employee
Compensation
Plan and
Performance
Evaluation Study
Robert Bjorklund

Review of Bjorklund's findings and recommendations revealed that current job descriptions seem to be fairly accurate regarding duties, physical requirements and minimum education requirements. There had been concern expressed about pay compression between represented and non-represented employees, however, to standardize wages between the groups would require a complete study of all positions within the County.

Review of the results of the market study regarding the County's wages compared with those of the survey indicates that the County is competitive with other public sector jobs as to wages and benefits. Placement of the positions within a salary structure revealed some problems and inequities.

Bjorklund, cont.

Hines excused at
10:35 a.m.

Committee members present reviewed two recommendations with regard to a salary plan. Option 1 was a Step Structure with a minimum and maximum wage within a 10-step grid. The system was similar to what the County was currently using.

Option 2 was a Performance-based salary plan which would apply the same minimum and maximum wages as Option 1, allowing for open ranges, however, the amount of a wage adjustment would depend upon the performance schedule that would be established by the County Board and the performance of the employee during the previous evaluation period.

Some discussion that all performance evaluations should be done at the same time of year. This would be done for department heads as well as all non-represented employees. Committee also discussed who should participate in the performance evaluation of department heads so that there is consistency in ratings.

Motion by Rommel/Schilling to receive preliminary final report of Classification & Compensation Study and add this item to the agenda for 11/4/05 for further discussion and review. *Motion passed.*

Review of a proposed resolution for non-represented employees for 2006 salary adjustments. Motion by Schilling to amend resolution to not do anything with performance evaluations or step increases for 2006 but not move funds to contingency. No second. Motion by Rommel/Kucinski to defer action on resolution presented until 11/4/05. *Motion passed.*

Resolution for
2006 Non-rep
wage adjustments

AC Kephart reported the committee would soon be asked to review and take action on land appraisals for the gravel pit in Trenton. He also anticipated additional activity from the Ad Hoc Facility Committee regarding the Kane and Johnson proposal. Kephart also indicated the budget information he had presented to the Board had been well received and he was prepared to provide additional information at the Hearing on 11/8/05 if requested to do so.

AC Report

Meeting dates set for 11/4 and 11/18.
Motion by Rommel/Kucinski to adjourn at 11:32 p.m.
Motion passed.

Meeting dates
Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, November 4, 2005-8:00a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 10/28/05 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss/take action on compensation and performance evaluation study	
3	Discuss/take action on proposed resolution for non-represented employees 2006 salary adjustments	Greg Kerr
4	Discuss/take action on Mental Health Supervisor position description revisions and authorize refill per staffing plan	Reggie Bicha
5	Discuss/take action on amended 2005 WIC budget	Becky Johnson
6	Discuss/take action on grant disbursement for Dental Health Program	Becky Johnson
7	Committee will convene into closed session pursuant to Sec. 19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: negotiate sale of a portion of the Stogdill quarry surplus property	Curt Kephart Brad Lawrence
8	Committee will return to open session and take action on closed session item, if required	
9	Discuss/take action to create land sales property fund	Chair
10	Administrative Coordinator's report	Curt Kephart
11	Future agenda items	Chair
12	Set future meeting dates	Chair
13	Adjourn	Chair
	A quorum of County Board Supervisors may be present	

FRIDAY, NOVEMBER 4, 2005

**MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
NOVEMBER 4, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-25**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. Ron Anderson, Chair called the meeting to order at 8:00 a.m. Meeting convened

The Chair acknowledged those present and established that there was a quorum: Establish Quorum

Members present: Rich Purdy District #3
Rod Rommel District #7
John Kucinski District #8
Kirstin Schilling District #10
Ron Anderson District #11
Dale Hines District #12
Greg Kerr District #13
Also present: Curt Kephart Admin.
Coordinator Brad Lawrence Corporation
Those present

Counsel

Motion by Schilling/Purdy to accept and approve agenda as presented. *Motion passed.* Agenda approved

Motion by Rommel/Hines to approve minutes of October 28, 2005 as presented. Kerr and Purdy abstained. *Motion passed.* Minutes approved

Public comment: Citizen Gumbusky requested a copy of the Public
Bjorklund Classification & Compensation Study Final Comment
Report and was advised that it was a proprietary document
and would be available for review in the Administration
Dept.

Supervisor Kerr spoke on dog license fees. He asked what
financial information has been provided by the Humane
Society. He stated an adjustment to County license fees
could affect many departments and the committee should
look closely at any proposed increase in fees.

Discussion of *Classification & Compensation Study Final* Compensation
Report prepared for Pierce County by Bjorklund & Performance
Compensation Consulting. Present were Project Committee Evaluation
members G. Brown and C. Balzer. Also R. Christopherson Study
and R. Bicha.

Kerr expressed concerned about distribution of copies of the Compensation
Study. Chair Anderson stated their next meeting would & Performance
contain a closed session to discuss this subject. Corporation Evaluation
Counsel would need to be consulted for legal advice as to Study
the confidential status of the report and findings. Kucinski (continued)
stated he felt the committee could go into closed session at
any time to speak with their attorney for legal advice.

Kerr commented that the Project Committee has not
forwarded any committee recommendations on the Final
Report. *Motion by Kerr/Purdy to defer until the next*
meeting. Anderson stated the Project Committee did not
have to make a recommendation but was created to assist the
Finance & Personnel Committee in making their
recommendations.

Schilling and Rommel questioned that if they agree to table the issues, is there something that is going to happen that will allow them to have additional information prior to the next meeting? It was noted that Project Committee Chair Kosin was unable to attend and provide input.

Motion by Kerr/Purdy to withdraw motion to defer action.

Motion passed.

Motion to defer
action

G. Brown stated he believed that Bjorklund tried to summarize the feelings of the Project Committee. There was a brief discussion about the duties and success of the committee. Bjorklund did his job according to the contract but with not all members present it was difficult for him to get the consensus.

There was extensive discussion regarding the compensation options presented in the report as well as the proposal for merit pay. It was noted that the merit evaluation system must be organized and it would require a lot of work to make it successful. The committee discussed who might participate in the evaluation of department heads, such as the full committee and the Administrative Coordinator. There was discussion as to whether the existing position description for Administrative Coordinator included duties to evaluate department heads.

Discussion of budgeting issues that might arise with a merit pay plan since the adjustments would vary unlike the current step system where all of the budget projections are based on predetermined steps and performance.

Discussion of the timing of the department head performance evaluations so that standing committee members have an adequate amount of time to gather information about the individual's performance prior to the time of the evaluation. It was also noted that the department head's successful evaluation could depend upon the successful performance of the individuals they supervise so there must be some continuity in the system. They were also concerned that the turnover of board members could have an impact on the accuracy of committee evaluations. There was agreement that the evaluation system requires ongoing training for the evaluators.

There was discussion regarding the compensation study results as presented in the Study report. Questions were raised as whether the committee members could challenge the accuracy of the job rankings. Chair Anderson explained to the committee members the process that was used to gather the information provided to Bjorklund. He stated that each employee completed and submitted a questionnaire regarding their position duties. The department heads reviewed the information from their individual departments. The department head questionnaires were reviewed by the Board Chair and standing committee chair.

Committee members acknowledged that even with approval of the compensation study results there are several decisions to be made regarding the non-represented employee compensation system. There was a brief discussion in which the members agreed that the study had been secured to provide the County with the assurance that the compensation was fair and provided equity between employees and comparable counties. The study is also a helpful tool in understanding compensation systems.

G. Brown stated he felt that when the Study was approved a major point of contention was a step increase vs a merit pay system. He stated that Bjorklund had stated that nearly all other counties have step systems. Some committee members stated the merit pay system could be important because the increases awarded for performance could change each year based upon available funds.

Administrative Coordinator provided several comments regarding the study results noting he had some concern regarding the evaluation instrument being proposed in the pay for performance system. He stated the evaluation must not take place at a single meeting but that information needs to be gathered over the course of the year in order to evaluate performance as well as set obtainable goals for the coming year.

Motion by Rommel/Kerr that every county board supervisor receive a copy of the study and that the Finance & Personnel Committee pass it on to the full Board for a special meeting for future discussion and possible action. Motion to distribute study

Administrative Coordinator was asked to provide the department heads with a copy of the study with a request that they provide to him their comments prior to the Board meeting when this will be discussed. Kucinski called the question. *Motion passed.*

Review of revised resolution regarding 2006 salary adjustments for non-represented employees. The major revision was that action does not transfer budgeted funds back to the Contingency Fund pending action on the Bjorklund Compensation Study. Corporation Counsel Lawrence explained that pursuant to the revised resolution funds would be frozen in the budgets pending action on wage adjustments. *No action taken.*

2006 Non-represented wage adjustments

Review of revised position description for Mental Health Supervisor. Proposed changes included the new title of Community Behavioral Health Supervisor. Revisions to duties were minimal and addressed in an attached memo. The Human Services Board approved. Motion by Kucinski/Purdy to approve the position description for Community Behavioral Health Supervisor. *Motion passed.*

Community Behavioral Health Supervisor position description

Supervisor Kucinski left the meeting at 10:05 a.m.

Kucinski excused

Motion by Hines/Schilling to accept increased funding from the State for the 2005 WIC Program in the amount of \$1,679. *Motion passed.*

;
WIC Budget revisions approved

The Public Health Department announced they had received \$9,474 from the Hugh J. Andersen Foundation to support the Preventive Dental Health Clinic. The grant period is July '05 through June '06. The department was recommending that the funds be deposited into deferred revenue to be utilized in 2006. Funds awarded from Hugh J. Anderson and can carry over into 2006. The Board of Health approved of this proposal. Motion by Hines/Purdy to accept \$9,474 from the Foundation for the Preventive Dental Health Clinic. *Motion passed.*

Dental Program Award

Chair announced the closed session. Motion by Purdy/Schilling to convene into closed session at 10:10 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: negotiate sale of a portion of the Stogdill quarry surplus property. Roll call vote unanimously approved. Highway Commissioner Christopherson also present.

Closed session for Stogdill Quarry

Motion by Rommel/Hines to return to open session at 10:30. *Roll call vote unanimously approved.*

Roll Call vote

Brief discussion to consider creating a fund for money generated from surplus property sales. Money could be considered for future economic development. More research will be done on the subject.

Establish land sales property fund

Administrative Coordinator Kephart reported he was working on implementation of the change in mileage reimbursement rates as they might affect some bargaining units. He also indicated he had participated with three standing committees to facilitate the process for the department head performance evaluations. These were HS Board, Land Conservation and Building. Kephart further advised the committee that the Kusch Study was on hold for review of cost alternatives as the service might be less costly elsewhere. On November 14 Kephart will be attending a one-day seminar.

AC Report

Motion by Purdy/Rommel to adjourn at 10:39 a.m. *Motion passed.*

Adjourn

Meeting dates: November 18, December 2, December 16 and December 30. All meetings held at 8:00 a.m.

Meeting dates

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, November 18, 2005-8:00a.m.

County Board Room

#		Presenter
1	Call meeting to order	Chair
	1a Establish Quorum	Chair
	1b Establish and approve agenda	
	1c Approve minutes of 11/4/05	
	1d Committee will receive public comments not related to agenda items	
2	Treasurer's report	Lee Skog
3	Review and take action on special maintenance requisitions	Curt Kephart
4	Discuss and take action on window project in the Office Building	Curt Kephart
5	Discuss and take action on Drug Court Coordinator position	
	4a Supervision	
	4b wage	
	4c office space	
6	Committee will convene into closed session pursuant to Wis. Stats:	Curt Kephart
	a. §19.85(1)(c), for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Review department head performance evaluations pursuant to PC Code 4-20.P, Human Serv. Director, Land Cons. Director, Maintenance Supervisor, Fair Coordinator	
	b. §19.85(1)(e), Wis. Stats. for the purpose deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, 19.86, notice of collective bargaining negotiations, and 111.70(1)(a) for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W. Sheriff's Dept.	Curt Kephart

c. §19.85(1)(e), Wis. Stats. for the purpose deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill quarry

Curt Kephart

d. §19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:
Compensation study

Curt Kephart
Brad Lawrence

7 Committee will return to open session and take action on closed session items, if required

8 Administrative Coordinator's report

Curt Kephart

9 Future agenda items

Chair

10 Adjourn
A quorum of County Board Supervisors may be present

Chair

FRIDAY, NOVEMBER 18, 2005

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
NOVEMBER 18, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-26**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, Meeting Convened County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Rod Rommel	District # 7
	John Kucinski	District # 8
	Ron Anderson	District #11
	Dale Hines	District #12
	Kirstin Schilling	District #10
	Greg Kerr	District #13
Members absent:	Rich Purdy	District # 3
Also present:	Curt Kephart	Administrative Coordinator
	Brad Lawrence	Corporation Counsel
	Paul Barkla	District # 5

Motion by Rommel/Kerr to accept and approve agenda as presented. *Motion passed.*

Agenda Approved

Motion by Kerr/Rommel to accept and approve the meeting minutes of November 4, 2005 Minutes Approved as presented. *Motion passed unanimously.*

The Chair requested public comments. There were none.

Public Comment

Treasurer's report with P. Leland Skog. Fund balances in the amount of \$14,413,589.07 as of October 31, 2005. *No action taken.*

Treasurer's Report

Administrative Coordinator Kephart addressed a draft proposal that would establish a procedure and guidelines for maintenance project requests. When Building Maintenance is approached about special construction or building modifications not previously approved in the Maintenance budget, the Maintenance Supervisor will seek approval from the Chair or Vice Chair of the Building Committee or the Administrative Coordinator. Projects over and above normal maintenance must be estimated and a decision made whether the project is best done in house or contracted out. Costs may be billed back to

-
Special Maintenance Requisition

the department, and in some instances the billing may include an administrative fee. The Finance & Personnel Committee was asked to provide comments so that this could be taken to the Building Committee for their review and approval. *No action taken.*

Discussion of replacement of the windows in the Office Building. There is reserve in the 2005 budget that could be applied and some designated funds in the 2006 budget. An energy audit had been done to address leaky windows, air quality issues and efficiency. The recommendation from the Building Committee was for replacement of the windows. Motion by Rommel/Schilling to authorize expenditure of \$30,000 from the 2005 budget that had been designated for air conditioner funds and other unexpended, undesignated funds and \$16,000 designated in the 2006 budget for window replacement for a total not to exceed \$46,000. Motion by Kerr/Hines to amend the motion to direct the Building Committee to review the bidding process used for the project as well as any additional product information prior to authorizing the work. *Motion to amend passed. Motion to approve expenditures and proceed with window replacement passed as amended.*

Window replacement Office Building

Discussion of the status of the Drug Court Coordinator position. Administrative Coordinator Kephart and Personnel Coordinator Langer stated they had met with Judge Wing to seek his input regarding his expectations of his role in the supervision of the position. He indicated that he will provide necessary supervision in cooperation with the Drug Court Committee and Drug Court Team. Judge Wing noted the fact that the Drug Court Coordinator will have office space in the Human Services Department and not within the Courthouse creates some inconvenience with regard to supervision and communication with the Coordinator.

Drug Court Coordinator

Establishing a wage for the Drug Court Coordinator was discussed briefly. This was referred to the Drug Court Committee for a recommendation. Chair Anderson requested that the Committee schedule a meeting as soon as possible for this purpose.

Motion by Kerr/Schilling to convene into closed session at 8:50 a.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: review department head performance evaluations pursuant to PC Code 4-20; Human Services Director, Land Conservation Director, Maintenance Supervisor and Fair Coordinator, and

Closed session: Dept head performance evaluation reviews

§19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, §19.86, Wis. Stats. notice of collective bargaining negotiations, and §111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W. Sheriff's Dept.; and

L.A.W. Sheriff's Dept. Consent Award

Kucinski excused at 9:02 a.m.

Kucinski excused.

§19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill quarry; and

Stogdill Quarry

§19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Compensation study

Compensation Study

Motion by Rommel/Hines to return to open session at 10:03 a.m. Roll call vote unanimously passed.

Return to open session

Motion by Schilling/Rommel to forward to the county board the Consent Award in settlement of the L.A.W. Sheriff's Dept. for 2005 – 2007 collective bargaining agreement. Motion passed.

L.A.W. Sheriff's Dept.
Consent Award

Administrative Coordinator Kephart announced that an audit of the self-funded worker's compensation insurance program revealed the program to be doing very well. He stated the Administration Department continues to formalize the 2006 department budgets. He also indicated that further information will be coming forward to the committee regarding the space needs study being done by Kane & Johnson.

AC Report

Future agenda items include the Prescott Tower site and discussion of flexible work hours for nonrepresented employees.

Future agenda items

Motion by Schilling/Rommel to adjourn at 10:12 a.m. *Motion passed.*

Adjournment

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Friday, December 2, 2005-8:00a.m.****Courthouse - County Board Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum	Chair
	1b Establish and approve agenda	
	1c Approve minutes of 11/18/05	
	1d Committee will receive public comments not related to agenda items	
2	Discuss and take action on Assessor's Plat Survey Order Notice: County Trunk Highway "U"	Ross Christopherson
3	Discuss and take action on Dog Pound designation and license fees	Chair
4	Discuss and take action to release funds for Hazard Mitigation Plan contractor	Gary Brown
5	Discuss and schedule Strategic Planning Board Workshop	Greg Kerr
6	Discuss and take action to accept wireless grant award	Lt. Knoll
7	Discuss and take action on status of contingency funds for wireless grant	Lt. Knoll
8	Discuss and take action on proposed legislation to change sunset provision in wireless law	Lt. Knoll
9	Committee will convene into closed session pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Prescott Tower site agreement, Stogdill quarry	Lt. Knoll Brad Lawrence Ross Christopherson
10	Committee will return to open session and take action on closed session items, if required	

- 11 Discuss and take action to extend term of Ad Hoc Policy Update Committee Chair
- 12 Administrative Coordinator's report Curt Kephart
- 13 Future agenda items
- 14 Adjourn

A quorum of County Board Supervisors may be present

11/29 – 3:30

REVISED 12/14/05
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, December 16, 2005-8:00 a.m.
County Board Room

#		Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 12/2/05 1d Committee will receive public comments not related to agenda items	M/S
2	Discuss and take action to establish health insurance stop loss for 2006	Wanda Kinneman
3	Discuss and take action 2006 Compensation Study and performance evaluation system	Curt Kephart
4	Discuss and take action to establish nonrepresented wage/benefit adjustments for 2006	Greg Kerr
5	Discuss and take action on additional BCC reviews	Sandy Langer
6	Discuss and take action on Glass Express unbudgeted bill for Human Services wall	Al Huppert
7	Discuss and take action on proposed legislation regarding mental health placement costs	Reggie Bicha
8	Discuss and take action on Drug Court Coordinator: 8a position classification and wages 8b Extend temporary status	John Kucinski
9	Treasurer's report	Lee Skog
10	Discuss and take action on request to purchase passport photo equipment	Jamie Feuerhelm
11	Discuss and take action on Dog Damage Claim	Jamie Feuerhelm
12	Committee will convene into closed session pursuant: a. §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill Quarry, and b. §19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W. Community Health	Curt Kephart

13	Committee will return to open session and take action on closed session items, if required	
14	Administrative Coordinator's report	Curt Kephart
15	Future agenda items	Members
16	Set future meeting dates	Members
17	Adjourn	M/S
	A quorum of County Board Supervisors may be present	

FRIDAY, DECEMBER 16, 2005

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
DECEMBER 16, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-28**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, Meeting Convened County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Rich Purdy	District # 3
	Rod Rommel	District # 7
	John Kucinski	District # 8
	Ron Anderson	District #11
	Dale Hines	District #12
	Kirstin Schilling	District #10
	Greg Kerr	District #13
Also present:	Curt Kephart	County AC
	Brad Lawrence	Corporation Counsel

Motion by Rommel/Kerr to approve and adopt agenda. *Motion passed.*

Agenda

Motion by Purdy/Rommel to approve minutes of 12/2/05. *Motion passed with Kerr abstaining.*

Minutes approved

Public comments. *There were no public comments.*

Public Comments

Insurance Coordinator Kinneman provided cost quotes for 2006 stop loss insurance coverage. Anderson and Hines bowed out of the discussion because of personal interest. Schilling chaired. Kinneman explained that our current carrier MII was bidding at a higher price and had also announced that Minnesota law would not allow them to provide us with this coverage after 2006. Motion by Rommel/Purdy to approve Sun Life for 1/1/06 for stop loss with premium in the amount of \$366,443. *Motion passed with Hines and Anderson abstaining.*

Stop Loss Insurance

Administrative Coordinator Kephart distributed to the committee the BCC Survey Summary he had compiled from responses received from county board supervisors. G. Brown and C. Balzer were present for the discussion. Supervisor Kosin arrived.

BCC Study

Administrative Coordinator Kephart stated he had drafted several alternative formats that could be considered for performance evaluations. He encouraged a consistent application of the performance review process. He stated he had participated in several department head evaluations and recommended that the Administrative Coordinator's position description should be revised if the decision is made that the Coordinator will be participating. Supervisor training will help to achieve consistency.

Administrative Coordinator Kephart summarized the compensation options that had been proposed in the Bjorklund Compensation Study. Option 1 is a 10 step plan, Option 2 is a Pay for Performance plan, and Option 3 would be a combination of Option 1 and Option 2. He indicated the survey results revealed that the board members were split on when evaluations should be conducted, whether it was consistently set for all non-represented employees for February or if that would be applied for department heads only. Pittman arrived at 8:22 a.m. Nellessen arrived at 8:25 a.m.

BCC Study, cont

Committee members began a lengthy discussion regarding the compensation study that had been completed. Their discussions began with whether the committee would recommend to the county board that they adopt the findings on market salaries. There were comments from members that indicated the market study had affirmed our existing system.

There were concerns expressed about the potential problems with a pay for performance system and whether it was feasible for Pierce County if there are only a very few other counties that are using the system. Members and other supervisors present shared their thoughts on what the board expectations would be in a system where compensation could vary between employees based upon the goals achieved and individual performance. The effectiveness of training was discussed and whether it could provide the consistency necessary for implementation of a pay for performance system.

Several county board and committee members present offered their support for the existing pay plan and acknowledged that the step adjustments are to be based upon performance. Again, there was discussion with regard to who should participate in the evaluation process. The committee members indicated there was consensus among them that the results of the market study are acceptable.

Discussion of the BCC recommendation regarding the FLSA Exempt and Non-exempt classifications. Committee members recommended that the Watershed Technician and Conservation Technician positions remain status quo.

Members discussed the BCC position grade and point assignments and whether there should be an appeal process available to employees who challenged their placement on the proposed grading system should the revised grid be adopted. Some in attendance felt the existing classifications should be retained since there were no recent challenges to employee placements. Personnel Coordinator Langer explained the appeal process available with the DMG compensation plan. It was also noted that the BCC Compensation Plan includes the resource information necessary for the County to assess position value and placement on a wage grid.

Members discussed their preferences for the compensation grid/system that would be adopted for 2006. BCC proposed Option 1 as a 10-step plan, Option 2 applied the same minimum and maximum wage ranges as Option 1, however it is a pay for performance

system. Administrative Coordinator Kephart explained what could be considered as an example of Option 3. The wage adjustments could vary within the range based upon performance and could include bonus awards that would not be added to base wages. This would control the ranges so that wages don't advance over market value. The commitment is that the county needs to annually review comparables and this would include the need to establish counties that comprise our market. There was discussion as to whether a COLA should be applied or if the adjustment would be based upon the CPI.

Rommel inquired as to who would do an annual market study under the BCC wage grid. Administrative Coordinator Kephart stated this could be done internally if the County had a full time resource person and that he had experience in this area. There was discussion as to whether the County would continue with the current non-represented employee longevity plan based upon the results of the benefits survey done by BCC.

Several members expressed their support of Option #3 which was presented as a hybrid of Option #1 and Option #2, however, there was also concern about the successful application of Option #3. Some felt additional time was needed to study the option but were also concerned at the possibility that a delay in adoption of the proposal would mean the system could get set aside and forgotten.

Motion by Hines/Kucinski to stay with current system DMG step plan. Hines withdrew his motion and Kucinski also withdrew. Motion by Kerr/Rommel to adopt Option #3 as presented. *Motion failed with Kerr and Rommel voting yes, Hines, Anderson, Schilling, Purdy and Kucinski voting no.*

Motion by Purdy/Kucinski to recommend to the county board that we remain with our current system for 2006 and continue to investigate alternative systems before March of 2006. Motion by Rommel to amend to strike the March deadline. Purdy and Kucinski agreed to the friendly amendment. *Motion passed with Rommel opposed.*

Schilling excused at 10:25 a.m.

Schilling excused

Recess

Recess 10:25 a.m. until 10:35 a.m. Kosin and Pittman excused during recess.

Kosin and Pittman excused

Motion by Rommel/Hines to recommend to the County Board a 3% COLA adjustment for the non-represented employees for 2006. *Motion passed with Purdy and Kerr opposed.*

Non-represented employee
2006 wage recommendation

Personnel Coordinator Langer addressed the committee regarding a request from BCC for payment of additional costs associated with the creation and updating of position descriptions. Motion by Rommel/ Purdy to approve payment to BCC of an additional \$440 and no further work be assigned to BCC. *Motion passed.*

Additional Expenses from
BCC

Committee members discussed funding options for costs for a dividing wall that had been constructed in the Human Services Dept. The project was not included in either the budget of the Maintenance Dept. or the Human Services Dept. but the project was approved by both the Human Services Board and the Building Committee. The cost was \$10,348. Motion by Kucinski/Hines to approve payment and take funds from the Contingency fund. *Motion passed.*

Funding for wall in Human
Services

Human Services Dept. Director Bicha was present to address proposed legislation previously approved by the Human Services Board that would require the State to fund costs for inpatient services provided by the state- operated mental health institutions. The county cost for this service through October 2005 was \$189,923. Motion by Rommel/Purdy to approve the resolution to recommend legislation to remove state mandated mental health placement costs from the county levy using the updated numbers for October 2005 and forward the resolution to the County Board. *Motion passed*

State Funding for
Mandated Mental Health
Placements

Discussion of Drug Court Coordinator classification and wage. Kucinski addressed the issue on behalf of the Drug Court Committee. He stated the committee voted to have the person perform supervisory duties and to assign a salary based upon exempt status. He indicated, however that their proposal was contrary to the recommendation of the personnel staff. Their committee envisions the position is going to grow and possibly become full time. Motion by Kucinski/Purdy to update and modify the Drug Court Coordinator job description to comply with real intent of the position to provide supervision. Kucinski/Purdy withdrew their motion. The Chair referred the classification and wage of the Drug Court Coordinator back to Drug Court Committee.

Drug Court Coord. Wage
and Classification

Motion by Purdy/Kucinski to extend for an additional 6 months the temporary status of the Drug Court Coordinator from the first of the year. *Motion passed.*

Drug Court Coordinator
Extended

Treasurer's report with P. Leland Skog. Interest earned year-to-date is up over \$123,000 over the previous year. Fund balances in the amount of 13,968,697.85 as of 11/30/05. Committee members discussed more local investment of funds and suggested this topic be placed on the 12/30/05 agenda for further discussion to review a bidding process. No action taken.

Treasurer's report

Nellessen excused at 11:08 a.m.
Kucinski excused at 11:10.

Nellessen excused
Kucinski excused

County Clerk Feuerhelm presented a request for approval of funding to purchase passport photo equipment. Administrative Coordinator Kephart suggested this item should have been put into the 2006 budget process. Feuerhelm stated at the time budgets were being prepared his office had been working on implementation of a statewide voting system and did not find sufficient time to do the appropriate research for the proposal. He further stated that 2006 will be a very busy for passports because of new legislation to become effective 1/1/07 and so waiting to include this in the 2007 budget could mean the county would miss the opportunity to take advantage of the additional revenues to be generated.

Passport Photo Equipment

Motion by Hines/Kerr that the County Clerk goes ahead and purchases passport photo equipment in the amount of \$1,756.45. Motion by Kerr/Purdy to amend the motion so that the money come out of non-funded liabilities and the money will be repaid from revenues until money is replaced in the account and, also, that the photo fee be increased to \$17.50. *Amendment passed. Motion as amended passed.*

Passport Photo Equip cont.

Motion by Hines/Kerr to approve a Dog Damage Claim in the amount of \$384.62 as recommended by Village Board of Bay City and forward a resolution to the County Board. *Motion passed.*

Dog Damage Claim

Motion by Hines/Kerr to convene into closed session at 11:23 a.m. pursuant to §19.85(1) (e), Wis. Stats for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Stogdill Quarry, and 19.85(1)(e) and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: L.A.W Community Health. *Roll call vote unanimously approved.*

Closed session:
Stogdill Quarry and L.A.
W. Community Health
Contract

Motion by Kerr/Rommel to return to open session at 11:35 a.m. *Roll call vote unanimously approved.*

Open Session

Motion by Purdy/Hines to approve resolution regarding sale of Stogdill Quarry and forward on to the County Board and authorize execution of Purchase Agreement by Highway Commissioner and Administrative Coordinator. *Motion passed.*

Sale of County-owned
property

Motion by Hines/Kerr to accept and forward to the County Board the language change with L.A.W. Community Health that will provide unit employees with the State of Wisconsin mileage reimbursement at the rate in effect when the miles are driven. *Motion passed.* This contract revision will settle grievance 2005-44.

Revise L.A.W. Community
Health contract 2005-07

Administrative Coordinator's report: He is working to develop the future strategic planning workshops. A memo was distributed to all employees as a reminder regarding ethics violations and campaigning while at work. Kephart also stated he has been attending a lot of meetings.

Administrative
Coordinator's report

Future agenda items: 6-month review of Administrative Coordinator. Updates from departments for any unexpected expenses from the 2005 budgets.

Future agenda items

Set meeting dates: 1/13/06 and 1/27/06 at 8:00 a.m.

Meeting dates

County Board Chair Anderson announced the County had received a personal check from Institutional Capital Management in the amount of \$25 and this was donated to the County foodshelf.

\$25 Donation

Motion by Kerr/Rommel to adjourn at 11:42 a.m. *Motion passed.*

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, December 30, 2005-8:00a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 12/16/05 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on rescinding authorization to transfer \$60,000 from contingency for wireless E-9-1-1 system	Curt Kephart
3	Discuss and take action on recommendation from Law Enforcement Committee for replacement of squad car	Sheriff Muhlhausen
4	Discuss and take action to adjust wage for Law Enforcement temporary employee	Sheriff Muhlhausen
5	Discuss and take action to create eligibility list for the Sheriff's Department	Sheriff Muhlhausen
6	Discuss and take action on bidding process for county funds	Lee Skog
7	Discuss and take action on contingency funds for dredging project at Nugget Lake Park	Scott Schoepp
8	Discuss and take action on Land Conservation Dept. request to carry over funds 8a Capital Outlay-Nugget Lake grade stabilization 8b Sundry Contractual-Land & Water Resource Management Plan	David Sander
9	Discuss and take action on Solid Waste Dept. request to carry over funds	Steve Melstrom
10	Discuss and take action on position description for Transportation Attendant/Bus Driver	Reggie Bicha
11	Discuss and take action to establish nonrepresented wage/benefit adjustments for 2006	Curt Kephart

12	Discuss and take action on BCC position descriptions	Curt Kephart Sandy Langer
13	Discuss and take action on performance evaluation process	Curt Kephart
14	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator evaluation; review department head performance evaluations pursuant to PC Code 4-20: Veteran Service Officer, Emergency Management Director, IS Director, Highway Commissioner	
15	Committee will return to open session and take action on closed session items, if required	
16	Administrative Coordinator's report	Curt Kephart
17	Future agenda items	Members
18	Set future meeting dates	Chair
19	Adjourn	Chair
	A quorum of County Board Supervisors may be present	

FRIDAY, December 30, 2005

**UN-APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
DECEMBER 30, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2005-29**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Chair Ron Anderson called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present and established that there was a quorum: Those Present

Members Present:	Rich Purdy	District #3
	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel
	Supervisors P. Barkla, M. Larson, J. Kosin	

Motion by Purdy/Rommel to approve agenda. *Motion passed.* Agenda Approved

Hines commented he liked the new minutes format. Purdy agreed. Motion by Purdy/Hines to approve minutes of 12/16/05. *Motion passed.* Minutes Approved

Chair Anderson called for public comment. There were none. Public Comments

Committee members reviewed a memo from Finance & Budget Director Brickner in which she advised them that there was not \$60,000 designated in the Contingency Fund for the E-9-1-1 Project as they had been informed at their 12/2/05 meeting. The memo stated further that the 2005 E-9-1-1 budget projected a grant in the amount of \$60,000 for application toward the project. Sheriff Muhlhausen and Chief Deputy Gulbranson were present. E-9-1-1 Funds:
12/2/05 action
rescinded

There was discussion as to whether there is money in the 2006 budget for this purpose. Motion by Hines/Purdy to rescind the committee action of 12/2/05 that authorized the rollover of \$60,000 in the Contingency Fund for the E-9-1-1 Project. *Motion passed.*

Sheriff Muhlhausen and Chief Deputy Gulbranson were present on behalf of the Law Enforcement Committee to request authorization to expend funds in the amount of approximately \$4,000 from within their 2005 budget to purchase a replacement squad car for a vehicle that was damaged in an accident. The full price of the squad was \$20,728 and the funds available in their 2005 budget along with an insurance payment and the deductible, left the department \$3,949 short of the full price. Sheriff stated the insurance company would pick up the cost of equipment transfer from the damaged squad to a new vehicle in the amount of \$2,100.

Funding for replacement vehicle
Funding for replacement vehicle, cont.

The Law Enforcement Committee members stated that even though there were funds budgeted for 4 vehicles for 2006, this figure might need to be adjusted in 2006. They also acknowledged that expenditure of the \$3,949 could cause them to be over budget for 2005, however, the department felt at this time that they would be able to fund the cost of the difference without requesting any additional funds for the purchase.

Purdy asked why the Finance & Personnel Committee didn't need to authorize the additional expenditure as a line item transfer if the amount has not been set aside for 2005 Capital Outlay. Motion by Kerr to transfer \$4,000 within Sheriff's 2005 budget to Capital Outlay line item. It was determined that several line items could be the source of the extra funds. Kerr withdrew his motion. Motion by Schilling/Purdy to authorize the Sheriff to purchase a replacement squad car from the 2005 Sheriff's budget. *Motion passed.*

Sheriff Muhlhausen addressed his request to increase the wage for a temporary employee. He stated the officer has law enforcement experience with Dunn County and the Village of Elmwood, is fully certified and fully qualified for top scale of temporary wages. Motion by Purdy/Rommel to approve increase in wage for temporary Deputy J. Beyer to \$11.15 per hour effective 1/1/06. *Motion passed.*

Law Enforcement
Temporary employee
wage increase

Sheriff Muhlhausen addressed his request for approval to begin the Law Enforcement eligibility list for 2006. He indicated he needed to rebuild the list since the department had hired 2 eligible candidates from the list. He also needed to diversify the pool candidates. Motion by Hines/Purdy to approve the creation of the 2006 eligibility list. *Motion passed.*

2006 Law
Enforcement
Eligibility List

Supervisor Pittman arrived at 8:20 a.m.

Pittman arrived

Treasurer Skog addressed the topic of soliciting for bids on investments. He suggested the County needs to present an option for institutions to bid on the funds and if their offer is better than the current rates we would invest with them. He stressed that the County needs to retain adequate liquidity of funds. There was a lengthy discussion regarding the length of investments and what increments we would need at various times. Committee directed that Treasurer Skog and Finance & Budget Director Brickner should meet to discuss the expenditure patterns of the County. They further asked Brickner and Skog to come forward with a proposal for bidding out investments.

Investment Bidding
Policy

Hines suggested that ICM has investments coming due so they should also be put on the Investment Bidding list to be included for local investment. The information requested was to be prepared for the Finance and Personnel Committee meeting on 1/13. Rommel suggested the County needs to look at its investment philosophy but did not recommend that we be in a hurry to take funds from safe investment in ICM. Policy, cont.

Park Superintendent Schoepp was present to request release of Contingency funds in the amount of \$162,500 dedicated to execute the dredging project at Nugget Lake. Schoepp stated that in 2004 the county obtained a state grant that will provide up to \$115,975 for the project. The dredging project is scheduled to be completed by 6/1/06 and then expenses will be submitted to the DNR and from that information they will calculate the reimbursement to County. The Parks Committee requested release of the funds for upcoming expenses but understand that any balance remaining at the project completion will be returned to the Contingency Fund. Release of Funds for Dredge Project – Nugget Lake

Supervisor Larson excused at 8:38 a.m.

Larson excused

Motion by Kerr/Hines to defer action on the request until the next meeting to see what needs to be done. They wish to review what money the Parks budget contains. *Motion passed.*

Supervisor Gilles arrived at 8:40 a.m.

Gilles arrived.

Land Conservation Director Sander was present to address his department's request to carry over \$20,354 from Capital Outlay for completion of the grade stabilization structure related to Nugget Lake Park. Motion by Hines/Rommel to approve 2005 carryover funds in the amount of \$20,354. *Motion passed.*

Carry-over for Nugget Lake Grade Stabilization

Land Conservation Director Sander was present to address his department's request to carry over \$1,799 from Sundry Contractual Services for unexpended expenses relating to the Land and Water Resource Management Plan. Motion by Purdy/Hines to carry over \$1,799 for this purpose. Sander explained that since his original request he determined he only needed to carry over \$1,599. Motion by Purdy/Hines to amend the motion to authorize carry over of \$1,599. *Motion passed.*

Carry-over for Land and Water Resource Management Plan

The Solid Waste Department was requesting approval to carry over 2005 Capital Improvements. There was \$70,310 unexpended from that line item. SWMB members Hines and Kosin were present to address the request for the purchase of six roll-off containers and for replacement of the belt and wear strips on the container line in-feed conveyor. Members of the SWMB had opened bids for purchase of the replacement items on 12/29 and the bid for containers was \$29,970 and repair of line in-feed conveyor was \$31,403. Motion by Kucinski/Purdy to approve carryover of \$61,373 in Capital Improvements line item. Corporation Counsel Lawrence asked if they wanted to include a "cushion" for some minor variation that may occur with the bids. Rommel called for the question. Motion by Hines to amend to increase the carry over amount to \$66,138. Kucinski/Purdy agreed to the friendly amendment. Kerr called the question.

Carry-over for roll-offs and repairs – Solid Waste Dept.

Carry-over for roll-offs and repairs – Solid Waste Dept. cont.

Motion to authorize carry over, with friendly amendment, passed, with Anderson opposed.

Human Services Director Bicha present to address the position description prepared for the Transportation Attendant/Bus Driver position. The duties were currently being performed on a contract basis. The position was approved in the 2006 budget. Bicha reviewed the duties of the position. Motion by Hines/Kucinski to approve the position description as presented and direct the Administrative Coordinator to meet with the AFSCME Human Services Support Staff unit to seek agreement to establish approximately 80% wage at *Site Worker* classification and 20% wage at *Van Driver* classification. *Motion passed.*

Transportation Attendant/Van Driver position description and classification

Administrative Coordinator Kephart stated discussion of the non-represented wages and benefits was being brought forward based upon conversations of the County Board meeting on 12/27. Corporation Counsel Lawrence stated he had some concern whether the legislation before the Board for consideration could be adjusted based upon what possible changes might be considered by the Board. He was concerned that the legislation and agenda would both provide proper notice to the public about potential action. There was discussion as to whether the legislation could be revised should the Board choose to make changes to the non-represented employee benefits.

2006 Non-rep Wage/benefit Adjustments

Committee members discussed several issues they felt could impact future budgets. They discussed an interest in getting figures together that would reflect costs if non-represented employees were awarded no longevity and if the wage adjustment was 2% across-the-board instead of 3% across-the-board. Kosin supported collection of the financial data. Anderson stated their committee had already made a recommendation to the Board and it can be changed at the meeting if that is what the board members want.

Rommel asked members what they believed the board members wanted to see with regard to the non-represented wages and benefits. He reminded the committee that no change of benefits was discussed by their committee.

Motion by Schilling/Kucinski to amend the title of 05-31 *Resolution to Establish 2006 Wages for Non-represented Employees* to read *Resolution to Establish 2006 **Salaries, Benefits and Compensation** for Non-represented Employees*. Rommel suggested this action would change the entire intent and the legislation would then need to be considered a first reading. There was further discussion as to whether the title of the legislation would limit the legality of possible amendment by board members. Motion by Schilling/ Kucinski to withdraw their motion. Committee recommended that the Administrative Coordinator gather and present additional data for costing of wage and benefits adjustment.

2006 Non-rep Wage/benefit Adjustments, cont.

Committee members discussed the status of the position descriptions that were prepared by BCC. Motion by Kerr/Purdy to defer any action until the Administrative Coordinator and Personnel Coordinator have reviewed. *Motion passed.*

Administrative Coordinator Kephart presented three performance review options for committee review. Option A. A single page document that offers evaluation criteria with the rater required to check the appropriate box to identify the level of performance. Could also be used as a peer review form. Option B. *Performance Review and Development System* is more complex and requires the evaluation information to be customized to the essential duties and responsibilities of the individual position. Raters would determine what performance standards are necessary to fulfill the duties and responsibilities. Actual performance would list accomplishments toward meeting the performance standards. There was discussion as to whether this format could be used in a pay-for-performance plan.

Performance
Evaluation Process

Chair Anderson excused at 10:00. Vice-Chair Hines chaired.

Anderson excused

Option C: A single page document that requires the rater to identify position accomplishments and list goals or targets for the future. The rater then determines the employee's level of performance based upon three criteria, below, meets or exceeds standards.

All forms were well-received by the committee with a few minor revisions recommended. Kerr stated that regardless of the evaluation form that is selected it would still require training for supervisors and managers. He suggested that the issue of a performance evaluation system needs to be addressed as soon as possible. The committee members agreed they would sample the performance of all three forms by using them for the 6-month evaluation of the Administrative Coordinator. No action taken.

Recess at 10:00

Recess

Motion by Kerr/Rommel to convene into closed session at 10:22 a.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator evaluation; review department head performance evaluations pursuant to PC Code 40-20: Veterans Service Officer, Emergency Management Director, IS Director, Highway Commissioner. *Roll call vote unanimously approved.*

Closed session

Motion by Kerr/Rommel to return to open session at 11:15 a.m. *Roll call vote unanimously approved.*

Open session

Future agenda items: Discussion of changing the County Board meeting date for 1/24. Future agenda items

Administrative Coordinator's report: Kephart suggested that the committee consider taking action to establish all Finance & Personnel Committee meeting dates for the 2005- 2006 calendar year. The suggestion was taken under advisement.

AC Report

Motion by Rommel/Kerr to adjourn meeting at 11:22 a.m. *Motion passed.*

Adjourn

REVISED

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, January 13, 2006-8:00a.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum	Chair
	1b Establish and approve agenda	
	1c Approve minutes of 12/30/05	
	1d Committee will receive public comments not related to agenda items	
2	Discuss and take action on Institutional Capital Management financial report	Robert Moore
3	Discuss and take action on funding for dredging project at Nugget Lake Park	Julie Brickner
	3a release of contingency funds	
	3b carryover of 2005 funds	
4	Discuss and take action on Land Conservation Dept. request to expend unbudgeted funds	David Sander
5	Discuss and take action on revisions to the St. Croix Riverway Ordinance	Andy Pichotta
6	Discuss and take action on request to continue lease of county- owned property	Jamie Feuerhelm
7	Discuss and take action on special assessment for county-owned property in the Village of Ellsworth	Greg Engeset Curt Kephart
8	Discuss and take action on investments bidding policy	Lee Skog
9	Discuss and take action to designate a person or persons as authorized to request coverage under the legal expense endorsement	Wanda Kinneman
10	Discuss and take action on ordinance regarding disorderly conduct with a motor vehicle	Brad Lawrence

- | | | |
|----|---|------------------------------|
| 11 | Discuss and take action on ordinances regarding prohibition of alcohol on the Pierce County Fairgrounds
11a Prohibit alcoholic beverages
11b Establish assessment for violation | Brad Lawrence |
| 12 | Discuss and take action on recommendations of LEC for Wireless 9-1-1
a. Accept grant monies for Wireless 9-1-1 and complete the project
b. Motion to change the existing State Law to extend funding
c. Directions to prepare a resolution to be forwarded to the Legislature | Lt. Knoll |
| 13 | Discuss and take action on request to release \$225,000 from contingency, for FY2006, to fund the Wireless 9-1-1 project | Lt. Knoll |
| 14 | Discuss and take action to approve intern at Fair Department | Ann Webb |
| 15 | Discuss and take action on cost projection for non-represented employee salary adjustment | Curt Kephart |
| 16 | Discuss and take action on status of compensation study services performed by BCC as listed in the Professional Services Fees | Sandy Langer
Curt Kephart |
| 17 | Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
Administrative Coordinator evaluation | Members |
| 18 | Committee will return to open session and take action on closed session item, if required | Members |
| 19 | County Board Chair's report: Meeting on County animal issue | Ron Anderson |
| 20 | Administrative Coordinator's report | Curt Kephart |
| 21 | Future agenda items | Members |
| 22 | Set future meeting dates | Members |
| 23 | Adjourn | Members |

A quorum of County Board Supervisors may be present

1/10

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting

FRIDAY, January 13, 2006

APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 13, 2006

STATE OF WISCONSIN)
COUNTY OF PIERCE)
2006-01

COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Chair Ron Anderson called the meeting to order at 8:00 a.m. CDT.

Meeting Convened

The Chair Acknowledged those present and established that there was a quorum:

Established Quorum

Members present:	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Members absent:	Rich Purdy	District #3
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel

Members Present

Motion by Kerr/Hines to approve agenda as presented. *Motion passed.*

Agenda Approved

Motion by Hines/Rommel to approve minutes of 12/30/05. *Motion passed*

Minutes Approved

Chair called for public comments. There were none.

Public Comments

Committee reviewed request from Parks Department for release of contingency funds for the dredging project at Nugget Lake Park. Finance & Budget Director Brickner present. The money has been dedicated to the dredging project but weather has not permitted the project to move forward. Motion by Kerr/Hines to release \$162,500 from the contingency fund for the dredging project and return any surplus funds from the project back into the contingency fund. *Motion passed.*

Release of
Contingency Funds –
Parks

Committee was asked to approve carry over of 2005 Nugget Lake Park funds in the amount of \$165,247. These funds were designated for the dredging project. Motion by Rommel/Hines to authorize carry over of \$165,247 from the 2005 Nugget Lake Park budget. *Motion passed.*

Carry over of 2005
Parks funds

Land Conservation Director Sander was present with a request for approval to expend unbudgeted funds in an amount not to exceed \$2,500. Finance & Budget Director Brickner was present. Sander explained that the department is in the process of working with a consultant who is writing the Land and Water Resource Management Plan. Progress on the plan has created additional work for the consultant and the need for additional meetings. Sander indicated the department will try to absorb this amount into the overall 2006 budget. Motion by Rommel/Schilling to authorize additional expenditures of up to \$2,500 from line item #299 for funding to complete the Land and Water Resource Management Plan. *Motion passed.*

Land Conservation
Unbudgeted Funds

Robert Moore, Institutional Capital Management, presented the financial report through December 30, 2005. He explained that investment rates were continuing to increase. He also stated that 60% of the County's portfolio matures in 2006. He reviewed the history of the revenue stream versus expenditures.

ICM Financial Report

Moore was asked to return in March 2006 to discuss future investments within the portfolio. Motion by Rommel/Hines to approve report. *Motion passed.*

Land Management Administrator Pichotta was present to address the proposed repeal and recreation of St. Croix Riverway Ordinance. Pichotta stated the DNR had revised NR118 requiring the County to make revisions as well. The approach of the department was to work with St. Croix County and Polk County to standardize the revisions. He stated major changes resulting from the recreation include mitigation standards and standards for non-conforming structures. Motion by Kerr/Rommel to approve the repeal and recreation of Pierce County Code Chapter 239 and forward to the County Board. *Motion passed.*

St-Croix Riverway
Ordinance Repealed
and Recreated

County Clerk Feuerhelm presented members with a request from Dennis Olson to extend his lease of county-owned property for the period of December 17, 2005 through December 16, 2006. The parcel contains approximately 15.8 acres and is located in the Village of Ellsworth. Motion by Rommel/Hines to approve the lease of county-owned property to Dennis Olson. *Motion passed.*

Lease of County-
owned Property

Greg Engeset, representing the Village of Ellsworth, and Administrative Coordinator Kephart addressed a request from the Village seeking County agreement for a permanent sewer easement on property located behind the Material Recovery Facility extending to the area of the previously proposed jail/judicial center. The Village proposal for the sewer line is to go along the westerly line of the property so as not to disrupt future development or to dissect the property.

Easement on County-
owned property

Motion by Kerr/Schilling to recommend approval of the easement with the Village of Ellsworth and forward to the County Board in February with the understanding that additional information regarding the project will be available at that time. *Motion passed.*

Treasurer Lee Skog presented the proposed short-term investment plan. He provided data from the 2005 tax collections and proposed that the County maintain \$3,000,000 in a money market account for liquidity purposes. He further proposed that the County offer by bid \$4,000,000 in increments of \$500,000 Certificates of Deposit. Bids would be processed by February 19th so investment can be made by February 20th. This would make necessary funds available for settlement disbursement by August 20th. A requirement of the bids is that the funds are to be collateralized.

Investment Policy

Discussion was to have bids available by the first meeting in February. The County needs to publish notice for bids. The Treasurer will send letters to the seven financial institutions in the County. There was discussion whether every financial institution within and outside of the County will have an opportunity to bid. The committee directed the Corporation Counsel, Treasurer and Administrative Coordinator to take actions necessary to announce and process the bidding policy.

Corporation Counsel Lawrence advised the committee that Aegis Corporation is seeking names of individuals who would be authorized to request coverage under the legal expense endorsement. Insurance Coordinator Kinneman was present. Motion by Hines/Rommel to designate the County Board Chair, Administrative Coordinator and Insurance Coordinator. Motion by Hines/Rommel to amend the motion to include Corporation Counsel. *Motion to amend passed. Motion as amended passed.*

Legal Expense
Coverage Designees

Supervisor Holst arrived.

Holst arrived

Corporation Counsel Lawrence addressed 3 ordinances being proposed by the Law Enforcement Committee. Lt. Knoll was present. One ordinance addressed disorderly conduct with a motor vehicle. Two ordinances prohibited alcohol on the Fairgrounds during the County Fair. Supervisor Schilling stated the proposed legislation regarding alcohol on the Fairgrounds had not been reviewed by the Fair Committee. Motion by Hines/Schilling to defer action on the 3 ordinances. *Motion passed.*

Legislation to prohibit
alcohol at the Fair and
disorderly conduct

Lt. Knoll was present to address several issues regarding the Wireless 9-1-1 grant. The Law Enforcement Committee had forwarded to the Finance & Personnel Committee several recommendations.

Wireless 9-1-1

Motion by Kucinski/Kerr to accept all three recommendations of the Law Enforcement Committee: 1) accept the grant monies from the Wisconsin Public Service Commission in the amount of \$224,334.95, 2) take action to change the existing State Law to extend funding, and 3) prepare legislation to the County Board which will seek legislative support for extending the funding period for the Wireless 9-1-1 system. *Motion passed.*

The Law Enforcement Committee was requesting release of \$225,000 from the contingency fund that was previously designated for the Wireless 9-1-1 project. Motion by Kucinski/Kerr to approve release of \$225,000 from the contingency fund to the Law Enforcement Department budget. *Motion passed.*

Release of
Contingency Funds
for Wireless 9-1-1

Administrative Coordinator was asked to email all department heads to remind them of Contingency Fund the need for them to confirm with Administration any contingency funds that have been Commitments designated for their department.

Fair Coordinator Webb was present to seek committee approval that would allow the Fair Department Intern Fair Department to accept an intern though the Dakota Technical College. The Fair Committee has not acted upon the matter because they meet late this month.

The consulting contract with Keffer-Overton did not provide for market research and Webb proposed several possible areas of research that could be assigned. The department had adequate office space and office equipment for use by the intern. Because the intern is pursuing a marketing degree he will be able to work independently and won't require direction from the Fair Coordinator. The research conducted by the intern will remain the property of the County. Motion by Rommel/Kucinski to approve the use of an intern in the Fair Department for the period of one semester. *Motion passed.*

Administrative Coordinator Kephart presented the committee members with costing Non-represented information addressing proposed non-represented employee 2006 wage adjustment employee wage scenarios. The costing was based upon the BCC study wage grid. No action was adjustment costing taken. A copy of the costing will be provided to all Board members.

Committee members discussed the status of the Bjorklund Compensation Consulting Bjorklund contract. The contract provided the County with the capability of withholding 10% Compensation of the contract price until the committee determined that the project was successfully Consulting Project completed. Administrative Coordinator Kephart and Personnel Coordinator Langer Completed indicated they were satisfied that Bjorklund has met his contractual obligations. Motion by Kucinski/Schilling to pay Bjorklund Compensation Consulting in full for the work completed. *Motion passed.*

Recess at 10:02 a.m. Recess

Kucinski excused at 10:02 a.m. Kucinski excused

Motion by Kerr/Rommel to convene into closed session at 10:10 a.m. pursuant to Closed Session: AC §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, Evaluation compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator evaluation. *Roll call vote and motion passed unanimously.*

Motion by Rommel/Kerr to return to open session at 10:24 a.m. *Roll call vote and* Open session *motion passed unanimously.*

Motion by Hines/Schilling to defer the Administrative Coordinator review until the Administrative next Finance and Personnel Committee meeting. *Motion passed.* Coordinator Review deferred

County Board Chair Anderson reported he had recently participated in a meeting regarding the animal control issues. Attending the meeting were Corporation Counsel Lawrence, County Clerk Feuerhelm, Director/Health Officer Hodgson, Sheriff Muhlhausen, Environmental Health Specialist Moen and Land Management Administrator Pichotta. The meeting was very productive. Corporation Counsel Lawrence will be preparing legislation for committee consideration that will address abatement issues.

County Board Chair Report

Administrative Coordinator Kephart presented members with a list of tasks to be considered by the committee in regard to the Bjorklund Compensation Consulting Study process. No action taken.

AC Report

Meeting dates: 1/27/06, 2/10/06 and 2/24/06 all at 8:00 a.m.

Meeting dates

Motion by Hines/Schilling to adjourn at 10:34 a.m. *Motion passed.*

Adjournment

REVISED 1/26/06
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Friday, January 27, 2006-8:00a.m.
Courthouse - County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum	Chair
	1b Establish and approve agenda	
	1c Approve minutes of 1/13/06	
	1d Committee will receive public comments not related to agenda items	
2	Committee will convene into closed session pursuant to:	Members
	2a §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator evaluation	
	2b §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Arbitration Award	
3	Committee will return to open session and take action on closed session items, if required	Members
4	Treasurer's report	Lee Skog
	4a Discuss and take action on financial bid process	
5	Discuss and take action on carry over of funds in Planner budget	Andy Pichotta
6	Discuss and take action on request to apply for financial assistance to acquire aquatic weed harvesting equipment	Scott Schoepp

- | | | |
|----|---|------------------|
| 7 | Discuss and take action on request to designate the National Incident Management System (NIMS) as the basis for all incident management in the county | Gary Brown |
| 8 | Discuss and take action:
8a carry over of Excel Energy funds
8b purchase of unbudgeted equipment | Gary Brown |
| 9 | Discuss and take action on Office of Corporation Counsel Mission Statement | Brad Lawrence |
| 10 | Discuss and take action on request for out-of-state travel for Family Living Agent | Lori Zierl |
| 11 | Discuss and take action on adjusted work schedule proposal for non-represented employees | Ad hoc Committee |
| 12 | Administrative Coordinator's report | Curt Kephart |
| 13 | Future agenda items | Members |
| 14 | Adjourn | Members |

A quorum of County Board Supervisors may be present

1/26

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
JANUARY 27, 2006**

STATE OF WISCONSIN)
COUNTY OF PIERCE)
WI

COUNTY ADMINISTRATION OFFICE
ELLSWORTH,

2006-02

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Rich Purdy	District # 3
	Rod Rommel	District # 7
	John Kucinski	District # 8
	Ron Anderson	District #11
	Dale Hines	District #12
	Kirstin Schilling	District #10
	Greg Kerr	District #13

Also present: Curt Kephart County AC
Supervisor Barkla
Supervisor Holst
Supervisor Pittman arrived late.

Chair Anderson announced there was a revised agenda that included discussion and action on the investment bidding process. Motion by Hines/ Kerr to approve and adopt revised agenda. *Motion passed.*

Agenda Approved

Motion by Hines/Kerr to approve minutes of 1/13/06. *Motion passed with Purdy abstaining.*

Minutes approved

Public comments. Supervisor Barkla commented to the committee on the letter from Sheriff Muhlhausen to Supervisor Nellesen regarding the Sheriff's request for an additional drug officer. The memo had been distributed to county board members at the 1/24/06 session of the Board. Barkla stated this request had not been placed before the Law Enforcement Committee for the previous two years as a priority item.

Public Comments

Motion by Hines/Schilling to convene into closed session at 8:08 a.m. pursuant to

Closed Session

Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordination evaluation; and

Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Arbitration award. *Roll call vote unanimously approved*

Closed Session

Kucinski excused at 9:30 a.m.

Kucinski excused

Motion by Rommel/Kerr to convene into open session at 11:17 a.m. *Roll call vote unanimously approved.*

Open session

Motion by Hines/Purdy that the committee determined that the Administrative Coordinator has received a satisfactory performance evaluation and pursuant to his contract is eligible for an increase. *Motion passed.*

AC Performance Evaluation

Treasurer's report with Lee Skog. Committee reviewed the financial report effective 12/31/05. Interest earned for 2005 was approximately \$130,000 more than 2004. Fund balances at year-end in the amount of \$12,500,347.29.

Treasurer's Report

Treasurer updated the committee on the investment bidding process to date. There was discussion as to whether bids would be considered from institutions outside of the County. Treasurer announced the bids are to be returned to the Treasurer's Office by February 6. They will be screened by the Administrative Coordinator, Treasurer and Board Chair. The bids will be prepared for presentation at the February 10th. The committee decided they will accept bids from any institution that submits a valid bid. *No action taken.*

Investment bidding process

Land Management Administrator/Planner Pichotta requested approval to carry over Professional Services funds to expend on the Smart Growth Planning effort. Phase I of the contract has not been completed but it is anticipated that the project will be finished by March 2006. Motion by Purdy/Rommel to approve carryover of \$52,000 from 2005 to 2006 to expend on the Smart Growth Planning effort. *Motion passed.*

Carryover request- Land Management

Parks Superintendent Schoepp presented a request for approval of a resolution which will grant Schoepp the authority to apply to the Wisconsin Waterways Commission for financial assistance to purchase a weed harvester. \$45,000 in funding was approved for the project in the 2006 budget. Motion by Purdy/Hines to approve the resolution and forward to the county board with a request for

Financial Assistance for Weed Harvester

adoption on the first reading. *Motion passed with Kerr abstaining.*

Emergency Management Director Brown addressed legislation being proposed by Designate NIMS the Emergency Management Committee that would commit the county to designate and utilize the National Incident Management System (NIMS) as the basis for preparation for, response to, and recovery from natural or manmade incidents affecting Pierce County. The Department of Homeland Security had been directed to develop and administer a system that would provide a consistent nationwide approach. Failure to adopt the NIMS could have a financial impact on the County because future grants could be denied. Motion by Schilling/Purdy to approve the resolution and forward to the County Board. Hines called for the question. *Motion passed with Schilling absent.*

Director Brown also addressed a department request to carry over 2005 Excel Excel Energy carryover funds in the amount of \$7,420 for purchase of a replacement radio and synchronized clock radio. Motion by Purdy/Rommel to authorize carry over of 2005 Excel Energy funds in the amount of \$7,420. *Motion passed.*

Motion by Rommel/Kerr to expend \$7,420 for purchase of Radio Paging Master Clock and digital LED Display Clock. *Motion passed.* Purchase of clock equipment

Committee reviewed the department mission statement submitted by Corporation Counsel for approval. Motion by Hines/Rommel to accept the following mission statement for the Office of Corporation Counsel: “The mission of the Pierce County Office of Corporation Counsel is to provide professional and ethical legal representation and advice, and to actively apply risk management strategies to mitigate the potential liabilities of the County”. *Motion passed with Purdy abstaining.* Corporation Counsel Mission Statement

The committee members reviewed a memo from Family Living Agent Lori Zierl in which she requested authorization for out-of-state travel. Ms. Zierl has been invited to speak at the 12th Annual Northwest Parenting and Family Education Conference at Washington State University – Vancouver. Motion by Rommel/Hines to approve out-of-state for Zierl to attend and speak at the conference and authorize expenditure of \$250 from the 2006 budget to defray expenses. *Motion passed.* Out-of-State Travel for Family Living Agent

The committee members reviewed an Alternative Work Schedule Policy for non-represented employees that the Ad Hoc Policy Update Committee prepared at the request of the Finance & Personnel Committee. Motion by Rommel/Purdy to strike “unpaid” in the section regarding lunch break and forward the policy to the County Board. *Motion passed.* AWS for Non-represented employees

Administrative Coordinator Kephart presented the committee with a new position description format that he is recommending. Kephart also indicated that he had AC Report

familiarized himself with the content of several previously commissioned studies and intends to bring forward for consideration by the committee elements that remain to be completed or on which further guidance is necessary.

For a future meeting Kephart will ask the committee to address several recommendations from the Bjorklund Compensation Consulting Study such as whether performance evaluations will be conducted at a specific time of year or on the employee's anniversary date. The committee will also be asked to adopt a performance evaluation form to be used for the non-represented employees. The BCC job descriptions are being reviewed for presentation at a future meeting.

AC Report, cont

Chair Anderson reported the County had received a check from WCMI from the liability deductible fund in the amount of \$65,000.

WCMI liability deductible fund

Supervisor Kerr recommended that ICM representative Bob Moore be invited to meet with members of the full board to discuss a financial planning process.

Financial planning

Motion by Rommel/Schilling to adjourn at 11:58 a.m. *Motion passed.*

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA (revised 02-07-06)
 Friday, February 10, 2006-8:00a.m.
 County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 1/27/06 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on the Land and Water Resource Management Plan Draft	David Sander
3	Discuss and take action on short term investment bids	Lee Skog
4	Discuss and take action on funds in Trenton property sale	Ross Christopherson
5	Discuss and take action on Tech School Funding/Organization Citizen request – Jim Gumbusky	Curt Kephart
6	Discuss and take action to establish wages for temporary and seasonal employees	Curt Kephart
7	Committee will convene into closed session pursuant to: 7a Sec. 19.85(1)(e), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator goals for 2006, and compensation for CBH Supervisor 7b Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Grievance regarding determination of part-time benefit calculation & update on arbitration matter.	

8	Committee will return to open session and take action on closed session item, if required	Chair
9	Administrative Coordinator's report Future agenda items Future meeting dates	Curt Kephart
10	Call to Adjourn	Chair
	A quorum of County Board Supervisors may be present	

**APPROVED MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**

February 10, 2006 – 8:00 a.m.

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2006-3

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Kirstin Schilling, Acting Chair, called the meeting to order at 8:06 a.m.

1) **Meeting Convened**

The Acting Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Rich Purdy	District #3
	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Greg Kerr	District #13
Members absent:	Ron Anderson	District #11
	Dale Hines	District #12
Also present:	Curt Kephart	Administrative Coord.
	Brad Lawrence	Corporation Counsel
	Ross Christopherson	Highway Commissioner
	David Sander	Land Conservation Sup.
	Jamie Feuerhelm	County Clerk
	Lee Skog	Treasurer
	Jeff Holst	District #16
	Mel Pittman	District #17
	Jim Gumbusky	Citizen-Twn. of Oak Grove
	Raynee Farrell	Bank Mutual
	Judy Wiff	Pierce County Herald

Motion by G. Kerr/R. Rommel to approve and adopt the agenda as presented. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by G. Kerr/R Purdy to approve minutes of January 27, 2006 as presented. Motion carried by voice vote with all in favor.

1c) **Minutes Approved**

Chair called for public comments. There were none.

1d) **Public Comments**

L.C. Supervisor D. Sander gave summary of changes made to the proposed water resource plan. Discussion pursued on issue of changes and enforcement effect on changes being made. There were concerns expressed regarding the changes and how or what they might impact. Members indicated they would like a synopsis of the plan and changes. Motion by R. Rommel/G. Kerr to approve the proposed Water Resource Management Plan as amended by the Land Conservation Committee & send to County Board. Motion carried by voice vote with three in favor, J. Kucinski abstained & R. Purdy opposed.

2) **Land and Water Resource
Management Plan**

- 3) **Short Term Investment Bids** Treas. L. Skog explained investment quotes submitted by eight institutions. Discussion on proposed rates as well as types & level of collateralization offered. Motion by R. Purdy/J. Kucinski to award bid for six month Certificate of Deposits to Bank Mutual at a rate of 4.91%, or greater, for the aggregate amount of \$4 million & to have collateralized holdings be maintained off site by a third party, & subject to the execution of a contract. Motion carried by voice vote with all in favor.
- 4) **Trenton Property Funds from Sale** Highway Comm. R. Christopherson explained the process followed in the past with regard to when property acquired & used by the Highway Dept. is then sold. Discussion on past practice & alternatives. Motion by G. Kerr/R. Rommel to approve transfer of funds to Highway Dept. with the exception of any costs incurred by the Administration Dept. Motion carried by voice vote with all in favor.
- 5) **Tech School Funding-Organization Citizen Request** Citizen J. Gumbusky gave a brief review of the history of funding for technical schools in Wisconsin. He presented a resolution that he is providing to other municipalities in Pierce County as well as nine other counties. Discussion revolved around the amount of tax dollars attributed to the technical school for Pierce County. Motion by R. Rommel/G. Kerr to receive draft resolution submitted by Mr. Gumbusky, that it be referred to Corporation Counsel to include the appropriate language then forwarded to the County Board recommending its adoption on a first reading. Motion carried by voice vote with four in favor & R. Purdy abstaining.
- 6) **Temporary & Part Time Employee Wages** A.C. C. Kephart presented a chart of current & proposed wages for temporary staff. Motion by R. Purdy/J. Kucinski to approve as submitted. Discussion on the effect of the increase on the budget. Additional information requested with regard to number of employees & amount involved. R. Purdy withdrew his motion, J. Kucinski his second. Motion by G. Kerr/R. Purdy to defer until next meeting. Motion carried by voice vote with all in favor.
- 7a-b) **Closed Session Items** Motion by R. Purdy/G. Kerr to convene in closed session at 9:41 a.m. pursuant to §19.85(1) (e) WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator goals for 2006 & compensation for Community Behavioral Health supervisor. Also for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, & §111.70(1) (a) WI STATS for the purpose of review & discussion of contract matters under the collective bargaining agreements: Grievance regarding determination of part-time benefit calculation & update on arbitration matter. Motion carried by roll call vote with all in favor. Motion by R. Rommel/G. Kerr to convene in open session at 10:09 a.m. Motion carried by roll call vote with all in favor. J. Kucinski left meeting at 10:20 a.m.
- 8) **Open Session Action** Motion by R. Rommel/G. Kerr to deny grievance of the part-time benefit calculation. Motion carried by voice vote with all in favor. Motion by R. Purdy/R. Rommel to not appeal a previous decision by the arbitrator regarding the Holtz grievance. Motion carried by voice vote with all in favor.

C. Kephart discussed a meeting with Dist. 3 Congressman Ron Kind, on concerns with the bridge on County Rd. FF over the Kinnickinnic River. He summarized other administrative issues. Indicated department heads were interested in becoming involved in strategic planning with board members & committees.

9) **Administrative Coordinator Report**

Next meeting dates set for March 10th & 24th.

Future Agenda Items:

- Strategic Planning Workshop
- AC Goals
- Alcohol Ordinance: Fairgrounds
- Freedom Park Request: Prescott
- Budget Process
- Highway Dept. Transfer

Motion by G. Kerr/R. Purdy to adjourn at 10:36 a.m. Motion carried by voice vote with all in favor.

10) Adjournment

Submitted by:
Jamie R. Feuerhelm
Pierce County Clerk

REVISED 2/22/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, February 24, 2006-8:00a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 2/10/06 1d(1) Discuss and take action to amend the minutes of the 1/27/06 Finance and Personnel Committee meeting previously adopted on 2/10/06 to remove time of arrival and departure of county board supervisor Pittman who is not a Finance and Personnel Committee member 1d(2) Discuss and take action on policy regarding reference in minutes to time of arrival and departure of county board supervisors who are not Finance and Personnel Committee members 1e Committee will receive public comments not related to agenda items	Chair
2	Treasurer's report	Lee Skog
3	Discuss and take action on year-end contingency fund transfers: 3a Register in Probate 3b Family Court Commissioner 3c Fair 3d District Attorney 3e Property Assessment 3f Treasurer 3g Maintenance	Curt Kephart Julie Brickner
4	Discuss and take action on transfer of funds for Fairgrounds 2005 deficit	Curt Kephart Julie Brickner
5	Discuss and take action on carry over of funds in Property Acquisition/Development Funds	Curt Kephart Julie Brickner
6	Discuss and take action on transfer of Contingency funds \$100,000 to Highway Fund (separate packet)	Laurie Lundgaard
7	Discuss and take action on invoices from Highway Dept. for Shooting Range Berm	Curt Kephart

8	Discuss and take action on consortium agreement with workforce development	Ron Anderson
9	Discuss and take action on ordinance regarding disorderly conduct with a motor vehicle	Sheriff Muhlhausen
10	Discuss and take action on ordinances regarding prohibition of alcohol on the Pierce County Fairgrounds	Sheriff Muhlhausen
11	Discuss and take action to abolish the elected position of Coroner and create the position of Medical Examiner (separate packet)	Curt Kephart Sandy Langer
12	Discuss and take action on: Setting date for proposed strategic planning workshop Selection of facilitator for strategic planning workshop	Greg Kerr
13	Discuss and take action on proposed non-represented employee performance evaluation form	Curt Kephart
14	Discuss and take action on adjustment for temporary wage scales	Curt Kephart
15	Ad hoc Policy Update Committee update on policy revisions (To be mailed separately)	Committee members
16	Discuss process and dates for annual performance review of Corporation Counsel	Sandy Langer
17	Committee will convene into closed session pursuant to Sec. 19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator's evaluation and goals	Members
18	Committee will return to open session and take action on closed session item, if required	Members
19	Administrative Coordinator's report	Curt Kephart
19a	Future agenda items	
19b	Set future meeting dates	
20	Adjourn	Chair

A quorum of county board members may be present.

FRIDAY, FEBRUARY 24, 2006

**UN-APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
February 24, 2006**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2006-04**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Chair Ron Anderson called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present and established that there was a quorum: Those Present

Members Present:	Rich Purdy	District #3
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Ron Anderson	District #11
	Dale Hines	District #12
	Greg Kerr	District #13
Members absent:	Rod Rommel	District #7
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel
	Don Nellessen	District #9

Motion by Kucinski/Purdy to revise the agenda to move Item #11 - Coroner/ Medical Examiner, #16 – Process and dates for annual performance evaluation for Corporation Counsel, and Item # 17 – Closed session for Administrative Coordinator performance evaluation prior to Item # 2 – Treasurer’s report. *Motion passed.* Agenda Revised

Motion by Kucinski/Purdy to approve minutes of 2/10/06. *Motion passed with Anderson and Hines abstaining.* Minutes Approved

Committee members were asked to consider amendment to the minutes of 1/27/06 that recorded Supervisor Pittman as arriving late. Members discussed that there were several reasons to record in the minutes which of the county board members were in attendance such as to avoid an illegal quorum and also to have a record of who was present during presentation of business items. Amend Minutes of 2/10/06

Motion by Kerr/Anderson to amend the 1/27/06 minutes to strike “late”. *Motion failed with Kerr and Anderson voting yes, Schilling, Hines, Purdy and Kucinski opposed.*

Discussion was held on a policy regarding reference in the committee minutes as to the time of arrival and departure of county board supervisors who are not Finance and Personnel Committee members. Members determined that future minutes will reflect the arrival and departure of any board supervisor in attendance who are not members of the committee.

Policy regarding meeting minutes

Supervisor Hines announced that the Ad Hoc Policy Update Committee will be meeting in the near future and one of the larger items will be dealing with personnel file issues and how long information remains in the file.

Public Comments

Committee members reviewed information provided by the Law Enforcement Committee and the Coroner in which they recommended that the county abolish the position of Coroner and create the position of Medical Examiner. Motion by Hines/Kerr to approve the legislation presented that would abolish the position of Coroner and create the position of Medical Examiner and forward this recommendation to the County Board on February 28. Kerr stated the change will cost the county more money but it could save money through liability exposure. He also noted that the County can establish the position qualifications for the Medical Examiner and will have control of the position.

Create position of Medical Examiner

Motion by Kerr/Hines to amend the motion to revise the legislation presented to authorize the Finance and Personnel Committee to establish the pay grade for Medical Examiner and that the salary be set at the discretion of the Finance and Personnel Committee. *Motion to amend carried. Motion to approve as amended carried.*

Establish wage for Medical Examiner

Administrative Coordinator Kephart informed the committee that he had contacted the Ramsey County Medical Examiner who reviewed the draft position description for Medical Examiner and had offered some helpful suggestions. It was agreed that the wage and position description did not need to be approved at this time. The Administrative Coordinator will bring a position description and wage before the Law Enforcement Committee for their review.

Medical Examiner position description

Personnel Coordinator Langer reviewed with the committee the process for the annual performance evaluation of the Corporation Counsel. This item will be included on the March 10th agenda. The committee members agreed that they will use the new performance evaluation form that was used for the evaluation of Administrative Coordinator Kephart. Administrative Coordinator Kephart will personalize the form to identify from the position description and include the essential functions of the position. Corporation Counsel Lawrence will provide the standards on which the performance can be measured.

Review the Process for Corporation Counsel Performance Evaluation

<p>Motion by Schilling/Purdy to convene into closed session at 8:30 a.m. pursuant to §19.85, Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Administrative Coordinator's evaluation and goals. <i>Roll call vote unanimously approved.</i></p>	<p><u>Closed Session:</u> <u>Administrative</u> <u>Coordinator's</u> <u>Performance</u> <u>Evaluation</u> <u>Kosin arrived</u></p>
<p>Kosin arrived.</p>	
<p>Motion by Kerr/Hines to return to open session at 9:35 a.m. <i>Roll call vote unanimously passed.</i></p>	<p><u>Open Session</u></p>
<p>Treasurer's report with P. Leland Skog. Fund balances as of 1/31/06 in the amount of \$14,013,600.20. Purdy inquired as to what interest earnings had been projected in the 2005 budget. Skog stated interest earned in 2005 exceeded the amount budgeted.</p>	<p><u>Treasurer's Report</u></p>
<p>Finance & Budget Director Brickner and Administrative Coordinator Kephart addressed several requests for year-end contingency fund transfers.</p>	<p><u>Transfer Requests for</u> <u>2005 deficits</u></p>
<p>Motion by Purdy/Hines to approve transfer of \$6,956 from the Contingency Fund into Register in Probate Budget. <i>Motion passed.</i></p>	<p><u>Register in Probate</u></p>
<p>Motion by Purdy/Hines to approve transfer of \$ 1,684 from the Contingency Fund to the Family Court Commissioner Budget. <i>Motion passed.</i></p>	<p><u>Family Court</u></p>
<p>Motion by Schilling/Kerr to approve transfer of \$13,554 from the Contingency Fund to the Fair Budget. The deficit was the result of the Keffer/Overton Study which had been authorized March 2004. <i>Motion passed.</i></p>	<p><u>Fair</u></p>
<p>Motion by Hines/Purdy to authorize transfer of \$7,764 from the Contingency Fund to the District Attorney Budget. <i>Motion passed.</i></p>	<p><u>District Attorney</u></p>
<p>Motion by Hines/Purdy to authorize transfer of \$5,916 from the Contingency Fund to the Property Assessment Budget. <i>Motion passed.</i></p>	<p><u>Property Assess.</u></p>
<p>Motion by Schilling/Kerr to approve transfer of \$708 from the Contingency Fund to the Treasurer's Budget. <i>Motion passed.</i></p>	<p><u>Treasurer</u></p>
<p>Motion by Purdy/Schilling to approve transfer of \$7,939 from the Contingency Fund to the Maintenance Budget. Brief discussion took place between Building Committee members as to whether they had been advised that this deficit existed. They indicated they were previously unaware of this deficit. Kerr called the question. <i>Motion passed.</i></p>	<p><u>Maintenance</u></p>

The Sheriff's Budget final numbers are still pending and will be presented at a later date. Sheriff

Discussion of Fairgrounds deficit in the amount of \$16,264. The deficit was the result of the purchase of shingles, however, the claim hasn't been filed with the insurance company yet. The final deficit will be \$3,237 and this can be transferred from the Contingency Fund and does not require transfer from the General Fund. Motion by Kerr/Schilling to transfer \$3,237 from the Contingency Fund to the Fairgrounds Budget. *Motion passed.* Fairgrounds

Motion by Hines/Schilling to approve carry over of Property Acquisition/ Development Account in the amount of \$626,115. *Motion passed.* Carry-over Property Acquisition

Highway Office Manager Laurie Lundgaard addressed the Highway Dept. request for transfer of \$100,000 from the Contingency Fund to the Highway Maintenance Fund. The Finance and Personnel Committee had removed this amount from the 2005 Highway Budget appropriation. The Department projected a \$210,596.69 deficit at year end. Highway Dept. Transfer Request

Hines stated the Maintenance Fund was depleted due to increased fuel costs, salt costs and 2005 wage adjustments. There was discussion as to whether the department could balance out this deficit from other funds and department line items. There was further discussion as to whether there were any major expenditures in 2005 that could have been put off. Motion by Kerr/Hines to defer until there is more information. Supervisor Anderson was asked to bring questions to the Highway Department in writing prior to the next Highway Committee meeting. *Motion passed.*

Committee reviewed a request from the Shooting Range Committee for funds in the amount of \$4,064.19 to pay for repairs to berms at the range. There was discussion as to why the Shooting Range Committee had not come to the Finance and Personnel Committee for funding prior to the work being done. Building Committee Chair Nellessen stated they had instructed by the Land Management Committee that they were not in compliance with the terms of the Conditional Use Permit. Motion Hines/Schilling to approve expenditure of up to \$4,064.19 payable to the Highway Department for the repairs. *Motion passed with Purdy opposed.* Transfer of Funds for Shooting Range repairs

Discussion of a Workforce Development consortium was deferred until the next meeting because there was not adequate information available at this time. Workforce Devel. Consortium

Sheriff Muhlhausen was present for discussion of the department's request for approval of legislation to address disorderly conduct with a motor vehicle. Corporation Counsel stated the State law is not so broad regarding reckless driving. Motion by Purdy/Schilling to approve an ordinance regarding disorderly conduct with a motor vehicle ordinance and forward it to the county board. *Motion passed.* Disorderly Conduct Ordinance

Sheriff Muhlhausen also addressed legislation being brought forward from the Law Enforcement Committee regarding prohibition of alcohol on the fairgrounds. The Fair Committee did not support the legislation. Sheriff explained that the Village of Ellsworth has an ordinance that prohibits alcohol on the grounds but now that the County is providing security for the Fair they need authority to write citations for violations. There was further discussion as to the future plans for the Fairgrounds and whether alcohol might be acceptable on the grounds. Motion by Purdy/Anderson to approve the ordinance to prohibit alcoholic beverages on the Fair Grounds and forward to the county board. *Kucinski, Kerr, Schilling and Hines opposed. Motion failed.*

Prohibition of Alcohol on the Fairgrounds

Kerr led a short discussion regarding a future strategic planning workshop and requested comments from the committee members. It was discussed that the Administrative Coordinator might possibly facilitate the workshop. Motion by Kerr/Purdy to have a strategic planning workshop for Finance and Personnel Committee members and any other board member that would like to attend and this should be scheduled by May 1. All county board members will receive a copy of the information that is being provided to the Finance and Personnel Committee members. *Motion passed.*

Strategic Planning Workshop

Discussion of the non-represented employee performance evaluation form that that Administrative Coordinator Kephart had developed. Kephart advised the committee that he had made a couple of revisions to the format based upon their directions from the last discussion of the matter. Motion by Hines/Purdy to approve and accept the *County of Pierce – Performance Review and Development System* form. *Motion passed.*

Performance Evaluation Form

Committee members reviewed and discussed the memo from Finance & Budget Director Brickner that provided cost projects relating to a proposed 2.5% increase to the temporary employee wage scales. Motion by Purdy/Schilling to approve wage adjustment of 2.5% with rounding to the next \$.05. New wage scale would be: Step 1 - \$7.60, Step 2 - \$8.80, Step 3 - \$10.15, and Step 4 - \$11.45. *Motion carried with Kerr opposed.*

Increase in Wage Scales for Temporary Employees

Committee members were advised that the proposed Personnel Policy updates will be provided to the committee as soon as possible. The intent is that they receive them far enough in advance so there is adequate time for review prior to any request for action.

Policy Updates

Administrative Coordinator Kephart reported he was adding a 3rd column to the outline of the 2006 Administrative Coordinator's performance evaluation goals. Kephart also briefed the members on the status of the Land Conservation Department workshops, his participation in a meeting with the Facility Development construction consultant and various building and maintenance issues. Kephart also offered his compliments to Register in Probate Claflin for providing the detailed financial information in her budget exception report the committee had reviewed early in the meeting.

AC Report

Future agenda items. There were none.

Future agenda items

Committee meetings will be scheduled every other Friday. Future dates are April 7 and Meeting dates 21, May 5 and 19, all at 8:00 a.m.

Motion by Schilling/Kucinski to adjourn at 11:02 a.m. Motion carried

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Friday, March 10, 2006-8:00a.m.
Courthouse - County Board Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 2/24/06 1d Committee will receive public comments not related to agenda items	Chair
2	Discuss Supervisor Pittman's request to revise 1/27/06 meeting minutes	Supervisor Pittman
3	Discuss Freedom Park proposal	Members
4	Discuss and take action on proposed Purchasing Review Task Force	Curt Kephart
5	Discuss and take action on proposed staffing plan revisions for County Clerk	Jamie Feuerhelm
6	Discuss and take action on proposed staffing plan revisions for UW Extension and Fair Department	Ed Hass Ann Webb
7	Discuss and take action on Ad Hoc Policy Update Committee recommendations	Ad Hoc Committee Members
8	Discuss proposed supervisor orientation guidelines	Curt Kephart
9	Committee will convene into closed session pursuant to: a. Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: purchase of property and property easement, and b. Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator's performance evaluation and goals, Corporation Counsel performance evaluation	

c. Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievance regarding personnel file record

10 Committee will return to open session and take action on closed session items, if required

11 Administrative Coordinator's report

Curt Kephart

12 Future agenda items

Members

13 Adjourn

Members

A quorum of County Board Supervisors may be present

3/6

FRIDAY, March 10, 2006

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING
March 10, 2006**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2006-05**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:00 a.m. CDT. Chair Ron Anderson called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair Acknowledged those present.

Those Present

Members Present:	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Ron Anderson	District #11
	Dale Hines	District #12
Member by phone:	Rich Purdy	District #3
Members absent:	Greg Kerr	District #13
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel
	Supervisor Pittman	District #17

Quorum was established.

Quorum Established

Motion by Hines/Schilling to approve agenda as presented. Kucinski moved to revise the agenda to move #9 Closed Session, as the next order of business. Kucinski withdrew his motion. *Motion to approve agenda passed.* Agenda Approved

Motion by Hines/Schilling to approve minutes of 2/24/06. *Motion passed.*

Minutes Approved

Chair Anderson called for public comment: There was none.

Public Comments

Supervisor Pittman addressed the committee regarding the Finance & Personnel Committee minutes of 1/27/06. He stated it was one week after approval of those minutes when he received them and it was brought to his attention that he was recorded in the minutes as being late. He had contacted Kephart and Lawrence and expressed his concern that they did not reflect the correct information. He further noted that since the committee did take steps at the 2/24/06 meeting to change how arrival of supervisors is recorded then amending the minutes at that time regarding that subject would have been appropriate.

Pittman addressed
1/27/06 minutes

Pittman stated he had had a discussion with Corporation Counsel Lawrence about parliamentary procedure with regard to this issue. Corporation Counsel Lawrence stated that the committee could take action to amend minutes if the agenda specifically identified the possible amendment as an item of business. This could be done with a majority vote. In an emergency situation the minutes could be amended without it being noticed but that would then require a 2/3rds vote of the members. This was not on the meeting agenda and was not considered an emergency situation. Anderson noted that the procedure for recording at a meeting non-committee members in attendance was taken care of at previous meeting for the future. Anderson also informed Pittman his committee participation is appreciated.

Pittman addressed
1/27/06 minutes, cont.

Purdy commented he understood Supervisor Pittman's concern since the public does not understand the internal process so the public doesn't know that he is not a committee member. Kucinski stated that in the future it will not happen again.

Chair Anderson opened discussion regarding the Freedom Park presentation at the 2/28/06 County Board meeting. He stated that the City of Prescott representatives indicated at that meeting that they sought financial aid from the County and he asked the committee members what they wanted to do regarding that request. Members agreed that there were no funds budgeted for 2006 for this purpose and discussed deferring any action until the 2007 budget is in progress. Brief discussion of possible budget listening meetings to be scheduled in the future to give people an opportunity to advise the county of their thoughts on future county expenditures.

Freedom Park

Administrative Coordinator Kephart addressed a proposal to form a purchasing review task force. He indicated this concept was a recommendation from the DMG Administrative Structure Study and would address purchasing practices of the County. He envisioned the task force could be formed immediately and be prepared with their findings by July 2006 so that their policy recommendations could be considered in the budget process for 2007. He proposed Highway Commissioner Christopherson and Supervisor Kosin to serve on the study group. Finance & Budget Director Brickner was also proposed as a possible committee member.

Purchasing Review
Task Force

There was discussion as to whether this should be an ad hoc committee since the Finance & Personnel Committee has the authority to create ad hoc committees and the Chair is authorized to appoint members.

Supervisor Purdy lost telephone contact.

Administrative Coordinator Kephart was asked put together additional information regarding the proposal such as how the committee could be put together, possible committee composition and their duties and present this at the next meeting. If there are no funds in the 2006 budget the plan could be considered for next year.

Reconnect with Supervisor Purdy.

County Clerk Feuerhelm was present to provide information regarding his proposal to staff the Switchboard with a full time employee instead of the two part time positions that currently exist. He stated that his proposal would accomplish stability and continuity in the position without jeopardizing service. He further proposed to utilize other part time staff to fill in when there are vacations or sick leave.

County Clerk's
Staffing Plan

Anderson asked if there should be consideration to automate at this time. Feuerhelm indicated it could be implemented at any time, however, there are a substantial number of callers and visitors that need assistance.

Supervisor Hines questioned whether there might be a point where the County Clerk might conclude that the proposal or the arrangement wasn't feasible and might not work. County Clerk Feuerhelm stated he wished to try this on a trial basis.

Motion by Rommel/Hines to approve revised staffing plan for the Office of County Clerk to fill the Telephone Operator/Receptionist position with 1 FTE. *Motion passed.*

Administrative Coordinator gave a brief summary of a proposal being discussed that would combine the two part time positions of Extension Secretary and Fair Secretary and also increase hours for the Horticulturist. The Fair Committee had discussed the concept of the shared position and the Extension Committee was meeting next week on the proposal. Since the Fair Secretary position is currently vacant the Administrative Coordinator had approved a temporary increase in hours for the Extension Secretary pending analysis of the proposal to combine the positions. No action was requested on the agenda item.

Supervisor Holst arrived.

Supervisor Holst
Arrived

Motion by Rommel/Hines to adopt the revised Personnel Policy as presented. There was discussion that some revisions may remain to be made and action could be delayed. The Policy Update Committee was scheduled to meet on March 13th. Rommel/Hines withdrew their motion. *No action taken.*

Ad Hoc Policy
Committee
Recommendations

Administrative Coordinator Kephart presented members with a Supervisor Orientation Checklist that is being used in Marathon County. The checklist provided information for incoming new supervisors as to what could be expected in their roles as board supervisor. *No action was taken and this item will be put on the next agenda.*

Supervisor Orientation

Motion by Hines/Schilling to convene into closed session at 9:06 a.m. pursuant to Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session: purchase of property and property easement; and Sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance evaluation and goals, Corporation Counsel performance evaluation; and Sec. 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: grievance regarding personnel file record. *Roll call vote unanimously approved.*

Closed session

Supervisor Purdy lost telephone contact. Supervisor Kucinski was excused.

Purdy and Kucinski
excused

Motion by Hines/Rommel to return to open session at 10:22 a.m. *Roll call vote unanimously approved.*

Open Session

No action taken on performance evaluation for Corporation Counsel Lawrence and this will be on the 3/24/06 agenda.

Corporation Counsel
Evaluation

Motion by Schilling/Rommel to accept goals for Administrative Coordinator as presented. *Motion passed.*

AC Evaluation and
Goals

Motion by Hines/Schilling to direct that the letter be removed from employee's file and directed Administrative Coordinator to prepare and present a policy on oral vs written reprimands in the personnel record. *Motion passed.*

Employee Grievance

Administrative Coordinator Kephart provided a brief update on the proposed strategic planning session. He was continuing research as to who should facilitate the session. Timing was discussed as possibly the first week of April between the elections and seating of the supervisors. This would be a public meeting with the Finance & Personnel Committee leading the session.

Administrative
Coordinator's report

Administrative Coordinator Kephart also advised the committee that he continued to examine the DMG Administrative Structure Study for recommendations that might be considered for implementation.

Kephart provided a brief summary of the recent department head meeting and stated there seems to be some confusion regarding the Alternative Work Schedule implementations that need to be addressed. He also noted that at the meeting a question had been raised regarding the newly adopted performance evaluation form. Some in attendance felt the definitions of US and NI might be misleading since both stated that termination could result from either of the ratings. Committee advised Kephart that he should make the required correction.

Administrative
Coordinator's
Report, cont.

Other projects in progress are a new format for position descriptions so that they become part of the performance evaluation process. The Bjorklund position descriptions are also being evaluated and recommendations will be forwarded in the future.

Future agenda item will be discussion of who shall participate in department head evaluations. Another topic for discussion and action will include elected official's salaries.

Future agenda items

Motion by Schilling/Rommel to adjourn at 10:38 a.m. *Motion passed.*

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA AS AMENDED**Friday, March 24, 2006-8:00a.m.****Courthouse - County Board Room**

#	Action	Presenter
1	Call meeting to order 1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 3/10/06	Chair
2	Discuss and take action on nomination of County representative to serve on the Master Plan Update Steering Committee – Red Wing Municipal Airport (not an appointment or election)	Chair
3	Committee will convene into closed session pursuant to:	Members
3a	§19.85(1)(e), Wis. Stats. For the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and negotiations for purchases of property.	
3b	Closed session pursuant to §19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and pursuant to Sec. 19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Department Head grievance.	
3c	Closed session pursuant to §19.85(1)(g), Wis. Stats. for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: The Kraemer Company, LLC v. Pierce County Board of Adjustment [i]	
3d	Closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Request for removal of letter of reprimand from personnel file; Corporation Counsel evaluation; and, compensation for Community Behavioral Health Supervisor candidate.	
	<i>Estimated time to complete and go into open session (2 hours)</i>	<i>10:00 a.m.</i>

4	Committee will return to open session and take action on closed session item, if required	Members
5	Committee will receive public comments not related to agenda items	Public
6	Discuss and take action on Ad Hoc Policy Update Committee recommendations	Ad Hoc Committee
7	Discuss and take action regarding proposed personnel file custodian policy	Curt Kephart
8	Discuss and take action on transfer of \$100,000 from Contingency fund to Highway Department	Ross Christopherson
9	Discuss and take action on Application for Mass Assembly License for 2006 Air Show	Brad Lawrence
10	Discuss and take action on out – of – state travel request: 10a Law Enforcement 10b District Attorney 10c Human Services	Sheriff Muhlhausen John O’Boyle Reggie Bicha
11	Discuss and take action on proposed position description for Social Service Aide	Reggie Bicha
12	Discuss and take action to approve proposed staffing plan revision for Human Services – CYF unit	Reggie Bicha
13	Discuss and take action on salaries of elected officials: 13a Clerk of Court 13b County Clerk 13c Register of Deeds 13d Treasurer 13e Sheriff	Curt Kephart
14	Discuss and Take action on schedule for Department Head annual review date and goal setting pursuant to BCC study	Curt Kephart
15	Administrative Coordinator’s report: 15a New Board Member Orientation 15b Pierce Notes 15c Future agenda items 15d Setting future meeting dates	Curt Kephart
16 (ii)	Adjourn Meeting	Members
	<i>A quorum of County Board Supervisors may be present</i>	<i>3/21</i>

FRIDAY, MARCH 24, 2006

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
MARCH 24, 2006**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2006-06

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT. Meeting Convened

The Chair acknowledged those present and established that there was a quorum: Those Present

Members present: Rich Purdy District #
 Rod Rommel District # 7
 John Kucinski District #
 Ron Anderson District #11
 Dale Hines District #12
 Kirstin Schilling District #10
 Greg Kerr District #13
Also present: Curt Kephart County AC
 Brad Lawrence Corporation Counsel
 Paul Barkla District # 5
 Jerry Kosin District # 15
 Jeff Holst District # 17
 Don Nellessen District # 9
 Bill Gilles District # 14

Motion by Hines/Schilling to approve agenda. Kucinski suggested moving item #9 Application for Mass Assembly License for 2006 Air Show after #2 Nomination of County representative to serve on the Master Plan Update Steering Committee – Red Wing Municipal Airport. Kerr call the questioned. *Motion passed.* Agenda approved

Motion by Hines/Rommel to approve minutes of 3/10/06. *Motion passed with Purdy abstaining.* Approval of Minutes

Motion by Schilling/Hines to revisit approval of the agenda. *Motion passed.* Revisit Agenda

Motion by Hines/Purdy to move item #9 Application for Mass Assembly License for 2006 Air Show after #2 Nomination of County representative to serve on the Master Plan Update Steering Committee – Red Wing Municipal Airport. *Motion passed.*

Chair Anderson briefly explained the request from the City of Red Wing on behalf of the Red Wing Municipal Airport Board for a representative to serve on the Master Plan Update Master Plan Update Steering Committee

Steering Committee. Chair stated that Administrative Coordinator Kephart is a member of Civil Air Patrol and would bring other useful background and experience as a committee member. Motion by Purdy/Schilling to nominate to the County Board Administrative Coordinator Kephart to serve on the Master Plan Update Steering Committee. *Motion passed.*

Barry Hammerback was present to represent the Wings of Freedom Air Show request for approval of their mass assembly permit. Sheriff Muhlhausen also present. Mr. Hammerback stated their permit request was pretty much like last year, however, their permit request included an increase in parking to 4,000 cars. Previous attendance was 6,200 people and this year they expect 10,000.

Application for Mass
Assembly License for 2006
Air Show

Law Enforcement Committee Chair Kucinski stated their committee had approved the permit request with the recommendation that the Air Show pay all overtime expenses incurred by the Sheriff's Department. Last year the full cost for Law Enforcement was \$1,800 and the Show paid \$1000. Hammerback stated the Show profit from 2005 was \$2,200 and the Show is more of a tribute than a method of raising funds. Kucinski stated the Law Enforcement Committee wants to weigh these things at the end and have some say in what expense is borne by the Air Show and that is why they wrote it that way.

Supervisor Kerr and Supervisor Barkla expressed concern that the 2005 Sheriff's Department budgets are in a deficit and they stated they want all overtime costs paid by the Air Show. It was also noted by several supervisors in attendance that the Fair Department pays their own security costs.

Supervisor Peterson arrived.

Sheriff Muhlhausen stated that for any type of event the department needs to be there for security and any money funneled back into the department to defray expenses is appreciated. He stated all expenses incurred in 2005 totaled \$1,800 and security for the Air Show was built into the employee's schedule but there was some overtime. Kerr stated the Law Enforcement Committee was told that all officers at the Air Show were on overtime. Sheriff stated that was not the case.

Supervisor Kerr stated he did not believe that the decision as to what amount of reimbursement the Air Show was to make to the County should rest with Sheriff but should be determined by the Law Enforcement Committee. He suggested that all officers providing security at the event should be on overtime hours and not a part of their usual work schedule. There was concern that scheduling regular work shifts at the Air Show could jeopardize the rest of the county. Kucinski suggested that the Law Enforcement Committee action should be changed to reflect that the costs to be recouped from the Air Show would be as determined by the Law Enforcement Committee instead of the Sheriff.

Motion by Purdy/Hines to accept the Air Show Mass Assembly permit. There was further discussion. Motion by Kucinski/Rommel to amend paragraph 11 of Corporation Counsel's memo to the Law Enforcement Committee and the County Board of Supervisors to state "The Pierce County Sheriff's Department shall recoup from the applicant *actual* law enforcement overtime resulting from the air show *as determined by the Law Enforcement Committee.*" There was discussion as to whether there could be a limit to the amount payable by the Air Show. Motion by Kucinski/Rommel for a friendly amendment to state "not to exceed \$1,800". *Motion passed with Kerr opposed. Original motion passed.*

<p>Motion by Kerr/Schilling to convene into closed session at 8:43 a.m. pursuant to §19.85(1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: negotiations for purchase of property; and</p>	<p><u>Closed session, cont</u></p>
<p>Pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility, and pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating the negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Department Head grievance; and</p>	
<p>Pursuant to §19.85(1)(g), Wis. Stats. for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: The Kraemer Company, LLC v. Pierce County Board of Adjustment; and</p>	
<p>Pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: request for removal of letter of reprimand from personnel file; Corporation Counsel performance evaluation; and compensation for Community Behavioral Health Supervisor. <i>Roll call vote unanimously passed.</i></p>	<p><u>HS Director Bicha arrived</u></p>
<p>Motion by Rommel/Schilling to return to open session at 1:55 p.m. <i>Roll call vote unanimously passed.</i></p>	<p><u>Open session</u></p>
<p>Motion by Schilling/Hines to accept resignation of Land Conservation Director effective 4/1/06, subject to execution of Release and Resignation Agreement. <i>Kerr abstained. Motion passed.</i></p>	<p><u>Resignation of LC Director</u></p>
<p>Ines Motion by Hines/Rommel to continue litigation on County's behalf regarding Kraemer Co., LLC v Board of Adjustment. <i>Motion passed.</i></p>	<p><u>Kraemer Co, LLC v Brd of Adjustment</u></p>
<p>Motion by Purdy/Rommel offer Community Behavioral Health Supervisor candidate Thompson Grade 17 Step 10. <i>Motion passed with Kerr opposed.</i></p>	<p><u>CBH Supervisor compensation</u></p>
<p>Motion by Purdy/Rommel to approve satisfactory performance evaluation for Corporation Counsel Lawrence and approve a Step increase. <i>Motion passed.</i></p>	<p><u>Corporation Counsel Evaluation</u></p>
<p>Motion by Hines/Schilling directing the removal of the employee disciplinary letter dated May 2, 2001 due to inadequate documentation. <i>Motion passed.</i></p>	<p><u>Letter of Reprimand</u></p>
<p>Public comment: None.</p>	<p><u>Public Comment</u></p>

<p>Motion by Kerr/Purdy to defer action on agenda item #6 Ad Hoc Policy Update Committee recommendations. <i>Motion passed.</i></p>	<p><u>Ad Hoc Policy Update Committee</u></p>
<p>Motion by Kerr/Purdy to defer action on agenda item #7 Proposed personnel file custodian policy. <i>Motion passed.</i></p>	<p>- <u>Personnel File Custodian Policy</u></p>
<p>Motion by Rommel/Purdy to deny request for transfer of \$100,000 from Contingency Fund to Highway Department. <i>Hines and Schilling opposed. Motion passed.</i></p>	<p><u>Contingency Fund transfer to Highway</u></p>
<p>Motion by Rommel/Hines to approve out-of-state travel requests as follows: One Investigator to attend investigation and prosecution of child abuse cases training in Florida with the County responsible for employee wages, car rental, meals and hotel; One Investigator to attend fire/arson training in Maryland with the County responsible for wages and meals; District Attorney to attend investigation and prosecution of child abuse cases training in Florida with County responsible for room and board; two social workers to attend investigation and prosecution of child abuse cases training in Florida with the County responsible for wages, lodging and per diem (meals); and one AODA Counselor to attend a summit on methamphetamine treatment in Los Angeles with the County responsible for employee's wages. <i>Motion passed.</i></p>	<p><u>Out-of-state travel</u></p>
<p>Human Services Director Bicha explained to the committee the department's proposal to refill a vacant social worker position with the creation of a social service aide position. This action is part of the revised staffing plan that the committee was being asked to approve. Motion by Rommel/Purdy to approve position description for Social Service Aide. <i>Motion passed.</i></p>	<p><u>Social Service Aide position description</u></p>
<p>Committee reviewed a proposed staffing plan revision for the Department of Human Services – Children, Youth and Families Unit presented by Director Bicha. The proposal is to refill the social worker vacancy with a social service aide position. The new position would be 40 hours per week. The proposal also moves the Prevention Social Worker position to a Social Work Investigator. This will increase the number of social workers available to conduct child abuse/neglect investigations. Motion by Rommel/Hines to approve the staffing plan revisions as presented. <i>Motion passed.</i></p>	<p><u>Revised Staffing Plan: Human Services</u></p>
<p>Motion by Kerr/Rommel to defer action on agenda item #13 Salaries of elected officials, and agenda item #14 Schedule for Department Head annual review date and goal setting pursuant to BCC study. <i>Motion passed.</i></p>	<p><u>Elected Officials salaries/ Department Head Review date</u></p>
<p>Next meetings 4/7/06 and 4/21/06, 8:00 a.m.</p>	<p>- <u>Meeting dates</u></p>
<p>Motion by Purdy/Rommel to adjourn at 2:07 p.m. <i>Motion passed.</i></p>	<p><u>Adjourn</u></p>

FRIDAY, MARCH 24, 2006

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
MARCH 24, 2006**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

2006-06

The Pierce County Finance & Personnel Committee met in the Pierce County Courthouse, County Board Room, Ellsworth, WI, at 8:00 a.m. CDT. Ron Anderson, Chair called the meeting to order at 8:00 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present: Rich Purdy District # 3
Rod Rommel District # 7
John Kucinski District # 8
Ron Anderson District #11
Dale Hines District #12
Kirstin Schilling District #10
Greg Kerr District #13

Also present: Curt Kephart County AC
Brad Lawrence Corporation Counsel
Paul Barkla District # 5
Jerry Kosin District # 15
Jeff Holst District # 17
Don Nellessen District # 9
Bill Gilles District # 14

Motion by Hines/Schilling to approve agenda. Kucinski suggested moving item #9 Application for Mass Assembly License for 2006 Air Show after #2 Nomination of County representative to serve on the Master Plan Update Steering Committee – Red Wing Municipal Airport. Kerr call the questioned. *Motion passed.*

Agenda approved

Motion by Hines/Rommel to approve minutes of 3/10/06. *Motion passed with Purdy abstaining.*

Approval of Minutes

Motion by Schilling/Hines to revisit approval of the agenda. *Motion passed.*

Revisit Agenda

Motion by Hines/Purdy to move item #9 Application for Mass Assembly License for 2006 Air Show after #2 Nomination of County representative to serve on the Master Plan Update Steering Committee – Red Wing Municipal Airport. *Motion passed.*

Chair Anderson briefly explained the request from the City of Red Wing on behalf of the Red Wing Municipal Airport Board for a representative to serve on the Master Plan Update Steering Committee. Chair stated that Administrative Coordinator Kephart is a member of Civil Air Patrol and would bring other useful background and experience as a committee member. Motion by Purdy/Schilling to nominate to the County Board Administrative Coordinator Kephart to serve on the Master Plan Update Steering Committee. *Motion passed.*

Master Plan Update
Steering Committee

Barry Hammerback was present to represent the Wings of Freedom Air Show request for approval of their mass assembly permit. Sheriff Muhlhausen also present. Mr. Hammerback

Application for Mass
Assembly License for 2006

stated their permit request was pretty much like last year, however, their permit request included an increase in parking to 4,000 cars. Previous attendance was 6,200 people and this year they expect 10,000.

Law Enforcement Committee Chair Kucinski stated their committee had approved the permit request with the recommendation that the Air Show pay all overtime expenses incurred by the Sheriff's Department. Last year the full cost for Law Enforcement was \$1,800 and the Show paid \$1000. Hammerback stated the Show profit from 2005 was \$2,200 and the Show is more of a tribute than a method of raising funds. Kucinski stated the Law Enforcement Committee wants to weigh these things at the end and have some say in what expense is borne by the Air Show and that is why they wrote it that way.

Supervisor Kerr and Supervisor Barkla expressed concern that the 2005 Sheriff's Department budgets are in a deficit and they stated they want all overtime costs paid by the Air Show. It was also noted by several supervisors in attendance that the Fair Department pays their own security costs.

Supervisor Peterson arrived.

Sheriff Muhlhausen stated that for any type of event the department needs to be there for security and any money funneled back into the department to defray expenses is appreciated. He stated all expenses incurred in 2005 totaled \$1,800 and security for the Air Show was built into the employee's schedule but there was some overtime. Kerr stated the Law Enforcement Committee was told that all officers at the Air Show were on overtime. Sheriff stated that was not the case.

Supervisor Kerr stated he did not believe that the decision as to what amount of reimbursement the Air Show was to make to the County should rest with Sheriff but should be determined by the Law Enforcement Committee. He suggested that all officers providing security at the event should be on overtime hours and not a part of their usual work schedule. There was concern that scheduling regular work shifts at the Air Show could jeopardize the rest of the county. Kucinski suggested that the Law Enforcement Committee action should be changed to reflect that the costs to be recouped from the Air Show would be as determined by the Law Enforcement Committee instead of the Sheriff.

Motion by Purdy/Hines to accept the Air Show Mass Assembly permit. There was further discussion. Motion by Kucinski/Rommel to amend paragraph 11 of Corporation Counsel's memo to the Law Enforcement Committee and the County Board of Supervisors to state "The Pierce County Sheriff's Department shall recoup from the applicant *actual* law enforcement overtime resulting from the air show *as determined by the Law Enforcement Committee.*" There was discussion as to whether there could be a limit to the amount payable by the Air Show. Motion by Kucinski/Rommel for a friendly amendment to state "not to exceed \$1,800". *Motion passed with Kerr opposed. Original motion passed.*

Motion by Kerr/Schilling to convene into closed session at 8:43 a.m. pursuant to §19.85(1)(e) Closed session, cont Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: negotiations for purchase of property; and.

Pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the

<p>governmental body had jurisdiction or exercises responsibility, and pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating the negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Department Head grievance; and Pursuant to §19.85(1)(g), Wis. Stats. for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: The Kraemer Company, LLC v. Pierce County Board of Adjustment; and Pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: request for removal of letter of reprimand from personnel file; Corporation Counsel performance evaluation; and compensation for Community Behavioral Health Supervisor. <i>Roll call vote unanimously passed.</i></p>	<p><u>HS Director Bicha arrived</u></p>
<p>Motion by Rommel/Schilling to return to open session at 1:55 p.m. <i>Roll call vote unanimously passed.</i></p>	<p><u>Open session</u></p>
<p>Motion by Schilling/Hines to accept resignation of Land Conservation Director effective 4/1/06, subject to execution of Release and Resignation Agreement. <i>Kerr abstained. Motion passed.</i></p>	<p><u>Resignation of LC Director</u></p>
<p>Motion by Hines/Rommel to continue litigation on County's behalf regarding Kraemer Co., LLC v Board of Adjustment. <i>Motion passed.</i></p>	<p><u>Kraemer Co, LLC v Brd of Adjustment</u></p>
<p>Motion by Purdy/Rommel offer Community Behavioral Health Supervisor candidate Thompson Grade 17 Step 10. <i>Motion passed with Kerr opposed.</i></p>	<p><u>CBH Supervisor compensation</u></p>
<p>Motion by Purdy/Rommel to approve satisfactory performance evaluation for Corporation Counsel Lawrence and approve a Step increase. <i>Motion passed.</i></p>	<p><u>Corporation Counsel Evaluation</u></p>
<p>Motion by Hines/Schilling directing the removal of the employee disciplinary letter dated May 2, 2001 due to inadequate documentation. <i>Motion passed.</i></p>	<p><u>Letter of Reprimand</u></p>
<p>Public comment: None.</p>	<p><u>Public Comment</u></p>
<p>Motion by Kerr/Purdy to defer action on agenda item #6 Ad Hoc Policy Update Committee recommendations. <i>Motion passed.</i></p>	<p><u>Ad Hoc Policy Update Committee</u></p>
<p>Motion by Kerr/Purdy to defer action on agenda item #7 Proposed personnel file custodian policy. <i>Motion passed.</i></p>	<p><u>Personnel File Custodian Policy</u></p>
<p>Motion by Rommel/Purdy to deny request for transfer of \$100,000 from Contingency Fund to Highway Department. <i>Hines and Schilling opposed. Motion passed.</i></p>	<p><u>Contingency Fund transfer to Highway</u></p>
<p>Motion by Rommel/Hines to approve out-of-state travel requests as follows: One Investigator to attend investigation and prosecution of child abuse cases training in Florida with the County responsible for employee wages, car rental, meals and hotel; One Investigator to attend fire/arson training in Maryland with the County responsible for wages and meals; District Attorney to attend investigation and prosecution of child abuse cases training in Florida with County responsible for room and board; two social workers to attend</p>	<p><u>Out-of-state travel</u></p>

investigation and prosecution of child abuse cases training in Florida with the County responsible for wages, lodging and per diem (meals); and one AODA Counselor to attend a summit on methamphetamine treatment in Los Angeles with the County responsible for employee's wages. *Motion passed.*

Human Services Director Bicha explained to the committee the department's proposal to refill a vacant social worker position with the creation of a social service aide position. This action is part of the revised staffing plan that the committee was being asked to approve. Motion by Rommel/Purdy to approve position description for Social Service Aide. *Motion passed.*

Social Service Aide position description

Committee reviewed a proposed staffing plan revision for the Department of Human Services – Children, Youth and Families Unit presented by Director Bicha. The proposal is to refill the social worker vacancy with a social service aide position. The new position would be 40 hours per week. The proposal also moves the Prevention Social Worker position to a Social Work Investigator. This will increase the number of social workers available to conduct child abuse/neglect investigations. Motion by Rommel/Hines to approve the staffing plan revisions as presented. *Motion passed.*

Revised Staffing Plan: Human Services

Motion by Kerr/Rommel to defer action on agenda item #13 Salaries of elected officials, and agenda item #14 Schedule for Department Head annual review date and goal setting pursuant to BCC study. *Motion passed.*

Elected Officials salaries/ Department Head Review date

Next meetings 4/7/06 and 4/21/06, 8:00 a.m.

Meeting dates

Motion by Purdy/Rommel to adjourn at 2:07 p.m. *Motion passed.*

Adjourn

REVISED 4/5/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, April 7, 2006-8:00a.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 3/24/06	Chair
2	Committee will receive public comments not related to agenda items	
3	Discuss and take action on outlawed County orders	Lee Skog
4	Discuss and take action to approve and accept 2005 Homeland Security Grant and authorize purchase of granted equipment	Gary Brown
5	Discuss and take action to amend 2006 Seal-a-Smile Budget	Becky Johnson
6	Discuss and take action to amend 2006 DNR Environmental Health Budget	Becky Johnson
7	Discuss and take action to replace broken dental chair with funds within current budget	Becky Johnson
8	Discuss and take action on leave of absence request for Public Health employee	Sue Galoff
9	Discuss and take action to authorize funding for temporary increase in hours for Reproductive Health staff clerical position	Becky Johnson
10	Discuss contracting trainer for S.M.A.R.T. goal development with staff and Supervisors	Curt Kephart
11	Discuss and take action on transfer of \$100,000 from Contingency Fund to General Fund	Ron Anderson
12	Discuss and take action on use and assignment of county vehicles at the Highway Dept.	Ron Anderson

13	Discuss and take action to reauthorize self-funded worker's compensation program	Curt Kephart
14	Discuss and take action on elected officials salaries	Curt Kephart
15	Discuss and take action regarding proposed personnel file custodian policy	Curt Kephart
16	Discuss and take action Ad Hoc Policy Update Committee recommendations	Ad Hoc Committee
17	Discuss and take action on schedule for Department Head annual review date and goal setting pursuant to BCC Study	Curt Kephart
18	Discuss and take action on Review Summary of DMG Study	Curt Kephart
19	Discuss and take action to approve revised position descriptions for Park Superintendent and Assistant Park Superintendent	Scott Schoepp
20	Discuss and take action on recommendation from Land Conservation Committee regarding transition plan for LC Department	Curt Kephart
21	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel evaluation and goal setting	Members
22	Committee will return to open session and take action on closed session item, if required	Members
23	Discuss and take action on County Board meeting dates for 2006 – 2007	Jamie Feuerhelm
24	Administrative Coordinator's report	Curt Kephart
25	Future agenda items	Members
26	Set future meeting dates	Members
27	Adjourn	Members
	<i>A quorum of County Board Supervisors may be present</i>	

REVISED 4/11/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, April 12, 2006-5:30p.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum	Chair
	1b Establish and approve agenda	
	1c Approve minutes of 4/7/06	
	1d Committee will receive public comments not related to agenda items	

- 4 Discuss and take action on recommendation from Land Conservation Committee regarding transition plan for Land Conservation Department
- 4a Advertise and refill position of Land Conservation Director by 8/1/06**
- 4b Amend 2006 budget for Land Conservation Department to carry over \$43,000 from 2005 for salary of Director**
- 4c Keep Land Conservation Department separate from Land Management Department and Land Conservation Department would continue to work with NRCS**

- 5 Adjourn
A quorum of County Board Supervisors may be present

4/11

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
April 12, 2006**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)
2006-08**

**COUNTY ADMINISTRATION OFFICE
ELLSWORTH, WI**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 5:30 p.m. CDT. Vice-Chair Dale Hines called the meeting to order at 5:32 p.m. CDT. Meeting Convened

The Vice-Chair acknowledged those present and established that there was a quorum: Quorum Established
Those Present

Members present:	Rod Rommel	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Dale Hines	District #12
	Greg Kerr	District #13
Members excused:	Rich Purdy	District #3
	Ron Anderson	District #11
Also present:	Curt Kephart	County AC
	Bradley Lawrence	Corporation Counsel
	Paul Barkla	District #5
	Don Nellessen	District #9
	William Gilles	District #14
	Jerry Kosin	District #16
	Mel Pittman	District #17

Motion by Kucinski/Rommel to approve agenda. *Motion passed.* Approve agenda

Motion by Kucinski/Rommel to approve minutes of 4/7/06. *Motion passed.* Minutes approved

Motion by Kerr/Schilling to convene into closed session at 5:35 p.m. pursuant to §19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of an person referred to in such histories or data, or involved in such problems or investigations: Purdy arrived
Land Conservation Director. *Roll call vote unanimously approved.*

Rommel excused

Motion by Kerr/Purdy to return to open session at 6:43 p.m. *Roll call vote unanimously approved.* Open session

Motion by Kucinski/Purdy to appoint Andy Pichotta as Interim Land Conservation Director and restore Jon Krauss back to his previous responsibilities in Land Conservation. Pichotta will answer to both committees. Nellessen voiced his objection. *Motion passed with Kerr abstaining.*

Appoint Interim LC Director

The committee gave Interim Land Conservation Director Pichotta, along with Corporation Counsel Lawrence and Administrative Coordinator Kephart, direction to review a Memorandum of Understanding with Land Conservation Department and NRCS. There is also need to define the roles and boundaries of each agency. The recommendations will be shared with the Land Conservation Department and department staff.

MOU between LCD and NRCS

Motion by Kucinski/Purdy to adjourn at 7:02 p.m. *Motion passed.*

Adjourn

REVISED 4/19/06
CHANGE OF DATE AND TIME

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Thursday, April 20, 2006-6:00 p.m.
County Board Room

#	Action	Presenter
1	Convene by County Board Chair	Chair Barkla
2	Election of Officers	Members
3	3a Establish Quorum 3b Establish and approve agenda 3c Approve minutes of 4/12/06	Chair
4	Committee will receive public comments not related to agenda items	
5	Treasurer's report	Lee Skog
6	Discuss and take action on request to sell surplus property	Ross Christopherson
7	Discuss and take action on request to purchase unbudgeted capital equipment in Emergency Management Dept.	Gary Brown
8	Discuss and take action on Ad Hoc Policy Update Committee recommendations	Sandy Langer Brad Lawrence
9	Discuss and take action regarding proposed personnel file custodian policy	Curt Kephart
10	Discuss and take action on Review Summary of DMG Study	Curt Kephart
11	Administrative Coordinator's report	Curt Kephart
12	Future agenda items	Members

13	Set future meeting dates	Members
14	Adjourn	
	A quorum of County Board Supervisors may be present	

4/19 9:35 a.m.

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
April 20, 2006**

**ST. OF WISCONSIN) COUNTY ADMINISTRATION OFFICE
COUNTY OF PIERCE) ELLSWORTH, WI**

2006-09

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 6:00 p.m. CDT. County Board Chair Paul Barkla called the meeting to order at 6:11 p.m.			<u>Meeting convened</u>
Board Chair Barkla called for the election of officers. Motion by Purdy/Gilles to nominate Kirstin Schilling for Finance & Personnel Committee Chair. Motion by Gilles/Purdy to close nominations and cast a unanimous ballot for Kirstin Schilling. <i>Motion passed and Kirstin Schilling was elected as Chair.</i>			<u>Election of Officers</u>
Chair Schilling called for nominations for Vice-Chair. Motion by Gilles/Schilling to nominate Paul Barkla for Finance & Personnel Committee Vice-Chair. Motion by Gilles/Purdy to close nominations and cast a unanimous ballot for Paul Barkla. <i>Motion passed and Paul Barkla was elected as Vice-Chair.</i>			
Chair Schilling acknowledged those present and established that there was a quorum:			<u>Quorum Established</u>
Members present:	Rich Purdy	District #3	<u>Those present</u>
	Paul Barkla	District #5	
	Ron Lockwood	District #7	
	John Kucinski	District #8	
	Kirstin Schilling	District #10	
	William Gilles	District #14	
Member excused:	Jeff Holst	District #16	
Also present:	Curt Kephart	County AC	
	Bradley Lawrence	Corporation Counsel	
Motion by Purdy/Gilles to approve the agenda as presented. <i>Motion passed.</i>			<u>Agenda approved</u>
Motion by Kucinski/Lockwood to approve the minutes of 4/12/06. <i>Motion passed.</i>			<u>Minutes approved</u>
Chair Schilling called for public comments. There were none.			<u>Public Comment</u>
The Treasurer's report was distributed. Members were advised that if they had questions regarding the report these would be added to the next agenda for discussion.			<u>Treasurer's Report</u>

<p>Motion by Barkla/Purdy to defer action on the Highway Department request for approval to sell surplus property. <i>Motion passed.</i></p>	<p><u>Sale of Highway property</u></p>
<p>Emergency Management Director Brown was present to provide information regarding the department's request for approval to purchase upgrades to the portable radio. Funds are available in the 2006 budget but the upgrade was not previously identified or approved as capital equipment. The equipment cost is \$1,304. Motion by Kucinski/ Purdy to approve the expenditure of \$600 from the Emergency Management budget and \$704 from the Excel Energy budget for the purchase of radio upgrades. <i>Motion passed.</i></p>	<p><u>EM Radio Upgrade</u></p>
<p>Motion by Barkla/Kucinski to defer action on the Ad Hoc Policy Update Committee recommendations. Gilles requested that information regarding an exit interview policy be brought forward. Barkla stated the Ad Hoc committee no longer existed but research and recommendations will be prepared by members Neeley, Lawrence, Langer and himself. <i>Motion passed.</i></p>	<p><u>Ad Hoc Policy Update Committee</u></p>
<p>Motion by Barkla/Gilles to defer action on the proposed personnel file custodian policy. <i>Motion passed.</i></p>	<p><u>Personnel file custodian policy</u></p>
<p>Motion by Barkla/Purdy to defer action on the Review Summary of DMG Study. Barkla asked that the entire Board receive a copy of the Summary. Kephart will summarize the key decisions that need to be addressed to complete implementation of the Study.</p>	<p><u>Review Summary of DMG Study</u></p>
<p>Administrative Coordinator Kephart reported that he was gathering for distribution copies of documents from previous meetings that he believed the supervisors might find helpful. He also presented a draft customer service survey document that he had prepared. This will be addressed on a future agenda.</p> <p>Kephart reported that the feedback about the supervisor's orientation manual had been generally favorable.</p>	<p><u>AC Report</u></p>
<p>Future agenda items will include sale of surplus property, Ad Hoc Policy Update Committee recommendations, the personnel file custodian policy and the Review Summary of DMG Study.</p>	<p><u>Future agenda items</u></p>
<p>Members discussed future meeting dates and determined that meetings will be held in the evening to accommodate committee members and to offer improved access to the public. Meetings will be held on the 1st and 3rd Monday of each month at 6:00 p. m. The next meetings were scheduled for May 1st and May 15th.</p>	<p><u>Meeting dates</u></p>
<p>Highway Commissioner Christopherson arrived to address the department's request to sell surplus Highway property. Motion by Kucinski/Lockwood to reconsider the Highway Department's request for approval to sell surplus property. <i>Motion passed.</i></p> <p>Christopherson stated that the Highway Committee had taken action to declare the</p>	<p><u>Sale of surplus Highway property</u></p>

El Paso Shop and .67 acres of land on which it sets as surplus land. An independent appraisal valued the property at \$22,000 and they were recommending to the Finance & Personnel Committee that they authorize sale of the property. Motion by Gilles/Lockwood to recommend to the County Board that they approve sale of surplus County property identified as the El Paso Shop. *Motion passed.*

Motion by Barkla/Gilles to adjourn at 7:00 p.m. *Motion passed.*

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, April 21, 2006-8:00 a.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 4/12/06	Chair
2	Committee will receive public comments not related to agenda items	
3	Treasurer's report	Lee Skog
4	Discuss and take action on request to sell surplus property	Ross Christopherson
5	Discuss and take action on request to purchase unbudgeted capital equipment in Emergency Management Dept.	Gary Brown
6	Discuss and take action on Ad Hoc Policy Update Committee recommendations	Sandy Langer Brad Lawrence
7	Discuss and take action regarding proposed personnel file custodian policy	Curt Kephart
8	Discuss and take action on Review Summary of DMG Study	Curt Kephart
9	Administrative Coordinator's report	Curt Kephart
10	Future agenda items	Members
11	Set future meeting dates	Members
12	Adjourn	
	A quorum of County Board Supervisors may be present	

FINANCE & PERSONNEL COMMITTEE MEETING AGENDA
Monday, May 1, 2006 – 6:00 p.m.
County Board Room

#		Presenter
1	Call meeting to order 1a Establish quorum 1b Establish and approve agenda 1c Approve minutes of 4/20/06	Chair
2	Committee will receive public comments not related to agenda items	
3	Discuss and take action on Ad Hoc Policy Update Committee recommendations	Sandy Langer Brad Lawrence
4	Discuss and take action regarding proposed personnel file custodian policy	Curt Kephart
5	Discuss and take action on Review Summary of DMG Study	Curt Kephart
6	Discuss and take action to set strategic planning session date	Curt Kephart
7	Discuss and take action on S.M.A.R.T goals training proposal	Curt Kephart
8	Discuss and take action on proposal to amend the county board rules to stagger the term of election for Land Management Committee citizen members	Brad Lawrence
9	Administrative Coordinator's report	Curt Kephart
10	Future agenda items	Members
11	Set future meeting dates and establish material mailing deadlines	Members
12	Adjourn	

4/24a.m 10:00 a.m.

APPROVED MINUTES OF THE

FINANCE & PERSONNEL COMMITTEE MEETING HELD

May 1, 2006 – 6:00 p.m.

**ST. OF WISCONSIN) COUNTY ADMINISTRATION OFFICE
COUNTY OF PIERCE) ELLSWORTH, WI**

2006-10

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 6:00 p.m. CDT. Chair Kirstin Schilling called the meeting to order at 6:03 p.m.			<u>Meeting convened</u>
Members present:	Rich Purdy	District #3	<u>Those present</u>
	Paul Barkla	District #5	
	Ron Lockwood	District #7	
	Kirstin Schilling	District #10	
	William Gilles	District #14	
	Jeff Holst	District #16	
Also present:	Curt Kephart	County AC	
Chair Schilling announced that a quorum was established			<u>Quorum established</u>
Motion by Gilles/Holst to approve the agenda as presented. <i>Motion passed.</i>			<u>Agenda approved</u>
Motion by Purdy/Barkla to approve minutes of 4/20/06 with Rich Purdy's district number to be corrected to indicate District #3. <i>Motion passed.</i>			<u>Minutes approved</u>
Chair Schilling called for public comments not related to agenda items. No public comments were received.			<u>Public comments</u>
Chair Schilling announced that no action was really anticipated on the Ad Hoc Policy Update Committee recommendations but discussion would be held. Committee members agreed that the Ad Hoc Policy Update Committee did not need to be re-activated to address a policy/ procedure for exit interviews. Motion by Holst/Gilles to defer action on the Ad Hoc Policy Update Committee recommendations. Gilles inquired as to whether the committee would have future discussion on information on records retention. Barkla stated the personnel file custodian policy could also be referred to the informal review committee consisting of Neeley, Lawrence, Langer and himself. He saw no need to activate a full committee. <i>Motion passed.</i>			<u>Ad Hoc Policy Update Comm</u> <u>District #8 Supervisor Kucinski arrived</u>
AC Kephart briefly addressed the personnel file custodian policy and proposed that documents in			<u>Personnel file</u>

<p>an employee's personnel file should be itemized, however, he believed that the list in the proposed recommendations was incomplete. Motion by Holst/Gilles to defer action on the personnel file custodian policy and refer the matter to the informal policy review committee. <i>Motion passed.</i></p>	<p><u>custodian policy</u></p>
<p>There was committee discussion of the Review Summary of DMG Study. AC Kephart stated he hasn't completely finalized the proposal and suggested creation of a flow chart to identify possible changes in reporting and department supervision. Kephart further stated that there are two elements to the study results, one of which involves the county structure and the other is the committee structure. Kephart was directed to address elements impacting the County structure first.</p> <p>Holst commented that the DMG Administrative Structure study was nine years old and he inquired as to why the County had been waiting so long to implement recommendations of the Study. AC Kephart indicated it would take much research to find out why the recommendations had not been originally acted upon.</p>	<p><u>Review Summary of DMG Study</u></p>
<p>AC Kephart addressed the Study recommendation that the Maintenance Department and IS Department should report to the Administrative Coordinator. He explained this by stating that several departments serve the function of serving the departments who serve the public and those departments need to be under the direction of the Administrative Coordinator. Motion by Lockwood that grounds and maintenance employees and department be transferred to the supervision of the Administrative Coordinator. Motion failed for lack of second. Motion by Lockwood/Purdy directing the Administrative Coordinator to bring forward a proposal for building and maintenance supervision to be transferred to the Administrative Coordinator. <i>Motion passed.</i> This item is to be added to the Building Committee agenda for 5/10 and the Finance & Personnel Committee agenda for 5/15.</p>	
<p>There was further discussion of the DMG Study recommendations that had not been acted upon and whether action on some items may be of more importance than other items. Motion by Holst/Lockwood that the Administrative Coordinator should bring forward for action for future meetings his recommendations on the numerous elements of the Study that remain to be addressed. <i>Motion passed.</i></p>	
<p>Committee members reviewed the two proposals received for Strategic Planning training. The proposals received were from CVTC and MSCST. There was a lengthy discussion as to who would participate in the training and lead the Planning process. It was determined that the Finance & Personnel Committee will lead the process with input from the Board, departments and citizens. Citizen Gumbusky was present and stated he would offer to the process whatever he could.</p> <p>Committee members determined that S.M.A.R.T. goal training and strategic planning were closely linked and both should be considered at the same time since goals would be dependent upon a strategic plan.</p>	<p><u>Strategic Planning Session</u></p>
<p>AC Kephart explained that the two proposals presented were quite different, however, a representative of each institution could be invited for an interview with the intent of selection of the session facilitator and the desired course work.</p>	
<p>There was a lengthy discussion as to the goal of the strategic planning session and how the</p>	

<p>County can best achieve this goal. Members suggested that the Administrative Coordinator provide them with a briefing on the elements of a strategic plan and some recommendations for strategies to meet those goals. AC Kephart advised the committee that a proper environment is important for a strategic planning session as well as established ground rules for the process. He was instructed to seek out a co-facilitator to work with him to prepare the strategic planning training.</p> <p>There was discussion held as to a location for the strategic planning session with the Library or UWRF as possible sites. Committee members determined an overview session could be 2-4 hours in length. The session will be scheduled for June 9th – 1:00 p.m. with all Board members invited to attend.</p>	
<p>Administrative Coordinator’s report: AC Kephart distributed the Pierce Notes.</p>	<p><u>AC Report</u></p>
<p>No action on agenda item #7 regarding S.M.A.R.T. goals training.</p>	<p><u>S.M.A.R.T. goals</u></p>
<p>Motion by Barkla/Holst to approve an ordinance to amend the County Board Rules to stagger the term of election for Land Management Committee citizen members and forward to the County Board with a request for adoption on the first reading. <i>Motion passed.</i></p>	<p><u>Amend CB Rules re: LMC term for citizen members</u></p>
<p>Future agenda items included discussion of impact fees and the possible development or implementation of a policy regarding communication with the Administrative Coordinator when a department head is absent from their office.</p>	<p><u>Future agenda items</u></p>
<p>Committee members agreed that the meeting materials mailing deadline should be Wednesday for Monday meeting.</p>	<p><u>Mailing deadline</u></p>
<p>Motion by Barkla/Holst to adjourn at 7:52 p.m. <i>Motion passed.</i></p>	<p><u>Adjourn</u></p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, May 15, 2006-6:00 p.m.

County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Establish and approve agenda 1c Approve minutes of 5/1/06	Chair
2	Committee will receive public comments not related to agenda items	
3	Discuss and take action on policy for publication of meeting notices 3a Committee will convene into closed session pursuant to Sec. 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Public notice of meetings of Pierce County 3b Committee will return to open session and take action on closed session item, if required	Representatives of PC Herald, Curt Kephart, Brad Lawrence
4	Discuss and take action on ICM quarterly financial report	Bob Moore
5	Treasurer's report	Lee Skog
6	Treasurer will make a presentation on the agriculture penalty conversion fees	Lee Skog
7	Discuss and take action on DMG Organization study recommendation #1 and #5 assigning Maintenance Dept. responsibilities to Administration with direct supervision by the Administrative Coordinator	Curt Kephart
8	Discuss and take action on policy for reporting department head absences	Brad Lawrence

9	Discuss and take action on recommendations from the Ad Hoc Policy Committee	Brad Lawrence
10	Discuss and take action on recommendation on Non-rep pay grid for 2007	Curt Kephart
11	Discuss and take action on wage adjustment for temporary Law Enforcement employee	Sheriff Muhlhausen
12	Discuss and take action on Public Health proposal to increase licensed establishment fees	Caralynn Hodgson
13	Discuss and take action on proposal to authorize Board of Health and Health Officer to establish licensed establishment fees	Caralynn Hodgson
14	Discuss and take action on 2005 Law Enforcement Department budget deficit	Sheriff Muhlhausen
15	Discuss and take action to authorize County Clerk to enter into MOU with local municipalities to purchase HAVA compliant voting equipment	Jamie Feuerhelm
16	Discuss and take action on two Milk Volume Awards servicing fees	Julie Brickner
17	Discuss and take action on budget guidelines recommendation for 2007 refer on to Board for 1 st and 2 nd	Curt Kephart Julie Brickner
18	Discuss and take action to establish impact fees	Members
19	Administrative Coordinator's report	Curt Kephart
20	Future agenda items	Members
19	Set future meeting dates	Members
21	Adjourn	
	A quorum of County Board Supervisors may be present	

APPROVED MINUTES OF THE

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

May 15, 2006 – 6:00 p.m.

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2006-11

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Madam Chairman Kirstin Schilling called the meeting to order at 6:06 p.m. 1) **Meeting Convened**

The Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Rich Purdy	District #3
	Paul Barkla	District #5
	Ron Lockwood	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Jeff Holst	District #16

Members absent:	Bill Gilles	District #14
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Also present:	Curt Kephart	Administrative Coord.
	Brad Lawrence	Corporation Counsel
	Everett Muhlhausen	Sheriff
	Jamie Feuerhelm	County Clerk
	Lee Skog	Treasurer
	Julie Brickner	Finance Director
	Jim Camery	District #2
	Ben Plunkett	District #4
	Judy Wiff	Pierce County Herald
	Al Schmid	P.C. Herald
	Steve Dzubay	P.C. Herald

Motion by P. Barkla/J. Kucinski to approve agenda with the following revisions; take item #4 before #3 & item #14 before #11. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

A.C. Kephart suggested the following changes; page 2, third section, add “motion failed for lack of second” after sentence “Motion by R. Lockwood that grounds & maintenance employees & departments be transferred to the supervision of Admin. Coordinator. Also,

1c) **Minutes Approved**

following this sentence amend “motion to R. Lockwood/R. Purdy...” to read “motion by...” Motion by R. Purdy/P. Barkla to approve minutes of May 1, 2006 as amended. Motion carried by voice vote with all in favor.

Chair called for public comments. There were none.

2) Public Comments

- 4) ICM Quarterly Financial Report Representative for ICM Bob Moore distributed report & briefed the committee on current investments, their maturities, & possible future strategies. He offered as a part of ICM’s service to Pierce County to provide a tactical analysis of past & current trends & how that may affect future investing.
- 3) Policy for Publication of Meeting Notices Motion by P. Barkla/R. Purdy to convene in closed session pursuant to §19.85 (1) (g) WI STATS. S. Dzubay asked if the committee would post pone convening in closed session until after they have presented their position. He felt that the issues involved could be corrected without the need for closed session. P. Barkla withdrew the motion, R. Purdy the second. A. Schmid stated there was some confusion over what notices are published gratuitous & others that have a fee. S. Dzubay explained that the state sets the fees for legal notices for governmental bodies. He added that the county is not required to publish the meeting agenda. He indicated that the policy the P.C. Herald is going to proceed with is that if the county chooses to run meeting notice agendas verbatim there will be a fee for that. If the county chooses not to pay then the notice would still be published but it would be edited into a briefer version. A.C. Kephart directed to have further discussions with the paper, coordinate what is put in the paper, under what conditions & under which fees, & present a plan of action back to the committee.
- 5) Treasurer’s Report L. Skog distributed report. He gave a summary of balances as follows: First National- \$1,198,000. Interest earned for the month: LGIP - \$1047.30; ICM - \$27,434; First National - \$2534.11; Money Market - \$12,073.67. Total monthly interest: \$43,089.08; Total YTD \$165,941.75.
- 6) Ag Penalty Conversion Fees L. Skog explained the changes in tax law concerning converting zoning on particular parcels of property. He indicated that though it has created another source of revenue for the county that tax payers are not pleased because they felt they were not informed properly. He added that assessors play a large role in the process. In closing he stated that his office provide informational packets to the Land Management office to distribute to those seeking building permits. Discussion & questions on how this is being implemented & tracked.
- 7) DMG Study Recommendations A.C. Kephart explained action taken by the Building Committee. Corp. Counsel B. Lawrence explained that there would be some code modifications & several position descriptions that would need to be modified if this recommendation was approved. Chair K. Schilling asked about a time frame. B. Lawrence indicated that they would attempt to have some draft legislation ready for the committee to review at the next meeting. Motion by R. Purdy/R. Lockwood to approve DMG study recommendations #1 & #5 to assign Maintenance Dept. responsibilities to Administration with direct supervision by the Admin. Coordinator, to include fair groundskeeper. Motion carried by voice vote with all in favor.

8) **Policy for Reporting Dept. Head Absence** P. Barkla asked Corp. Counsel for clarification on language contained in recommendations from Policy Update Ad-hoc Committee. B. Lawrence explained what language would be included, adding that this committee would have a number of choices with regard to what language could be added. P. Barkla explained that the intent was that someone in the county knows when a department head is going to be absent. B. Lawrence explained what sections would need to be changed to accomplish this objective. Motion by P. Barkla/J. Holst to add language stating “to assure continued communication & continuity, all department heads shall advise the office of Admin. Coordinator of anticipated absence. If no additional staff will be functioning within the office or department this would also apply to the absence resulting from illness.” Motion carried by voice vote with all in favor.

Corp. Counsel B. Lawrence highlighted some of the changes proposed & issues that still need to be addressed. P. Barkla suggested that another committee be formed to address the remaining issues. Motion by P. Barkla/J. Holst to adopt the recommendations of the Policy Ad-hoc Committee with the exception of file retention, discipline, & exit interview items. Motion carried by voice vote with all in favor.

9) **Recommendations of Ad Hoc Policy Committee**

A.C. Kephart explained the revised salary plan created by the Bjorkland study. He also described different methods of implementation. He stated that the items he would need direction from the committee on were to decide on a specific grid & what percentage to use. J. Kucinski stated that he thought this was a big issue & would warrant possibly substantially more discussion.

10) **Non-Representatives Pay Grid**

Sheriff E. Muhlhausen provided documentation with break-down of deficit costs to include those deriving from payment of overtime wages in the amount of \$81,750.23. Sheriff Muhlhausen explained that the overtime costs incurred were primarily due to covering hours for personnel taking vacation, sick or medical leave, & mandatory training & meetings. He added that since 2001 the department has received an increase of 15% for calls requesting law enforcement services; booked-in prisoners increased by 26%; cases reviewed & sent to investigators increased 106%; collisions increased 22%, not including car/deer accidents; citations issued increased 20%; & arrests increased 115%. He also stated that they maintain a minimum of three people on the road at all times & sometimes four. P. Barkla expressed concerns with regard to the overtime & perceived lack of cooperation on behalf of the Sheriff. Citizen G. Kerr suggested beginning the hiring process ahead of time to help alleviate some of the overtime. He also suggested exploring other means of transportation for officers other than the current Ford Crown Victorias. Supervisor J. Camery stated that it may be possible to predict a certain amount of training & turn over in a given year thus allowing one to include that in their regular budget rather than incurring continued deficits. Sheriff Muhlhausen responded saying it is often difficult to make those predictions. J. Holst stated that there seems to be a pattern with regard to overtime & suggested addressing it at the front end, during budget time rather than the tail end & prove why it is needed. R. Purdy responded saying he thought the Sheriff attempts to do that but the committee gave the directive to reduce the budget. J. Kucinski stated that though the budget may have been reduced, overtime within the budget was not. Motion by J. Kucinski/P. Barkla to balance the 2005 budget by covering the overage & have funds come out of the general fund. Motion carried by voice vote with 5 in favor & one opposed (J. Holst).

14) **Law Enforcement Budget Deficit 2005**

J. Kucinski explained that this was the typical increase given when an individual reaches a set number of hours & is certified. Effective date of increase to be 5/16/2006. Motion by J. Kucinski/R. Purdy to approve increase for Krautkramer & Featherstone. Motion carried by voice vote with all in favor.

11) **Wage Adjustment for temporary Law Enforcement Employees**

A.C. Kephart explained purpose of request. J. Holst expressed concerns that this not become trend setting. Motion by P. Barkla/R. Purdy to approve proposed increase. Discussion on proposed increases & funding for position involved. J. Kucinski called for the question. No objections to the call, motion carried by voice vote with 5 in favor & 1 opposed (J. Holst).

- 12) **Proposed Increase for Licensed Establishment Fees**
- 13) **Authorization for Board of Health & Health Officer to Establish Fees** Chair K. Schilling explained the request was to change the language in the Pierce County Code to authorize the Board of Health & Health Officer to change the fees. Currently the Admin. Coordinator is a part of that authority. Discussion on how increases in fees should be addressed & which committees should review those proposals. Motion by R. Purdy/R. Lockwood to defer action on this item. Motion carried by voice with all in favor.
- 15) **Authorize County Clerk to enter into MOUS for HAVA Voting Equipment** P. Barkla asked what the cost to the county would be. Clerk J. Feuerhelm responded saying that there would be no cost to the county or they would not provide the service. Motion by P. Barkla/R. Purdy to approve & forward to the county board. Chair K. Schilling explained that Corp. Counsel would be drafting a resolution with this regard & that is what would be presented to the county board.
- 16) **Milk Volume Awards Servicing Fees** Chair K. Schilling stated the gentleman that was to explain this item was not present. Motion by P. Barkla/J. Holst to defer. Motion carried by voice vote with all in favor.
- 17) **Budget Guidelines for 2007** A.C. Kephart & Finance Director J. Brickner provided information & options for the next budget cycle. Discussion on different options, alternatives, & the numerous challenges facing the county. No action taken.
- 18) **Impact Fees** R. Purdy suggested forming a committee that would research impact fees & make a recommendation to the Finance & Personnel Committee. Motion by J. Holst/R. Purdy to defer action. Motion carried by voice vote with all in favor.
- 19) **Administrative Coordinator's Report** A.C. Kephart distributed his report & spoke briefly about strategic planning.
- 20) **Future Agenda Items** Chair K. Schilling instructed supervisors that were seeking to place items on the agenda via email to remember to copy that email to A.C. Kephart. Also that they do so in a timely manner & adhere to deadlines set.
- 21) **Set Future Meeting Dates** Discussion on meeting times. J. Kucinski stated that if a time limit was set on agenda items perhaps people would have to organize a little better. Adding that addressing the hardest things first might be beneficial. Meetings set for the following dates: June 5th, June 19th, & July 10th 2006; 6:30 p.m. county boardroom.
- 22) **Adjournment** Motion by P. Barkla/J. Kucinski to adjourn at 10:32 p.m. Motion carried by voice vote with all in favor.

Submitted by:
Jamie R. Feuerhelm
Pierce County Clerk

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, June 5, 2006-6:30 p.m.
 Courthouse - County Board Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Committee will receive public comments not related to agenda items	Chair
2	CONSENT CALENDAR – Discuss and take action on:	Chair
	<p><u>General Items:</u></p> <ul style="list-style-type: none"> a) Establish and approve agenda b) Approve minutes of 5/15/06 as distributed. <p><u>Personnel Items:</u></p> <ul style="list-style-type: none"> c) Increase in wage for temporary Law Enforcement employee <p><u>Finance Items:</u></p> <ul style="list-style-type: none"> d) Discuss and take action to amend 2006 UW Ext budget to establish a revenue account line item and expenditure account line item for grants and accept grant from Western District Resource Management. e) Discuss and take action to approve UW Ext Program Innovation Fund grant application f) Discuss and take action on payment for salt spreader for Courthouse and Fairgrounds 	
3	<p>Committee will convene into closed session pursuant to:</p> <p>A §19.85(1) (g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Milk Volume Awards servicing fees</p> <p>B §19.85(1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for CYF Supervisor</p>	<p>Corporation Counsel Brad Lawrence</p> <p>CYF Supervisor compensation</p>

4	Committee will return to open session and take action on closed session item, if required	Open session
5	Discuss and take action to expend Jail Maintenance Fund monies to repair pipes in Jail by resolution 06- with recommendation to approve on first reading.	Lieutenant Mike Knoll
6	Discuss and take action DMG Study recommendation assigning Maintenance and Fairgrounds supervision to Administration a) Take action on revised position descriptions for Administrative Coordinator, Maintenance Supervisor and Groundskeeper b) Take action on ordinance to amend the duties of the Administrative Coordinator c) Take action to amend the County Board Rules regarding supervision of the Maintenance Department and Fairgrounds	Corporation Counsel Brad Lawrence
7	Discuss and take action on creation of Ad hoc committee to review and make recommendations regarding standing committee for industrial or economic development	Supervisor Barkla
8	Discuss 2007 budget caps and possible department revenue options to meet these limits	Supervisor Purdy
9	Future agenda items	Members
10	Set future meeting dates	Members
11	Adjourn	
	<i>A quorum of County Board Supervisors may be present</i>	5/25

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, June 5, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE)

2006-12

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:35 p.m.			Meeting convened
Chair Schilling acknowledged a quorum of members was present.			Quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Members present
Also present:	Bradley Lawrence	Corporation Counsel	
Excused:	Curt Kephart	Administrative Coord.	
Chair called for public comments: Supervisor Barkla reported UW-Extension Family Living Educator Lori Zierl had received from the Wisconsin Extension Association of Family and Consumer Sciences (WEAFCS) Awards Committee two awards recognizing achievement. The Florence Hall Award was received for her program on Overindulgence and Teaching Responsibility. The Healthy Lifestyles Education Award was in recognition of work Ms. Zierl is doing with several of her peers in developing a curriculum that focuses on specific solutions and best practices in preventing mental health problems during adolescence.			Public comment
Chair Schilling addressed the new agenda concept of the consent calendar. The consent calendar was being introduced as a means to focus the meetings on higher priority agenda concerns by allowing the members to take action in a			Consent calendar

single motion to approve a number of routine items of business. Schilling advised the committee members that she consults with the Administrative Coordinator during the formulation of each agenda and decisions are made as to what items will become a part of the consent calendar. Members will continue to receive the background information on each agenda item prior to each meeting and will have the opportunity to remove or add an item to the consent calendar prior to approval of the agenda.

Motion by Barkla/Purdy to approve the consent calendar items as distributed:

- a) Establish and approve the agenda.
- b) Approve the minutes of 5/15/06 as distributed.
- c) Approve the increase of temporary Law Enforcement employee Denton Anderson's wages to the top of the temporary wage scale of \$11.45 per hour effective 6/6/06
- d) Approve and establish a UW-Extension revenue account line item and expenditure line item for grants and accept a grant from Western District Resource Management in the amount of \$1,000
- e) Approve UW-Extension Program Innovation Fund grant application
- f) Approve payment of \$1,200 for a sand and salt spreader with funds from 2006 Fairgrounds and Building budget.

Motion passed.

Agenda
Minutes
Temporary LE wage increase
Establish grant fund: \$1,000 UW-Ext
Grant application: UW-Ext Sand and salt spreader

Motion by Purdy/Barkla to convene into closed session at 6:38 p.m. pursuant to §19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Milk Volume Awards servicing fees. *Roll call vote unanimously approved.*

Closed session: Milk Volume servicing fees
Plunkett arrived

PCEDC representative Mike Malcheski and Trudy Popenhagen were present as well as MRRPC representative Randall Larson.

Motion by Purdy/Barkla to return to open session at 7:20 p.m. *Roll call vote unanimously approved.*

Motion by Purdy/Gilles to pay PCEDC \$6,200 in fees for administering the Milk Volume Production Loan program for Skogen and Richardson. *Motion*

<i>passed.</i>	
<p>Motion by Holst/Barkla to convene into closed session at 7:22 p.m. pursuant to §19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: CYF Supervisor compensation. <i>Roll call vote unanimously approved.</i> Bicha present.</p>	<p>Closed session – CYF- Supervisor wage</p>
<p>Motion by Gilles/Purdy to return to open session at 7:28 p.m. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Gilles/Purdy to compensate Julie Krings at Grade 17 Step 3 with requirement that she completes her Master’s degree by May 2009, serves the 12-mth probation period, establishes new anniversary date as date she begins the duties of Supervisor, and the approval of an alternative work schedule to accommodate her continued education classes. <i>Motion passed.</i></p>	
<p>Lt. Knoll was present for discussion of the department’s request to expend monies from the Jail Fund. The Building Committee recommends costs for repair and remediation of plumbing insulation in the Jail and Annex should be funded from the Jail Assessment Fund. Motion by Kucinski/Holst to approve transfer of funds from the Jail Assessment Fund to the Building budget for repair and remediation to insulation in the jail, to approve contracts with ARS and Air Tech to complete the projects and to forward a resolution to the County Board with request for adoption of a first reading. <i>Motion passed.</i></p>	<p>Jail Assessment Fund</p>
<p>Committee members held discussion on the DMG Study recommendation that would assign Maintenance and Fairgrounds supervision to Administration.</p> <p>Motion by Holst/Gilles to approve the following actions:</p> <ul style="list-style-type: none"> a) rename the Maintenance Department the Facilities & Grounds Department, b) recommend to the County Board that supervision of Maintenance Supervisor and Groundskeeper be assigned to Administration, c) approve the revised position descriptions for the Maintenance Supervisor, Groundskeeper and Administrative Coordinator, d) amend Chapter 13, 13-6 of the Pierce County Code: <i>B. Provide general direction, along with standing committees, of nonelected department heads, with the exception of the Corporation Counsel appointed by the County Board. <u>Under the policy guidance of the Building Committee, supervises and advises the Maintenance Supervisor and Groundskeeper. In collaboration with the Maintenance Supervisor and Groundskeeper,</u></i> 	<p>Maintenance/ Grounds Supervision</p>

<p><u>report maintenance and grounds activities to the Building Committee.</u> and forward an ordinance to the County Board with a request for adoption.</p>	
<p>e) amend Chapter 4, 4-17 of the Pierce County Code: <i>B. Supervision of the maintenance staff</i> <u>Provides policy guidance regarding maintenance and grounds activities</u> of the courthouse, office building and fairgrounds. and forward an ordinance to the County Board with a request for adoption.</p> <p><i>Motion passed.</i></p>	
<p>Discussion was held on a proposal forwarded by Chair Barkla in which he requests approval and creation of a committee to review the involvement of Pierce County in Economic Development activity and determine the best method to organize Economic Development efforts.</p> <p>Motion by Gilles/Purdy to approve and authorize the creation of an Ad Hoc workgroup to focus on Economic Development in Pierce County and make recommendations to the County Board by August 31, 2006 as to how best to organize Economic Development activity and what type of resources might best be used to effect the greatest good and to forward a resolution to the County Board with a request for adoption on a first reading. <i>Motion passed.</i></p>	<p>Ad Hoc Committee: Economic Development</p>
<p>Supervisor Purdy spoke about the upcoming 2007 budget discussions and creation of the budget guidelines. He proposed a brainstorming session and suggested members consider the following suggestions and examples 1) increase fees in the Land Management Department to make them self-sufficient 2) look at CTH “QQ” and consider resurfacing instead of reconstruction, 3) consider the resources budgeted in Extension 4) consider the status of the County Fair. Other suggestions were review of County Park operations and staffing and the County Library status. There was also mention of restructuring or reorganization of Emergency Management and the Shooting Range Committee.</p>	<p>2007 Budget guidelines</p>
<p>Members agreed there is a need to ask all departments where they can cut their budget, prioritize programs or eliminate programs and services. Highway Commissioner Christopherson and Lt. Knoll offered comments about services provided by their respective departments and indicated they were prepared to develop their 2007 budgets following the guidelines provided by the County Board.</p>	
<p>Future agenda items: D/TA on list of means of cutting expenditures; D/TA</p>	<p>Future agenda items</p>

budget guidelines for 2007. It was suggested HS Director Bicha be invited to make a presentation to the committee on the budgeting process used for Human Services. D/TA on Human Services Department 2006 projected budget allocations.

Supervisor Barkla informed the members that he had met with several interested departments and employees who were considering sponsoring a garage sale to fund landscaping in front of the Office Building and other possible sites.

Adjourn

Motion by Holst/Barkla to adjourn at 8:22 p.m. *Motion passed.*

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, June 9, 2006 – 1:00 p.m.

RDI CENTER

410 South Third Street

River Falls, WI

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Establish and approve agenda	Chair
2	Committee will receive public comments not related to agenda	
3	Introduction – Building Consensus by Strategic Planning a) Icebreaker exercise – What does it really say? b) How it all adds up – Ma & Pa Kettle c) Paradigm Paralysis – Joel Barker, Futurist	Curt Kephart Facilitator
4	Defining who are the stakeholders? a) External Stakeholder b) Internal Stakeholders c) How we are serving our stakeholders review	Members
	Definition from dictionary.com = Stakeholders ... may include shareholders, directors, management, suppliers, government, employees, and the community.	Members
5	Survey says... a) The results are in on the Strategic Thinking Survey b) Prioritizing the top five strategic issues c) Taking a break, Pop, Soda, Cookies d) Asset building & focusing resources toward priorities e) Defining Strategic Goals as S.M.A.R.T	Members
6	“Working today for a better tomorrow” a) Is the Mission Statement of Pierce County adequate? b) What are the supporting vision statements?	Members
7	Who is the assigned Plan taskmaster?	Members
8	Where do we go from here?	Members

9	Discuss and take action to establish Pierce County strategic plan	Members
10	Set future meeting date	Members
11	Adjourn	

A quorum of County Board Supervisors may be present

5/24/06

Thank you for a Strategic Planning Session held Friday June 9th, 2006

Several of you commented that we might schedule an additional session requesting more of the County Board members to be in attendance. That is a good idea and I hope that we can schedule an event that works for more people.

MINUTES OF FINANCE AND PERSONNEL COMMITTEE MEETING	
Friday, June 9, 2006 – 1:00 p.m.	
RDI CENTER	
410 South Third Street	
River Falls, WI	
COUNTY OF PIERCE ST OF WISCONSIN	OFFICE OF ADMINISTRATION 2006-13

The Pierce County Finance and Personnel Committee met in the RDI Center, UW-RF.			Meeting convened
Supervisors present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Members present
Also present:	Jim Camery Ben Plunkett	District #2 District #4	
Facilitator:	Curt Kephart	Administrative Coordinator	
The session began at 1:15 p.m. with an overview of Strategic Planning and establishing ground rules for the workshop. Individual Supervisor’s shared their views as to what would constitute a successful workshop.			Introduction
Some of these thoughts included: <ul style="list-style-type: none"> ✓ Picking goals for the County ✓ Building Consensus ✓ Defining process ✓ Concentrate on present tasks while developing future goals ✓ To open communication and build morale ✓ To improve participatory management with the management team ✓ Goals should be linked to the strategic plan 			Successful workshop
Some obstacles to progress might include: <ul style="list-style-type: none"> ✓ Time and discouragement – Can this be done? ✓ Problems – Do we agree on the concerns? ✓ Conflict – Is it always bad? ✓ Politics – Is this a process or a weapon? ✓ Roles – Failing to appreciate or understand appropriate roles? ✓ Public Information – Perceiving concerns or understanding limited options? ✓ Goals – Global or micro? 			Obstacles
There was general consensus that the County needed to develop new directions on several			General and global

<p>topics of historic concern. Rather than focusing on specific tasks it appears that the one goal might be to develop general and global goals that would apply equally to all the committees.</p>	<p>goals</p>
<p>Some of the take away's from this event included:</p> <ul style="list-style-type: none"> ✓ A commitment to continue dialoguing with each other in similar sessions ✓ A commitment to develop over arching principles of County management ✓ A commitment to develop global goals linked to individual/departmental goals ✓ A commitment to clarify roles and define relationships including who needs to participate and at what level such as: <ul style="list-style-type: none"> q No involvement q Must be informed q Must be consulted q Must authorize ✓ A commitment to greater participatory management within appropriate roles ✓ A commitment to seek ways to build morale ✓ A commitment to open communication and become more transparent ✓ A commitment to build trust and collaboration ✓ A commitment to a process for building consensus ✓ A commitment to agree to disagree agreeably ✓ A commitment to grow through and appreciate disagreement ✓ A commitment to allocate resources to present needs while planning for the future ✓ A commitment to link individual/departmental/county goals and objectives ✓ A commitment to seek alternatives outside of the current program models ✓ A commitment to seek ways to overcome obstacles ✓ A commitment to resolve longstanding projects and issues ✓ A commitment to empower employees to do their jobs within policies ✓ A commitment to a political process that builds public confidence 	<p>General and global goals (cont)</p>
<p>After developing this list the Facilitator became quite encouraged by the outcome of this first session and believes that Pierce County made a wonderful start on building consensus around solid principles of managing for the future with 2020 Vision.</p>	
<p>Follow up note: Politics defined by merriamwebster.com is as follows: pol-i-tics 1 a : the art or science of government b : the art or science concerned with guiding or influencing governmental policy c : the art or science concerned with winning and holding control over a government.</p>	
<p>The meeting was adjourned at 4:45 p.m. with a commitment to reconvene at a later date after conferring with the County Board.</p>	<p>Adjourn</p>

REVISED - FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, June 19, 2006-6:30 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish Quorum 1b Committee will receive public comments not related to agenda items	Chair
2	CONSENT CALENDAR – Discuss and take action on:	Chair
	<p><u>General Items:</u></p> <ul style="list-style-type: none"> a) Establish and approve agenda b) Approve minutes of 6/5/06 and 6/9 as distributed. c) Policy and procedures for use of fleet vehicles d) Amend County Board Rules to replace Bonds and Depositories Committee with Finance and Personnel Committee <p><u>Finance Items:</u></p> <ul style="list-style-type: none"> e) Treasurer’s report 	
3	<p>Committee will convene into closed session pursuant to:</p> <ul style="list-style-type: none"> a) §19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and §19.85(1)(f), Wis. Stats., for the purpose of considering financial, medical, social, personal histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges against specific persons except where para (b) applies which , if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations: consider performance evaluation data of employee, and release of information b. §19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public 	Closed session

	properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: grievance settlement agreement	
4	Committee will return to open session and take action on closed session items, if requires	Open session
5	Discuss and take action on Human Services Department 2006 projected budget allocations	Reggie Bicha
6	Presentation on Human Services Department budgeting process	Reggie Bicha
7	Discuss and take action on 2007 budget caps and possible department revenue options to meet these limits	Purdy
8	Discuss and take action on 2007 budget guidelines	Curt Kephart Julie Brickner
9	Discuss and take action on payment for building compliance updates and repairs	Al Huppert
10	Discuss and take action on clarification of board member's compensation for attendance at training/educational seminars	CB Chair Barkla
11	Discuss and take action on Confidential Legal Secretary reclassification request	Chair Schilling
12	Discuss and take action on Bjorklund Study job rating placement appeal process	Curt Kephart
13	Discuss and take action on recommendation from Emergency Management Committee regarding reorganization	Lockwood
14*	Discuss and take action to authorize the AC to negotiate a lease of office space from the Village of Ellsworth at Village Hall and to designate where funds are to come from	Curt Kephart
15*	Discuss and take action to authorize the creation of a Facilities Review Committee	Curt Kephart
16	Future agenda items	Members
17	Set future meeting dates	Members

18	Adjourn	Members
	<i>A quorum of County Board Supervisors may be present</i>	6/14

***REVISED 6/16/06 – 4:30 P.M.**

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, June 19, 2006 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2006-14**

<p>The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:35 p.m.</p>			Meeting convened
<p>The Chair acknowledged those present and established there was a quorum.</p>			Establish quorum
<p>Chair Schilling called for public comment. Citizen Jim Reichert commented on his disappointment with the County CVTC representation at their recent public hearings held in Eau Claire.</p>			Public comment
<p>Members present:</p>	<p>Rich Purdy Paul Barkla Ron Lockwood Kirstin Schilling William Gilles Jeff Holst</p>	<p>District #2 District #5 District #7 District #10 District #14 District #16</p>	Those present
<p>Excused:</p>	<p>John Kucinski</p>	<p>District #8</p>	
<p>Also present:</p>	<p>Curt Kephart Bradley Lawrence Jim Camery Ben Plunkett Mel Pittman</p>	<p>Administrative Coordinator Corporation Counsel District #1 District #3 District #17</p>	
<p>Motion by Barkla/Holst to approve items on the consent calendar:</p> <p>a) Establish and approve agenda</p> <p>b) Approve minutes of 6/5/06 and 6/9/06</p> <p>c) Approve Policy and Procedures for Pierce County Fleet Vehicles and include in the Policy and Procedures Manual.</p>			<p>Agenda</p> <p>Minutes</p> <p>Fleet vehicles policy</p> <p>Amend Chapter 40</p>

<p>d) Amend Chapter 40 and 40-12 of the Pierce County Code to replace Bonds and Depositories Committee with Finance and Personnel Committee and forward an ordinance to the County Board.</p>	<p>– County Code</p>
<p>Motion by Purdy/Lockwood to amend the motion to remove Item 2c from the consent calendar and address after consent calendar is acted upon. There was concern expressed about the section regarding Emergency Repairs, #3, and why some repairs or maintenance might need to be charged back to the department. AC Kephart reported there is no way to budget for this. He suggested that there could be some latitude to whether something is charged back. <i>Motion to amend failed. Motion to adopt consent calendar passed.</i></p>	<p>Consent calendar, cont</p>
<p>Motion by Barkla/Purdy to convene into closed session at 6:52 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social, personal histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges against specific persons except where para (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations: consider performance evaluation data of employee, and release of information.</p> <p>Motion by Lockwood/Holst to return to open session at 7:23 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session</p>
<p>Recess</p>	<p>Recess</p>
<p>Human Services Director Bicha and Business Manager Robole were present to address the Human Services budgeting process with a PowerPoint presentation. They indicated that their process always encompasses more than 1 year and usually spans 3 years. At this time they are working within the 2005-2007 budget years.</p>	<p>Human Services budgeting process</p>
<p>Human Services Director Bicha addressed the committee regarding a projected 2006 budget shortfall resulting from approximately \$468,000 unbudgeted expenses for placements. He provided members with a list of the current juvenile placements and the basis for adjudication. He expressed his concern both at the number of placements necessary as well as the reason for the placements, many of which were the result of sexually based offenses. He</p>	<p>Human Services 2006 budget shortfall</p>

indicated that there is no funding program from the State or Federal government to fund these placements and when expenditures go over fixed allocation it is the County's obligation to fund. He is presenting to the Human Services Board some options to address the projected shortfall.

2007 budget caps and possible department revenue options were discussed. Members reviewed a document entitled *Brainstorming* that had been the collective work of numerous state-wide county representatives and provided cost savings ideas. All County Board members will receive a copy. Members were encouraged to share their ideas with Administrative Coordinator Kephart and Finance and Personnel Committee Chairperson Schilling. There was particular interest in programs that are not mandatory and each department will be asked to bring forward a list of non-mandatory programs. AC Kephart suggested some global solutions that may include an initial program cost increase but providing the department with an opportunity to improve a system that would eventually reduce costs.

Committee members discussed a need for financial reports to assist them in monitoring budgets. AC Kephart stated he has worked with the Finance & Budget Director and Information Services to generate reports that will respond to requests of the F & P.

Highway Commissioner Christopherson informed the committee his department will continue to operate within budgets of state, federal and county dollars and encouraged the committee to provide all departments with the necessary guidelines to assist them in bringing forth a feasible budget.

Committee held a lengthy discussion regarding the 2007 Budget guidelines that were proposed by Administration. Members agreed that the departments need to identify programs, their impact to the levy and number of citizens/clients served by the program. There was further discussion as to what the overall County's priorities are. Should all departments develop budgets with a specific % of reduction or should priorities be established? Motion by Holst/Gilles to inform department heads that they want to see proposals with levy cuts up to 15% and the directive of this committee is that they also prioritize where cuts will take place and provide information regarding the consequence/impact of the cut. Motion by Barkla/Purdy to amend the motion for a minimum of 5% cuts. *Motion to amend failed with Barkla and Lockwood voting in favor. Motion passed with Barkla opposed.*

Committee members reviewed and discussed the proposed 2007 Budget calendar. Motion by Barkla/Purdy that by August 1 the department's proposed

Budget caps and revenue options

Commissioner's comments

2007 budget guidelines

2007 Budget calendar

<p>15% program cuts and impact statements are due in the Administration Department and also that on August 7th the Committee will review the information and approve the amended draft Budget Calendar as attached. <i>Motion passed.</i></p>	
<p>Committee addressed costs and funding relating to the installation of the elevator phone and upgrade/ADA compliance issues. The work had been approved by the Building Committee at their 1/18/06 meeting; however, the project had not been included in their capital improvements budget. Motion by Purdy/Gilles to approve upgrade expenses in the amount of \$16,522 and authorize payment from the Building Outlay fund. <i>Motion passed.</i></p>	<p>Elevator upgrade</p>
<p>Board Chair Barkla stated he has been contacted by County Board Supervisor for approval of reimbursement for payment of registration and mileage for attendance at training/educational seminars. He stated that all board members need to obtain pre-authorization from their committee chair or approval of the Finance & Personnel Chair prior to their registration. There will be no reimbursement without prior approval. A notice will be prepared and distributed to all supervisors.</p>	<p>Reimbursement for training/ educational seminars</p>
<p>Committee reviewed a request for Corporation Counsel Confidential Legal Secretary reclassification from Grade 8 to Paralegal Grade 11. Chair Schilling stated she and Barkla had addressed the reclassification with Corporation Counsel Lawrence and CC Lawrence supports the request indicating a number of the paralegal duties do overlap with those of Confidential Legal Secretary. Jansa was present. Motion by Barkla/Purdy to grant the reclassification of the Confidential Legal Secretary from Grade 8 to Grade 11 effective January 1, 2007. <i>Motion passed.</i></p>	<p>Confidential Legal Secretary Reclassification</p>
<p>Motion by Barkla/Purdy to defer action on the proposal for the Bjorklund Study job rating placement appeal process. <i>Motion passed.</i></p>	<p>Rating appeal process</p>
<p>Lockwood stated there is a sense in the Emergency Management Committee (EMC) that there could be improved accountability of emergency management functions if staff were to report directly to the Administrative Coordinator rather than to a committee. The EMC could become an advisory/policy committee. Barkla indicated that the entire committee was not present for their most recent committee meeting and the committee agenda that was set up was for discussion so he suggested no action until after the August EMC meeting so they can bring back a formal recommendation. Motion by Lockwood/Purdy to defer until after the August EMC meeting. <i>Motion passed.</i></p>	<p>EM Department and EMC reorganization</p>

Administrative Coordinator Kephart advised the committee he been contacted by the Village of Ellsworth with an offer to lease office space from the Village Hall. Motion by Purdy/Barkla to authorize Kephart to meet with Village officials to discuss possible lease of space. <i>Motion passed.</i>	Lease office space
There was a brief discussion of a proposal for creation of a Facilities Study Review Committee. Motion by Purdy/ Barkla to defer action. <i>Motion passed.</i>	Facilities Review Study Committee
Future agenda items: Facilities Study Review Committee and Bjorklund Study job rating placement appeal process. Agenda items for the next meeting are due by 6/30.	Future agenda items
In the AC's report Kephart stated he will provide an update for a future Strategic Planning session and bring it forward to the County Board.	Strategic Planning
Future meeting dates set for July 10, July 17 and then back to the 1 st and 3 rd Monday of each month at 6:30 p.m.	Future meeting dates
Motion by Barkla/Holst to adjourn at 10:28 p.m. <i>Motion passed.</i>	Adjourn

5:00 p.m.

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, July 10, 2006 – 6:30 P.M.****Courthouse – County Board Room**

#	Action	Presenter
1	Call meeting to order	Chair
	1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: 2a Establish and approve agenda 2b Approve minutes of 6/19/06 2c increase in wage for temporary law enforcement employee	Chair
3	Review Corporation Counsel recommendations relating to assistance in accomplishment of duties	Brad Lawrence
4	Discuss and take action to consolidate Drug Court funds into a single 2006 budget	Curt Kephart
5	Discuss and take action on Drug Court Coordinator: 5a approve position description 5b Establish classification and wage 5c Authorize recruitment	John Kucinski
6	Discuss and take action on process for sale of County-owned property in El Paso	Brad Lawrence
7	Presentation on Highway Department budgeting process	R Christopherson
8	Discuss and take action on the St. Croix Riverway Ordinance	Andy Pichotta
9	Discuss and take action on Facilities Study Review Committee	Curt Kephart
10	Discuss and take action to set date for next Strategic Planning session	Curt Kephart
11	Discuss and take action on request to sponsor garage sale	Paul Barkla
12	Committee will convene into closed session pursuant to §19.85 (1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal 2007 compensation	Curt Kephart
13	Committee will return to open session and take action on closed session items, if required	
14	Discuss and take action on Ad hoc Policy Committee recommendations: 14a Exit Interview policy 14b Discipline/file retention policy	Paul Barkla Brad Lawrence

15	Discuss and take action on Bjorklund Study job rating placement appeal process	Curt Kephart
16	Discuss and take action on purchase of fleet vehicle	Curt Kephart
17	Future agenda items	Members
18	Administrative Coordinator's report	Curt Kephart
19	Announce future meeting dates	Members
20	Adjourn	Members

A quorum of County Board Supervisors may be present 6/30 – 10:30 a.m.

**APPROVED MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
July 10, 2006 – 6:30 p.m.**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2006-15

<p>The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Madam Chairman Kirstin Schilling called the meeting to order at 6:32 p.m.</p>	<p>1) Meeting Convened</p>
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<p>The Chair acknowledged those present and established that there was a quorum:</p>	<p>1a) Those Present</p>
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<p>Members present:</p>	<p>Rich Purdy District #3 Paul Barkla District #5 Ron Lockwood District #7 John Kucinski District #8 Kirstin Schilling District #10 Bill Gilles District #14 Jeff Holst District #16</p>	
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Members absent:

<p>Also present:</p>	<p>Curt Kephart Administrative Coord. Brad Lawrence Corporation Counsel John O'Boyle District Attorney Jamie Feuerhelm County Clerk Ross Christopherson Hwy. Commissioner Ben Plunkett District #4 Pam Sans District #12 Judy Wiff Pierce County Herald Greg Kerr Jim Gumbusky</p>
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<p>None at this time.</p>	<p>1b) Public Comment</p>
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<p>Motion by P. Barkla/J. Holst to approve agenda, minutes of 06/19/06, & increase in wage for temporary law enforcement employees Mike Tingelhoff and Aaron Hanson effective 7/11/06. Motion carried by voice vote with all in favor.</p>	<p>2a-c) Agenda, Minutes, Temp wage Approved</p>
<p>Corp. Counsel B. Lawrence provided committee with documents detailing priorities & recommendations to assist his office in meeting goals & accomplishing tasks. Motion by P. Barkla/R. Purdy to defer action until meeting of July 17, 2006. Motion carried by voice vote with all in favor.</p>	<p>3) Corp Counsel Recommendations in accomplishing duties</p>
<p>Chair called for public comments. There were none. A. C. Kephart explained purpose of request. Motion by R. Purdy/J. Kucinski to approve the transfer of \$32,376 from the Contingency Fund to Drug Court Budget.. Discussion on amount of available funds, grants, & transparency in budgeting. Motion carried by voice vote with all in favor.</p>	<p>4) Consolidation of Drug Court Funds into one Budget</p>
<p>G. Kerr asked if this position could be combined with St. Croix County. J. Kucinski & D.A. J. O'Boyle replied that St. Croix do not have the program established to the degree Pierce County does at this time. Motion by J. Kucinski/R. Purdy to approve position description, classification & wage, & authorize recruitment. Discussion on physical location for coordinator. J. Kucinski stated they considered the County Board Chairman's office in lower level of courthouse, even if only on a temporary basis. P. Barkla stated he was in favor of the idea. Motion carried by voice vote with all in favor.</p>	<p>5a-c) Drug Court Coordinator</p>
<p>Chair called for public comments. There were none. Corp. Counsel B. Lawrence explained request & process. He indicated that the property has already been appraised at \$22,000. R. Christopherson stated the Hwy. Committee thought it would be best to advertise for sealed bids & not use a real estate agent or broker. Motion by R. Lockwood/J. Kucinski to authorize the sale of said property via advertising for sealed written bids with minimum bid value of \$22,000. Motion carried by voice vote with all in favor</p>	<p>6) Sale of County Property in Town of El Paso</p>
<p>Chair indicated she had spoken with R. Christopherson about the matter & would address it later in the budget process. Motion by B. Gilles/P. Barkla to defer. Motion carried by voice vote with all in favor. Chair K. Schilling asked R. Christopherson to advise her or A.C. Kephart when he was prepared to do it.</p>	<p>7) Hwy. Dept. Budgeting Process</p>
<p>Chair called for public comments. There were none. Corp. Counsel B. Lawrence explained issues regarding ordinance. Discussion on revisions & state requirements. Motion by P. Barkla/J. Holst to approve. Motion carried by voice vote with all in favor.</p>	<p>8) St. Croix Riverway Ordinance</p>
<p>Chair called for public comments. G. Kerr asked for additional information on the subject. A.C. Kephart detailed issues that the former committee researched. He explained that a number of studies on the county campus & buildings have already been done. Discussion on make up of committee & scope of mission as well as work done by former committee & timelines. Motion by R. Purdy/P. Barkla to defer until Monday July 17th meeting. Motion carried by voice vote with all in favor.</p>	<p>9) Facilities Study Review Committee</p>

<p>Chair called for public comments. There were none. Committee discussed many dates, meeting locations, & times. Motion by R. Purdy/J. Holst to set next session for July 28, 2006; 12:30 – 3:00 p.m. Location to be announced later. Motion carried by voice vote with all in favor.</p>	<p>10) Set Date for Strategic Planning Session</p>
<p>P. Barkla informed committee that the Public Health Dept. was looking for means to raise funds to help replace shrubbery & improve the outside appearance of the Office building. He added that the department is now pursuing other options & that no further action needed to be taken at this time. Motion by P. Barkla/R. Purdy to take no action. Motion carried by voice vote with all in favor.</p>	<p>11) Garage Sale Sponsor</p>
<p>Motion by J. Holst/R. Purdy to convene in closed session pursuant to §19.85 (1)(c), WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal 2007 compensation. Motion carried by roll call vote with all in favor.</p>	<p>12) Closed Session</p>
<p>Motion by P. Barkla/R. Purdy to return to open session at 7:50 p.m. Motion carried by roll call vote with all in favor. Motion by R. Lockwood/J. Holst to defer action until a recommendation is received from the department head & the paralegal position description is evaluated by Bjorklund Compensation Consulting utilizing the Classification Matrix System & the position is assigned a salary grade & placed within the ‘Pierce Count Job Ratings & Salary Range Placement’ grid. Motion carried by voice vote with all in favor.</p>	<p>13) Open Session</p>
<p>Chair called for public comments. There were none. P. Barkla explained recommendations made & effort involved. With regard to exit interview employees will have two options; a) a personal interview with the administrative coordinator or chairman of the Finance/Personnel Committee; b) by letter or exit interview form. B. Gilles stated that he felt it should also include the chairman of the standing committee, possibly more so than the chairman of the Finance/Personnel committee. Discussion on who should be involved with the interview & how many should be involved to keep it from being too intimidating. Corp. Counsel B. Lawrence explained that the discussion held to derive at this recommendation included that the person potentially being interviewed would have veto power over the whole exit interview. If they choose not to be interviewed they would not be obligated to do so. Motion by R. Lockwood/R. Purdy to approve exit interview policy. Motion by B. Gilles/P. Barkla to amend the policy by striking “of the Finance/Personnel Committee” & add “of the Standing Committee”. Discussion on clarification of motion & what happens to the gathered data. Call of the question, all were in favor. Motion on amendment carried with 5 in favor (P. Barkla, R. Lockwood, K. Schilling, B. Gilles, J. Holst) and 2 opposed (R. Purdy, J. Kucinski). Original motion as amended carried by voice vote with 5 (P. Barkla, R. Lockwood, K. Schilling, B. Gilles, J. Holst) in favor; 2 opposed (R. Purdy, J. Kucinski).</p>	<p>14a) Ad Hoc Policy Committee Recom. – Exit Interview</p>

<p>P. Barkla explained recommendation. Discussion on length for retention of verbal reprimands. P. Barkla suggested one year for verbal & 18 months for written reprimands. Corp. Counsel B. Lawrence recommended approving the verbal form he presented, keeping the policy language currently in place, & adding the language “When considering the proper discipline to mete out, the weight, if any, given to prior disciplinary actions will be dependent upon factors including, but not limited to, the circumstances, repeated offenses, compounding effect of discipline, severity, and remoteness in time.” Motion by P. Barkla/R. Purdy to approve the recommended form entitled “Documentation of Verbal Reprimand” & that Documentation of Verbal Reprimand be removed from the employee’s permanent personnel file in 12 months if no repetition of offense has occurred, & that a written reprimand be removed from the employee’s permanent personnel file in 18 months if no repetition of offense has occurred, & that a written reprimand include instructions for corrective action. Motion carried by voice vote with all in favor.</p>	<p>14b) Ad Hoc Policy Committee Recom. – Discipline/File Retention</p>
<p>Chair called for public comments. G. Kerr thought allowing a review process was a waste of time. The issue was addressed by A.C. Kephart. Motion by P. Barkla/J. Holst to defer action. Discussion; J. Holst withdrew second. Motion failed for lack of second. Motion by R. Purdy/B. Gilles to approve & authorize Administration to proceed with grade & placement review process of the BCC study on non-represented positions & to further authorize expenditure of funds not to exceed \$2,500.00 to engage a third party review of any reviewed ratings, with each position allowed only one review; & further that the form presented replace the word “appeal” with “review”. Motion carried by voice vote with 6 in favor & 1 opposed (P. Barkla).</p>	<p>15) Bjorklund Study Appeal Process – Job Rating Placement</p>
<p>A.C. Kephart explained request to add one unit to the central motor pool. Motion by R. Purdy/R. Lockwood to approve & authorize the publication of a notice for purchase of one used recent model flex fuel vehicle to be added to the motor pool fleet & to authorize the Admin. Coord. to seek competitive quotes & enter into an agreement to purchase the lowest cost unit based upon total cost analysis of the proposals pursuant to the specification drawn up & approved by the Finance/Personnel Committee. Motion carried by voice vote with all in favor.</p>	<p>16) Fleet Vehicle Purchase</p>
<p>-R. Purdy requested an item regarding personnel training.</p> <p>-R. Lockwood requested item regarding consolidating payroll & that the Committee be provided with a monthly expense/revenue report for the County as a whole in relation to the budget. Also that Finance Director give presentation on ways to streamline payroll operations.</p>	<p>17) Future Agenda Items</p>
<p>No report given at this time.</p>	<p>18) Administrative Coordinator’s Report</p>

Additional meetings set for Aug. 7th & 21st, 2006

19) Set Future Meeting
Dates

Motion by J. Holst/B. Gilles to adjourn at 9:59 p.m. Motion carried by voice
vote with all in favor.

20) Adjournment

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, July 17, 2006 – 6:30 p.m.****County Board Room**

#	Action	Presenter
1	Call to order 1a Establish Quorum 1b Committee will receive public comments not related to agenda items	Chair
2	CONSENT CALENDAR – Discuss and take action on: <u>General Items:</u> 2a Establish and approve agenda 2b Approve minutes of 7/10/06 2c Accept Strategic Plan Phase I Priority List <u>Finance Items:</u> 2d Building Committee recommendation to evaluate heat recovery system in PCOB 2e Accept Health Pandemic Influenza funds 2f Amend Health Emergency Preparedness budget <u>Personnel Items:</u> No Items this meeting	Chair
3	Discuss and take action to: 3a Review claims history for claims administration 3b Research Third Party Administration (TPA) options 3c Establish health insurance rates for 2007	Wanda Kinneman
4	Discuss take action on: 4a Treasurer update on online tax payment process 4b Treasurer’s monthly report	Treasurer Lee Skog
5	Discuss and take action on 2007 personnel requests: 5a Administration 5b Clerk of Court 5c Highway 5d Human Services/Child Support/Office on Aging 5e Law Enforcement 5f Medical Examiner 5g Public Health 5h UW-Extension	Department representatives
6	Discuss and take action on the following department 2007 budget priorities: 6a Administration	Department representatives

6b Corporation Counsel
 6c County Clerk
 6d County Treasurer
 6e Register of Deeds

7	Discuss and take action on Building Committee Facility Study timeline and budget	Don Nellesen
8	Discuss and take action to evaluate and or adopt option # 3 Pay grid for non-represented employees.	Curt Kephart
9	Review Corporation Counsel recommendations relating to assistance in accomplishment of duties	Brad Lawrence
10	<p>Committee will convene into closed session pursuant to:</p> <p>10a §19.85(1)(g), Wis, Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update</p> <p>10b §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: AC annual performance review and employment agreement</p> <p>10c §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for Land Management Director’s interim duties in Land Conservation.</p> <p>10d §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for vacancy candidate in Mental Health Therapist position in Human Services.</p> <p>10e §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting</p>	

other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70 (1) (a), Wis. Stats. For the purpose of review and discussion of contract matters under the collective bargaining agreements over which the governmental body has jurisdiction or exercises responsibility: Grievance # 06-01 AFSCME Courthouse Unit calculation of benefit.

11	Committee will return to open session and take action on closed session items, if required.	Members
12	Discuss and take action on AC Report and vacation request	AC
13	Future agenda items	Members
14	Adjourn	Members

<i>calendar items passed.</i>	
Insurance Coordinator Kinneman and CMS Claims Representative Tera Nelson reviewed with the members the claims history from 11/1/05 when the County went to CMS through mid-year 2006. Ms. Nelson stated trend factors for this area average a predicted 14% health insurance cost increase for 2007. Trend factors look at the medical community experience not the county experience.	Claims history
2007 insurance rates were discussed. The committee was presented with several illustrations of rate proposals and advised that the stop loss premium rates reflected in the examples were projected and exact rates would be available in October.	2007 health insurance rates
Motion by Purdy to increase health insurance premiums for Major Med Blue and Gold Compcare by 14% for 2007. <i>Motion died for a lack of second.</i> Motion by Barkla/Purdy to increase the premiums by 10%. <i>Motion failed.</i> Motion by Gilles/Purdy to increase premiums for 2007 by 12%. <i>Motion passed with Barkla opposed.</i>	
Administration requested authorization to research Third Party Administration (TPA) options. Committee authorized Administration to go forward with the research. They also expressed an interest in receiving comparison information between the benefits of the County plan and other standard plans.	TPA's
Treasurer Skog advised he had entered into an agreement with Official Payments Corp for payment of property taxes by credit card or electronic check. There is no cost to the County.	Electronic/credit card payments
Treasurer's report showed fund balances in the amount of \$16,024,256.76 as of 6/30/06. No action taken.	Treasurer's report
New positions for 2007: Administration: AC Kephart presented a request for Director of Employee Relations. He also proposed future reclassification of an existing position to create a Coordinator of Operations. (There would be no net gain in FTE.) He briefly addressed creation of a Records Retention Clerk in the future. With regard to prioritization of programs and a 15% budget reduction AC Kephart addressed the Administration, Personnel, Facilities and Grounds budgets. His recommendation for Administration included reducing the AC to .8 FTE, reducing contracting services, presenting the Health Fair every other year and initiating programs that would improve employee wellness and result to reduced health insurance costs. Personnel reductions included eliminating or reducing the number of post-offer physicals and reducing advertising expenses.	New positions: Administration Administration 15% reduction
A 15% reduction in the Facilities budget will require a joint reduction of construction projects (shared expenses or not done at all) and projects deferred. The Grounds budget will have to make up the 15% reduction from project expenses.	Facilities/Grounds 15 % reduction
Clerk of Court: Peg Feuerhelm requested that all court clerk positions be increased from 35 hrs/wk to 40 hrs/wk., however, even increases for two would be helpful. With regard to budget reduction she indicated fees/fines are set by the State/Federal system. Since she had no means of increasing revenues she was hopeful that court activities would decrease and there would be savings on jury fees and other associated costs.	Clerk of Court

<p>Highway: Ross Christopherson addressed the department request to increase two Bookkeepers from 35 hrs/wk to 40 hrs/wk. One position increase would be agreeable. The Department would pick up the 40% of the cost. Christopherson was asked to calculate the costs associated with payroll so the County might centralize that function. He will provide a breakdown to AC Kephart on the time it takes to do payroll.</p>	<p>Highway</p>
<p>Human Services: Reggie Bicha addressed the department request to reintroduce the Child Support Supervisor position. He stated the previous decision to combine Child Support and Economic Support under one supervisor was resulting in lost productivity and revenue because they are both complicated programs. Three other positions proposed related to Aging Development Resource Center (ADRC) would be contingent upon State ADRC program funding. Those positions are Disability Benefits Specialist, Economic Support Specialist and Information and Assistance Specialist.</p>	<p>Human Services</p>
<p>Law Enforcement: Sheriff Muhlhausen and Chief Deputy Gulbranson addressed their request for 2 Jailer/Dispatcher Floaters and 1 Investigator. When asked to prioritize the requests he indicated the Jailer/Dispatchers would be most important at this time believing that the cost for those two positions could be made up in overtime reduction.</p>	<p>Law Enforcement</p>
<p>AC Kephart addressed the Medical Examiner position. This was proposed as .4 FTE effective 1/1/07 and has been approved by the County Board. The Law Enforcement Committee has recommended a two-week training period and this could create as legal issue with the overlap for duties. Equipment needs were also discussed.</p>	<p>Medical Examiner</p>
<p>Public Health: Director of Public Health Caralynn Hodgson addressed the .6 FTE Environmental Health Specialist that would require no County funds but could be funded through fees and expanded services, including working with Pepin County. The department also requests that the Health Educator be moved to regular employee status from temporary status. The position would continue to be funded through grant funds. Reproductive Health: Billing Clerk increased from 35 to 40 hrs/wk, and Medical Secretary from .6 FTE to 35 hrs/wk. No County funding is required.</p>	<p>Public Health</p>
<p>UW Extension: Ed Hass addressed the request to increase Horticulture Educator from .4 FTE .5 FTE or ½ day per week. The State would be responsible for 60% of the cost. Possible funding offset could include reducing expenses for bulletins, increased usage of county fleet cars, and charges to 4-H groups for meeting rooms.</p>	<p>UW-Extension Holst arrived</p>
<p>Recess.</p>	<p>Recess</p>
<p>Administration covered earlier.</p> <p>Corporation Counsel Lawrence stated that 89% of his budget is personnel costs. He indicated reductions would need to be made in the contracted services area or rotation of unpaid time off for staff or cutting back positions to part time. His office does not generate revenues but could consider billing their services to other departments. The impact of these cuts could mean a delay in legal responses.</p>	<p>Budget priorities: Corporation Counsel</p>
<p>Treasurer Lee Skog presented the list of prioritized programs for the department. There are no programs that generate revenues, however, he anticipates increases in interest for 2007. A 15% reduction in his department will total approximately \$26,000 and that is more than operating costs so he would need to decrease personnel costs.</p>	<p>Treasurer</p>
<p>County Clerk Feuerhelm stated a 15% reduction would decrease his budget by \$31,000. The Care of Soldier's Graves could be transferred to the County Board budget. He could eliminate the publishing of the Official County Directories or consider selling advertising in the directories. Any other reduction would require cuts in personnel.</p>	<p>County Clerk</p>

Register of Deeds Nelson suggested she could raise revenue by charging more for faxes and photo copies or adding a surcharge on some services. She could eliminate the temporary salary line item, reduce funds committed to Fidar system or reduce mileage line item.	Register of Deeds
Don Nellessen represented the Building Committee and suggested that their committee should also serve as the Building Committee Facility Study Committee and could include a citizen member. Dale Hines had chaired the earlier space needs committee and encouraged the County to make use of previous study's that had been conducted. There was discussion of creation of an ad hoc but it was decided that the Building Committee will follow up on the study of space needs with assistance from the Administrative Coordinator and the input of citizen Dale Hines and other interested persons. Their goal is to 1) provide final direction for the M & I Bank Building discussion, 2) establish real estate boundaries for near term expansion of the Courthouse campus, 3) evaluate the feasibility of expansion of the Pierce County Office Building, 4) identify the logical migration strategies for long term growth to another location, and 5) list decisions that would need to be made with relevant deadlines. These recommendations should be brought forward to the Finance & Personnel Committee no later than December 1, 2006. No action was required.	Analysis of options for space needs
Motion by Purdy/Barkla to defer until next meeting the discussion/action to evaluate and or adopt option #3 Pay grid for non-represented employees. <i>Motion passed.</i>	Pay grid for non- reps
Corporation Counsel Lawrence presented a written report in response to the committee's request that he identify for them priorities and possible actions that could be taken to assist and relieve pressure on the Office of Corporation Counsel. Motion by Barkla/Purdy to acknowledge receipt of report and no action taken. <i>Motion passed.</i>	Corporation Counsel Office priority list
Motion by Barkla/Purdy to convene into closed session at 10:37 p.m. pursuant to §19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update; and	Closed session: Litigation Update
§19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: AC annual performance review and employment agreement; and	AC Review and Agreement
§19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Compensation for Land Management Director's interim duties in Land Conservation; and	Interim LC Director Compensation
§19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Compensation for vacancy candidate in Mental Health Therapist position in Human Services; and	Mental Health Therapist wage
§19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements over which the governmental body has jurisdiction or exercises responsibility: Grievance #06-01 AFSCME Courthouse Unit calculation of benefit. Barkla recused himself from participation and discussion of the grievance issue. <i>Roll call vote unanimously approved.</i>	AFSCME Grievance 06-01
Present during portions of closed session: AFSCME Staff Representative Hartmann and Stewards Swanson and Neeley, Julie Hines, and R. Bicha.	Present during closed session

Motion by Barkla/Holst to return to open session at 12:23 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Administrative Coordinator's one-year performance evaluation was deferred.	AC evaluation deferred
Motion by Barkla/Purdy that AC Kephart bring forward with any proposed modification to the Employment Agreement, Corporation Counsel Lawrence and AC Kephart will make the revised agreement available to the Finance & Personnel Committee members, and the Chair, Vice and Second Vice are authorized to make their recommendations to the County Board for their meeting on 7/25. <i>Motion passed.</i>	AC Employment Agreement
Motion by Barkla/Holst grant \$850 compensation per month for Andy Pichotta for services rendered as Interim LC Director effective August 2006 and such compensation shall extend for 3 months beyond when he has completed his responsibilities as Interim LC Director to address the months of service not compensated. <i>Motion passed.</i>	Compensation for Interim LCD
Motion by Purdy/Barkla approve the compensation level of MHT I 18-mth step for candidate Anderson. <i>Motion passed.</i>	MHT compensation
With regard to AFSCME grievance 06-01, AC Kephart was directed to communicate with the bargaining unit to solicit a mutually satisfactory method of calculation that will address the grievance.	AFSCME grievance
Motion by Gilles/ Barkla to approve PTO request of AC Kephart for 8/04/06 – 8/08/06 and 8/16/06 – 8/23/06. <i>Motion passed.</i>	AC excused time off
AC Kephart distributed program priorities for the Administration department.	Administration priorities
Meeting dates: Strategic Planning Session 7/28, regular meetings 8/7 and 8/21.	Meeting dates
Motion by Barkla/Purdy to adjourn at 12:48 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, July 28, 2006 – 12:00 p.m.

STRATEGIC PLANNING SESSION II

PLUM CITY LIBRARY – HISTORY ROOM

611 Main Street

Plum City, WI

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Establish and approve agenda	Chair
2	Committee will receive public comments not related to agenda	
3	Introduction – Building Consensus by Strategic Planning a) Warm up exercise - “Who’s on First?” b) Re-cap the Emerging Themes From Session I c) Select Elements From Other County Strategic Plans	Curt Kephart Facilitator
4	Prioritizing the Strategic Themes a) Reviewing themes and setting priorities b) Identifying Action Steps c) Assigning tasks and establishing timelines	Members
5	Planning to Plan a) What are the necessary planning steps? b) What order do we need to place planning steps in? c) Taking a break, Pop, Soda, Cookies d) Asset Assessment & focusing resources toward priorities	Members
6	“Working today for a better tomorrow” a) Is the Mission Statement of Pierce County adequate? b) What are the supporting vision statements?	Members
7	Addressing Priority # 1 a) What is expected by the Board? b) Who should be assigned as project lead? c) What are the measurements of success?	Members
8	Where do we go from here?	Members

9	Discuss and take action to establish Pierce County strategic plan	Members
10	Set future meeting date	Members
11	Adjourn	

A quorum of County Board Supervisors may be present

07/21/06

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 7, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN
COUNTY PIERCE

OFFICE OF ADMINISTRATION
2006-17

The Pierce County Finance and Personnel Committee met in the County Board Room of the Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:33 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy District #3 Paul Barkla District #5 Ron Lockwood District #7 John Kucinski District #8 Kirstin Schilling District #10 William Gilles District #14	Those present
Also present:	Jeff Holst District #16	
Excused:	Curt Kephart Administrative Coordinator Bradley Lawrence Corporation Counsel	
Chair called for public comment. Supervisor Purdy asked for the date of the next EDC ad hoc meeting as there was confusion about the date. The date will be determined and notices will be prepared and distributed.		Public comment
Chair called for public comments on the Consent Calendar items. The minutes of 7/10/06 had a typographical error on page 2 where the word should be “advise” and not “advice”. Motion by Barkla/Purdy to approve items on the consent calendar as follows: a. Establish and approve agenda b. Approve minutes of 7/10/06 c. Approve minutes of 7/17/06 d. Approve minutes of 7/28/06 (Strategic Planning - No quorum present) e. 2006 Budget summaries for General Fund accounts f. Accept UW-Extension Program Innovation Grant funds in the amount of \$15,867 and amend 2006 budget g. Accept grants funds for Child Passenger Safety Permanent Fitting Station and amend 2006 Car Seat budget h. Accept grant funds for First Breathe and create 2006 budget i. Accept additional WIC grant funds and amend 2006 budget <i>Motion passed.</i>		Consent calendar

<p>Health Director Hodgson was present to address a request for approval to hire a cleaning service at the Reproductive Health Office. The cost proposed was \$225.00 per month with cleaning done weekly. Revenues from the Reproductive Health Services would fund the work. Hodgson indicated it is required that the revenues be used for Reproductive Health services. Motion by Purdy/Barkla to approve hiring Kevin Lacek for the cleaning service at \$225 per month with funds from Reproductive Health revenues. <i>Motion passed.</i></p>	<p>Reproductive Health cleaning contract</p>
<p>Committee discussed the request from Coroner Dzubay for compensation for transporting a body. The County does not have any payment schedule for a service of this type. Motion by Holst/Purdy to approve payment as requested at \$20 per hour and mileage reimbursement at \$26.35 for a total of \$76.35 and refer back to the Law Enforcement for policy recommendation on transport and a possible schedule of reimbursement. <i>Motion passed.</i></p>	<p>Payment for transport by Coroner</p>
<p>Committee reviewed and discussed a request for approval of Park Development Funds to construct a conservation dam in Nugget Lake County Park. The cost for the project would be shared with the Land Conservation Department. This was not a 2006 Park budget line item. The Land Conservation Committee, Land Management Committee, and Parks Committee were all recommending that the funds be used for this purpose. Motion by Barkla/Purdy to forward to the County Board for approval a request to fund 33% of the cost of the conservation dam in Nugget Lake County Park with Park Development Funds with an amount not to exceed \$10,000. The Parks Department will provide educational interpretive signage. <i>Motion passed with Purdy opposed.</i></p>	<p>Park Develop. Funds for Nugget Lake County Park</p>
<p>Review of the proposed Medical Examiner position description. For the committee's review the Coroner had revised the position description that had been reviewed by the Law Enforcement Committee to offer the percentage of the frequency of the duties and to include minor modification to the duties. Motion by Lockwood/Purdy to refer back to Law Enforcement Committee for review and recommendation. <i>Holst, Purdy, Lockwood in favor. Motion failed.</i> Motion by Kucinski/Gilles to approve the position description dated 8/4/06. <i>Motion passed with Purdy opposed.</i></p>	<p>Medical Examiner position description</p>
<p>Supervisor Purdy suggested that arrangements be made for county board supervisor training, possibly to include department managers, that would assist them in understanding their role and responsibilities regarding employee management. The training could be scheduled for a time in the future, possibly following the budget process. The Administration Department will research the topic and report back to the committee.</p>	<p>Personnel training</p>

<p>AC Kephart addressed with the committee two options for consideration that would provide a pay grid for non-represented employee wages. The first option was a grid that offered Entry to Market in 4 steps. Movement through the grid required a favorable performance evaluation and adjustments could be made by steps or as non-base wage payment based upon pay-for-performance. Kephart also provided the BCC 10-step Grid which reflected a 2.5% increase. Kucinski opposed a pay-for-performance system. Motion by Barkla/ Gilles to accept the BCC Study Grade and Step placements and the 10-Step Plan with the grid amounts to be determined. AC Kephart will prepare costing for a grid that is adjusted in increments of .5% up to 2.5% and present for the 8/9/06 meeting. <i>Motion passed. Purdy opposed.</i></p>	<p>Non-rep wage plan and grid</p>
<p>Members discussed recommendations that had been forwarded to them from the Shooting Range Committee and the Parks Committee that recommended that the Shooting Committee should become a subcommittee of the Parks Committee. The Shooting Range Committee would be dissolved and new members would be appointed. Motion by Holst/Barkla to amend the County Board Rules to transfer the Shooting Range duties to the Parks Committee and forward legislation to the County Board. <i>Motion passed.</i></p>	<p>Shooting Range transfer</p>
<p>Members reviewed conditions of an office space lease agreement with the Village of Ellsworth. If the property is leased, any necessary space improvements would be negotiated up front. Motion by Barkla/Purdy to approve and authorize signatures to an agreement with the Village of Ellsworth effective 8/1 to rent 1,100 square feet in the Village Hall for a period of three years with two one year renewal options. This lease shall include cleaning, refuse removal, utilities, and use of other spaces on occasion with a 3% escalation clause to be included in the agreement. Funds are to come from the rents/lease fund. <i>Motion passed.</i></p>	<p>Lease of space: Village of Ellsworth</p>
<p>Motion by Barkla/Purdy to convene into closed session at 8:32 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: AC annual performance review and employment agreement; review department head performance evaluations for Librarian, Veterans Service Officer, Health Director/ Health Officer, Solid Waste Administrator, Land Management Administrator, and Park Superintendent. <i>Roll call vote unanimously passed.</i></p>	<p>Closed session: AC review/ employment agreement Dept. head evaluations</p>
<p>Barkla was excused.</p>	<p>Barkla excused</p>
<p>Motion by Purdy/Holst to return to open session at 10:55 p.m. <i>Roll call vote unanimously passed.</i></p>	<p>Open session</p>
<p>Motion by Holst/Purdy to refer back to the Solid Waste Committee the review of the Solid Waste Director for defining and including goals for 2006 in the final review form. <i>Motion passed.</i></p>	<p>Dept. Head performance reviews</p>
<p>Motion by Purdy/Kucinski that the record state that the Administrative Coordinator's performance meets or exceeds standards. <i>Motion passed.</i></p>	<p>AC Review</p>
<p>There was no Administrative Coordinator's report.</p>	<p>AC report</p>
<p>Motion by Gilles/Lockwood to adjourn at 10:58 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

REVISED

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, August 9, 2006 – 8:30 a.m.

County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on Department proposed 2007 budget priorities	Members
	Recess	
3	Discuss and take action on Supervisor's proposed 2007 budget priorities	Members
4	Discuss and take action on new personnel requests for 2007	Members
5	Discuss and take action on costing for 2007 non-represented employee wages	Members
6	Adjourn	

8/07/06

A quorum of county board supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, August 9, 2006 – 8:30 a.m.

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-18

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 8:40 a.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles Jeff Holst Curt Kephart Julie Brickner	District #3 District #5 (via Polycom) District # 7 District # 8 District # 10 District # 14 District # 16 Administrative Coord. Finance & Budget Dir.
Also present:		Those present
Chair called for public comment. Richard King, Jerry Granth, and Commander Roger Chelberg, DAV Chapter 26, Menomonie, were present with a request to solicit funds for a kitchen at their Chapter headquarters so that they could be self-supporting. Project cost projected at \$35,000-\$50,000. Pierce County is part of the Tri-county Chapter that also includes Dunn and St. Croix counties. Their goal is to raise funds to assist veterans and their families with financial aide or to fund other needs the veterans may have. They proposed a contribution of \$10,000 from Pierce County and indicated their request was sent to Administrative Coordinator Kephart. Committee members indicated they felt the improvement to the DAV headquarters was a worthy cause and suggested that the gentlemen contact the Pierce County VSO to further explain their proposal.		Public comment

<p>The Office on Aging proposed total reductions in the amount of \$23,588. The proposal included reduction in staff hours, transportation grant match, equipment repair, and insurance coverages, and the elimination of the volunteer recognition program and bus garage rental.</p>	<p>Aging reductions and priorities</p>
<p>Bicha offered suggestions for general County cuts that included reducing office hours during holiday seasons, early retirement incentives, an energy audit, and several general Human Service program modifications.</p>	<p>General County reductions</p>
<p>Sheriff Muhlhausen, Chief Deputy Gulbranson and Administrative Assistant Sjostrom addressed the Sheriff's Department proposals. The first proposal including closing the Jail at a projected savings of \$502,000 in personnel and operations expenses, however, it would result in prisoner boarding and transportation costs in the amount of \$1,204,050.</p> <p>The second proposal recommended downsizing the department by 9 positions for a savings of \$735,300. This would result in a loss of revenue, and a reduction in services, allowing the department to only answer emergency calls. Sheriff indicated these reductions would not be efficient use of funds and downsizing would create internal havoc, equipment would become outdated and crime would increase. The Law Enforcement was recommending status quo of the funding, including approval of the department's new position requests.</p>	<p>Sheriff's Dept. reductions and priorities</p> <p>Sheriff's Dept. cont.</p>
<p>Health Director/Health Officer Hodgson addressed the Public Health Department reductions and priorities. Hodgson indicated the department reduction proposals ranged from 15% down to 5%. The 15% reduction equaled \$109,030. Proposals included elimination of the Jail Nurse position (transfer to Sheriff's Department), elimination of employee health program, Fair Booth, Healthcheck program, Foot Care clinics and the Elmwood and Plum City Office sites. The department also proposed the use of B-3, Reproductive Health and Prenatal Care Coordination program reserves, reduction of staff training and a decrease in the 2007 County appropriation for the Home Care Program. Hodgson also offered several general cost saving ideas.</p>	<p>Public Health Dept. reductions and priorities</p>
<p>Committee members commended Hodgson for the fine presentation.</p>	
<p>Recess for lunch.</p>	<p>Lunch</p>
<p>Committee continued going through department program worksheets and 15% reductions. Motion by Barkla/Purdy that the Sheriff's Department proposal be referred back to the committee with the committee coming back with their recommendations as to how the budget can be cut. <i>Motion passed.</i></p>	<p>Reductions and priorities</p> <p>(Barkla not available by phone)</p>

<p>AC Kephart addressed the Administration reduction proposals. Recommendations included reducing the AC position to .8 FTE, discontinue post-offer physical, place smaller position vacancy ads, limit the number of screening committees called for position vacancies, and eliminate the Health Fair. Discontinuing the lease with M & I Bank would reduce expenditures by \$54,000.</p> <p>Clerk of Court Feuerhelm presented the department's proposed reductions. The elimination/reduction of line items for juries and count appointed counsel was suggested because these expenditures can vary greatly. The other proposal was reduction in staff hours.</p> <p>Register in Probate Claflin stated all programs in the department are mandated and she could only offer staff reduction. She would like to pursue further the collection of fees for public defenders and other services provided through the office.</p> <p>Corporation Counsel's Office proposed 5 options for reductions. The Committee accepted Option #1 which reduces operating costs by \$3,000.</p>	<p>Administration</p> <p>Clerk of Court</p> <p>Probate</p> <p>Corporation Counsel</p>
<p>County Clerk Feuerhelm suggested the elimination of Directories or possibly generating revenue by soliciting advertising to be included in the Directories. Other proposals included elimination of the Switchboard and the transfer of the Veteran's Graves program to another department.</p> <p>District Attorney/Victim Witness reductions would require reduction in staff or staff hours.</p> <p>Economic Development Corporation is appropriated \$36,400 and received a 7% fee for management of the Revolving Loan Fund. Committee approved a 15% reduction in the 2007 appropriation.</p> <p>Emergency Management's proposal included a total of \$5,760 in reductions in operational expenses from EM, LEPC and EMS. The committee accepted the reductions as proposed at \$5,760.</p> <p>The Fair Department indicated their reductions would require cuts in the operating budget in the amount of \$1,811. No cuts were recommended.</p>	<p>County Clerk</p> <p>DA/Victim Witness</p> <p>EDC</p> <p>Emergency Management</p> <p>Fair</p>
<p>Information Services proposed a number of reductions in operations and capital outlay. (Barkla returned by Polycom). Committee approved reduction of \$9,470 GCS Warranty, \$16,000 Special Projects, and \$7,000 for faxes/copiers.</p>	<p>Information Services</p>
<p>Land Conservation proposed reductions in Outlay, Cost Sharing, PL556 Maintenance and Personnel for a total of \$67,597 (Barkla lost from Polycom). Committee approved all of the reductions recommended.</p>	<p>Land Conservation</p>

<p>Land Management proposed reductions of 15% in the amount of \$70,000. Reductions included adjustments to Professional Services (Planning), Professional Services (GIS), Road Repair (Surveyor), and Office Equipment (Zoning). Motion by Holst/Lockwood to accept the recommended reductions in the amount of \$70,000, less \$102, with the Smart Growth funds to rollover. <i>Motion passed.</i></p>	<p>Land Management</p>
<p>Library proposed reductions totaling \$15,343, or 3.74% of the budget. The Library reduction proposal was referred back for further review and explanation.</p>	<p>Library</p>
<p>Parks proposed reduction of \$27,343 through reducing capital outlay for Campgrounds and Picnic Area. The committee accepted the proposed reductions.</p>	<p>Parks</p>
<p>Register of Deeds suggested some increase in fees and the reduction of staff. The proposal was referred back to the Register of Deeds for further research as to a possible decrease in revenues for 2007.</p>	<p>Register of Deeds</p>
<p>Recycling proposed a number of reductions including repair and maintenance, professional services, operating supplies, advertising, refuse collection, training and conferences, capital equipment and improvements and miscellaneous, all totaling \$135,849. There was discussion that User Fees might be considered to fund replacing the baler. The committee accepted the proposed reductions as presented.</p>	<p>Recycling</p>
<p>Clean Sweep proposed reductions in labor, professional services, printing and duplication, postage and box rent, and refuse collection. The committee accepted proposed reductions in the amount of \$16,100.</p>	<p>Clean Sweep</p>
<p>Solid Waste proposed reductions in the amount of \$4,187. No cuts were necessary as the reduction was accomplished through the other two budgets from the department.</p>	<p>Solid Waste</p>
<p>Treasurer proposed operation expense reductions in the amount of \$1,000 and staffing reductions. Committee accepted the proposed reduction of \$1,000 in operating expenses.</p>	<p>Treasurer</p>
<p>Property Lister offered a staff reduction from 40 to 35 hours per week. Committee accepted the proposed reduction in the amount of \$4,730.</p>	<p>Property Lister</p>
<p>UW Extension proposed reductions totaling \$45,345. There was discussion of combining the part time Extension Secretary position with the Fair Secretary position. Committee accepted the proposal to reduce supplies and expenses by \$7,550 and part time staffing by \$33,075.</p>	<p>UW Extension</p>
<p>Veterans Service proposed reducing personnel and operating costs as well as increasing revenue. No action was taken.</p>	<p>Veterans Service</p>

AC Kephart provided a brief summary of costing for proposed 2007 non-represented employee wage adjustments. The calculations were based upon accepting the new grade placements from the BCC market study. He stated increases were roughly \$15,000 per each ½% of increase.

Non-rep wage costing

Pittman arrived.

Motion by Purdy/Lockwood to defer until the next meeting discussion and action on supervisor's proposed 2007 budget priorities. New personnel requests will be acted upon during future budget discussions. *Motion passed.*

Deferred action

Meeting dates: August 21 at 6:00 a.m. for additional review and discussion of budget reductions for Highway, Human Services, Public Health and Sheriff's Department, as well as other reduction proposals.

Meeting date

At the September 11th meeting Auditor Steve Tracey will be asked to provide the Audit Report and Management Letter.

Future agenda items

Motion by Gilles/Lockwood to adjourn at 3:25 p.m. *Motion passed.*

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, August 21, 2006 – 6:00 p.m.****County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	CONSENT CALENDAR – Discuss and take action on: <u>General Items:</u> 2a Establish and approve agenda 2b Approve minutes of 8/7/06 2c Approve minutes of 8/9/06 <u>Finance Items:</u> 2d Treasurer’s report 2e Create TRaCS Grant budget and accept \$45,000 in funds <u>Personnel Items:</u> None	Chair
3	Discuss and take action to create St. Croix Valley Drug Task Force budget and accept \$90,025 in funds	Sheriff Muhlhausen
4	Discuss and take action on request for County credit card	J. Huppert
5	Discuss and take action on out-of-state travel request for Human Services employee	Bicha
6	Discuss and take action on modification to Office on Aging staffing plan	Bicha
7	Discuss and take action to amend Chapter 237-6, County Code, regarding buildable lots relating to land division	Pichotta
7	Discuss and take action on Department’s proposed 2007 budget priorities	Members
8	Discuss and take action on Supervisor’s proposed 2007 budget priorities	Members
9	Discuss and take action on costing for 2007 non-represented employee wages	Members
10	Future agenda items	Members
11	Set meeting dates	Members
12	Adjourn	

8/11

A quorum of county board supervisors may be present

Approved 9/11/2006

FINANCE AND PERSONNEL COMMITTEE MEETING Monday, August 21, 2006 – 6:00 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2006-19	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:00 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Ron Lockwood Kirstin Schilling Rich Purdy Paul Barkla Jeff Holst John Kucinski William Gilles	District #7 District #10 District #3 - Polycom District # 5 - Polycom District #16 District #8 District #14	Those present
Also present:	Julie Brickner	Finance & Budget Dir.	
Excused:	Curt Kephart Brad Lawrence	Administrative Coord. Corporation Counsel	
Others present:	Skog, Bicha, K. Hass, Huppert, Christopherson, Hodgson, Muhlhausen, Sjostrom, T. Gunderson Ben Plunkett Jim Camery	District #4 District #2	
Chair called for public comment. None.			Public comment
Motion by Barkla/Purdy to approve the items on the consent calendar as follows: a. Establish and approve agenda b. Approve minutes of 8/7/06 c. Approve minutes of 8/9/06 d. Treasurer's report with balances in the amount of \$20,892,424.37 e. Create TRaCS Grant budget and accept \$45,000 in funds. <i>Motion passed.</i>			Consent calendar
Motion by Barkla/Purdy to table discussion on the St. Croix Valley Drug Task Force budget until Law Enforcement Chair Kucinski arrives. <i>Motion passed.</i>			St. Croix Valley Drug Task Force

<p>Information Services Director Huppert presented a request for a County credit card. She stated that in the past month she encountered 3 instances where credit card purchase was the only option. She has used her personal account but that causes problems with tax exempt status and reimbursement. Committee discussed whether a card should be approved for the IS Department or one for use by the entire County. Finance & Budget Director Brickner recommended getting one card for use by the entire County and noted that the County could be eligible for cash back on purchases depending upon the card company selected. Motion by Barkla/Purdy to approve application for a County credit card and to designate Brickner as the individual responsible for the card. Finance & Budget Director Brickner and Information Services Director Huppert will research cards and options and make the selection. <i>Motion passed.</i></p>	<p>Credit card</p> <p>Credit card, cont</p>
<p>Human Services Director Bicha addressed a request for out-of-state travel for an AODA Counselor with the full cost of the training covered by the initiative with the exception of the Counselor's wages. Motion by Barkla/Lockwood to approve request to pay salary for Counselor Holden and authorize for out-of-state travel for training. <i>Motion passed.</i></p>	<p>Out-of-state travel request</p>
<p>Holst arrived.</p>	
<p>Proposed modification to the Office on Aging staffing plan was addressed by Human Services Director Bicha and Office on Aging Supervisor Hass. The revisions will delete the .8 FTE Administrative Assistant position and increase the .5 FTE Accounting Assistant position to FT 35 hrs per week. Savings will amount to roughly \$9,000 per year. Office on Aging will pick up \$16,000 in their allocation by transferring the Commodities Clerk to the Office on Aging. Motion by Barkla/Purdy to adopt the revised the staffing plan. <i>Motion passed.</i></p>	<p>Office on Aging Staffing Plan</p>
<p>Land Management Committee member Holst addressed the department's request to amend §237-6 of the Pierce County Code. He indicated the action will clean things up and make them more understandable so that only "buildable" lots are to be considered for purposes of determining the type of land division. He stated there had been no public opposition at the Public Hearing. Motion by Barkla/Holst to approve amendment to §237-6 of the Pierce County Code and recommend adoption by the Pierce County Board of Supervisors. <i>Motion passed with Purdy abstaining.</i></p>	<p>Amend §237-6 of the Pierce County Code</p>
<p>Motion by Barkla/Purdy to defer action on the 2007 budget proposal from the Sheriff's Department until they receive a recommendation from the Law Enforcement Committee. <i>Motion passed.</i></p>	<p>2007 Sheriff's Dept. budget</p>
<p>Kucinski, Gilles and Plunkett arrived.</p>	

<p>Finance & Budget Director Brickner provided general budget information and stated that the preliminary information had indicated the levy can increase \$418,000 over last year, however, health insurance premiums are being increased by 12% and bargaining contract settlements allow for 3% wage adjustments for 2007. It is anticipated that interest rates will increase for 2007, however, fuel costs were also increasing. Brickner stated that budgets are due in Administration by 9/22 and once the departments have submitted their budgets the final figures will be available so that the committee can determine whether budget cuts need to be made and the amount of the cuts.</p>	<p>General budgeting information</p>
<p>Committee members discussed the proposed budget reductions submitted by Purdy. While the members did not all necessarily agree with all of Purdy's recommendations, they agreed that the list should be distributed to the department heads and county board supervisors. Purdy suggested that the supervisors of departments may want to take advantage of the spreadsheet that he created for the document and offered to make it available for anyone who was interested in forwarding their recommendations in that format. Any cuts they may propose should be made available to the committee or Administration by the 9/11 meeting.</p>	<p>Purdy's reduction proposals Purdy's proposals cont.</p>
<p>The question was raised as to whether the Committee intended to meet individually with each department to discuss their preliminary 2007 budget proposal. Motion by Barkla/Holst that between now and 9/22, the Administrative Coordinator, Finance & Budget Director Brickner and standing committee chairs meet with departments to come up with recommendations for budget reductions.</p> <p>These meetings would be instrumental in assisting the Administration Department in gathering the most complete budgeting information to be used to compile the preliminary 2007 expenditure and revenue totals.</p> <p><i>Motion passed.</i></p>	<p>Preliminary draft budget review</p>
<p>There was discussion as to whether the Committee wished to proceed to examine the program priorities, proposed budget reductions and reduction impacts for the Human Services Department, Highway Department, Public Health Department and Sheriff's Department. Motion by Purdy/Barkla to defer action on these proposals until the next meeting.</p>	<p>Defer action on proposals</p>
<p>Committee stated they were awaiting an updated budget proposal from the Law Enforcement Committee. Law Enforcement Chair Kucinski said their committee had forward to the Finance and Personnel Committee the requested 15% reduction proposal but recommended against its adoption. The committee had been split on a proposed budget that would include a 3% increase and another proposal that would freeze the budget.</p>	<p>LE revised proposal</p>
<p>Camery arrived.</p>	

<p>There was a lengthy discussion involving possible methods for budget containment. Sheriff Muhlhausen addressed his proposal to hire 2 positions in dispatch, offsetting the cost with the reduction in overtime.</p> <p>The Sheriff agreed to come back with an updated proposal that would contain something in the 3% - 5% or even 10% reduction. Discussion as to whether Human Services, Highway and Public Health departments should also be offered the opportunity to return with reduction proposals of less than 15%. <i>Motion to defer action failed with Purdy voting yes and Lockwood, Gilles, Holst and Kucinski voting no.</i></p>	
<p>Motion by Barkla/Purdy to accept 2007 recommended budget cuts as presented for Human Services, Public Health and Highway with the understanding that they might change. There will be more discussion on the previously reviewed general proposed cuts that were reviewed on 8/9. <i>Motion passed.</i></p>	<p>Accept budget reductions as presented</p>
<p>Motion by Barkla/Purdy to remove from the table the St. Croix Valley Drug Task Force budget and funding. <i>Motion passed.</i></p>	<p>Remove from table</p>
<p>Sheriff Muhlhausen addressed the proposed St. Croix Valley Drug Task Force grant budget stating it is a tri-county effort and it is Pierce County's turn to administer the grant. There is no County levy money in this budget. Kucinski stated he has raised the question as to whether the County should accept the administration of the grant if it requires a County employee to spend a considerable amount of time on the project. There was discussion as to whether the County Investigator needed to perform the grant activities or if someone else on staff could do it. Motion by Barkla/Lockwood to accept the St. Croix Valley Drug Task Force grant in the amount of \$90,025 and create the budget. <i>Motion carried. Kucinski and Purdy opposed.</i></p>	<p>St. Croix Valley Drug Task Force budget</p>
<p>There was a brief discussion of the results of the Board member's budget brainstorming suggestions that had been compiled by AC Kephart. Motion by Purdy/Holst to accept the results and forward a copy to all departments. <i>Motion passed.</i></p>	<p>Budget Brainstorming</p>
<p>Motion by Barkla/Purdy to defer action on 2007 non-represented employee wages until 9/11. <i>Motion passed.</i></p>	<p>2007 non- rep wages</p>
<p>Chair Schilling made several announcements. The ICM Quarterly Report is available and will be provided to members. If there are questions or concerns, Mr. Moore will be scheduled to appear at a future meeting.</p> <p>The 2005 Audit Reports are available and will be distributed with materials for the 9/11 meeting when Mr. Tracey is scheduled to appear to review the report with the committee.</p>	<p>Quarterly Financial Report</p> <p>2005 Audit Reports</p>

<p>Committee members were in agreement that draft meeting minutes will continue to be provided to them and they will have adequate time after they receive them to forward comments or corrections to the minute-taker. Following their opportunity for review the minutes will be put onto the web site and noted as a draft. Following their approval at the next meeting the minutes will be officially adopted and considered final.</p>	<p>Distribution of meeting minutes</p>
<p>Early deadline of 8/31 for agenda items for the 9/11 meeting.</p>	<p>Early deadline</p>
<p>Meeting dates set for 9/11 and 9/25 at 6:30 p.m. Budget review is scheduled for Monday, October 2 at 8:30 a.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Barkla to adjourn at 8:08 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, September 11, 2006-6:30 p.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish Quorum 1b Committee will receive public comments not related to agenda items	Chair
2	CONSENT CALENDAR – Discuss and take action on:	Chair
	<p><u>General Items:</u> 2a Establish and approve agenda 2b Approve minutes of 8/21/06 as distributed.</p> <p><u>Personnel Items:</u> None</p> <p><u>Finance Items:</u> None</p>	Consent calendar
3	Discuss and take action to create the Wellness Advisory Committee	Kephart
4	Discuss and take action on 2005 Financial Audit and Management Letter	Steve Tracey
5	Discuss and take action to award automotive bid	Kephart
6	Discuss and take action on vehicles for Human Services	Bicha
7	Discuss and take action on 2007 wage adjustments for non-represented employees	Kephart
8	Discuss and take action to establish Grade for Paralegal position	Kephart
9	Committee will convene into closed session pursuant to: 9a §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal position compensation; and 9b §19.85(1)(f), Wis. Stats. Considering financial, medical, social or personal histories of disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: Parks employee and Emergency Management employee leave of absence request	<p align="center">Paralegal compensation</p> <p align="center">LOAs</p>

	9c §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank Building	M & I Bank Building
10	Committee will return to closed session and take action on closed session item, if required	
11	Administrative Coordinator's report	Kephart
12	Future agenda items	Members
13	Set future meeting dates	Members
14	Adjourn	
	<i>A quorum of County Board Supervisors may be present</i>	<i>8/30</i>

APPROVED 9-25-06

APPROVED MINUTE OF FINANCE AND PERSONNEL COMMITTEE
 Monday, September 11, 2006 – 6:30 p.m.
 County Board Room

STATE OF WISCONSIN

OFFICE OF AMINISTRATION

COUNTY OF PIERCE

2006-20

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:34 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Kirstin Schilling Ron Lockwood John Kucinski Jeff Holst William Gilles Curt Kephart Bradley Lawrence Ben Plunkett	District #3 District #5 District #10 District #7 District #8 District #16 District #14 AC Corporation Counsel District #4
Excused:		Those present
Also present:		
Chair Schilling called for public comment. Monica Laust from Prescott, Pat Rynda, from Prescott, Joe Traynor, from Plum City, Bob Larson, from Plum City, and Delvina Larson, from Plum City, each commented with regard to the budget issues and the impact upon Human Services. They generally noted that they understand the difficult position the County is in and that the County Supervisors have difficult financial decisions to make, but that money spent on human services is money well spent, that money is better spent on people than things, that the services received from Human Services are not luxury, but survival, that the County should be creative so families do not lose services, and that the County should consider other ways of increasing revenue rather than cutting services.		Public comment

<p>Motion by Barkla/Holst to approve consent calendar items as follows:</p> <ul style="list-style-type: none"> a. Establish and approve agenda b. Approve minutes of 8/21/06 <p>Purdy recommends a minor revision to the minutes on p.3 under the topic `Purdy’s proposals cont.’ to be consistent with his intentions as follows: “Purdy suggested that the <u>supervisors of departments</u> may want to take advantage ...”. Motion by Barkla/Holst for a friendly amendment to include the minor revision. No objections. <i>Motion to approve Consent Calendar with the friendly amendment passes.</i></p>	<p>Consent Calendar</p> <p>Consent Calendar cont’d</p>
<p>Motion by Barkla/Purdy to table the Wellness Advisory Committee issue. <i>Motion passed.</i></p>	<p>Wellness Advisory Committee</p>
<p>Steve Tracey of Tracey and Thole, S.C., Pierce County’s auditors, went through the Audited Financial Statements and Supplementary Information for the year ended December 31, 2005. The County is on a “fund accounting” system, and reported that this is the third year of using GASB 34 reporting, which is required for local units of government. As this is the third year using GASB 34 reporting, trends should now start appearing. He commented that a 25-30% range is recommended for the undesignated general fund to annual expenditures ratio. Further, that during 2005, the General Fund went up from \$11,181,428 to \$11,856,986, which he considered good. He also commented that the health insurance fund amount was strong. He recommended that the Committee review the “Management’s Discussion and Analysis” (pp. i to x of the report). A Management Letter has not been issued yet, and will come when the Compliance Audit is issued. They will be finishing the Compliance Audit between now and October.</p>	<p>2005 Financial Audit</p>
<p>Committee considered the purchase of a fleet vehicle. Many departments had not budgeted for the increase in mileage re-imburement and a third motor pool vehicle will reduce dependence on employee use of personal vehicles. AC Kephart indicated that only one bid had been received for a used Chevrolet Impala with approximately 26,000 miles, at a net price of \$14,900. Motion by Purdy/Barkla to reject all bids. <i>Motion passed.</i> AC Kephart was directed to look into purchasing a new vehicle on the basis of the State purchasing contract.</p>	<p>Automotive bids</p>
<p>Committee considered the request of the Department of Human Services in using two vehicles as fleet vehicles. The interest is in an effort to save county costs for the human services, and reducing the need for staff to use personal vehicles when transporting clients for work purposes. The two vehicles would be from Pierce Transportation, Inc., through the Office on Aging, where the vehicles have previously been used for transporting clients. They are a 2002 Chevy Venture mini-van with 45,000 miles, and a 2001 Chrysler mini-van with over 70,000 miles. Pierce Transportation, Inc. no longer uses these vehicles, and rather than sell them, have agreed to allow them to be leased to the Department of Human Services. The cost of using the two vehicles would save the department approximately .08 miles for every mile driven. The Committee acknowledged that it is possible the vehicles could be placed into the general motor pool, or the Human Services motor pool, or they could be sold. AC Kephart recommended that Human Services be allowed to use the vehicles for a test period of time, with a report back by the end of the year. Motion by Purdy/Lockwood, that Human Services be allowed to use the vehicles as requested on a trial basis until the first of the year, and it can be discussed at a later time the permanent decision on the status of the vehicles. <i>Motion</i></p>	<p>Vehicles for Human Services</p>

<p><i>passed.</i></p>	<p>Vehicles for Human Services cont'd</p>
<p>At the August 7, 2006 Finance and Personnel meeting the Committee accepted the BCC Study Grade and Step placements and the 10-Step Plan with the grid amounts to be determined. AC Kephart had available costing options for increases adjusted in increments of .5% up to 2.5%. Kephart indicated that the Bjorklund 10-Step grid is the baseline. Motion by Holst/Barkla to recommend to the full board adjusting the BCC 10 Step (Option 1) Plan baseline grid and approve an increase of 1% as set forth in Costing Worksheet 7c, to be implemented 1-1-07, with step increases if the employee meets necessary standards. <i>Motion carries with Purdy opposed.</i></p>	<p>2007 Wage adjustments for non-represented employees</p>
<p>On June 19, 2006 the Finance and Personnel Committee approved the reclassification request of Corporation Counsel Confidential Legal Secretary as presented, from Confidential Legal Secretary (Grade 8) to Paralegal (Grade 11) effective 1-1-07. Subsequently, on August 7, 2006 the Finance and Personnel Committee approved the use of the BCC 10 Step Plan grid effective 1-1-07. Therefore it is necessary to take action to change the Paralegal from the current non-represented 10 Step pay grid to the BCC 10 Step pay grid. The Committee considered the information received from BCC with regard to the Paralegal position, pursuant to direction given at the July 7, 2006 Finance and Personnel Committee meeting. Motion by Purdy/Barkla to set the Grade for the Paralegal position on the BCC 10 Step pay grid at Grade 16, effective 1-1-07. <i>Motion passed.</i></p>	<p>Establish Grade for Paralegal position</p>
<p>Motion by Barkla/Lockwood to take Wellness Advisory Committee issue off the table. <i>Motion passed.</i> Administration is requesting that the Wellness Advisory Committee be created to serve in an advisory (not policy making) capacity. AC Kephart informed the Committee that the proposed composition of the Committee will include the Union President or a representative from each of the 6 bargaining units, one non-represented individual, and one elected official, and further that the Insurance Coordinator, Personnel Coordinator, Third Party Administrator insurance representative, Administrative Coordinator and the Corporation Counsel will serve as ex officio advisors. The Mission of the Committee is to advise the Personnel Committee on how to structure health insurance packages and on how else the County can encourage and/or provide other health insurance plan programs or policies to improve health of the employees. Motion by Barkla/Holst to approve the Mission. <i>Motion carries with Kucinski opposed.</i> Motion by Barkla/Lockwood to approve creating the Wellness Advisory Committee and its composition. <i>Motion passed with Kucinski opposed.</i></p>	<p>Wellness Advisory Committee</p> <p>Wellness Advisory Committee</p> <p>cont'd</p>
<p>Motion by Barkla/Holst to amend the agenda, item #10, as follows: "Committee will return to closed <u>open</u> session and take action on closed session items, if required." <i>Motion passed.</i></p>	<p>Amend Agenda</p>

<p>Motion by Barkla/Purdy to convene into closed session at 8:57 p.m. pursuant to:</p> <p>§19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal position compensation; and</p> <p>§19.85(1)(f), Wis. Stats. Considering financial, medical, social or personal histories of disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: Parks employee and Emergency Management employee leave of absence request</p> <p>and §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank Building. <i>Motion passed.</i></p>	<p>Closed Session:</p> <p>Paralegal compensation</p> <p>Parks employee and Emergency Management employee leave of absence requests</p> <p>M&I Bank Building</p>
<p>Motion by Barkla/Purdy to return to open session at 10:00 p.m. <i>Roll call vote unanimously passed.</i></p>	<p>Open session</p>
<p>Motion by Kucinski/Purdy that the Corporation Counsel Paralegal be assigned to Step 2 of the BCC 10 non-represented pay grid effective 1-1-07. <i>Motion passed.</i></p>	<p>Paralegal Compensation</p>
<p>Motion by Purdy/Barkla to approve a leave of absence for Parks employee commencing September 19, 2006 through September 25, 2006 (6 weeks from the 8-15-06 "Health Insurance Claim" form) and furthermore to authorize up to an additional 6 weeks, through November 6, 2006 (12 weeks total from 8-15-06), with appropriate supplementary medical support, subject to review and confirmation by the Administrative Coordinator. <i>Motion passed.</i></p>	<p>Parks employee leave of absence</p>
<p>Motion by Barkla/Purdy to approve a leave of absence for Emergency Management employee beginning effective approximately October 26, 2006 through January 2, 2007 with a portion of the time unpaid. <i>Motion passed.</i></p>	<p>Emergency Management employee leave of absence</p>
<p>AC Kephart passed out 'Pierce Notes.' The County Board Chair, 1st Vice-Chair and 2nd Vice-Chair will be meeting with the Department Heads on Wednesday, September 13, 2006 to discuss the Strategic Planning process and the budget. Current budget reductions will change the way Pierce County does business.</p>	<p>AC's report</p>
<p>No specific future agenda items were identified.</p>	<p>Future agenda items</p>
<p>Meeting dates: Next regular meeting 9/25 at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Barkla to adjourn at 10:08 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Friday, September 15, 2006 – 9:00 a.m.

County Board Room

Meeting Cancelled - Sept 13, 2006

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on 2007 budget proposals for: 2a County Board 2b Codification of Ordinances 2c Other Legal 2d Administration 2e Personnel 2f Other General Admin & Postage 2g Indirect Cost Study 2h Independent Accounting & Auditing 2i Liability Ins. & Work Comp Approp. 2j Cafeteria Insurance 2k Public Safety Commission 2l West Cap 2m Mississippi River Parkway 2n Regional Planning 2o Regional Veteran's Request	Kephart/Brickner
3	3a County Clerk 3b Elections 3c Switchboard 3d Tax Deed Expenses 3e Care of Soldiers Graves	County Clerk
4	4a Treasurer 4b Assessment of Property	Treasurer
5	5a Corporation Counsel	Corp Counsel
6	6a Register of Deeds 6b Land Records Modernization	Register of Deeds
7	7a Property Acquisition/Development	Kephart
8	8a Building Rental – M & I	Kephart
9	Future agenda items	Members

10	Administrative Coordinator's report	Kephart
11	Adjourn	Members

A quorum of County Board Supervisors may be present

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, September 25, 2006 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 9/11/06 Personnel items: None Finance items: 2d Treasurer's report	Chair
3	Discuss and take action on preliminary 2007 budget	Kephart
4	Committee will convene into closed session pursuant to:	Closed session
	4a §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance goals and employment agreement	AC evaluation
5	Committee will return to open session and take action on closed session items, if required	Members
6	Administrative Coordinator's report	Kephart
7	Future agenda items	Members
8	Future meeting dates	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

9/18/06

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, September 25, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2006-21

The Pierce County Finance and Personnel Committee met in the County Board room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.	Meeting convened
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The Chair acknowledged those present and established there was a quorum.	Establish quorum
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Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles	District #3 District #5 District #7 District #8 District #10 District #14	Those present
Also present:	Jeff Holst Curt Kephart Julie Brickner Jerry Kosin Ross Christopherson Reggie Bicha	District #16 AC Finance & Budget Director District # 15 Highway Comm. HS Director	

Chair Schilling called for public comment. Mary Abel, Plum City, spoke regarding the preliminary 2007 budget. She stated she has 2 special needs children and services from the State have been reduced. She and her family must rely upon some County services and she doesn't know what else her family will do if County budget cuts affect her family.	Public comment
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Motion by Barkla/Purdy to approve consent calendar items as follows: a. Establish and approve agenda b. Approve minutes of 9/11/06 c. Treasurer's report with fund balances as of 8/31/06 in the amount of \$16,093,775.45 d. Accept Homeland Security Grant in the amount of \$24,800 <i>Motion passed.</i>	Consent Calendar
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<p>Review and discussion of bids received for sale of the El Paso Highway Shop. Commissioner Christopherson addressed the process followed in letting bids stating the Highway Committee had accepted the appraised value of \$22,000. Three bids were received. Holst questioned whether any consideration would be given to the El Paso Community Club for their civic involvement. He stated he would like to see them given some consideration since they put money back into the area. Gilles stated he didn't know if the Community Club has plans as to what they would do with the property.</p> <p>Motion by Kucinski/Holst to reject all bids. Barkla, Gilles, Schilling opposed. Lockwood abstained. <i>Motion failed.</i></p> <p>Motion by Barkla/Schilling to reconsider. <i>Motion passed with Kucinski opposed.</i></p> <p>Motion by Purdy/Barkla to realize there are other possible uses for the property and they would like to investigate other options. <i>Motion passed.</i></p>	<p>Sale of El Paso Shop</p> <p>Lockwood and Plunkett arrived</p> <p>El Paso Shop cont.</p>
<p>Finance & Budget Director Brickner and AC Kephart provided each member with a preliminary 2007 Budget book, explaining that each book contained proposed budgets, projected revenues, capital equipment requests, new positions, and capital improvement plans and 5-Year plans if they had been turned in.</p> <p>Committee members were also presented with a 2007 budget overview based upon all of the budget information that had been submitted by the September 22nd deadline. The information provided them with examples of two property tax operating levy options. Option #1 would maintain the county tax levy freeze at \$12,441,858 by reducing some combination of personnel, programs, capital equipment/improvements, or special projects by \$1,758,640. Option #2 The County would increase the levy by the net construction rate of 3.366%, allowing for a tax levy of \$12,860,650. The 2007 proposed budget would need to be cut by \$1,339,848.</p>	<p>Preliminary budget review</p>
<p>Committee had a lengthy discussion regarding the budgets presented from the departments. They also discussed the impact and outcome of their earlier directive to the departments and the committees regarding the 15% budget reductions for 2007. Some departments and committees had complied while others had not. There were numerous questions raised about individual budgets.</p>	
<p>Future budget meeting dates: 10/2/06 from 4:00 p.m. – 9:00 p.m. A tentative backup date was set for 10/4/06 from 4:00 p.m. – 7:00 p.m.</p>	<p>Budget meeting dates</p>

<p>Chair Schilling announced there will be no closed session because the Administrative Coordinator's employment agreement is not ready for their action pending review by Corporation Counsel. Chair also reported that she and Holst have met with Administrative Coordinator Kephart regarding his evaluation.</p> <p>Motion by Barkla/Gilles to defer indefinitely review of AC Kephart's employment agreement. <i>Motion passed.</i></p>	<p>Closed session</p>
<p>Future meeting dates: 10/16/06 at 6:30 p.m. and 10/30/06 at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>AC report: Kephart provided a brief handout of the previously proposed budget cuts. He also provided a summary of his attendance at the recent WCA Convention in La Crosse. He announced he, Chair Schilling, First Vice-Chair Barkla and Second Vice-Chair Kosin met with department heads at the 9/13 department head meeting.</p>	<p>AC Report</p>
<p>Future agenda items: Barkla noted the committee hasn't addressed the issue of what should be in the reserve fund. Kephart stated this information will be made available in the middle of next month. It will also include the status of the Contingency fund.</p>	<p>Future agenda items</p>
<p>Motion by Barkla/Gilles to adjourn at 8:10 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, October 2, 2006 - 4:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 9/25/06 Personnel items: Finance items:	Members
3	Present and review 2007 department and agency budgets 3a Review all department and agency budget requests 3b Select specific departments to discuss in greater depth 3c Take action on 2007 budget recommendations to Board	Kephart and Brickner
4	Administrative Coordinator's report	Kephart
5	Future agenda items	Members
6	Future meeting dates	Members
7	Adjourn	Members

This budget meeting may be recessed to a later date and time to continue deliberations.

A quorum of county board supervisors may be present.

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE
Monday, October 2, 2006 – 4:00 p.m.
County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-22

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 4:07 p.m.	Meeting convened
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The Chair acknowledged those present and established there was a quorum.	Establish quorum
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Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Those present
Also present:	Curt Kephart Julie Brickner Steve Tracey Caralynn Hodgson Neil Gulbranson Kim Sjostrom Reggie Bicha Donna Robole Ross Christopherson Laurie Lundgaard Ed Hass Greg Andrews Jim Reichert Eric Anderson	Admin. Coord. F & B Director Auditor PH Director Chief Deputy Admin. Assist. HS Director HS Bus. Man. Hwy Comm. Hwy Off. Man. UW Extension- Resource Agent UW Extension- Ag Agent Citizen Presc. Journal	

Chair Schilling called for public comment. There was none.	Public comment
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Motion by Barkla/Purdy to approve consent calendar items as follows: a. Establish and approve agenda, and b. Approve minutes of 9/25/06. <i>Motion passed.</i>	Consent calendar: Agenda Minutes
Supervisor Lockwood arrived at 4:18 p.m.	Lockwood arrived
Caralynn Hodgson, Public Health Director presented the proposed 2007 Public Health budget and answered questions. Deferred for further action.	Public Health budget
Supervisor Gilles arrived 4:47 p.m.	Gilles arrived
Neil Gulbranson, Chief Deputy Sheriff presented the proposed 2007 Sheriff budget and answered questions. Deferred for further action.	Sheriff budget
Recess at 5:35 p.m. for supper.	Recess
Meeting reconvened at 6:05 p.m.	Reconvene
Ross Christopherson, Highway Commissioner presented the proposed 2007 Highway budget and answered questions.	Highway budget
Recess at 7:07 p.m. for a short break.	Recess
Meeting reconvened at 7:15 p.m.	Reconvene
Extension Educator Ed Hass presented the proposed 2007 Ag/Extension budget and answered questions. A determination was made that the Ag/Extension proposed budget included figures that were not reflected in the numbers before the committee. Agreement was established on the proposed budget for Ag/Extension. No further action required.	Ag./Ext. budget
Human Services Director Reggie Bicha presented the proposed 2007 Human Services budget and answered questions. Deferred for alter action.	Human Services budget
Motion by Lockwood/Gilles to adjourn the meeting at 8:33 p.m. <i>Motion passed with Holst voting no.</i>	Adjourn

REVISED 10/3/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, October 4, 2006 - 4:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Committee will convene into closed session pursuant to: 2a §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 2b §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Human Service employees performance matters and preliminary consideration of personnel problems.	Closed session
3	Present and review 2007 department and agency budgets 3a Review all department and agency budget requests 3b Select specific departments to discuss in greater depth 3c Take action on 2007 budget recommendations to Board	Kephart and Brickner
4	Future agenda items	Members
5	Future meeting dates	Members
6	Adjourn	Members

A quorum of county board supervisors may be present.

APPROVED MINUTES FINANCE AND PERSONNEL COMMITTEE

Wednesday, October 4, 2006 – 4:00 p.m.

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-23

The Pierce County Finance and Personnel Committee met in the County Board Room of the Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 4:06 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles Jeff Holst	District #3 District #5 – Polycom District #7 District #8 District #10 District #14 District #16	Those present
Also present:	Curt Kephart Julie Brickner Don Rohl Jerry Kosin Mel Pittman Reggie Bicha R. Christopherson	Admin. Coordinator F & B Director District # 11 District #15 District #17 HS Director Hwy Commissioner	
Chair called for public comment. None.			Public comment
Motion by Holst/Kucinski to convene into closed session at 4:07 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where §19.85(1)(b), Wis. Stats. applies, which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: Human Service employees performance matters and preliminary consideration of personnel problems. <i>Roll call vote unanimously approved.</i>			Closed session
Supervisor Gilles arrived at 4:37 p.m.			Gilles arrived

Motion by Barkla/Purdy to return to open session at 5:12 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Committee members reviewed and discussed the proposed 2007 budgets presented by departments.	Budget review
Next meeting scheduled for Wednesday, October 11 at 4:30 p.m. to set the 2007 budget, set the 2007 levy, and discuss budget equity for all departments.	Meeting date
Motion by Barkla/Lockwood to adjourn at 6:13 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Wednesday, October 11, 2006 - 4:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items; 2a Establish and approve agenda 2b Approve minutes of 10/2/06	Members
3	Present and review 2007 department and agency budgets 3a Review all department and agency budget requests 3b Select specific departments to discuss in greater depth 3c Take action on 2007 budget recommendations to Board	Kephart and Brickner
4	Administrative Coordinator's report	Kephart
5	Future agenda items	Members
6	Future meeting dates	Members
7	Adjourn	Members

A quorum of county board supervisors may be present.

UN-APPROVED MINUTE OF FINANCE AND PERSONNEL COMMITTEE

Monday, October 11, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-24

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:37 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Kirstin Schilling William Gilles	District #3 District #5 District #10 District #14
Excused:	Ron Lockwood John Kucinski Jeff Holst	District #7 District #8 District #16
Also present:	Curt Kephart Julie Brickner Reggie Bicha Chuck Balzer Neil Gulbranson Ross Christopherson Ben Plunkett Don Rohl Jerry Kosin	AC Budget Director Human Services LTS Director Chief Deputy Sheriff Highway Commissioner District #4 District #11 District #15
Chair Schilling called for public comment. No comments were offered		Public comment
Motion by Barkla/Purdy to approve items on the consent calendar: a) Establish and approve agenda b) Minutes of 10/02/2006 F & P Meeting <i>Motion to approve consent calendar motion adopted unanimously.</i>		Consent calendar

<p>Motion by Barkla/Purdy to recommend to the County Board a 2007 levy increase set at the net new construction rate of 3.487% increase over 2006 levy allowing a tax levy of \$12,875,705. As a result of this action most local property tax payers on average would not see a levy increase from the County portion of the levy. This will also mean an additional \$1,324,793 in cuts from the remaining 2007 Department budget requests. <i>Motion passed with Gilles abstaining.</i></p>	<p>2007 Recommended Levy</p>
<p>Motion by Kucinski/Barkla to approve the additional 2007 Budget recommended cuts by Administration in the amount of \$87,741. <i>Motion passed with Gilles opposed.</i></p>	<p>2007 Budget Admin Recommended Cuts</p>
<p>Motion by Kucinski/Holst to remove new personnel requests for 2007 from all budgets to achieve a budget request reduction of \$329,596. <i>Motion passed with Purdy opposed.</i></p>	<p>2007 Personnel Requests</p>
<p>Motion by Barkla/Purdy to recommend to the full County Board that the 2006 projected budget deficit of Human Services in the amount of \$500,000 be removed from the proposed 2007 budget pending a final figure. <i>Motion passed unanimously.</i></p>	<p>2006 Projected Human Services Budget Deficit</p>
<p>Motion by Gilles/Holst to recommend to the full County Board that the 2005 budget deficit of Human Services in the amount of \$406,401 be retired with budgeted funds in the 2007 budget with a proposed re-organization of County-wide finance functions and a process review of management tasks. <i>Motion passed Holst nay.</i></p>	<p>2005 Human Services Deficit</p>
<p>Motion by Kucinski/Barkla to recommend to the full County Board a levy increase for Human Services in the amount of 3.487% equivalent to the levy cap imposed by the State and that the recommendations of the Human Services Board are reduced \$319,651 to achieve this goal. <i>Motion passed Purdy nay.</i></p>	<p>2007 Human Services Budget Request</p>
<p>Motion by Barkla/Gilles to cut the Sheriff's 2007 budget request by \$83,000 for a 0% change from 2006 to 2007. <i>Motion passed Purdy Nay</i></p>	<p>2007 Sheriff Budget Request</p>
<p>Motion by Gilles/Holst to accept the Highway proposal to waive the 4.5% administration fee for internal County departments and to commit \$100,000 in Highway funds to contingency. <i>Motion passed Purdy nay.</i></p>	<p>2007 Highway Budget Request</p>

Motion by Gilles/Barkla to remove \$26,450 from the proposed 2007 Extension budget request pursuant to the August 9, 2006 F & P recommendation. <i>Motion passed Gilles and Barkla nay.</i>	2007 Extension Budget Request
Motion by Purdy/Kucinski to amend the motion to approve the proposed 2007 Extension Budget by reducing funding for one support staff position bringing the total reduction to \$36,651. <i>Motion passed Barkla/Gilles nay.</i>	2007 Extension Budget Request Amendment
Motion by Barkla/Purdy to remove \$3,900 for a tractor from the Fair Grounds proposed 2007 budget. <i>Motion passed unanimously.</i>	2007 Fairgrounds Budget Request
Motion by Gilles/Barkla to amend the Fairgrounds 2007 budget request to a 0% increase from 2006 to 2007. <i>Motion passed unanimously.</i>	2007 Fairgrounds Budget Request Amendment
Motion by Gilles/Purdy to freeze all 2007 proposed funds designated for Economic Development until the Task Force on Economic Development completes its work. This will included PCEDC, MRPC, Pierce County Tourism, etc. <i>Motion passed unanimously.</i>	2007 Economic Development Budget Requests
Motion by Barkla/Gilles rollover unspent funds in the Property Acquisition Account from 2006 to 2007. <i>Motion passed unanimously.</i>	2007 Property Acquisition Account
Motion by Kucinski/Purdy to remove county funding from the Recycling Budget in the amount of \$39,261 from the 2007 proposed Recycling budget request. <i>Motion passed unanimously.</i>	2007 Recycling Budget Request
Motion by Purdy/Lockwood to move any 2007 cost containment funds to the Contingency Fund. <i>Motion passed unanimously.</i>	2007 Contingency Account Transfer
Motion by Gilles/Barkla to forward the revised 2007 Budget recommendations to the County Board for their review and approval as amended this day for a levy request of \$12,875,705 and a proposed budget of \$12,875,705. The Breakdown of the Levy is as follows: Operating Levy - \$12,276,017 Debt Services - \$ 0 County Library - \$ 399,688 County Aid Bridges - \$ 200,000 <i>Motion adopted Purdy nay.</i>	2007 Budget and Levy Recommendation
Announcements – The AC is to invite a representative of the Mississippi Regional Planning Commission to come to the October 30 th F & P meeting.	Flogstad Invited to October 30 th F & P Meeting
Motion by Holst/Barkla to adjourn at 6:50 p.m. <i>Motion passed unanimously.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

October 16, 2006 – 6:30 p.m.
 Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 10/2/06 2c Approve minutes of 10/4/06 2d Approve minutes of 10/11/06 <u>Personnel items:</u> <u>Finance items:</u>	Members
3	Discuss and take action to establish and approve fees for fingerprinting service	Sheriff Muhlhausen
4	Discuss and take action on bids received for El Paso Highway Shop	Christopherson
5	Discuss and take action on Emergency Management reporting relationship to Administrative Coordinator	Kephart
6	Discuss and take action on Medical Examiner BCC Grade placement	Kephart
7	Review Corporation Counsel recommendations regarding streamlining office workflow	Lawrence
8	Discuss and take action on extension of Ad Hoc Economic Development Task Force continuance	Barkla
9	Committee will convene into closed session pursuant to: §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank Building	Members
10	Committee will convene into closed session pursuant to: §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance goals; Administrative Coordinator employment agreement	Members
11	Committee will return to open session and take action on closed session items, if required	

12	Administrative Coordinator's report	Kephart
13	Future agenda items	Members
14	Future meeting dates	Members
15	Adjourn	Members

A quorum of county board supervisors may be present

10/9 – 2:30 p.m.

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, October 16, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-25

<p>The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:32 p.m.</p>			<p>Meeting convened</p>
<p>The Chair acknowledged those present and established there was a quorum.</p>			<p>Establish quorum</p>
<p>Members present:</p>	<p>Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling William Gilles Jeff Holst</p>	<p>District #5 District #7 District #8 District #10 District #14 District #16</p>	<p>Those present</p>
<p>Excused:</p>	<p>Rich Purdy</p>	<p>District #3</p>	
<p>Also present:</p>	<p>Curt Kephart Bradley Lawrence Jim Camery Don Rohl</p>	<p>AC Corporation Counsel District #2 District #11</p>	
<p>Chair Schilling called for public comments. Barkla advised members of information he had received from Wisconsin Counties Association entitled the <u>Election Year Toolkit</u> which provided an outline that could be used to set up a legislative forum or debate. It was noted that there would not be adequate time to make use of this information prior to the November elections, however, the committee members found the sample questions provided as part of the toolkit to be representative of issues that are of concern to Pierce County.</p> <p>Kucinski mentioned that WCA was putting on a program regarding Alternatives to Incarceration that he thought other County Board members might be interested in attending.</p> <p>Barkla stated that in response to the tone of discussions held in recent committee meetings he was requesting members to make every attempt to treat their colleagues with respect and refrain from sniping at one another. He indicated he</p>			<p>Public comment</p>

was a bit distressed with what he regarded as personal attacks of a colleague during a recent meeting of the committee.	
Motion by Barkla/Gilles to amend the consent calendar agenda to remove item #2b Approve minutes of 10/2/06. <i>Motion to amend passed.</i>	Amend Consent calendar
Motion by Holst/Barkla to approve consent calendar items as amended: a. Establish and approve agenda c. Approve minutes of 10/4/06 d. Approve minutes of 10/11/06 <i>Motion passed.</i>	Approve Consent calendar
Law Enforcement Chair Kucinski addressed the proposal from their committee in which they recommend that the County charge a fee for fingerprinting of non-criminal, out-of-County residents. The fee proposed is \$15.00 per set of prints. Motion by Lockwood/Barkla to approve establishing a \$15.00 fingerprinting fee for non-criminal, out-of-County resident requests and forward a resolution to the County Board. <i>Motion passed.</i>	Fingerprinting fee
Committee members reviewed 3 bids received for purchase of the El Paso Highway Shop. Motion by Holst/Gilles to accept bid of \$23,510 from Tony Huppert and forward legislation to the County Board. <i>Motion passed with Kucinski voting no.</i>	El Paso Highway Shop
Motion by Lockwood/Holst to approve accepting the recommendation of the Emergency Management Committee and have the Emergency Management Director report directly to the Administrative Coordinator. Lockwood stated the Emergency Management Committee's recommendation is an effort to streamline government operations and provide more accountability, cooperation and coordination between departments with the Committee becoming advisory. There was a question as to whether this action would have any application in other small departments. It was stated the immediate action was to focus on this department and the needs of this department. Holst called for the question. No opposition. <i>Motion passed with Schilling voting no.</i> Corporation Counsel informed the committee that there would likely be items of legislation required to implement the transition of supervisory role to the Administrative Coordinator. He was advised that the information did not need to be brought back to the committee for approval but should go straight to the county board for action.	EM Director report to Administrative Coordinator
Motion by Holst/Barkla to refer the BCC recommendation regarding Grade placement of the Medical Examiner back to the Law Enforcement Committee. <i>Motions were withdrawn.</i> Motion by Gilles/Lockwood to accept the recommendation of BCC of Grade 20 for the Medical Examiner position. <i>Motion passed with Barkla voting no.</i>	ME Wage

<p>Corporation Counsel Lawrence presented a written follow-up on one of his goals established for 2006 which was to analyze the workflow within the office and suggestions to streamline the flow. There was discussion that possibly his analysis of the workflow could be helpful to others and might be distributed to departments. Motion by Lockwood/Barkla to acknowledge receipt of the goals from Lawrence. <i>Motion passed.</i></p>	<p>Corporation Counsel goals update</p>
<p>Committee reviewed proposed legislation that would extend the term of the Ad Hoc Economic Development County Groups Committee. Committee member Camery was present and explained that their committee began their task by contacting each of the various economic development groups with a request for each to explain what services they were providing to the County. Questionnaires were sent out and the information returned was not useful. They were now preparing a new questionnaire to collect the data they felt was necessary for them to assess the value and contributions of each of the organizations. It was noted that at the 10/11/06 Finance & Personnel Committee meeting there was action take by the committee to freeze all 2007 proposed funds designated for economic development until the Ad Hoc Task Force completes their work. Corporation Counsel Lawrence will check to determine if the withholding of the funds could be contrary to any contractual obligations. Motion by Barkla/Lockwood to extend Ad Hoc Economic Development County Groups Committee until the end of January 2007. <i>Motion passed with Gilles and Holst voting no.</i></p>	<p>Ad Hoc Economic Development County Groups Committee extension</p>
<p>Motion by Barkla/Kucinski to convene into closed session at 7:15 p.m. pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank Building; and §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance goals; Administrative Coordinator employment agreement <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: M & I Bank AC goals, AC employment agreement</p>
<p>Motion by Barkla/Holst to return to open session at 9:10 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Future agenda items: Representative of MRRPC will be asked to appear at the October 30th meeting.</p>	<p>Future agenda items</p>
<p>Meeting dates: November 6th and 20th, 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Gilles/Barkla to adjourn at 9:12 p.m. <i>Motion passed.</i></p>	<p>Meeting adjourned</p>

REVISED 10/24/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

October 30, 2006 – 6:30 p.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 10/16/06 Personnel items: Finance items: 2c Treasurer’s report	Members
3	Discuss and take action to establish stop loss rates for 2007	Kinneman
4	Representative from MRRPC will address the committee	
5	Discuss and take action on: 4a Dog Damage Claims 4b Claims for Listing Dogs 4c Care of Soldiers’ Graves	J. Feuerhelm
6	Discuss and take action on lease of county-owned property	
7	Discuss and take action to amend §4-50 of the Pierce County Code regarding appointment of Ad Hoc committees	Lawrence
8	Discuss and take action on Disallowance of Claim – Wisconsin Bell	Lawrence
9	Discuss and take action on funding for lease at Village Hall	Kephart
10	Committee will convene into closed session pursuant to: §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator performance goals; Administrative Coordinator employment agreement	
11	Committee will return to open session and take action on closed session items, if required	
12	Administrative Coordinator’s report	
13	Future agenda items	
14	Future meeting dates	

A quorum of county board supervisors may be present.

10/24 9:00 a.m.

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, October 30, 2006 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2006-26

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Barkla called the meeting to order at 6:30 p.m.

Meeting convened

The Vice-Chair acknowledged those present and established there was a quorum.

Establish quorum

Members present:

Rich Purdy

District #3

Paul Barkla

District #5

Ron Lockwood

District #7

John Kucinski

District #8

William Gilles

District #14

Excused:

Kirstin Schilling

District #10

Jeff Holst

District #16

Also present:

Curt Kephart

AC

Bradley Lawrence

Corporation Counsel

Greg Flogstad

MRRPC

Wanda Kinneman

Insurance Coordinator

Jamie Feuerhelm

County Clerk

Don Rohl

District #11

Those present

Vice-Chair Barkla called for public comments. There were none.

Public comment

Consent calendar. Motion by Kucinski/Lockwood to approve consent calendar items:

Consent calendar

a. Establish and approve agenda

b. Approve minutes of 10/16/06

c. Treasurer's report

Motion passed with Purdy abstaining.

<p>Insurance Coordinator Wanda Kinneman presented information regarding stop loss coverage rates for 2007. Two proposals were presented that will continue the stop loss limit at \$60,000 per claim. Kinneman explained that when the 2007 health insurance rates were established earlier in the year the County couldn't lock in on the stop loss rates because we didn't have enough claims history for 2006. She also stated that Anthem is with Blue Cross/Blue Shield so coverage is a package deal and they can transfer our data internally versus carrier Sun Life without re-entering data. Motion by Purdy/Lockwood to approve and authorize Anthem for stop loss coverage effective 1/1/07 at a cost of \$339,977. <i>Motion passed.</i></p>	<p>2007 Stop Loss Insurance rates</p>
<p>Greg Flogstad, MRRPC, was introduced to the committee by Supervisor Purdy. Purdy, Supervisor Camery, and citizen Bill Schroeder are currently representatives serving on the Commission. Flogstad explained he was in attendance to explain to the committee what the MRRPC organization can help the County with relating to planning and economic development assistance. Flogstad stated that the Commission was formed in 1964 after several counties petitioned the governor to form regional planning commissions. Pierce County is one of the original members of the 9-county commission and there are 8 commissions in the State. He stated that over the years MRRPC has worked with the County on various projects including industrial parks, grant eligibilities and comprehensive economic planning for the region. The Commission was also involved with the floodplain buyout for Trenton Island, Maiden Rock, Bay City and Plum City. They continue to assist with the Community Development Block Grant Revolving Loan Fund Program. Additional projects include the Bike Plan and development of the Trenton Industrial Park RFP.</p>	<p>MRRPC Update Supervisor Rohl arrived</p>
<p>Barkla suggested that in the near future Flogstad might make himself available to talk with the Ad Hoc Economic and Industrial Development County Groups Committee. It felt it would be very helpful.</p>	
<p>County Clerk Feuerhelm addressed a dog damage claim filed by Jerome Maier, Trimble Township, in the amount of \$625 for 5 dead ewes. Motion by Kucinski/Lockwood to approve payment of \$625 to Jerome Maier and forward a resolution to the County Board. <i>Motion passed.</i></p>	<p>Dog Damage Claims</p>
<p>County Clerk Feuerhelm presented the claims for listing dogs which represents payment to individuals who list dogs in each municipality. Motion by Purdy/Kucinski to approve payment from dog license fund to dog listing officials as set forth in the amount of \$2,022 and forward a resolution to the County Board. <i>Motion passed with Gilles opposed.</i></p>	<p>Claims for Listing Dogs</p>
<p>County Clerk Feuerhelm presented claims for the care of soldier's graves. Motion by Kucinski/Purdy to approve payment for the care of soldier's graves as set forth in the aggregate amount of \$6,150 for the proper and decent care of said graves sites and forward a resolution to the County Board. <i>Motion passed.</i></p>	<p>Care of Soldier's Graves</p>

County Clerk Feuerhelm addressed a request to extend an existing lease of county-owned property in the Village of Ellsworth. The County has leased 15.8 acres to Dennis Olson since 1997. Motion by Kucinski/Purdy to approve the extension of lease of 15.8 acres of County-owned property to Mr. Dennis Olson for one year, from December 17, 2006 through December 16, 2007, at a rate of \$55 per acre. <i>Motion passed.</i>	Lease of county-owned property
Discussion of a proposed housekeeping item related to reference to the composition of Ad Hoc Committees. Motion by Purdy/Kucinski to approve the ordinance to amend §4-50 of the Pierce County Code to make proper reference to §4-12 rather than §4-10, and forward to the County Board with a recommendation for approval. <i>Motion passed.</i>	Amend §4-50 of the PC Code
Corporation Counsel Lawrence addressed a request to disallow a claim filed by Wisconsin Bell. The action was being requested by outside counsel. Motion by Gilles/Kucinski to approve the resolution to disallow the claim of Wisconsin Bell, Inc. and forward to the County Board with a recommendation for approval on a first reading. <i>Motion passed.</i>	Disallow claim-WI Bell
Committee reviewed a request for funding of rental at the Ellsworth Village Hall. Motion by Kucinski/Purdy to approve and authorize designation of funds from contingency for 2006 to Building maintenance and facilities account for space rental at Ellsworth Village Hall. Be it further resolved that the recommendation include funding in the 2007 budget in an amount not to exceed \$12,000 for the annual rental of Ellsworth Village Hall or until other agencies pick up the expense. <i>Motion passed.</i>	Funding for rental space at Village Hall
Motion by Gilles/Lockwood to defer until November 20 th the closed session to establish Administrative Coordinator performance goals and to take action on the proposed employment agreement. Members present acknowledged that the evaluation has been delayed for a considerable length of time. Barkla announced that deferring of action on these items is no reflection of the quality of work of Mr. Kephart. <i>Motion passed.</i>	AC Goals and Employment Agreement
Administrative Coordinator's report. Kephart distributed the Pierce Notes.	AC Report
Future agenda items: Joint meeting with Building on 11/6 regarding the M & I Bank property. Administrative Coordinator's performance goals and employment agreement on 11/20. Discussion of future strategic planning session. Impact of long term care reform could be considered for discussion on 11/20 if there is time to gather the information.	Future agenda items
Meeting dates: 11/6 and 11/20 at 6:30 p.m.	Meeting dates
Motion by Purdy/Kucinski to adjourn at 7:39 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

November 6, 2006 – 6:30 p.m.
 Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 10/30/06 <u>Personnel items:</u> <u>Finance items:</u>	Members
3	Discuss and take action to revise the Paid Time Off Policy regarding payroll conversion	Kephart
4	Discuss and take action to accept additional funding in the 2006 Radon Budget and revise the budget	B. Johnson
5	Administrative Coordinator’s report	Kephart
6	Future agenda items	Members
7	Future meeting dates	Members
8	Adjourn	Members

A quorum of county board supervisors may be present 10/27

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, November 06, 2006 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2006-27**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:35 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #16	Those present
Excused:	William Gilles Bradley Lawrence	District #14 Corporation Counsel	
Also present:	Curt Kephart Don Nellesen Ross Christopherson	AC District #9 Hwy. Commissioner	
Chair Schilling called for public comments. There were none.			
Motion by Barkla/Purdy to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 10/30/06. <i>Motion passed.</i>			Consent calendar
AC Kephart addressed the proposed PTO Policy revisions being introduced to accommodate the payroll software so that up-to-date leave balances can be entered on payroll checks. The multiplier will be reduced from 4 decimal points to 2 decimal points. The non-represented attendance records will also be due in the Administration Department bi-weekly by 8:00 a.m. on Tuesday preceding the payroll Friday. Motion by Holst/Barkla to approve revisions to the Paid Time Off (PTO) Policy and forward a resolution to the County Board for adoption. <i>Motion passed.</i>			Paid Time Off Policy revisions
Motion by Purdy/Barkla to amend the 2006 Radon budget to accept \$1,500 in additional grant funding and to increase revenues by \$1,000. <i>Motion passed.</i>			Kucinski arrived

Administrative Coordinator's Report. AC Kephart stated he will be making a presentation at the 11/14/06 County Board meeting to review the performance evaluation form and evaluation process for the department heads effective in 2007.	AC Report
Future agenda items. Barkla stated there is some confusion about the policy for reimbursement certificates for per diems to be turned in and this needs to be addressed. Lockwood will present information on long term support reform.	Future agenda items
Future meeting dates were set for 12/4 and 12/18 at 6:30 p.m.	Future meeting dates
Motion by Barkla/Lockwood to adjourn at 6:45 p.m. <i>Motion passed.</i>	Adjourn

**JOINT MEETING
BUILDING COMMITTEE AND
FINANCE AND PERSONNEL COMMITTEE
Monday, November 6, 2006 – 7:00 p.m.
County Board Room**

#	Action	Presenter
1	Call to order	Chair
2	Establish quorum	Chair
3	Committee will receive public comments not related to agenda items	Chair
4	Committee will convene into closed session pursuant to: §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank Building	Members (Common Weal)
5	Committee will return to open session and take action on closed session items, if required	Members
6	Set future meeting dates	Members
7	Adjourn	Members

A quorum of county board supervisors may be present.

10/30/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

November 20, 2006 6:30 p.m.
 Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 11/6/06 Personnel items: Finance items: Treasurer’s report	Members
3	Discuss and take action to approve Economic and Child Support Manager position description	Kephart
4	Discuss and take action to affirm office closings in observation of Christmas holidays 2006	Kephart
5	Discuss and take action to release approximately \$30,000 of budgeted and committed funds from the Contingency Fund to Building Outlay for smoke detection/alarm system.	Brown
6	Discuss and take action regarding analysis of county building needs, potential acquisition of real estate, and the M & I Bank building	Kephart
7	Discuss and take action on policy for per diem reimbursement	Barkla
8	Discussion of long term care reform	Lockwood
9	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator goals and employment agreement	Members
10	Committee will return to open session and take action on closed session items, if required	Members
11	Administrative Coordinator’s report	Kephart
12	Future agenda items	Members
13	Future meeting dates	Members
14	Adjourn	

A quorum of county board supervisors may be present.

11/15

(Revised 11/15 to add #5)

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, November 20, 2006 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2006-28**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:33 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy John Kucinski Kirstin Schilling Bill Gilles	District #3 District #8 District #10 District #14	Those present
Excused:	Jeff Holst Paul Barkla	District #16 District #5	
Also present:	Ron Lockwood Curt Kephart G. Brown R. Bicha J. Huppert Don Rohl	District #7 AC District #11	
Chair called for public comments. There were none.			
Motion by Purdy/Gilles to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 11/6/06. <i>Motion passed.</i>			Consent calendar
AC Kephart and HS Director Bicha addressed the Child Support/Economic Support Manager position description that was presented for approval. The combining of Child Support and Economic Support under one supervisor had taken place several years ago but the revised position description was never brought back to the committee for review. Motion by Purdy/Holst to approve the Economic Support/Child Support Manager position description. <i>Motion passed.</i>			Economic/Child Support position description

<p>Observance of 2006 Christmas holidays was discussed as a result of a letter from the Teamsters Human Service Professionals unit and the AFSCME Human Services Support Staff unit directed to the County Board Chair and the Administrative Coordinator. Both requests asked that the County deviate from the contract language regarding the days of holiday observance for Christmas 2006 and approve holiday closing on Monday, December 25th and Tuesday, December 26th.</p> <p>AFSCME Local 556 Vice-President Manor was in attendance and said their Executive Board prefers to go by the existing contract language. <i>No action was taken.</i></p>	<p>Christmas Holiday closing for 2006</p>
<p>Gary Brown was present to address the request from the Building Committee for the transfer of designated funds for the smoke detection/alarm system. AC Kephart stated the 2006 Building Outlay fund contains \$75,000 for this project and an additional \$75,000 was put into the 2007 contingency fund. The committee had a short discussion about how the \$75,000 got approval to be put aside into the 2007 contingency fund and Chair Schilling stated she, the Board Chair and the Building Committee all knew of the amount put aside since the Building Committee had indicated they would need more than the \$75,000 in this years budget. AC Kephart provided a copy of the 2007 Capital Improvement Plan that designated the funding. Motion by Kucinski/Purdy to approve and authorize the release of \$30,721 from the Contingency fund to Building Outlay to provide complete financing for the fire alarm/detection system. <i>Motion passed.</i> Two representatives of the company that successfully bid the project were present.</p>	<p>Smoke detection/ alarm system</p>
<p>AC Kephart announced that he had received further information since their last meeting that indicated the County needs to reconsider their actions regarding an agreement with Commonwealth Development regarding reviewing space options.. Since the cost of the proposed project exceeds \$5,000 the County Purchasing Policy requires that they prepare and publish a formal RFP or they could seek a waiver from the finance director. Kephart indicated he was able to manage the project but time constraints would not allow him to perform that function. Kephart also suggest that they committee may choose to address purchasing policies for possible updates.</p> <p>Motion by Kucinski/Holst that AC Kephart will work with Kucinski to prepare a Request for Proposals to address services necessary regarding the M & I Bank negotiations and space review that comply with the law and the County purchasing policy. <i>Motion carried with Purdy voting no.</i></p>	<p>Analysis of building needs, real estate acquisition</p>
<p>Policy per diem reimbursement was not addressed since the Chair was excused from the evenings meeting, however, AC Kephart stated it has been brought to the Chair's attention that some supervisors are holding on to per diems slips for up to 6 months and it is causing concerns in the finance department. AC Kephart was instructed to prepare a letter for Chair Barkla to remind supervisors to present their per diems for payment in a more timely manner.</p>	<p>Per diem reimbursements</p>

Motion by Purdy/Kucinski to defer the presentation on long term care reform until their next meeting. It was suggested that Supervisor Lockwood should work with HS Director Bicha on the project. Lockwood will also be asked to prepare an executive summary on his presentation. <i>Motion passed.</i>	Long term care reform
Motion by Purdy/Kucinski to convene into closed at 7:16 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Administrative Coordinator goals and employment agreement. <i>Roll call vote unanimously approved.</i>	Closed session: AC goals and employment agreement
Motion by Holst/Gilles to return to open session at 9:03 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Motion by Kucinski/Purdy to approve the Administrative Coordinator's Employment Agreement as amended. <i>Motion passed.</i>	Employment agreement
Motion by Kucinski/Purdy to accept the Administrative Coordinator's goals as presented. <i>Motion passed.</i>	AC Goals
AC report: None.	AC Report
Future agenda items: Long Term Care Reform on December 4, review of purchasing policies.	Future agenda items
Future meeting date: December 4 and December 18 at 6:30 p.m.	Future meeting dates
Motion by Holst/Gilles to adjourn at 9:17 p.m. <i>Motion passed.</i>	Adjourn

REVISED 11/30/06

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, December 4, 2006 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 11/20/06 Personnel items: Finance items:	Members
3	Discuss and take action to convey a strip of right-of-way – CTH “CC”	Christopherson
4	Discuss and take action for authorization for Pierce County to host the 2010 WI Farm Technology Days	Andrews
5	Discuss and take action on consolidation of cell phone contracts	J. Huppert
6	Discuss and take action to transfer funds from Contingency to the Emergency Management budget for access/ID cards	Brown
7	Discuss and take action to replace inmate exercise bike with funds from canteen account	Sheriff
8	Discuss and take action to authorize payment for inmate medical bill with funds from Contingency fund	Sheriff
9	Discuss and take action to approve resolution on the designation of Elder Adult-at-risk and Adult-at-risk Agency	R. Bicha
10	Discussion of long term care reform	Lockwood
11	Administrative Coordinator’s report	Kephart
12	Future agenda items	Members
13	Future meeting dates	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

11/30/06

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting

**MINUTES OF FINANCE AND PERSONNEL COMMITTEE
Monday, December 04, 2006 – 6:30 p.m.
County Board Room**

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2006-29**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst William Gilles	District #3 District #5 District #7 District #8 District #10 District #16 District #14	Those present
Excused:	Bradley Lawrence	Corporation Counsel	
Also present:	Curt Kephart	AC	
	Ross Christopherson	Hwy. Commissioner	
	Don Rohl	District #11	
	Jim Camery	District #2	
	Mike Knoll	Lieutenant	
	Reggie Bicha	HS Director	
	Janet Huppert	IS Director	
	Greg Andrews	UW Ext Dept. Head	
	Charles Balzer	LTS Supervisor	

<p>Chair Schilling called for public comments. Barkla introduced Paula Knutson, Treasurer-elect. Barkla also passed out copies of a news release announcing a new financial incentive to help livestock and dairy farmers do Comprehensive Management Plans for the farm. The NRCS will offer financial assistance for prompt completion of the plan. Applications must be filed by December 29. A copy of the release had been provided to LM Administrator Pichotta. Purdy suggested this should also come to the Land Conservation Committee.</p> <p>Barkla noted that he was not present for the 11/20/06 meeting when the minutes of 11/6/06 were approved but noted that the PTO Policy revisions on the agenda for that meeting included discussion of reducing the number of places for the multiplier but no other aspects of the revisions.</p>	<p>Public comment</p>
<p>Motion Purdy/ Lockwood to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 11/20/06. <i>Motion passed with Barkla abstaining.</i></p>	<p>Consent calendar: Agenda Minutes</p>
<p>Commissioner Christopherson addressed the Highway Committee's request for approval to convey the strip of Right-of-Way land to Tony Huppert in order to confirm the actions that were taken originally in the "Final Release and Satisfaction of Claim" dated April 15, 1994. Christopherson provided the history behind the request to reveal that this strip of land had not been conveyed so that part of the satisfaction was never completed by the Highway Department. Motion by Holst/Purdy to convey to the strip of Right-of Way land to Tony Huppert as was agreed in the Final Release and Satisfaction of Claim dated April 15, 1994. <i>Motion passed.</i></p>	<p>Convey Right-of Way: T. Huppert</p>
<p>Greg Andrews, UW-Extension Department Head, made a request of the committee to accept the recommendation of the Ag & Extension Committee and authorize the department to make application for the County to host the 2010 Wisconsin Farm Technology Days. Andrews indicated April 11th is the deadline for filing and he was presenting a resolution for their approval that would be forwarded to the County Board. Motion by Purdy/Barkla to approve support for and authorization of Pierce County to host Wisconsin Farm Technology Days and forward a resolution to the county board with a request for adoption on a first reading. Andrews indicated that \$20,000 would be coming out of the 2008 budget and there may be some costs incurred in the 2007 budget. This amount will be reimbursed in 2010 but the \$24,500 will not be reimbursed. He stated the department is committed and willing to undertake the project with the department activities taking a backseat on some of their programming. Andrews stressed that the event offered the staff with leadership opportunities. <i>Motion passed.</i></p>	<p>2010 Wisconsin Farm Technology Days</p>

<p>Janet Huppert, IS Director, stated at the recent meeting of the IS Committee the question was raised as to where cell phone charges were paid from. She advised the committee that everyone or each department has their own contract. The suggestion was made that consolidation should be considered. Huppert proposed that research on the issue would start with a questionnaire to all departments to determine the scope of the use of cell phones. Motion by Barkla/Purdy to authorize Information Services Department to research cell phone use and contracts for possible consolidation of service contracts. The IS Committee will come back to the Finance & Personnel Committee with a recommendation. <i>Motion passed.</i></p>	<p>Cell phone contract consolidation</p>
<p>AC Kephart addressed the request coming from the Building Committee and Emergency Management Committee for funding in the amount of approximately \$15,000 for access/ID cards for all employees. EM Director Brown is managing the project but was unavailable to address the request. Brown has taken on additional responsibilities for coordinating internal security. The question was raised as to why this had not been included in the 2007 budget and the response was that it was assumed that the project was not going to involve a significant amount of money. There was discussion of a possible policy to be adopted that will guide the management of the program and would have employees and departments responsible for replacements if cards are lost or damaged. Such a policy would come back to the Finance & Personnel Committee for approval. Motion by Gilles/Schilling to approve expenditure of approximately \$1,500 from the County Board Sundry Account for the purchase of access/ID cards in December 2006. <i>Motion passed with Barkla opposed.</i></p>	<p>Access/ID card funding</p>
<p>Lt. Knoll was present to address two issues coming forward from the Law Enforcement Committee. He sought authorization for the department to purchase a replacement exercise bike for inmates using money from the canteen fund. Motion by Lockwood/Barkla to approve and authorize the payment to replace inmate exercise bike with a heavy duty one for the amount of \$1,699.00 plus \$199.00 shipping for a total of \$1,898.00 with said expenditure to come from the inmate canteen fund 101-16-52702-349. <i>Motion passed.</i></p>	<p>Replace exercise bike</p>
<p>Lt. Knoll also addressed the department's request for payment from the contingency fund the bill for unforeseen medical expense incurred by an inmate that exceeds the amount normally included in the department's budget. Knoll explained that by Statute the department is only required to pay the medical assistance rate instead of the full cost but either way the amount is not in the 2006 budget. Motion by Purdy/Holst to authorize payment of an inmate's medical bill in the amount of \$13,123.77 from Jail Account Funds with the understanding that the medical and dental line item will be overdrawn. No transfer of funds at this time as the year end Jail account balance/deficit is unknown. <i>Motion passed.</i></p>	<p>Inmate medical bill</p>

<p>Human Services Director Reggie Bicha addressed the legislation being brought forward from the Human Services Board that would designate the responsible agency for elder adult-at-risk clients as Office on Aging and adult-at-risk clients as the Human Services Department. Motion by Purdy/Barkla to approve and forward to the county board for adoption on a first reading the resolution that designates the Elder Adult-at-Risk and Adult-at-Risk agency. <i>Motion passed.</i></p>	<p>At-Risk agencies</p>
<p>Human Services Director Bicha and Supervisor Lockwood made a presentation to the committee regarding the long term care reform planning initiatives. Developing relationships and strategies in reform have been the business of the West Central Wisconsin-Care Management Collaborative (WCW-CMC), a group of eight neighboring counties and three private organizations. Through a Power Point presentation they explained that the reform involves providing long term care services to county clients on a regional basis that will offer a more effective, integrated long term care system. Reform will impact not only Human Services and Office on Aging but will also affect Public Health and eventually will affect children services.</p>	<p>Long term care reform</p>
<p>Long term care reform involves planning and implementation of Family Care. Family Care is a managed care delivery model used to provide long term support services to frail elderly, developmentally and/or physically disabled persons. Family Care will eliminate wait lists by collapsing over 40 different programs and benefits into one flexible benefit that can be individualized. This will be funded by federal and state with the county complementing resources to provide the services. Pierce County is faced with the policy question as to whether we want to be part of a managed-care organization to provide long-term care services.</p>	<p>Long term care reform, cont</p>
<p>Schilling excused.</p>	
<p>Bicha informed the committee that the Human Services Board will meet on the issue on December 14. Legislation to address the issues will go back to the Human Services Board and Finance & Personnel in January and possibly to the County Board in January and February. The committee members agreed that long term care reform was a very important issue and the selection of a model for the county to pursue in addressing long term care has far-reaching implications. They discussed how the topic should be addressed to provide and gather information to assist the Board in making a decision.</p>	
<p>AC Kephart provided members with Pierce Notes. He reported that on December 1 he had attended the Western Area Administrators meeting.</p>	<p>AC Report</p>
<p>Future agenda items will include Aging and Disability Resource Center orientation.</p>	<p>Future agenda items</p>
<p>Meeting dates set for January 8, 2007, at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Gilles/Lockwood adjourn at 9:32 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

REVISED (#9 clarified)
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, December 18, 2006 – 6:30 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 12/4/06 <u>Personnel:</u> 2c Discuss and take action to approve Elective Office Leave in Sheriff’s Department and authorize pay out of sick leave and vacation benefits <u>Finance items:</u> 2d Treasurer’s report 2e Discuss and take action to accept grant funds and amend 2006 Seal-a-Smile budget 2f Discuss and take action to carry over grant funds for 2006 UW-Extension budget	Members
3	Discuss and take action to authorize increase in licensed establishment fees for 2007	Hodgson
4	Discuss and take action to accept grant award for Dental Health Clinic and revise 2006 budget	Hodgson
5	Discuss and take action to authorize temporary increase in hours for Reproductive Health Secretary and Billing Clerk for 2007	Hodgson
6	Discuss and take action to accept equipment grant award for Law Enforcement Department	Sheriff
7	Discuss and take action to approve out-of-state travel request for Law Enforcement employee	Sheriff
8	Discus and take action on hiring a collection agency for the county	P. Feuerhelm

9	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility, and §111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Courthouse Unit District Attorney staff retrocession	Members
10	Committee will return to open session and take action on closed session items, if required	Members
11	Discuss and take action on District Attorney staffing needs and funding	J. O'Boyle
12	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility: compensation for Economic Support/Child Support Manager and Medical Examiner	Members
13	Committee will return to open session and take action on closed session items, if required	Members
14	Administrative Coordinator's report	Kephart
15	Future agenda items	Members
16	Future meeting dates	Members
17	Adjourn	Members

A quorum of county board supervisors may present

12/12 4:00p.m.

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, December 18, 2006 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2006-30**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice Chair Barkla called the meeting to order at 6:34 p.m.		Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #14 District #16
Excused:	Kirstin Schilling	District #10
Also present:	Curt Kephart Reggie Bicha Donna Robole Ross Christopherson Pet Feuerhelm Supervisor Don Rohl Supervisor Jim Camery	AC HS Director HS Business Manager Highway Commissioner Clerk of Court District # 11 District # 2
Vice-Chair Barkla called for public comment. There was none.		Public comment
Motion by Purdy/Gilles too approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 12/4/06 <i>Motion passed.</i>		Consent calendar

<p>County Treasurer Lee Skog presented the monthly Treasurer's report indicating that some funds were lower than expected but he anticipated a balance returning to those funds shortly. Treasurer Skog expressed his gratitude to the County for the years of service he has been able to provide to the people of Pierce County. Treasurer Skog is retiring at the end of the year and this was his last monthly report. The Chair expressed the gratitude of the Board and Pierce County for the many years of reliable service that Mr. Skog has provided for the citizens of the County.</p>	<p>Treasurer's Report</p>
<p>Supervisor Schilling arrived at the meeting at 6:36 p.m. and assumed chair.</p>	<p>Schilling arrived</p>
<p>The Sheriff's Department presented a request for a leave of absence for Sheriff-elect Nancy Hove. Motion by Purdy seconded by Barkla to approve a leave of absence for Sheriff-elect Nancy Hove to become effective on the date she assumes office and not to exceed a period of six years and to authorize pay out of any accrued vacation and sick leave balances. <i>Motion passed unanimously.</i></p>	<p>Sheriff-elect Hove Leave of Absence and payout</p>
<p>The Public Health Director presented a request to adjust annual fees for the Health Department in keeping with the guidance provided by the State. Motion by Barkla seconded by Purdy to approve and recommend the adoption of legislation setting various fees for services provided in the Public Health Department in 2007. <i>Legislation approved and forwarded to the County Board with Holst voting nay.</i></p>	<p>Public Health Fees for 2007</p>
<p>The Public Health Director advised the Board that funds have been made available to the Dental Clinic but an amended budget is required. Motion by Purdy seconded by Holst to approve amending the Dental Health Clinic Seal A Smile 2006 Budget. Motion by Barkla seconded by Holst to amend the motion to include specific language that if the clinic does not sustain itself it will be placed on hold until it demonstrates the ability to be self funded. <i>Motion to amend approved unanimously. Motion as amended approved unanimously.</i></p>	<p>Modifying the Dental Clinic 2006 Budget</p>
<p>The Public Health Director requested that part-time staff at the Reproductive Health Clinic in River Falls be continued on a full time basis through 2007. Discussion focused on whether the Clinic was self sustaining or not. It was determined that some local property tax subsidies remain for the clinic. Motion by Purdy seconded by Lockwood to approve continuing the part-time Secretary and increasing the hours of the Billing Clerk from 35 to 40 through 12/31/07. <i>Motion passed with Holst voting nay.</i></p>	<p>Reproductive Health Clinic Staffing Request</p>

<p>Lieutenant of Investigations Dennis Sorenson was present to request the acceptance of an equipment grant and authorize travel for a Sheriff Deputy to receive training on the equipment. Motion by Purdy seconded by Barkla to approve and authorize amending the Sheriff's 2006 budget to receive an equipment grant in the amount of \$7,500 and authorize a Deputy to travel out of state for training on the equipment. <i>Motion passed unanimously.</i></p>	<p>Sheriff Department Equipment Grant and Training</p>
<p>Donna Robole of the Human Services Department and Peg Feuerhelm, Clerk of Court presented a request to award a County-wide Collections Agreement to the PPS Corporation. This contract would be in place for all Departments of the County to use in over due account collections. The committee interviewed two companies and came to the conclusion that PPS was best qualified to meet the needs of Pierce County. Motion by Purdy seconded by Gilles to award a contract to the PPS Collection Services Company and to waive the purchasing policy request for proposal requirement for competitive bids due to the specific nature of the services provided and that two companies were interviewed. <i>Motion passed, Barkla abstained.</i></p>	<p>County-wide Collection Services Agreement</p>
<p>Motion by Barkla/Purdy to convene into closed session at 7:18 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility, and §111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Courthouse Unit District Attorney staff retrocession. <i>Motion passed unanimously.</i> DA O'Boyle and AC Kephart also present.</p>	<p>Closed session: DA Office retrocession</p>
<p>Motion by Lockwood seconded by Barkla to return to open session at 7:53 p.m. <i>Motion passed.</i></p>	<p>Return to Open Session</p>
<p>The District Attorney presented a request for temporary fill in assistance in his department during the leave of an employee. Discussion centered on how this has been handled in the past. Motion by Purdy seconded by Holst to authorize the District Attorney and the Administrative Coordinator to identify existing funding within the budgets of the affected Departments to provide continuing support in the DA office during the leave of employee in an amount not to exceed \$7,500. <i>Motion passed unanimously.</i></p>	<p>Temporary Assistance in DA Office</p>

Motion by Lockwood seconded by Barkla to enter into closed session at 8:00 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility: compensation for Economic Support/Child Support Manager and Medical Examiner. <i>Motion passed unanimously.</i>	Closed Session: compensation of ME and ES/CS Manager
Motion by Purdy seconded by Lockwood to return to open session at 8:10 p.m. <i>Motion passed unanimously.</i>	Return to Open Session
Motion by Barkla seconded by Purdy to authorize and extend an offer of employment to the Ronda Brown Anderson for the position of Human Services Economic Support/Child Support Manager at Grade 21 Step 1 of the 2007 compensation plan for non-represented employees. <i>Motion passed unanimously.</i>	ES/CS Manager compensation
Motion by Purdy seconded by Barkla to recommend the appointment of Sue Dzubay as the Medical Examiner of Pierce County at Grade 20 Step 4 of the 2007 compensation plan for non-represented employees effective upon the end of the term of the Coroner. <i>Motion passed unanimously.</i>	Appointment of Medical Examiner
The Administrative Coordinator gave his report on the status of various projects going on in the County at the present time.	AC Report
Meeting dates for January of 2007 are the 8 th and 22 nd at 6:30 p.m.	Future Meetings
Motion by Barkla seconded by Purdy to adjourn the meeting at 8:30 p.m. <i>Motion to adjourn passed unanimously.</i>	Meeting Adjourned

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, January 15, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 12/18/06 2c Approve resolution to recognize and commend former Treasurer and Sheriff Personnel items: 2d Approve new job title for Deputy Coroner positions Finance items: 2e Approve 2007 wage increase for temporary employees	Members
3	Discuss and take action to renew audit contract with Tracey & Thole, SC	Brickner
4	Discuss and take action to designate treasurer as authorized signature of county moneys	Knutson
5	Discuss 2007 Employee Assistance Program contract	Langer
6	Discuss and take action to approve position description for Seriously Emotionally Disturbed (SED) Social Worker	R. Bicha
7	Discuss and take action to modify Department of Human Services staffing plan	R. Bicha
8	Discuss and take action to approve amendment to the Pierce County Code: 8a assign supervision of the Medical Examiner to the Administrative Coordinator (1) Approve position description of the Administrative Coordinator to authorize supervision of the Medical Examiner 8b revise reporting relationship of the Medical Examiner from the Law Enforcement Committee to the Administrative Coordinator	Kephart/Lawrence
9	Discuss and take action to set future Strategic Planning session	Members

10	Committee will convene into closed session pursuant to Sec. 19.85 (1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Town of Martell v Pierce County	
11	Committee will return to open session and take action on closed session item, if required	Members
12	Administrative Coordinator's report	Kephart
13	Future agenda items	Members
14	Future meeting dates	Members
15	Adjourn	Members

A quorum of county board supervisors may be present.

1/9/07 4:00 p.m.

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, January 15, 2007 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2007-01

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16
Also present:	Curt Kephart Bradley Lawrence	AC Corporation Counsel
Chair Schilling called for public comment. Barkla called to everyone's attention that today is Martin Luther King, Jr. Day and provided a brief history of this holiday.		Public comment
Purdy requested that the committee move 2c <i>Approve resolution to recognize and commend former Treasurer and Sheriff</i> off of the consent calendar to allow for further discussion. Members agreed.		Remove from consent calendar
Motion by Barkla/Purdy to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 12/18/06 2d Approve new job title for Deputy Coroner positions as Deputy Medical Examiners effective 1/2/07 2e Approve 1% wage increase to the nearest nickel for temporary employees effective on 1/16/07. <i>Motion passed.</i>		Approve consent calendar
Motion by Kucinski/Lockwood to approve agenda item 2c to commend former Treasurer Skog and Sheriff Muhlhausen for their years of service and forward a resolution to the County Board. Purdy suggested that the two be divided into separate resolutions. Kucinski/Lockwood agreed to the friendly amendment. <i>Motion passed with the commendations being forwarded to the County Board as separate resolutions.</i>		Commendation to former Treasurer and Sheriff

<p>Motion by Kucinski/Barkla to approve and authorize Pierce County to enter into a contract with Tracey & Thole for auditing and accounting services for the fiscal years ending 2006 and 2007. <i>Motion passed.</i></p> <p>It was noted that effective 1/1/07 Tracey & Thole joined LarsonAllen, a national CPA firm with a branch in Eau Claire.</p>	<p>Audit contract</p>
<p>Treasurer Knutson was present to address proposed legislation that would designate her as the signatory for county financial instruments and official documents. Motion by Kucinski/Purdy to approve a resolution to acknowledge and recognize Paula Knutson as the Pierce County Treasurer, and authorize various financial institutions to recognize her action to act in that capacity, and perform the duties of the Pierce County Treasurer as set forth in §59.25 Wis. Stats., with all authority necessary to accomplish the duties, responsibilities and obligations of that office, consistent with the law, in order to meet the best interests of Pierce County, retroactive to January 2, 2007 and forward this resolution to the County Board with a request for adoption on a first reading. <i>Motion passed.</i></p>	<p>Designate Treasurer as authorized signature for County moneys</p>
<p>Members were provided with a copy of the contract renewal for 2007 employee assistance program services with FamilyMeans. Langer offered a brief history of the program and services provided. Schilling advised the members that in the future all county board supervisors will be provided with a copy of the quarterly newsletter that is distributed to employees and put onto the intranet. Motion by Kucinski/Lockwood to approve the 2007 contract. <i>Motion passed.</i></p>	<p>EAP contract renewal</p>
<p>Human Services Director Bicha was present to explain the department's request for approval to transfer a social worker from the Long Term Support Unit to the Children, Youth and Family Services Unit and to revise the position description to reflect the duties. The change was proposed so that the County can capture additional federal Medicaid dollars to support services for children. Motion by Barkla/Purdy to approve revised position description for the Serious Emotional Disturbance (SED) Social Worker in the Department of Human Services. Bicha stated the revised position will be posted within the unit. <i>Motion passed.</i></p>	<p>SED Social Worker position description</p>
<p>Motion by Barkla/Lockwood to approve modifications to the staffing plan in the Department of Human Services as recommended by the Human Services Board. Changes reflect the reduction in staff with the discontinuation of the position of Program Management Assistant, elimination of a Therapist and Clinical Coordinator in Community Behavioral Health, Administrative Assistant in the Support unit, social worker in LTS, the part time positions of Van Driver and Transportation Attendant, and the contracted Psychologist and Medical Director. Bicha advised the members that two revised position descriptions reflecting reassignment of duties will be brought forward in the future. <i>Motion passed.</i></p>	<p>Human Services revised staffing plan</p>

<p>Members reviewed and discussed several proposed Code amendments to reflect the transition from the Coroner system to Medical Examiner position. They also reviewed the revised Administrative Coordinator position that assigned supervision of the Medical Examiner to the Administrative Coordinator. Motion by Barkla/Holst to approve the legislation as presented to Amend §4-28 of the Pierce County Code – Law Enforcement Committee, to eliminate reference to Coroner, and, to approve the legislation as presented to amend §13-6 of the Pierce County Code – the duties of the Administrative Coordinator, to include supervision of the Medical Examiner, and to approve the revised position description of the Administrative Coordinator to include supervision of the Medical Examiner, subject to policy guidance of the Law Enforcement Committee. <i>Motion passed.</i></p> <p>Corporation Counsel Lawrence mentioned that at the request of the Medical Examiner a future agenda item will be a proposal to change Medical Examiner fees. Kephart stated he has visited with the Medical Examiner regarding assignment of office space and to orient her to the position. He advised her that the ME policy and procedures will come from the Law Enforcement Committee.</p>	<p>Code revisions regarding Medical Examiner supervision</p>
<p>Members had a lengthy discussion regarding their past strategic planning activities and whether future planning dates should be set by the committee. Some suggested they should identify activities that the County is already involved in such as Long Term Care Reform, interdepartmental cooperation, economic development, evaluating positions within the courthouse, job sharing, and relocation of offices. The committee could meet and see what each member’s goals are, they could work to refine the goals, and determine what the County will have to do to accomplish these goals. Holst reminded members that the Land Management survey that is being completed will provide some additional planning information for their consideration.</p>	<p>Strategic Planning date</p>
<p>Barkla suggested that discussion of strategic planning be added to the January 22nd agenda and that all committee members provide to the Administrative Coordinator, a day or two in advance of that meeting, a list of 4 – 5 strategic planning goals/priorities. Kephart was asked to summarize this information and bring it to that meeting.</p>	
<p>Barkla/Schilling moved to convene into closed session at 7:18 p.m. pursuant to 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: <i>Town of Martell v Pierce County. Roll call vote unanimously approved.</i></p>	<p>Closed session</p> <p>Kucinski excused</p>
<p>Motion by Barkla/Purdy to return to open session at 7:35 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>

<p>Administrative Coordinator Kephart provided a brief report. He stated that all non-represented employees were being given a form to complete if they have a desire to have a review of their Grade placement. A representative of CVTC has been hired as the consultant to review each request and will be conducting the review on January 26. All recommendations from the consultant will come back to the Finance & Personnel Committee for their approval.</p> <p>Kephart also stated that the Fair Committee had met and did not recommend that the part time Extension Secretary and the Fair Secretary positions should be combined because the Fair Secretary position needs to be full time during the Fair.</p>	<p>AC report</p>
<p>Future agenda items: Strategic planning: goals/priorities; Employee Identification/ Access Cards draft policy; position posting moratorium.</p>	<p>Future agenda items</p>
<p>Future meeting dates are February 5 and February 26, 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Barkla to adjourn at 7:53 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, January 22, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve revised minutes of 12/18/06 2c Approve minutes of 1/15/07 Personnel items: Finance items: 2d Treasurer's report 2e Take action to carry over 911 2006 fund balance	Members
3	Discuss and take action to approve position descriptions for Operations Manager and Aging and Human Services Program Administrator – Human Services	Bicha
4	Discuss and take action on request to review ballot procedure during county meetings	Members
5	Discuss and take action on a position posting moratorium: 5a current vacancies 5b drafting formal policy and procedure 5c timeline	Members
6	Discuss and take action on Employee Identification/Access Cards Policy	Kephart
7	Discuss and take action to establish strategic planning goals/priorities	Kephart
8	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual performance evaluation	Members
9	Committee will return to open session and take action on closed session item, if required	Members
10	Administrative Coordinator's report	Kephart

11	Future agenda items	Members
12	Future meeting dates	Members
13	Adjourn	Members

A quorum of county board supervisors may be present.

1/18/07

FINANCE AND PERSONNEL COMMITTEE

Monday, January 22, 2007 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-02**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:33 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16
Excused:	Curt Kephart	AC
Also present:	Bradley Lawrence Paula Knutson Scott Schoepp Greg Andrews Reggie Bicha	Corporation Counsel Treasurer Park Superintendent Ag & Ext. Chair HS Director
Chair Schilling called for public comments. There were none.		Public comment
Consent calendar items for action. Committee agreed to remove the 12/18/06 minutes and the Treasurer's report from the consent calendar. Motion by Barkla/Kucinski to approve consent without 2b <i>Approve revised minutes of 12/18/06</i> and 2d <i>Treasurer's report</i> . 2a Establish and approve agenda 2c Approve minutes of 1/15/07 2e Take action to carry over 2006 911 Wireless project unexpended funds from item 101-16-52603-815-000 into 2007 budget. <i>Motion passed.</i>		Consent calendar

<p>Revised minutes of 12/18/06 as presented were addressed. AC Kephart noted the members were being asked to consider revised minutes of that meeting since it became evident that some committee actions had been inadvertently omitted and it was important to properly record the action taken on several items. Members also discussed correspondence received from Public Health Director Hodgson in which she communicated to them concerns she had with the accuracy of the minutes. Motion by Lockwood/ Purdy to accept several proposed revisions to the previously approved minutes of 12/18/06 including some points of clarification provided by Hodgson. <i>Motion passed.</i></p>	<p>12/18/06 minutes Pittman Arrived</p>
<p>Treasurer Knutson was present to address the monthly report. Knutson asked the committee if they wanted her to continue using the current report format or could she bring forward a revised format. Committee members indicated they liked the idea of a new format and were open to whatever she proposed. It was suggested that for her next report she should bring forward the report in the old and new format and they would provide her with their comments. Members commented on the recent penalty incurred when it became necessary to cash out a certificate of deposit prior to maturity because of a cash flow problem. Motion by Barkla/Lockwood to approve Treasurer's report. <i>Motion passed.</i></p>	<p>Treasurer's report</p>
<p>Human Services Director Bicha was present to address the request for approval of two revised position descriptions. The position descriptions were for HS Business Manager and Elderly & Handicapped Supervisor. Bicha explained that with the elimination of the Program Management Assistant it was necessary to reassign a number of duties. The Human Services Department and Human Services Board recommended modifications to Business Manager to become Operations Manager and the Elderly & Handicapped Supervisor to be changed to Aging and Human Services Program Administrator. Bicha stated revisions were significant enough to warrant reclassifications for each of the positions. He had talked with Administrative Coordinator Kephart and reclassification requests would probably be sent to BCC. Motion by Purdy/Barkla to approve position descriptions for Operations Manager and Aging and Human Services Program Administrator and send them for reclassification. <i>Motion passed.</i></p>	<p>HS position description revisions</p>
<p>Motion by Barkla/Lockwood to defer action on discussion to review ballot procedure during county meetings until Supervisor Nellessen can be present. Nellessen is the supervisor who brought this issue before the committee and he was not in attendance. It was noted that the current Board balloting process was legal. <i>Motion passed with Purdy opposed.</i></p>	<p>Ballot procedure</p>
<p>Discussion of a posting moratorium. AC Kephart read from each department's staffing plan the title of vacant or inactive positions. The departments included Highway, Human Services, Aging, Land Conservation, Land Management, Park, Public Health, Sheriff, and UW-Extension.</p>	<p>Posting moratorium – vacant positions</p>

Chair Schilling stated this was put on the agenda by her and Barkla because it was felt the committee needed to participate in the review and refill of vacancies as a means of cost containment. Gilles commented that refills in 2007 will play into the 2008 budget and there is much uncertainty about future funding.

Pittman arrived

Purdy commented that some of the vacant/inactive positions listed were open last year and would only be filled if needed. He stated the Resource Agent position is being reviewed by the Ag & Extension Committee at their next meeting. Members agreed that there had not been requests to refill all of the vacant/inactive positions, however, the current policy relating to the refilling of vacancies delegates that authority to the Administrative Coordinator and the department head and the criteria for approval was so broad that the refill was almost automatic. They suggested the reviews should go through the standing committees for input.

Park Superintendent Schoepp addressed the open position of Assistant Park Superintendent. He stated he and AC Kephart processed the request for refill and it was approved and advertised. He advised the committee that in 2006 the Park was responsible for 3 sites. In 2007 the number had grown from 3 to 6 with the potential for 2 more properties. The current staffing level will allow the Park to maintain the properties. The Park Committee has not met to discuss this refill but the position is in the 2007 staffing plan and 2007 budget. He also noted that the Park had met the 15% budget reduction for 2006.

Assistant Park Superintendent

There was discussion about the feasibility of temporary staff to meet the needs of the Park. Schoepp indicated recruitment was questionable at the temporary wage and the duties require public relations skills as well as the ability to perform physical labor. He stated that the major need is manpower forces and he can meet budget limitations. The Park is also open 7 days a week.

Committee had a discussion about the possible impact on the Park with the acquisition of properties and potential properties such as mowing and other grounds maintenance and whether this would be the responsibility of Park staff or would the task be contracted. This issue had not been discussed by the Park Committee. Members discussed whether there could be some collaboration between departments to meet the staffing needs of the Park or if seasonal workers could be hired.

Supervisor Pittman stated he understood the committee's concern about funding and inquired as to whether they were recommending a short term moratorium or would it be long term, freezing all hiring.

Refill process

<p>Committee members agreed that in this time of tight budgets they supported a refill process that included input from the standing committee and the Finance & Personnel Committee and discussed how they could best achieve this. They determined that an amendment to the Personnel Policy would be necessary if the County wanted the position refill process to allow the Administrative Coordinator to include the standing committees and the Finance & Personnel Committee in the decision making.</p>	
<p>Moved by Purdy/Lockwood that for a term of 6 months no vacant positions will be filled in the County until they are reviewed by the department committee and the Finance & Personnel Committee. <i>Motion passed with Gilles and Holst opposed.</i></p>	<p>Recess</p>
<p>Committee members discussed the proposed Employee Identification/ Access Cards Policy. AC Kephart stated the policy had been shared with department heads at the last department head meeting. Several questions had been raised and some changes were being recommended to address those concerns. Motion by Barkla/Holst to approve the Identification/Access Cards Policy draft as presented and forward a resolution to the County Board for adoption. <i>Motion passed.</i></p>	<p>ID/Access Cards Policy</p>
<p>Motion by Purdy to defer strategic planning discussion until after the closed session. <i>Motion died for lack of second.</i></p> <p>AC Kephart distributed Focus Priorities which was a list of the committee member's priorities that had been requested from the members at the last meeting. AC Kephart summarized the results by stating there were some consistent emerging themes. Lockwood suggested that the committee categorize the information and Lockwood and Purdy agreed to do that and provide their report at the Feb 5th meeting.</p>	<p>Strategic planning</p>
<p>Motion by Barkla/Gilles to convene into closed session at 8:28 p.m. pursuant to §19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual performance evaluation. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Barkla/Kucinski to return to open session at 9:08 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: Corp. Counsel annual evaluation</p> <p>Kephart and Langer excused</p>
<p>Barkla/Lockwood moved for a favorable performance evaluation for Corporation Counsel and to award a step increase. <i>Motion passed.</i></p>	<p>Open session</p>
<p>No Administrative Coordinator's report.</p>	<p>AC Report</p>
<p>Future agenda items for February 5th: township insurance, Long Term Care Reform, strategic planning discussion, department head definition, and closed session for Corporation Counsel 2007 goals.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 2/5/07 and 2/26/07 at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Barkla to adjourn at 9:14 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, February 5, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 1/22/07 Personnel items: 2c Approve out-of-state travel for Emergency Management Director Finance items: 2d Emergency Management – accept a Homeland Security Interoperability Radio Replacement Grant 2e Authorize carry over of 2006 Park Printing & Duplicating funds 2f Authorize carry over of 2006 Nugget Lake dredge funding	AC
3	Committee will convene into closed session pursuant to §111.70 (1) (a), Wis. Stats. for the purpose of collective bargaining to resolve a grievance: AFSCME Courthouse #2006-02 Reproductive Health	AC
4	Committee will return to open session and take action on closed session item, if required	Members
5	Discuss and take action to authorize and fund a health insurance consultant	Kinneman Kephart
6	Discuss and take action on proposal to accept municipalities onto the health insurance plan	Kinneman Kephart
7	Discuss and take action on participation in managed long-term care reform	Bicha
8	Discuss and take action to approve application for funding for development of an Aging and Disability Resource Center	Bicha
9	Discuss and take action on report of Ad hoc Economic Development Committee recommendations	Camery
10	Discuss and take action on release of 2007 economic development funds	AC

11	Discuss and take action on refill of: a PT Extension Secretary b Paralegal – Corporation Counsel’s Office c PT Zoning Secretary	Andrews Lawrence Pichotta
12	Discuss and take action to define department head title and how the position is established	Members
13	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority: Corporation Counsel performance goals	Members
14	Committee will return to open session and take action on closed session item, if required	Members
15	Administrative Coordinator’s report	Kephart
16	Future agenda items	Members
17	Future meeting dates	Members
18	Adjourn	Members

A quorum of county board supervisors may be present.

2/1/07

FINANCE AND PERSONNEL COMMITTEE

Monday, February 5, 2007 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-03**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair P. Barkla called the meeting to order at 6:30 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy District #3 Paul Barkla District #5 Ron Lockwood District #7 arrived 6:35pm John Kucinski District #8 Bill Gilles District #14 Jeff Holst District #16	Those present
Excused:	Kirstin Schilling District #10	
Also present:	Jim Camery District #2 Don Rohl District #11 Dan Reis District #13 Curt Kephart AC Bradley Lawrence Corporation Counsel Jamie Feuerhelm County Clerk Wanda Kinneman Insurance Coordinator Reggie Bicha HS Director	
Acting Chair P. Barkla called for public comment. Greg Kerr, Town of Oak Grove spoke about previous goals identified by county board members. He stressed the importance of fiscal responsibility.		Public Comment
2a-b. Motion by R. Purdy/B. Gilles to establish & approve agenda & minutes. R. Purdy/B. Gilles friendly amendment to minutes of 1/22/07 to change motion to: "2e Take action to carry over 2006 911 Wireless project unexpended funds from line item 101-16-52603-815-000 into 2007 budget." Motion & friendly amendment carried by voice vote with all in favor. Personnel items: 2c. Motion by B. Gilles/J. Holst to approve out of state travel for E.M. Director. Motion carried by voice vote with all in favor. Finance items: 2d. Motion by B. Gilles/R. Lockwood to accept Homeland Security Interoperability Radio Replacement Grant. Motion carried by voice vote with all in favor. 2e. Motion by B. Gilles/J. Holst to authorize carry over of 2006 Park Printing & Duplicating funds. Motion carried by voice vote with all in favor.		Approve Consent Calendar

2f. Motion by J. Holst/B. Gilles to authorize carry over of 2006 Nugget Lake dredge fund. Motion carried by voice vote with all in favor.	
Motion by R. Purdy/R. Lockwood to convene in closed session at 6:43 p.m. pursuant to §111.70 (1)(a), WI STATS for the purpose of collective bargaining to resolve a grievance: AFSCME Courthouse #2006-02 Reproductive Health. Motion carried by roll call vote with all in favor.	Closed Session
Motion by R. Purdy/B. Gilles to return to open session at 6:57 p.m. Motion carried by roll call vote with all in favor. Motion by R. Purdy/B. Gilles to post position as full time & amend staffing plan by making a status change from a part time to a full time employee. Motion carried by voice vote with all in favor.	Open Session
W. Kinneman explained that the Administration Dept. is requesting to create a RFP & seek a health insurance consultant. She added that it has been approx. 13 years since this was last done. Funds to pay for said service could come from the insurance fund or the contingency fund. If they are to come from the insurance fund a consensus of approval would be needed from the various union groups. Motion by R. Purdy/R. Lockwood to authorize & approve the Administration Dept. to solicit proposals for health insurance review advisors at a cost not to exceed \$10,000.00, contingent upon approval of various bargaining units. Motion carried by voice vote with all in favor.	Health Insurance Consultant
R. Purdy asked if it would be beneficial for both the county & municipalities if their employees were added to the county's group. W. Kinneman explained that if municipalities participate in the state retirement plan they are also eligible to participate in the state health & life insurance pool. Also, that the county would have to offer this to all municipalities & that the county's insurance company stated that by doing so would add a large risk to the county's plan & rates would definitely increase. Motion by B. Gilles/P. Barkla to defer indefinitely. After further discussion motion withdrawn by Gilles/Barkla. Motion by J. Holst/J. Kucinski to deny such proposal. Motion carried by voice vote with all in favor.	Health Insurance Plan to Accept Municipal Employees
R. Bicha gave an explanation of two resolutions he was presenting to the committee & then to the county board. Motion by B. Gilles/R. Purdy to commit Pierce County to participate in the managed long-term care reform, & to approve resolution as presented & forward to county board. Motion carried by voice vote with all in favor.	Long-term Care Reform
R. Bicha explained circumstances as it relates to agenda item as well as proposed resolution. Motion by R. Purdy/J. Holst to approve resolution as presented & forward to county board. Motion carried by voice vote with all in favor.	Aging & Disability Resource Center
Short recess taken.	
Motion by J. Holst/B. Gilles to amend agenda & take item #11 out of order & as the next order of business. Motion carried by voice vote with 5 in favor & 1 opposed (R. Purdy).	Agenda Amendment

11a. Motion by B. Gilles/J. Holst to approve refill of part-time Extension secretary. Motion carried by voice vote with all in favor.	Refilling of Positions
11b. Motion by B. Gilles/R. Lockwood to approve refill of paralegal position in Corp Counsel office. Motion carried by voice vote with all in favor.	
11c. Motion by J. Holst/R. Lockwood to approve refill of part-time Zoning secretary contingent upon approval by the Land Management Committee. Motion carried by voice vote with 4 in favors, 1 abstained (R. Purdy), & one opposed (B. Gilles).	
Supervisor J. Camery presented an extensive explanation of report created by ad-hoc committee along with their recommendations. Extended discussion followed. Motion by B. Gilles/R. Lockwood to receive report & defer action until the Feb. 26 th Finance/Personnel meeting & to place this item on the county board agenda for the meeting to be held on Feb. 27 th . Motion carried by voice vote with all in favor.	Report of Ad-hoc Economic Development Committee
Motion by B. Gilles/R. Lockwood to defer action on this item due to action already taken on previous item (#9). Motion carried by voice vote with all in favor.	2007 Economic Development Funds
Extended discussion by committee members on procedure for creating & defining department heads & job descriptions. Motion by B. Gilles/J. Holst to defer action to Feb. 26 th meeting of Finance/Personnel Committee. Motion carried by voice vote with all in favor.	Dept. Head Title & Establishment
AC Kephart excused after distributing written AC report.	
Motion by P. Barkla/R. Lockwood to convene in closed at 9:20 p.m. pursuant to §19.85 (1)(c), WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority: Corp. Counsel performance goals. Motion carried by roll call vote with all in favor.	Closed Session
Motion by J. Holst/R. Lockwood to return to open session at 9:29 p.m. Motion carried by roll call vote with all in favor. Motion by R. Lockwood/R. Purdy to accept Corp. Counsel goals as presented. Motion by B. Gilles/J. Holst to amend the motion that the goals are to be completed by the end of 2007. Motion & amendment carried by voice vote with all in favor.	Open Session
Written report distributed earlier.	AC Report
-Discuss report of Economic Development ad-hoc committee -Release of funds to economic development groups. -Dept. head titles, position establishment, & consolidation. -Strategic planning.	Future Agenda Items
Future meetings set for Feb. 26 th , March 5 th , & March 19 th ; 6:30 p.m., county board room.	Future Meeting Dates

Meeting adjourned at 9:37 p.m. by motion of J. Holst/B. Gilles. Motion carried by voice vote with all in favor.

Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, February 26, 2007 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 2/5/07 Personnel items: Finance items: 2c Treasurer’s report	AC
3	Discuss and take action to accept land donation and purchase adjoining property for public recreation area	Schoepp
4	Discuss and take action on refill of: 4a Assistant Park Superintendent 4b Human Services Director 4c Human Services Administrative Assistant 4d Floater/Patrol/Dispatch 4e Sign Engineering Aide 4f Shop Foreman	Schoepp Bicha Hove Christopherson
5	Discuss and take action to create eligibility list	Hove
6	Discuss and take action to accept grant funds in the Sheriff’s Dept.	Hove
7	Discuss and take action to replace boat motor	Hove
8	Discuss and take action on authorization to release Contingency funds for building transfer	AC
9	Discuss and take action on Consolidation of Cell Phones	J. Huppert
10	Discuss and take action on Ad Hoc Economic Development Group report	Camery
11	Discuss and take action on release of 2007 economic development funds	AC
12	Discuss and take action to create a unified financial system	Schilling
13	Discuss and take action on termination notice policy	AC
14	Discuss and take action on classification review recommendations	Members

15	Discuss and take action to define department head titles, position establishment and consolidation	Schilling
16	Discuss and take action on focus and priorities	AC
17	Committee will convene into closed session pursuant to §19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation update	Lawrence
18	Committee will return to open session and take action on closed session items, if required	Members
19	Administrative Coordinator's report	AC
20	Future agenda items	Members
21	Future meeting dates	Members
22	Adjourn	Members

A quorum of county board supervisors may be present.

2/22/07

UNAPPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, February 26, 2007 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2007-04

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:33 p.m.	Meeting convened
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The Chair acknowledged those present and established there was a quorum.	Establish quorum
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Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst Bill Gilles	District #3 District #5 (Polycom) District #7 District #8 District #10 District #16 District #14	Those present
Excused:	Curt Kephart	AC	
Also present:	Bradley Lawrence Dan Reis	Corporation Counsel District #13	
Presenters:	Paula Knutson	Treasurer	
	Scott Schoepp	Park Superintendent	
	Reggie Bicha	Human Services Director	
	Nancy Hove	Sheriff	
	Ross Christopherson Janet Huppert	Highway Commissioner IS Director	

Chair Schilling called for public comments not related to agenda items. There were none.	Public comments
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Consent calendar items for action:	Consent calendar
Motion by Barkla/Purdy to approve the consent calendar items. Motion by Purdy/Barkla to amend the motion and pull the Treasurer's report from the consent calendar. <i>Motion to amend passed.</i>	

<p>Treasurer Paula Knutson was present to discuss the Treasurer's report. She provided the new report format which was acceptable to the members.</p> <p>Ms. Knutson also sought guidance as to whether the committee was interested in meeting with M & I Municipal Client Services for information about the services they provide for cash and investment management services. Committee members suggested that the Administrative Coordinator, Finance & Budget Director and the Treasurer should meet with them for a report on the services available. It was also agreed that the Treasurer will contact DNR Brownsfields representatives to invite them to a Finance & Personnel Committee meeting to discuss issues of local government ownership of contaminated or perceived contaminated sites.</p> <p>Bob Moore, ICM, will provide an investment update on March 5th.</p>	<p>Treasurer's report</p>
<p>Knutson asked the committee if any investment policy exists that states what the treasurer is authorized to do without direct board action. Committee members suggested that the Treasurer meet with the Finance & Budget Director and Administrative Coordinator to create an investment policy.</p>	<p>Create investment policy</p>
<p>Motion by Purdy/Barkla to approve the Treasurer's report. <i>Motion passed.</i></p>	
<p>Consent calendar items approved: 2a Establish and approve agenda, 2b Approve minutes of 2/5/07</p> <p><i>Motion passed.</i></p>	<p>Approve consent calendar</p>
<p>Park Superintendent Schoepp addressed the donation of 27.5 acres of property in Martell Township bordering the Rush River. He explained that to have excellent access to the property the recommendation was that the County should purchase an adjoining 3.5 acre parcel for the price of \$14,000 with money from the Park Development Fund.</p> <p>Motion by Barkla/Holst to accept the Heisler land donation and purchase adjoining access from John and Mary Heisler in the amount of \$14,000 for the purpose of establishing a public recreation area and forward legislation to the County Board.</p> <p><i>Motion passed.</i></p> <p>Schoepp explained that the vision for the area is to put in a parking lot and trail so fishermen have access. He also stated he has obtained the commercial driveway permit for the land.</p>	<p>Land donation and purchase</p>

<p>Park Superintendent Schoepp stated the Park Committee is recommending refill of the Assistant Park Superintendent position. He stated a temporary employee has been working since July 2007. Holst stated the position is in the 2007 staffing plan and the 2007 budget. Motion by Holst/Kucinski to approve refill of the Assistant Park Superintendent position. Barkla stated his concern about budget constraints. Holst noted that the Parks Department had also met the 15% reduction request. Park Committee member Reis stated his position in support of the benefits of refilling the position. <i>Purdy, Schilling and Barkla opposed, Holst, Lockwood and Kucinski, yes.</i> The item will be placed on the agenda for 3/5/07.</p>	<p>Refill of Assistant Park Superintendent</p>
<p>AC Kephart noted that in the committee's previous action they voted to expand park lands and that would be hard to do with less staff.</p>	
<p>Human Services Director Bicha was present for a request to refill the Human Services Director position. The refill was being recommended by the Human Services Board. Motion by Holst/Purdy to approve refill of the Director's position. It was announced that the Human Services Board will ask that the Administrative Coordinator and the Human Services Board Chair be authorized as Interim Director. <i>Motion passed.</i></p>	<p>Refill of HS Director</p>
<p>Human Services Director Bicha was present for a request to refill the Administrative Assistant position. He explained the position was primarily for the Economic Support/Child Support unit. He briefly reviewed the department's recent history of down sizing. Motion by Purdy/Kucinski to approve refill of the Administrative Assistant position. Holst questioned whether there was enough information provided to support the refill. <i>Motion passed with Holst opposed.</i></p>	<p>Refill of Administrative Assistant</p>
<p>Sheriff Hove was present to address a request for refill of the Floater/Patrol/Jailer/Dispatch position. Barkla asked if this refill was for the DARE position. Sheriff stated that DARE is assignment not a position and she doesn't know if she going to fill that assignment. Motion by Kucinski/Purdy to approve refill of the Floater/Patrol/ Jailer/Dispatch position. Holst stated he didn't like the refill documentation that came out of the committee. <i>Motion passed.</i></p>	<p>Refill of Floater/ Patrol/ Jailer/ Dispatch</p>
<p>Highway Commissioner Christopherson addressed the request for refill of the Sign Engineering Aide and Shop Foreman. There was discussion about the need for the positions and the source of funding. Christopherson also explained his concern about the domino effect that results with the department postings and he sought committee approval for the Administrative Coordinator to have the authority to approve the refill of positions vacated by the postings. There was a brief discussion about the bargaining unit's interpretation of the contract regarding position vacancy posting. Motion by Barkla/Schilling to approve refill of the Sign Engineering Aide and to authorize posting of the vacated Shop Foreman position. <i>Motion passed.</i></p>	<p>Refill of Sign Engineering Aide and Shop Foreman</p>
<p>Sheriff Hove was present to address the department's request for approval to create an eligibility list. The Law Enforcement Committee recommended at their 2/13/07 meeting that the list be created. Motion by Holst/Purdy to grant the request of the Law Enforcement Department and create a new eligibility list. <i>Motion passed.</i></p>	<p>LE eligibility list</p>

<p>Sheriff Hove was present to request authorization from the committee to accept grant funds for digital recording equipment for recording interviews. The use of recording equipment is mandated by the State. Motion by Barkla/Purdy to approve acceptance of the grant award from the Office of Justice Assistance for \$4,627 to purchase digital recording equipment. <i>Motion passed.</i></p>	<p>Accept grant funds - LE</p>
<p>Sheriff Hove was present to address the department's request for approval to purchase a replacement boat motor. The motor was damaged and repair or replacement funds were not available in their 2007 budget. Motion by Holst/Purdy to approve the purchase of a new boat motor for \$12,553, plus \$200 installation, with no funds transferred at this time. <i>Motion passed.</i></p>	<p>Replace boat motor</p>
<p>AC Kephart addressed the proposal for transfer of the Blue Building from the Highway Department to general County. Highway Commissioner Christopherson stated a replacement structure will be built at the Highway. Motion by Barkla/Holst to approve and authorize the transfer of the Highway Blue Shop (Building #2 Sign Shop building) located on the South Side of the Fairgrounds and the Steel Building #10 (Quonset) on the fairgrounds with the transfer to occur within FY 2007 and a sum of \$50,000 per year for six years be transferred from the Contingency account to the appropriate Highway account as residual value for the asset. Motion by Purdy to authorize transfer of the buildings and not transfer of funds. Motion died for lack of second. Supervisor Reis stated the Building Committee and the Highway Committee are recommending the transfer. Purdy voiced his opposition stating the County has need for a jail, and improved court facilities and another judge. Kucinski suggested the County was in need of a campus/strategic plan. Barkla/Holst withdrew their motion. Motion by Purdy/Lockwood to defer action on the building transfer until we have a strategic plan relative to campus facility. <i>Motion passed.</i></p>	<p>Building transfer</p>
<p>IS Director Huppert presented information on the cell phone consolidation proposal. The IS Committee met that morning and was forwarding their recommendations. Motion by Purdy/Lockwood to approve recommendations of the committee: 1) all county cell phones be consolidated under one county contract; 2) Midwest Wireless Plan KBO will be used for all departments except Highway which will go with a tri-state plan; and 3) the county will go with Brian McQuade as the vendor for the consolidated plan. <i>Motion passed.</i></p>	<p>Cell phone contract consolidation</p>
<p>Supervisor Barkla addressed the content of the report. MRRPC Director Greg Flogstad was present. The Ad Hoc committee had presented recommendations regarding each economic development group connected with the County. It was noted that as part of the 2007 budget, consideration was given that no money would be given to these groups EDC, MRRPC and Partners. The County Board has authorized the creation of the Ad Hoc Committee and the study and would need to take action on the release of the budgeted funds.</p> <p>AC Kephart state funds have been disbursed quarterly in the past at the end of each quarter. Motion by Barkla/Purdy to receive the Pierce County Economic Development Ad-Hoc Group report and forward to the County Board their recommendation to release funds to Pierce County Tourism, Economic Development Corporation, MRRPC and WestCap that were withheld and process these payments on a quarterly basis</p>	<p>Ad Hoc ED Group Report</p>

effective March 31. Flogstad advised the committee that MRRPC might be able to assist them with strategic planning. <i>Motion passed.</i>	
Members discussed their interest in a unified financial report and possible creation of a unified financial system. Schilling stated that it has previously been discussed that the members were interested in some type of report. Lockwood suggested a report be made available to members every month on expenses and revenues. Possibly, summary information from each department that shows how expenses and revenues compare with what was budgeted for that time. Holst inquired as to whether there was an interest in bringing all bookkeepers under one roof. AC Kephart suggested that Administration could provide the committee with a variety of reports for their review. Motion by Lockwood/Kucinski that IS Director Huppert, F & B Director Brickner and AC Kephart work together to create recommendations for a unified financial report and system. <i>Motion passed.</i>	Unified financial report/system
AC Kephart informed the committee that the County did not have a written policy for non-represented employees that identified an acceptable length of notification of resignations or retirements. He stated he will draft a policy for their consideration.	Termination notice policy
The Position Classification Review recommendations report was discussed briefly. Nine positions were forwarded to the consultant for review. Motion by Purdy/Lockwood to note that the committee received the report and to postpone action on the report until 3/5. Kephart will bring forward additional information for the committees consideration. Members were asked to bring their BCC Study report for the meeting. <i>Motion passed.</i>	Classification reviews
Motion by Purdy/Lockwood to defer action on discussion of definition of department head titles, position establishment and consolidation until the 3/19 meeting. <i>Motion passed.</i>	Department head
Lockwood briefly talked about identifying priorities and goals and referred to the report that was generated from the committee member's comments. Kucinski suggested setting a strategic planning meeting. Members agreed to meet 3/26 at 7:00 p.m. county board room for discussion of strategic planning.	Strategic planning session
Motion by Holst/Kucinski to convene into closed session at 9:55 p.m. pursuant to §19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation update. <i>Roll call vote unanimously approved.</i> Also present Corporation Counsel Lawrence, Supervisor Reis and Highway Commissioner Christopherson.	Closed session: Litigation update
Motion by Holst/Purdy to return to open session at 10:35 p.m. <i>Roll call vote unanimously approved.</i>	Open session
No action taken on closed session items.	

<p>AC Kephart stated the county board materials and Finance and Personnel materials were being mailing in green diamond First Class envelopes and seemed to be arriving at their destinations quicker. Kephart also proposed a change to the format of the agendas. He confirmed that the committee agrees to set the meeting calendar for the 1st and 3rd Mondays of each month.</p>	<p>AC Report</p>
<p>Future agenda items: March 5th agenda will include presentation from Bob Moore, ICM; refill of Assistant Parks Superintendent; and classification review report. March 19th agenda will include review of Shop Foreman refill and definition of department head.</p>	<p>Future agenda items</p>
<p>Future meeting dates: March 5, March 19 at 6:30 p.m. and March 26 (Strategic Planning Session) at 7:00 p.m. April 2 and April 16.</p>	<p>Future meeting dates</p>
<p>Motion by Holst/Purdy to adjourn at 10:40 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 5, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 2/26/07 Personnel items: Finance items:	AC
3	Bob Moore, ICM, will provide the 2006 financial investments report	Moore/ Knutson
4	Discuss and take action to create a unified financial system	AC, F & P Dir., Treasurer
5	Discuss and take action on proposed ordinance to amend §7-15 of the Pierce County Code regarding membership of the Solid Waste Management Board	Lawrence
6	Discuss and take action on adjustment of vehicle registration fees	Hove
7	Discuss and take action on refill of Assistant Park Superintendent position	Schoepp
8	Discuss and take action on Corporation Counsel Paralegal/ Office Manager position description	Lawrence
9	Discuss and take action on classification review recommendations	AC
10	Discuss and take action on termination notice policy	AC
11	Administrative Coordinator's report	AC
12	Future agenda items	Members
13	Future meeting dates	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

2/28/07 4:00 p

FINANCE AND PERSONNEL COMMITTEE

Monday, March 5, 2007 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-05**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:35 p.m.		Meeting convened	
The Chair acknowledged those present and established there was a quorum.		Establish quorum	
Members present:	Rich Purdy Paul Barkla Kirstin Schilling Jeff Holst	District #3 District #5 (Polycom) District #10 District #16	Those present
Excused:	Ron Lockwood John Kucinski	District #7 District #8	
Also present:	Bill Gilles Curt Kephart	District #14 AC	
Presenters:	Bradley Lawrence Supervisor Reis J. Huppert S. Schoepp J. Brickner R. Christopherson P. Knutson	Corporation Counsel District #13 IS Director Park Superintendent F & B Director Highway Commissioner Treasurer	
Chair Schilling called for public comments not related to agenda items. There were none.		Public comments	
Motion by Purdy/Barkla to approve consent calendar items. 2a Establish and approve agenda 2b Approve minutes of 2/26/07. <i>Motion passed.</i>		Consent calendar	

<p>Bob Moore, Institutional Capital Management, provided the financial investments report. He indicated he is aware the County is working to develop financial investment policies and cooperation between finance, treasury and ICM will assure that the County has their needs met. There was discussion of a cash flow analysis and investment strategy. Moore stated that over the course of the next 2 years related financial issues will impact the County's investment pattern. AC Kephart inquired as to what extent the ICM data would be useful for proactive economic development. Moore responded it would be useful as it would include a list of the top 10 tax payers and their business's and reveal the level of diversification in the county's tax base.</p>	<p>Investments report</p>
<p>AC Kephart, Finance & Budget Director Brickner, IS Director Huppert and Treasurer Knutson were present to offer a number of reports that would provide a unified financial reporting system. One option which was prepared with 2006 data was a short report that provided a list of all fund balances followed by individual department line item reports. A revenue report in the same format was also presented. Another option was a report with department revenues and expenditures on the same sheet. Brickner indicated the reports could include footnotes on points of interest in the fund activities.</p> <p>There was discussion as to whether the requested report would be distributed monthly in their boxes or if they wanted a monthly report at their meeting. A report comparing expenditures and revenues from one year to the next was also discussed.</p>	<p>Unified financial reports</p>
<p>Brickner stated another recommendation to the committee would include improved communication between departments. She indicated the recent early withdrawal penalty shouldn't have happened since the Finance Department, if advised there were large expenditures to be made, could have held some bills and there would not had been a need to pull the investment before it was mature.</p>	<p>Improved communication</p>
<p>Another suggestion was the need for improved communication with the Finance & Personnel Committee. There are no investment policies so it was unclear as to when the financial staff should come to the committee for guidance on such matters as investment diversification and collateralization. The committee requested that the Finance Department and Treasurer work with the necessary staff and financial institutions to draft a policy on investments. The committee was hopeful that they would have a draft policy for review within the next couple of months.</p> <p>The Finance & Budget Director and Treasurer also recommended that a policy be adopted that called for monthly finance meetings with departments. They would be used to discuss matters of financial interest to the County. It was not necessary to bring all finance staff into one office location but regular meetings would improve overall financial reporting. As an example, it was suggested that</p>	

all grants should be filed in the Finance Department. Brickner noted that the Human Services Department does not budget on the county's budget system and that makes their financial reports different than the standard of the County. Committee members suggested that any committee with an anticipated expenditure over \$50,000 should speak with the Budget & Finance Director or the Treasurer prior to submitting a voucher for payment.

Brickner also proposed that a policy be established so that the various department's finance people are encouraged to speak with the Finance Department prior to presenting financial information at their standing committee level and before meeting with the Finance & Personnel Committee. This would assist them in creating the same type of reports for the meetings and would provide more uniformity.

A future agenda will include discussion of finance reorganization proposals. The Finance & Budget Director will provide the committee with policy proposals and priorities.

Committee members reviewed legislation proposed regarding the composition of the membership of the Solid Waste Board. Corporation Counsel Lawrence stated there was a conflict in the Code in that one section stated that the SWMB shall consist of 4 County Board members and 5 citizen members while another section states the composition would be 4 citizen members and 5 County Board members. There was a brief discussion as to why this was such a large committee and Lawrence noted that the Statutes set out the guidelines and the SWMB had earlier made the decision that they didn't want to reduce the size of their committee. Motion by Purdy/Barkla to approve the proposed ordinance as presented to amend 7-15 of the Pierce County Code – Membership of the Solid Waste Management Board, and forward the ordinance to the County Board. *Motion passed.* Members suggested they ask the SWB to refresh their memory as to why they choose to retain the large number of members on board SWMB.

SWMB membership

Committee members discussed proposed legislation from the Sheriff's Department that would revise the fees charged to the public for vehicle registration. Motion by Barkla/Purdy to grant permission to amend Resolution 01-29 *Establishing Vehicle Registration Fees* as follows and forward a resolution to the County Board.

Vehicle registration fees revised

New license plate	\$17.50	to	\$19.50
Renewal fee	\$10.00	to	\$10.00
Temporary license plate fee	N/A	to	\$ 5.00
Counter fee	N/A	to	\$ 2.00

Motion passed.

<p>Committee members reviewed the request from the Parks Committee to refill the position of Assistant Park Superintendent. The regular employee was on an extended leave in 2006 and had vacated the position in November 2006. Staffing since that time included a temporary employee and seasonal help.</p> <p>AC Kephart read a letter from Parks Committee Chair Pittman to the Finance & Personnel. The letter noted that the Parks Committee had evaluated the position and unanimously approved refilling it. Reasons for refill included work safety and efficiency, both in dollars spent and work accomplished, with increased work load supervising and managing additional park properties. The Parks Committee and Park Superintendent expressed concern that we may be unable to attract and retain good personnel if the position is filled by a part time or temporary employee.</p> <p>Schoepp advised the committee that Park revenues have been increasing over the years. There was discussion about the work hours for the Superintendent and Assistant Superintendent positions. Members discussed whether a Ranger would be a more suitable worker. Motion by Barkla to approve hiring a park ranger for 35 hours per week. Motion died for the lack of a second.</p>	<p>Assistant Park Superintendent refill</p>
<p>Motion by Purdy/Holst to approve refill request of the Assistant Park Superintendent position as recommended by the Pierce County Parks Committee. A friendly motion was added to say the approval is contingent upon the Park Superintendent's preparation of a comprehensive plan of county park promotion. It was acknowledged that all positions will be reviewed at budget time. <i>Motion passed.</i></p>	
<p>Corporation Counsel Lawrence presented an updated position description for his department's vacant support staff position. He indicated the revision is the result of the reclassification that was approved in September 2006 and results in the refinement of the previous position description. The approval of the position description will not require a reclassification review as the duties fall into BCC's previous Grade suggestion, Motion by Barkla/Holst to approve the updated and revised position description for the Paralegal/Office Manager in the Office of Corporation Counsel <i>Motion passed.</i></p>	<p>Paralegal/Office Manager</p>
<p>Recess at 8:15 -8:23</p>	<p>Recess</p>

<p>AC Kephart addressed the report from Consultant Russell Wright regarding his classification review recommendations. The Finance & Personnel Committee Chair, Board Chair, Second Vice-Chair and the AC met with the consultant. Nine review requests were submitted to Wright. They included the Shop Superintendent, Patrol Superintendent, Construction Superintendent, Highway Commissioner, Child, Youth & Family Supervisor, Land Management Specialist, Zoning Specialist and Personnel Coordinator/Administrative Specialist. The consultant recommended no change in classification for four positions, three were recommended for change in classification and two were recommended for review using the “Out of Class” stipulation developed by BCC.</p>	<p>Classification review recommendations</p>
<p>Motion by Barkla/Holst to approve the following steps to address questions raised as a result of the consultants recommendations:</p> <ol style="list-style-type: none"> 1) Receive the report and take it under advisement; 2) Direct the Personnel Coordinator to work with the affected Departments to determine which position descriptions need fine tuning and which ones may take a wholesale rewrite (The AC will review perform this task for the position of Personnel Coordinator; 3) Direct the Finance Director to identify source funds for any cost implications for FY 2007 budget (financial impact review) 4) Direct the AC to take this opportunity to review the staffing plans of the affected departments and work with the appropriate DH to see if there are some opportunities to improve the function of the positions, the Departments, or what future impacts might change the position description in the near future. This could be done in a start to the 2008 budget process. <i>Motion passed.</i> 	
<p>There was a brief discussion of creating a policy to address notification when an employee decides to terminate their employment with the County. Barkla suggested that this come back to the committee on March 19th.</p>	<p>Termination notice policy</p>
<p>Motion by Barkla/Purdy to adjourn at 9:02 a.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

REVISED 3/16/07

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 19, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1.	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2.	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 3/5/07 2c Establish 2007 – 2008 county board meeting dates Personnel items: Finance items: 2d Treasurer's report 2e Accept Child Passenger Safety Car Seat grant funds and amend Car Seat budget 2f Approve First Breathe grant carryover funds and 2007 budget	AC
3.	Discuss and take action on RFP's for insurance consultant	AC/Kinneman
4.	Discuss and take action on refill of Court Clerk position	P. Feuerhelm
5.	Discuss and take action on refill of Dispatcher/Jailer position	Hove
6.	Discuss and take action: 6a. Parent Aide	D. Robole
7.	Discuss and take action on refill of vacant Highway Dept. positions	Christopherson
8.	Discuss and take action on revised EM Director position description	AC/Brown
9.	Discuss and take action on compensation for deputy medical examiners	ME/AC
10.	Discuss and take action to establish fees for services rendered by medical examiner and deputy medical examiner	ME/AC
11.	Discuss and take action to define department head titles, position establishment and consolidation	Schilling
12.	Administrative Coordinator's report	Kephart
13.	Future agenda items	Members
14.	Future meeting dates	Members
15.	Adjourn	Members

A quorum of county board supervisors may be present.

3/16/07 11:00 a.m.

FINANCE AND PERSONNEL COMMITTEE

Monday, March 19, 2007 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-06**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:35 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 (Polycom) District #7 District #8 District #10 District #14 District #16	Those present
Also present:	Curt Kephart	AC	
Presenters:	Ross Christopherson Donna Robole Nancy Hove Wanda Kinneman Paula Knutson Peg Feuerhelm	Highway Commissioner Operations Manager – HS Sheriff Insurance Coordinator Treasurer Clerk of Court	
Chair Schilling called for public comments not related to agenda items. There were none.			Public comments
Motion by Purdy/Barkla to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 3/5/07 2c Establish 2007 – 2008 county board meeting dates of May 22, June 26, July 24, August 28, September 25, October 23, November 13 (9:00 a.m.), December 18, January 22, 2008, February 26, 2008, March 25, 2008, April 15, 2008 (9:00 a.m.) 2d Treasurer’s report, fund balances as of February 2007: \$19,445,452.01 2e Accept \$2,500 in Child Passenger Safety Car Seat grant and amend 2007 Car Seat Budget 2f Create 2007 First Breath Grant Budget with 2006 carryover funds. <i>Motion passed.</i>			Consent calendar

<p>Insurance Coordinator Kinneman and AC Kephart reported that 3 companies responded to the County's request for proposals for a health insurance consultant. They recommended to the committee that they accept the proposal from Holden Insurance Agency, Inc. with a bid of \$5,000. The two other bids were for \$30,000 and \$33,500 but included costs for services that were not requested in the RFP. Kinneman explained that Attorney Weld had been contacted for an opinion on whether the County could use money from the health insurance fund to pay for the consultant and he said yes, replying that this is considered an administrative fee to analyze how we can do better with the insurance plan and that all premiums paid do not go for insurance coverage or claims. It was suggested that using the consultant should save more in the health insurance fund than what is spent for the consultant. Corporation Counsel supports the opinion provided by Weld.</p>	<p>Health insurance consultant RFP's</p> <p>Health insurance consultant RFP's, cont.</p>
<p>Kinneman had provided to the committee letters from the L.A.W. and AFSCME unions that stated they opposed funding the consultant fee from the insurance fund. Motion by Barkla/Purdy to approve and authorize the Administration Office to contract a health insurance consultant - Holden Insurance Agency – in an amount not to exceed \$10,000 for 2007 and the funds come from the contingency fund. The approval will be effective 3/20/07. Kinneman explained that the amount requested above the \$5,000 bid would judiciously be applied for incidental expenses. <i>Motion passed.</i></p>	
<p>Clerk of Court Feuerhelm was present to request approval to refill the position of Court Clerk that was being vacated as the result of a posting. Motion by Holst/Purdy to refill Court Clerk position. <i>Motion passed.</i></p>	<p>Refill Court Clerk</p>
<p>Sheriff Hove was present to request approval to refill Dispatcher/Jailer position that was being vacated by a resignation. Motion by Barkla/ Kucinski to approve refill of Dispatcher/Jailer position. <i>Motion passed.</i></p>	<p>Refill Dispatcher/Jailer</p>
<p>HS Operations Manager Robole was present to request approval to refill of .6 FTE Social Services Aide position. No County dollars are applied to fund this position. Motion by Purdy/Holst to approve refill of .6 FTE Social Services Aide position. <i>Motion passed.</i></p>	<p>Refill Social Service Aide</p>
<p>Refill of vacant Highway Department positions was presented by Commissioner Christopherson. The positions included Welder/Mechanic, and five Highway Workers. Refills of these positions would still downsize department by one position effective May 2007. The last open hiring took place in May 2005.</p> <p>He presented the committee with a breakdown of the 2007 operations which include Highway Program, State of WI – DOT and Local and other department projects and the number of employees required to complete the work budgeted. Motion by Barkla/Lockwood to approve and authorize the highway department to hire one (1) mechanic/welder and five (5) highway workers. <i>Motion passed.</i></p>	<p>Refill Highway positions</p>

<p>Emergency Management Director Brown and AC Kephart addressed the revised position description presented. The Emergency Management Director position will take more security responsibility on campus and not just preparedness for outside security issues. The current position is at Grade 21. Holst asked if the County was looking at contracting for this position. Motion by Kucinski/Barkla to approve the revised and updated Emergency Management Director position description as presented. <i>Motion passed.</i></p>	<p>EMD revised position description</p>
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<p>Committee members reviewed information from Medical Examiner Dzubay and the Law Enforcement Committee that proposed compensation increases for the Deputy Medical Examiners. Motion by Purdy/Barkla to authorize Corporation Counsel to prepare legislation for County Board approval to establish compensation as follows:</p> <table border="1" data-bbox="19 577 1323 1260"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Previous Coroner Fee</u></th> <th style="text-align: center;"><u>Proposed Fee</u></th> </tr> </thead> <tbody> <tr> <td>Phone report</td> <td style="text-align: center;">\$15</td> <td style="text-align: center;">\$15.00</td> </tr> <tr> <td>Cremation permits</td> <td style="text-align: center;">\$25.00 plus mileage</td> <td style="text-align: center;">\$50.00 plus mileage</td> </tr> <tr> <td>Trial work period/mentoring</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">\$10.00/call plus mileage</td> </tr> <tr> <td>Scene visits</td> <td style="text-align: center;">\$75</td> <td style="text-align: center;">\$100.00 plus mileage</td> </tr> <tr> <td>Scene visits with autopsy or >5 hours</td> <td style="text-align: center;">\$100>4 hrs + mileage</td> <td style="text-align: center;">\$150.00 plus mileage</td> </tr> <tr> <td>Court testimony</td> <td style="text-align: center;">\$15/hour plus mileage</td> <td style="text-align: center;">\$15/hour plus mileage</td> </tr> <tr> <td>Monthly on-call pay</td> <td style="text-align: center;">\$1/hour</td> <td style="text-align: center;">\$1/hour</td> </tr> <tr> <td>Mileage</td> <td></td> <td style="text-align: center;">Per county travel Policy</td> </tr> </tbody> </table> <p><i>Motion passed.</i></p>		<u>Previous Coroner Fee</u>	<u>Proposed Fee</u>	Phone report	\$15	\$15.00	Cremation permits	\$25.00 plus mileage	\$50.00 plus mileage	Trial work period/mentoring	N/A	\$10.00/call plus mileage	Scene visits	\$75	\$100.00 plus mileage	Scene visits with autopsy or >5 hours	\$100>4 hrs + mileage	\$150.00 plus mileage	Court testimony	\$15/hour plus mileage	\$15/hour plus mileage	Monthly on-call pay	\$1/hour	\$1/hour	Mileage		Per county travel Policy	<p>Deputy ME Comp</p>
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Court testimony	\$15/hour plus mileage	\$15/hour plus mileage																										
Monthly on-call pay	\$1/hour	\$1/hour																										
Mileage		Per county travel Policy																										

<p>Committee members reviewed information from Medical Examiner Dzubay and the Law Enforcement Committee that proposed increases in fees for services provided by the ME and Deputy ME. Motion by Barkla/Purdy to approve increase in services fees as follows and forward legislation to the County Board for approval:</p> <table border="1" data-bbox="19 1491 1323 1764"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Previous Coroner Fee</u></th> <th style="text-align: center;"><u>Proposed Fee</u></th> </tr> </thead> <tbody> <tr> <td>Cremation Permit</td> <td style="text-align: center;">\$ 75.00</td> <td style="text-align: center;">\$ 100.00</td> </tr> <tr> <td>Disinterment Permit</td> <td style="text-align: center;">\$ 25.00</td> <td style="text-align: center;">\$ 25.00</td> </tr> <tr> <td>Final Autopsy Copy</td> <td style="text-align: center;">\$ 50.00</td> <td style="text-align: center;">\$ 50.00</td> </tr> <tr> <td>Medical Examiner Report</td> <td style="text-align: center;">\$ 5.00</td> <td style="text-align: center;">\$ 5.00</td> </tr> </tbody> </table> <p><i>Motion passed.</i></p>		<u>Previous Coroner Fee</u>	<u>Proposed Fee</u>	Cremation Permit	\$ 75.00	\$ 100.00	Disinterment Permit	\$ 25.00	\$ 25.00	Final Autopsy Copy	\$ 50.00	\$ 50.00	Medical Examiner Report	\$ 5.00	\$ 5.00	<p>Fees for ME/ Deputy services</p>
	<u>Previous Coroner Fee</u>	<u>Proposed Fee</u>														
Cremation Permit	\$ 75.00	\$ 100.00														
Disinterment Permit	\$ 25.00	\$ 25.00														
Final Autopsy Copy	\$ 50.00	\$ 50.00														
Medical Examiner Report	\$ 5.00	\$ 5.00														

<p>Brief discussion of the definition of department head and how the department head position is established. Lockwood stated he has raised this question because department heads get different treatment than other employees noting that in some cases the department head is the only staff person. He wanted to know how the County determined who was a department head. He suggested a part of the strategic planning could be applied to look at what our major purposes are and their function. The County may try to interface departments with broad purposes. Motion by Purdy/Barkla to defer action on the definition of a department head until there is a strategic planning report. <i>Motion passed.</i></p>	<p>Definition of department head</p>
<p>AC report: Kephart provided the members with <u>Pierce Notes</u>. In addition, he noted that he will be bringing forward a rewrite of the Insurance Coordinator's position description. This was part of his plan for reorganization of Administration. He also spoke of several matters relating to reallocation of space and space needs.</p>	<p>AC report</p>
<p>Committee members were agreeable that the Monday meeting materials should be mailed on Thursday of the preceding week.</p>	
<p>Future agenda items: Refill procedure for union positions on the April 2nd agenda.</p>	<p>Future agenda items</p>
<p>Future meeting dates: March 26, April 2 and April 16. (1st and 3rd Mondays of the month.)</p>	<p>Meeting dates</p>
<p>Motion by Holst/Lockwood to adjourn at 7:37 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 26, 2007 – 7:00 p.m.

STRATEGIC PLANNING SESSION III

Pierce County Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Establish and approve agenda	Chair
2	Committee will receive public comments not related to agenda	
3	Discuss and take action on strategic planning expectations	Kucinski
4	Discuss and take action on focus/priorities	Lockwood
5	Where do we go from here?	Members
6	Discuss and take action to update Pierce County strategic plan	Members
7	Set future meeting date	Members
8	Adjourn	

A quorum of County Board Supervisors may be present

3/16/07

REVISED 3/30/07

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, April 2, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 3/19/07 Personnel items: Finance items:	Members
3	Discuss and take action on outlawed County order checks	Knutson
4	Discuss and take action on purchasing Reproductive Health Gateway Server	B. Johnson
5	Discuss and take action to amend Huber fees	Sheriff
6	Discuss and take action to amend Sheriff's service fees	Sheriff
7	Discuss and take action on purchase and funding for network time synchronization system	Sheriff
8	Discuss and take action on classification review recommendations	AC
9	Discuss and take action on termination of employment notification guidelines	AC
10	Discuss and take action on position refill policy	Members
11	Discuss and take action on strategic planning session recommendations	Members
12	Discuss and take action to approve Interim Human Services Director wage	AC Gilles
13	Committee will convene into closed session pursuant to §19.85 (1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Assistant Park Superintendent compensation	Closed session

14	Committee will return to open session and take action on closed session item, if required	Open session
15	Administrative Coordinator's report	Kephart
16	Future agenda items	Members
17	Future meeting dates	Members
18	Adjourn	Members

A quorum of county board supervisors may be present.

3/30/07 (3:00 p.m.)

FINANCE AND PERSONNEL COMMITTEE

Monday, April 2, 2007 – 6:30 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-07**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:33 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles	District #3 District #5 District #7 District #8 District #10 District #14	Those present
Also present:	Jeff Holst Curt Kephart John Borup Mike Knoll Ross Christopherson Janet Huppert	District #16 AC Interim Human Serv. Dir. Lieutenant Highway Commissioner IS Director	
Chair Schilling called for public comments not related to agenda items. There were none.			Public comments
<p>Motion by Purdy/Barkla to approve consent calendar items with the exception of moving agenda item #12 <i>Discuss and take action to approve Interim Human Services Director wage</i> to agenda item #3:</p> <p>2a Approve agenda with above exception</p> <p>2b Approve minutes of 3/19/07</p> <p><i>Motion passed.</i></p>			Consent calendar
<p>Agenda item # 12 was brought for discussion. Interim Human Services Director John Borup was introduced to the committee members. AC Kephart advised the committee that acting under the direction of the HSB Chair he had been instructed to make arrangements for an interim Director. Mr. Borup had accepted the position and will work 20 – 32 hours per week at the rate of \$60 per hour concluding his interim service by 7/2707.</p> <p>Mr. Borup provided the members with a brief summary of his work history indicating that he had retired 2 yrs ago after serving a number of years as Human Services Director in both Dunn County and St. Croix County. Motion by Holst/Barkla to approve the wage of \$60 per hour for John Borup as Interim Human Services Director. <i>Motion passed.</i></p>			Interim Human Services Director
AC Kephart informed the committee that Mr. Borup would be introduced to department staff members the next day by means of an informal open house that he had arranged.			

Members reviewed the list of outlawed County orders that had been presented by Treasurer Knutson. Pursuant to §59.64(4e), Wis. Stats., the committee was asked to make a recommendation to the county board to cancel order checks older than two years that remain outstanding. Motion by Barkla/Kucinski to approve the list of outlawed county order checks older than two years and remaining unpaid on January 1, 2007 and to authorize the cancellation of said order checks and forward this recommendation to the county board for action. *Motion passed.*

Outlawed County orders

Discussion was held on the Public Health Department request to purchase an unbudgeted server at the Reproductive Health Office with uncovered costs in the amount of \$1,191 to be paid from previous years Reproductive Health accumulated revenue funds. The Administration Department was recommending to the committee that the funds in the current budget would be reallocated from the purchase of a computer to the purchase of the server without using program reserves. Motion by Purdy/Lockwood to approve the purchase of Gateway Server 2003 software, the needed client access licenses and a UPS backup system totaling \$2,667.07 that was recommended by the Information Services department. \$1,476 of this purchase will be paid from the current approved budget and the remaining \$1,191 will be covered with previous years Reproductive Health accumulated revenue funds. *Motion passed.*

Purchase/ funding of server for Reproductive Health Office

Lt. Knoll was present to address the departments request for increase in Huber Law fees. Knoll indicated that fees had not been changed since 1999, however, in the future the department will revisit the fees on an annual basis. Motion by Barkla/Holst to grant permission to amend Resolution 99-05 *Establishing Pierce County Huber Law Fees* as follows and forward a resolution to the county board for approval:

Huber Law fee increase

	<u>Current Fee</u>	<u>Proposed Fee</u>
Fee	\$13.00	\$14.25
Tax (5.5%)	.71	.78
Total	\$13.71/day	\$15.03/day

Motion passed.

Lt. Knoll was present to address sheriff's service fees. He explained the fees were last amended in 2001. Motion by Barkla/Holst to grant permission to amend Resolution 01-14 *Fees for Services of Sheriff* as follows and forward a resolution to the county board for approval:

Sheriff service fees

Service	Current Rate	Proposed Rate
Civil process	\$26.00 plus mileage	\$30.00 per set of documents served plus mileage
Attempted service	\$13.00 (no mileage)	\$20.00 per attempt (up to 3 attempts)
Mileage	29 cents per mile	Calculated the same as the state rate annually
Misc. Officer Services		
Evictions, stand bys, etc.	\$26.00 per hour straight time \$39.00 per hour overtime or combination	\$40.00 per hour
Sheriff's Sales	\$75.00	\$100.00 for posting of sale
	\$75.00	\$50.00 for actual sale [\$150.00 total – see §10-12 PCC]

Motion passed.

Supervisor Kucinski advised the committee that the Sheriff's Department has a number of dispatch systems that each keep their own time and it is critical that each time piece is synchronized with the others. Lt. Knoll was present for discussion. Motion by Kucinski/ Purdy to approve the reallocation of funds in the IS Department budget previously budgeted for Sierra Bravo Software to the purchase of the Network Time Synchronization system which includes equipment and software. *Motion passed with Gilles opposed.*

Network Time Synchronization system

Position classification review recommendations from the Administrative Coordinator were not finalized for committee consideration. Motion by Purdy/Barkla to defer this item until the next meeting. <i>Motion carried.</i>	Classification reviews
Committee members discussed the information received from Corporation Counsel Lawrence with regard to a proposed termination notice policy for non-represented employees. Attorney Lawrence suggested the committee may want to consider a guideline instead of a policy. Language presented was: <i>Pierce County respectfully requests, as a courtesy to management and fellow employees, that the following guideline be followed with regard to terminating the employment relationship: Department Heads are requested to give four (4) weeks advance notice, and remaining non-represented employees are requested to give two (2) weeks advance notice, of their intent to terminate employment with the County.</i> Motion by Barkla/Purdy to include the language in the Personnel Policy. <i>Motion failed with all voting against.</i>	Termination notice policy
The position refill policy was up for discussion. Motion by Purdy/ Kucinski to reconsider motion of 1/22/07 “Motion by Purdy/Lockwood that for a term of 6 months no vacant positions will be filled in the County until they are reviewed by the department committee and the Finance & Personnel Committee”. <i>Motion to reconsider passed.</i> There was discussion of the motion of 1/22/07 and its intent. Motion by Holst/Barkla that the Land Conservation Director and Resource Agent not be refilled until reviewed by their respective standing committee and the Finance & Personnel Committee but all others could be considered with authorization of the Administrative Coordinator. <i>Motion passed.</i>	Position refills
Motion Gilles/Barkla to defer action on the strategic planning session recommendations. Schilling inquired as to whether all members felt they are on the same page with the purpose of their sessions or if the goal should be changed to long-range planning. Kucinski stated the committee needs an outline to follow and agreed to prepare the outline for their consideration. He will seek assistance with the project from other board members who might want to volunteer. Lockwood spoke of a planning session scheduled for 4/19/07 at UWRF Kinnickinnic Center. Barkla stated Dunn County is starting a county visioning process on 5/10/07. <i>Motion to defer passed.</i>	Strategic planning
AC Kephart provided the committee with an update of activities since their last planning session relating to zoning of the properties in the Village of Ellsworth that had been purchased by the County. It was suggested that a representative of the Building Committee should be present at the Village Planning and Zoning Committee meeting on 4/16/07. Supervisor Nellessen was suggested.	
Motion by Barkla/Purdy to convene into closed session at 7:40 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Assistant Park Superintendent compensation. <i>Roll call vote unanimously approved.</i> Motion by Purdy/Barkla to return to open session at 8:44 p.m. <i>Roll call vote unanimously approved.</i> Motion by Barkla/Purdy to approve compensation of Grade 17 Step Min for candidate Travis Campbell. <i>Motion passed.</i>	Closed session: compensation for Assistant Park Superintendent
AC Kephart announced he would be out of the office for the remainder of week.	AC report

<p>Future agenda items will include the position classification review recommendations, DNR Brownsfield, and strategic planning. AC Kephart also stated he will be including the AC Report as part of the Consent Calendar and it will be presented in writing. Kephart stated he will be starting to keep a log of the time and money involved in meeting preparation for some of the requests that come out of Finance & Personnel Committee. AC Kephart further stated there are times when Administration has been instructed to put an item on the agenda and it should be understood that whoever asks to have it put on the agenda will be the one who provides the information for the mailing. Barkla directed the AC to provide his recommendation regarding meeting action items.</p>	
<p>AC Kephart confirmed the committee's directive that if agenda item information is not provided to the committee prior to the meeting the item will be pulled and no action will be taken.</p>	
<p>Motion by Barkla/Kucinski to adjourn at 8:05 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, April 16, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 4/2/07 2c Administrative Coordinator's report Personnel items: Finance items: 2d Treasurer's report 2e Accept \$4,999 in tobacco funds and amend the Tobacco Coalition 2007 budget	AC
3	Discuss and take action on DNR Brownfields recommendation on the disposition of delinquent tax parcel	Knutson
4	Discuss and take action on classification review recommendations	AC
5	Discuss and take action on refill of UW-Ext Resource Agent position jointly appointed by Pierce County and UW-Ext	Andrews
6	Discuss and take action on strategic planning session recommendations	Kucinski
7	Committee will convene into closed session pursuant to §19.85 (1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal/Office Manager compensation	Closed session
8	Committee will return to open session and take action on closed session item, if required	Open session
9	Future agenda items	Members
10	Future meeting dates	Members
11	Adjourn	Members

A quorum of county board supervisors may be present.

4/9/07-9:30 a.m.

FINANCE AND PERSONNEL COMMITTEE

Monday, April 16, 2007 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2007-08

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst Bill Gilles	District #3 District #5 District #7 District #8 District #10 District #16 District #14	Those present
Excused:			
Also present:	Curt Kephart Bradley Lawrence Mel Pittman Don Rohl Greg Andrews Lori Zierl Diana Alfuth Ross Christopherson Paula Knutson	AC Corporation Counsel District #17 District #11 Ag Agent/Dept. Chair Family Living Agent Horticulturist Hwy. Commissioner Treasurer	
Public comment: Supervisor Purdy made a brief report on the recent meeting of the Mississippi River Regional Planning Commission. He indicated the Commission is working to create a financial report that segregates funds that have been expended on Pierce County projects. He noted that they are also working on a bio-energy project, a DOT grant for Spring Valley for funding for safe transportation to school, and are helping to apply for a grant for a park in Diamond Bluff.			Public comments

<p>Motion by Barkla/Purdy to approve consent calendar items. AC Kephart distributed his report in writing. Motion by Schilling/Purdy to amend the 4/2/07 minutes regarding position refills: Motion by Holst/Barkla that the Land Conservation Director and Resource Agent not be refilled until reviewed by their respective standing committee and the Finance & Personnel Committee but all others would could be considered with authorization of the Administrative Coordinator. <i>Motion to amend passed.</i></p> <p>Motion by Barkla/Schilling to approve the consent calendar with the amended minutes:</p> <p>2a Establish and approve agenda</p> <p>2b Approve minutes of 4/2/07</p> <p>2c Administrative Coordinator's report</p> <p>2d Treasurer's report with fund balances of \$18,124,866.02</p> <p>2e Accept \$4,999 in tobacco funds and amend the Tobacco Coalition 2007 budget.</p> <p><i>Motion passed.</i></p>	<p>Consent calendar</p>
<p>Cyndi Thomas, DNR Brownfields Outreach Specialist, was present to discuss and answer questions about the Brownfields program and liability exemptions available to local governments for environmental contamination. Treasurer Knutson advised the committee that the County has on its delinquent tax rolls properties since 1996 which are eligible for taking on a tax deed, however, the county did not exercise a tax deed because of environmental issues.</p> <p>Ms. Thomas used a PowerPoint presentation to explain to the committee some of the options that could be available to them to fund clean-up and redevelopment if they take the tax deed. <i>No action taken.</i></p>	<p>Brownfield site and tax delinquency</p>
<p>Committee moved to agenda #5 <i>Discuss and take action on refill of UW-Extension Resource Agent position jointly appointed by Pierce County and UW-Extension.</i> Agriculture Agent and Department Chair Greg Andrews, Family Living Agent Lori Zierl, Horticulturist Diana Alfuth, and Mike Perkl, UW-Extension Western District Director, were present for the discussion.</p> <p>Andrews explained that the refill of the Resource Agent position was recommended by the Ag & Extension Education Committee. Their decision was the result of information gathered through a March 6th visioning session and acted upon at their April 16th meeting. The visioning session was also used to create a new position description. Purdy stated he wanted to get an idea where the County will be financially next year before making this decision. UW-Ext will hold funding for the position until November for 2008.</p> <p>Mike Perkl stated the UW-Extension System understands that the hiring process with counties is done differently and they will work with the County in whatever way necessary to assist them in reaching a decision on refill of the position as well as the refocusing of the position duties. He noted that the County would see substantial savings on wages because the new Agent would be compensated at a lower level of the pay grid. Pittman also reminded the committee that the Ag & Extension Education Committee reviews the "133" contracts annually for renewal. <i>No action taken.</i></p>	<p>Refill of Resource Agent</p>

Members reviewed and discussed the position classification review recommendations presented by AC Kephart. Kephart stated the Land Management Specialist should be considered for a market exception. He proposed that the Personnel Coordinator/Administrative Specialist should be split into two positions. No change was recommended for the CYF Unit Manager (2). The Zoning Specialist position needed further review.	Classification reviews
Motion by Barkla/Purdy to approve the review/rewrite of Land Management Specialist, Personnel Coordinator/Administrative Specialist and the Zoning Specialist position descriptions. AC Kephart will be responsible for further review/rewrite of the Personnel Coordinator/Administrative Specialist and will work with the Land Management Administrator for the Land Management Specialist and Zoning Specialist. <i>Motion passed.</i>	
There was a short discussion as to the source of funding for the rewrites.	
Motion by Lockwood/Barkla to approve classification of Shop Superintendent (Grade 20), Patrol Superintendent (Grade 21), Land Management Specialist (Grade 15), Highway Commissioner (Grade 25), Construction Superintendent (Grade 22), and CYF Unit Managers (Grade 22). Purdy stated he did not support the Highway Commissioner at Grade 25. <i>Motion passed with Purdy opposed.</i>	
Kucinski announced he had no recommendations at this time regarding strategic planning. <i>No action taken.</i>	Strategic planning
Motion by Barkla/Purdy to convene into closed session at 8:35 p.m. pursuant to Sec. 19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Paralegal/Office Manager compensation. <i>Roll call vote unanimously approved.</i>	Closed session: Paralegal/ Office Manager compensation
Motion by Purdy/Barkla to return to open session at 8:37 p.m. <i>Roll call vote unanimously approved,</i> Motion by Purdy/Holst to approve Grade 16 Step Min for Paralegal/ Office Manager Michelle Schulte. <i>Motion passed.</i>	Open session
Future agenda items: Strategic planning, Pierce County Tourism, fiscal identifier to show the cost of research requests	Future agenda items
Future meeting dates: 5/7/07, 5/21/07, 6/4/07 and 6/18/07, 6:30 p.m.	Future dates
Motion by Barkla/Holst to adjourn at 8:40 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, May 7, 2007 – 6:30 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 4/16/07 2c Administrative Coordinator's report Personnel items: Finance items: Accept \$1,928 in WIC funds and amend 2007 WIC budget	AC
	Discuss and take action on Health Risk Assessment funding	Kinneman/AC
	Discuss and take action to approve increase in wage for temporary Sheriff's Dept. employees	Sheriff Hove
	Discuss creation of a risk reserve fund in Human Services	Borup
	Discuss and take action to retain counsel for collective bargaining	Lawrence
	Future agenda items	Members
	Future meeting dates	Members
	Adjourn	Members

A quorum of county board supervisors may be present.

4/27/07

FINANCE AND PERSONNEL COMMITTEE

Monday, May 07, 2007 – 6:30 p.m. CDT

County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2007-09

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:32 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Kirstin Schilling William Gilles Ron Lockwood John Kucinski Jeff Holst	District #3 District #5 District #10 District #14 District #7 District #8 District #16
Also present:	Curt Kephart Wanda Kinneman	AC Insurance Coordinator
Chair Schilling called for public comment. There was no public comment.		Public comment
Motion by Gilles seconded by Purdy to approve the consent calendar: 2a Establish and approve agenda 2b Approve the minutes of 4/16/07 2c Administrative Coordinator's report. 2d Accept \$1,928 in WIC funds and amend 2007 WIC budget. <i>Motion passed.</i>		Consent Calendar
Wanda Kinneman, Insurance Coordinator presented information regarding employee health and wellness surveys. Some health companies and employers encourage the health life style inventory to assist in developing wellness programs. Committee members asked for more information for further review by the Committee.		Wellness Health Inventory
Sheriff Hove requested an adjustment to wages for temporary Sheriff employees. Motion by Barkla seconded by Purdy to authorize and approve an adjustment to \$11.60 per hour for temporary Sheriff Deputy Henrich, Koch and Hansen effective 5/8/07. <i>Motion passed.</i>		Temporary Deputy Wage Adjustment

<p>The Human Services Board requested the creation of a risk reserve fund in Human Services. John Borup, Interim Director of Human Services was advised that his presence at the meeting would not be required. The Finance Director advised the committee that the Human Services budget maintains either a deficit or a surplus until it is resolved by the Board. Motion by Barkla seconded by Holst to deny the creation of a Risk Reserve Fund for Human Services. <i>Motion passed.</i></p>	<p>Human Services Risk Reserve Fund Proposal</p>
<p>The Corporation Counsel presented a recommendation to retain a legal firm to assist the County in Labor Agreement negotiations. He specifically recommended the firm of Weld, Riley, Prenn & Ricci. Motion by Barkla, seconded by Purdy to retain the firm of Weld, Riley, Prenn & Ricci for Labor Agreement negotiations with all bargaining groups coming open in 2008. The Corporation Counsel is authorized to negotiate an agreement with the firm for all facets of the negotiations. <i>Motion passed.</i></p>	<p>Labor Negotiations Representation</p>
<p>Items for the next Finance & Personnel Committee agenda: HSR Payment Building Committee Recommendations Strategic Planning</p>	<p>Next Agenda</p>
<p>Next meeting dates: Regular meetings 5/21 and 6/4.</p>	<p>Meeting dates</p>
<p>Motion by Barkla/Holst to adjourn at 7:15 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, May 21, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 5/7/07 2c Administrative Coordinator's report Personnel items: 2d Establish temporary wage for Public Health Dental Assistant Finance items: 2e Treasurer's report	AC
3	Discuss and take action to authorize monthly payments to Pierce County Tourism	Jim Ross
4	Discuss and Take Action to update resolution on Local Government Property Insurance Fund	Wanda Kinneman
5	Discuss and take action on Risk Manager position description	AC
6	Auditor's review of 2006 fund balances	Steve Tracey
7	Discuss and take action on establishing 2008 budget guidelines	AC/Brickner
8	Discuss and take action on PCOB remodel projects and temporary re-allocation of funds in Building Outlay Budget	Al Huppert
9	Discuss and take action to re-allocate funds in Fairgrounds 2007 capital budget for concrete maintenance work.	Kenny Hines

10	<p>Committee will convene into closed session pursuant to:</p> <p>10a §19.85(1)(c), Wis. Stat. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), Wis. Stats. for the purpose review and discussion of contract matters under the collective bargaining agreement: Human Services Support Staff grievance #2007-01</p> <p>10b §19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Human Services Director candidate</p> <p>10c §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request</p> <p>10c §19.85(1) (g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update</p>	Closed session items
11	Future agenda items	Members
12	Future meeting dates	Members
13	Adjourn	Members

A quorum of county board supervisors may be present.

5/16/07 (2)

<p>Insurance Coordinator Wanda Kinneman advised the committee that a recent State audit had been conducted for Local Government Property Insurance Fund and the State wanted the County to provide them with an updated insurance authorization form for their files. The last County approval was filed effective 1/1/86. Kinneman also noted that back in 1986 we did not insure with them our automobiles, trucks and monies and securities. Motion by Holst/Purdy to approve and authorize signatures to review Resolution 85-55 and adopt Form OCI 41-015 and forward to County Board with a request for adoption on a first reading. <i>Motion passed.</i></p>	<p>Local Government Property Insurance Fund</p>
<p>AC Kephart presented an updated and revised position description for Insurance Coordinator with the recommendation that the position title be changed to Risk Manager. Kephart explained that this position description was the first in a series of adjustments to better align staff function and duties and responsibilities. This was being presented as part of his responsibility to review functions and duties in the Administration office and identify ways of improving staff functions.</p> <p>Committee members asked how the duties of the proposed position description fit in with the AC position description and whether they created any conflict with it. AC Kephart stated the revisions will include more coordination with Emergency Management Director Gary Brown making it more clear who has responsibility for matters. Kephart also stated that with the concurrence of the County the AC can delegate to others and he didn't see that such delegation would make the duties in conflict with the duties of the AC. He stated the AC would ultimately be responsible to see that the duties of the position were properly completed. Kinneman stated she believed the title Risk Manager was broad and suggested the title of Safety and Insurance Coordinator.</p>	<p>Insurance Coord/ Risk Manager position description Ins Coord/ Risk Manager position desc. Cont.</p>
<p>Committee members expressed concern about tight budgets and asked if there were substantial differences in the proposed position description duties and whether this might result in an adjustment in the position compensation. AC Kephart stated we would not know if the revisions to the duties would warrant an increase in compensation until the position was reviewed and evaluated.</p>	
<p>Motion by Purdy/Lockwood to defer action on the revised position description of Insurance Coordinator and title change to Risk Manager until the committee reviews a comparison of the proposed position description with the position description for the AC and the current Insurance Coordinator position description. Motion by Kucinski/Purdy to offer friendly amendment to recommend that the Personnel Coordinator be directed to review and compare the revised position description and return at the next meeting with that information. <i>Amendment passed. Original motion to defer action passed.</i></p>	

<p>Auditor Steve Tracey presented closing numbers for the 2006 audit. He reviewed the General Fund, Other Governmental Funds, Internal Service Funds and Highway Department Funds.</p> <p>Committee members asked Tracey what his recommendation was for the appropriate amount of reserve funds to maintain. He stated that if a financial person came in they would like to see a reserve in the 25% range. They would not like to see the reserve balance bouncing around or dropping. He stated the County is sitting at around 33% - 35% and that is very good.</p>	<p>2006 Audit report</p>
<p>There was discussion regarding the current County financial and accounting software program and if it was capable of providing complete financial reports that would include all department activities including Highway and Human Services. Tracey and Brickner acknowledged that those departments have specific accounting and reporting programs, however, their financial data can be completely integrated into the County system. Tracey offered to assist the County in implementation if the decision is made to fully incorporate those fund activities into the current system. It was suggested that the Administrative Coordinator should work with new Human Services Director and set up the system for next year.</p>	
<p>Proposed budget guidelines for 2008 were presented by Finance & Budget Director Brickner. Materials included the Budget Calendar and worksheets for New Personnel Information, Current Personnel Information, Programs, 5-Year Budget & Staffing and Capital Improvement plans. She stated these were presented for their consideration and for a recommendation to the County Board in June. Four property tax operating levy options were presented.</p> <p>Gilles stated there is a need for supporting data for new positions. Kucinski questioned whether all personnel requests need a certain level of review. He suggested that the Committee might use the AC and the Finance & Budget Director as a filter for new personnel requests. Brickner suggested that any pre-screening group should include the chair of the standing committee.</p>	<p>2008 Budget guidelines</p> <p>Kosin arrived</p>
<p>It was the consensus of the committee that the levy should be established at the maximum of net new construction and all budgets and all new position requests should be reviewed by the AC, Finance & Budget Director and standing committee chair and forward these recommendations to the county board in June.</p>	<p>Kosin and Christopherson excused</p>

<p>AC Kephart reviewed with the committee the recommendations from the Building Committee that would fund remodeling vacated space in the PCOB by reallocating funds from Building Outlay Budget. Motion by Gilles/Barkla to approve and authorize the redefinition of funds in the Building Outlay Budget to be used for completion of the PCOB remodel project for the Economic Support move in an amount not to exceed \$25,000. <i>Motion passed with Purdy opposed.</i> Motion by Gilles/Barkla to approve re-allocation of \$11,000 in funds designated for furniture in Reproductive Health Department and Treasurer's Office to fund HSR study. <i>Motion passed with Purdy opposed.</i></p>	<p>Re-allocate Building funds Knutson excused</p>
<p>Chair Schilling announced the committee would convene into closed session pursuant to §19.85(1)(c), Wis. Stat. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), Wis. Stats. for the purpose review and discussion of contract matters under the collective bargaining agreement: Human Services Support Staff grievance #2007-01; §19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Human Services Director candidate; §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request; and, §19.85(1) (g), Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update. Motion by Gilles/Barkla to convene into closed session at 8:44 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session</p>
<p>Motion by Barkla/Purdy to return to open session at 9:34 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Motion by Barkla/Purdy to defer action on the Human Services Support Staff grievance #2007-01. <i>Motion passed.</i></p>	<p>Grievance</p>

<p>Motion by Gilles/Barkla to accept the recommendations of the Human Services Board and approve the following employment offer to Human Services Director candidate Tamara Kincaid: Wage of Grade 28 Step 5 \$83,180, adjustment on 3/1/08 to Grade 28 Step 6 \$85,405 with favorable performance, PTO established at 8-14 years of service for multiplier of .10385 or 8.31 hours accrual per pay period. Ms. Kincaid will start on July 2, 2007. Kincaid will attend State sponsored Director's training on June 20th with compensation at \$39.99 per hour and travel reimbursement. <i>Motion passed.</i></p>	<p>HSD candidate and compensation</p>
<p>Motion by Purdy/Barkla to approve and authorize Paralegal/Office Manager's request for leave of absence for six (6) weeks commencing on or about June 8, 2007, in accordance with Article IX(I) of the Personnel Policy. <i>Motion passed.</i></p>	<p>LOA</p>
<p>Future agenda items: Barkla asked that at the 6/4 meeting there will be a brief discussion of restructuring of Land Management, Land Conservation and Park. Gilles asked for discussion on the status of the collection agency progress. Springstead representative Brenda Krueger will be present to provide information on bonding.</p> <p>Kucinski advised the committee members that LaCrosse County representatives will be on speaker phone at the next Law Enforcement meeting regarding recent changes in their Law Enforcement programs and structure. He will also make a presentation on Strategic Planning.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 6/4, 6/18, and 7/2. There was discussion as to whether the committee might schedule one meeting per month as a day time meeting.</p>	<p>Future meeting dates</p>
<p>Motion by Barkla/Gilles to adjourn 9:40 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, June 4, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 5/21/07 2c Administrative Coordinator’s report Personnel items: 2d Approve wage adjustment for temporary Law Enforcement employees	AC
3	Committee will convene into closed session pursuant to: 3A §19.85(1)(c), Wis. Stat. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), Wis. Stats. for the purpose review and discussion of contract matters under the collective bargaining agreement: Human Services Support Staff grievance #2007-01, and grievance report and updates 3B §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request	Closed session
4	Discuss and take action on retaining bond advisor	Springstead
5	Discuss the status of the collection agency progress	Gilles
6	Discuss and take action on Risk Manager position description	AC
7	Discuss and take action to request coverage under legal expense endorsement for CBA negotiations	Lawrence
8	Discuss Land Management, Land Conservation and Park restructuring	Barkla
9	Discuss and take action on strategic planning recommendations	Kucinski

10	Discuss and take action on summer meeting times	Members
11	Future agenda items	Members
12	Future meeting dates	Members
13	Adjourn	Members

A quorum of county board supervisors may be present.

5/25/07

FINANCE AND PERSONNEL COMMITTEE

Monday, June 4, 2007 – 6:30 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2007-11

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Those present
Excused:			
Also present:	Curt Kephart Bradley Lawrence Don Nellessen Ross Christopherson Judy Wiff	AC Corporation Counsel District # 9 Highway Commissioner PC Herald	
Chair Schilling called for public comment. Supervisor Holst distributed to members the monthly, up-to-date financial report of the Park that had been prepared by the Park Superintendent and is distributed to their Park Committee members at each meeting. Corporation Counsel Lawrence advised the committee that the court will be rendering an oral decision on the Trumpeter Valley v Pierce Co summary judgment motion on July 9 th .			Public comment
Motion by Gilles/Barkla to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 5/21/07 2c Administrative Coordinator's report 2d Approve wage adjustment to \$11.60 per hour for temporary Law Enforcement employees LaMore and Pollock effective 6/5/07. <i>Motion passed.</i>			Consent calendar

<p>Ms. Krueger explained the participants in municipal financing. Springstead, Inc. serves as an independent financial advisor. The bond counsel or bond attorney is hired independently from the financial advisor. They have to render an opinion that bonds are legally issued and the investors can rely upon that information. The financial advisor oversees and coordinates the bonding process. She stated that once the advisor knows the amount of the bond the process takes about 3 months to complete. The fee schedule is based upon the size of the bond issue. If the municipality doesn't go forward with bonding there is no cost unless there were unusual circumstances.</p> <p>Ms. Krueger was asked to provide to the committee a cost analysis of bond issuance of \$13,000,000 over 20 years and send the information to the Administrative Coordinator.</p> <p><i>No action taken.</i></p>	<p>Springstead, Inc. (cont)</p>
<p>Supervisor Gilles addressed information presented regarding the status of the collection agency progress. Status reports were presented for Human Services, Sheriff's Department, Clerk of Court and Public Health. He noted it took since Finance & Personnel Committee approval on December 18, 2006 until the week of May 21, 2007 to get the information submitted on Human Services accounts. The information should have been turned over a lot earlier and we need to get things done in a little more timely fashion. <i>No action taken.</i></p> <p>A question arose as to what the length of the contract is with PPS Collection Services Company. The committee requested that action on contract renewal should be added to a future agenda to be ready when this contract expires. The committee recommended another progress report should be added to the October agenda.</p>	<p>Collection agency progress</p>
<p>Chair Schilling called for discussion of the proposed position description that revises the duties of the Insurance Coordinator and changes the title to Risk Manager. Committee members had been provided with comparisons of the current position description, the proposed position description and the Administrative Coordinator's position description. Barkla commented that the last rewrite of the Administrative Coordinator's position description may have inadvertently omitted duties as they relate to risk management. Committee members discussed the proposed upgrade of educational requirements and its impact on the incumbent as well as whether it might result in a position upgrade. AC Kephart stated the incumbent would be grandfathered-in and would not be required to meet the proposed educational requirement. He stated his vision for the position included a role that is more proactive in insurance matters.</p> <p>Chair Schilling noted that one of the Administrative Coordinator's goals for 2007 is to reorganize administration staffing and this revised position description is one of the first steps in accomplishing that goal.</p>	<p>Risk Manager position description</p>
<p>Motion by Barkla/Purdy to approve and adopt the 4-02-07 draft position description of Risk Manager and include language from attachment "A" under Job Purpose: <u>The work is performed under the direction of the Administrative Coordinator and County Board of Supervisors.</u> Friendly amendment by Barkla/Purdy to change job title to <u>Insurance and Safety Coordinator.</u> <i>Motion passed.</i></p>	

<p>Corporation Counsel Lawrence addressed with the committee the potential use of the County's legal expense endorsement coverage for CBA negotiations. He explained that the coverage provides cost sharing for certain legal expense matters that are not otherwise covered under the liability policy. The coverage has a \$2,500 deductible for each unit and expenses beyond the deductible are shared equally between the County and the insurance company. Motion by Holst/Lockwood to authorize and approve a written request to our insurance company for legal expense endorsement coverage for the six collective bargaining units coming open in 2008 and that Weld Riley firm be selected as counsel. <i>Motion passed.</i></p>	<p>Legal expense endorsement</p> <p>Lawrence excused</p>
<p>Supervisor Barkla informed the committee that he had recently met with supervisors Kosin and Pittman and staff from Land Conservation, Parks and Land Management to discuss the concept of restructuring of land management departments. He believed that the discussions were productive and generated a number of questions that would need to be addressed. He indicated a restructuring probably wouldn't save a lot of money but the proposal was intended to address coherent land use planning. He stated Supervisors Kosin and Pittman were in agreement that they want to think and talk about the concept to see if it is a viable idea.</p> <p>There was a brief discussion about who the individual departments would report to. It was also noted that the State statutes require a Land Conservation Committee and there exists a MOU from the mid-70's that requires that the County maintain a separate Parks Committee. Nellessen stated that he strongly opposes a structure in which the Land Conservation Department is under the Land Management Committee.</p>	<p>Land departments restructuring</p>
<p>Supervisor Gilles inquired as to how the federal and state department policies might differ. There was further discussion about the need for a flowchart to define accountabilities. Barkla stated the idea of restructuring was not a staff generated request but rather came as a consequence of visiting with quite a few board members. He also noted that he had recently met with Corporation Counsel Lawrence, AC Kephart and Land Management Administrator/Planner Pichotta on the restructuring concept because they have greater resources on the topic available to them.</p> <p>Supervisor Barkla indicated that Dunn County has created a combined land use committee structure and he is trying set up a future meeting with the Dunn County staff to talk about their system. Several supervisors indicated an interest in attending such a meeting.</p>	

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, June 18, 2007 – 6:00 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 6/4/07 2c Administrative Coordinator’s report Personnel items: Finance items: 2d Treasurer’s report 2e Approve TRACS Grant in Law Enforcement in the amount of \$45,000 and approve amending the 2007 budget to reflect the pass through grant. 2f Accept the St. Croix Valley Community Foundation grant funds in the amount of \$3,692 and create a budget 2g Accept the United Way St. Croix Valley funds in the amount of \$2,000 and amend the 2007 Prenatal Care Coordination budget 2h Approve wage increase for seasonal Park employee	AC
3	Discuss and take action to authorize funding for temporary employee in Treasurer’s Office	Knutson
4	Discuss and take action on non-budgeted expenditure request to seal coat parking lots at Park	Schoepp
5	Discuss and take action on operational agreement between Pierce County and NRCS	Pichotta
6	Discuss and take action on request to increased hours for Drug Court Coordinator	Kucinski
7	Discuss and take action to restructure/dissolve Drug Court Committee	Kucinski
8	Discuss and take action to solicit committee members for economic development group	Members

9	Committee will convene into closed session pursuant to §19.85 (1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation or any person referred to in such histories or data, or involved in such personnel problems or investigations: Human Services employee leave of absence	Closed session- LOA
10	Committee will return to open session and take action on closed session item, if required	Open session
11	Future agenda items/Meeting Dates	Members
12	Adjourn	Members

A quorum of county board supervisors may be present.

6/11/07

FINANCE AND PERSONNEL COMMITTEE

Monday, June 18, 2007 – 6:00 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-12**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Barkla called the meeting to order at 6:00 p.m.

Meeting
convened

The Vice-Chair acknowledged those present and established there was a quorum.

Establish quorum

Members present:

Rich Purdy

District #3

Paul Barkla

District #5

Ron Lockwood

District #7

John Kucinski

District #8

Bill Gilles

District #14

Jeff Holst

District #16

Excused:

Kirstin Schilling

District #10

Curt Kephart

AC

Brad Lawrence

Corporation Counsel

Those present

Also present:

Vice-Chair Barkla called for public comment. Kucinski asked if the committee would be setting a meeting date to discuss bargaining strategy for upcoming contract negotiations. Holst announced that County Board Chair Barkla had recently donated a significant amount of his time to assist in the Corporation Counsel's Office during unexpected absences. Barkla commented that his experiences in the office provided him with an opportunity to observe the workflow and he now has a better understanding of the many issues brought to the department's staff.

Public comment

<p>Motion by Gilles/Purdy to approve consent calendar items: 2d Treasurer’s report with fund balances of \$18,967,888.01; 2e Accept TraCS Grant award in the amount of \$45,000 and amend the 2007 budget; 2f Accept the St. Croix Valley Community Foundation grant funds in the amount of \$3,692 and create a budget; 2g Accept the United Way St. Croix Valley funds in the amount of \$2,000 and amend the 2007 Prenatal Care Coordination budget; and 2h Approve a wage increase to \$8.90 per hour for seasonal Park employee Saueve effective 6/19/07. Holst stated the correct time of adjournment of the 6/04/07 meeting was 9:00 p.m. not 9:00 a.m. <i>Motion passed.</i></p>	<p>Consent calendar</p>
<p>Motion by Holst/Gilles to authorize funding for a temporary employee, not to exceed 100 hours at a wage of \$10.35 per hour, for the purposes of assisting with the 2nd installment tax collection. No transfer of funds at this time. <i>Motion passed.</i></p>	<p>Fund temporary employee – Treasurer</p>
<p>The committee discussed a request from the Park for authorization to expend non-budgeted funds from the capital improvement line item for seal coating of the parking lot and office road. Motion by Gilles/ Lockwood to approve park budget capital improvement funding up to \$3,250 to seal coat the parking lots and office road in conjunction with the seal coating project scheduled for the park road. <i>Motion passed.</i></p>	<p>Park – seal coat</p>
<p>Members reviewed the updated agreement between Pierce County and Natural Resource Conservation Service (NRCS) presented on behalf of the Land Conservation Committee. Motion by Gilles/Lockwood to approve the Operational Agreement between Pierce County and the NRCS and to authorize the signing of the document by appropriate signatories. Barkla provided some background information. <i>Motion passed.</i></p>	<p>Operational Agreement with NRCS</p>
<p>Drug Court Committee Chair Kucinski addressed a proposal from their committee that would increase hours for the position of Drug Court Coordinator from .6 FTE to .8 FTE of a base seven hour employee. Motion by Kucinski/Purdy to approve an increase in hours for the Drug Court Coordinator from .6 FTE to .8 FTE of a base seven employee (from 21 to 28 hours maximum) for the remainder of this year and have an evaluation in the 2008 budget discussions regarding fulltime status, assistance, and reporting relationships. Funding for this year could come from the health insurance line item but that line item should remain funded for 2008. The recommendation is to be forwarded to the County Board with a request for adoption on a first reading. <i>Motion passed.</i></p>	<p>Drug Court Coord. hours increase</p>
<p>Motion by Kucinski/Gilles to defer action until 7/02/07 on the agenda item to discuss and take action to restructure/dissolve the Drug Court Committee. <i>Motion passed.</i></p>	<p>Drug Court Committee</p>

<p>There was discussion of the possible formation of an economic development group. The purpose of the group would be to organize some sort of strategic direction on County economic development. Chair Barkla announced his appointment of Holst, Purdy, and Camery as a sub-committee of the Finance and Personnel Committee for the purpose of forming an economic development group.</p>	<p>Economic Development group</p>
<p>Motion by Barkla/Gilles to convene into closed session at 6:25 p.m. pursuant to §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: Human Services employee leave of absence. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session</p>
<p>Motion by Purdy/Lockwood to return to open session at 6:27 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Motion by Gilles/Purdy to approve and authorize an unpaid leave of absence for Kristina Boyd effective 7/24/07 through 8/24/07 pursuant to the CBA Article 7. <i>Motion passed.</i></p>	<p>Approve LOA</p>
<p>Future agenda items: Discussion of status of Drug Court Committee; a report on proposed restructuring of land management, land conservation and parks; report on economic development group activities; Supervisor Nellessen's request to review the balloting procedure during county meetings; and a possible closed session discussion regarding bargaining strategy with Attorney Weld.</p>	<p>Future agenda items</p>
<p>Meeting dates: 7/02/07 and 7/16/07 at 6:00 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Kucinski to adjourn at 6:37 p.m. <i>Motion passed.</i></p>	

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, July 2, 2007 – 6:00 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 6/18/07 2c Administrative Coordinator’s report Personnel items: 2d Take action to authorize out-of-state travel for Reproductive Health Nurse Finance items:	AC
3	Committee will convene into closed session pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats., for the purpose of review and discussion of contract matters under the collective bargaining agreements: Bargaining strategy	Members
4	Committee will return to open session and take action on closed session items, if required	Members
5	Discuss and take action on request for authorization to prepare a RFP for title work associated with potential tax deed properties	Knutson
6	Discuss and take action to approve sale of 0.16 acres of surplus Highway property located at Cty Rd “K” and 830 th St.	Christopherson
7	Discuss and take action to complete transfer of Blue Building and Quonset Hut	Christopherson
8	Discuss and take action to authorizing borrowing money to the Highway Department	Christopherson
9	Report from the economic development group	Holst/Purdy/ Camery
10	Discuss and take action on request to review ballot procedure during county meetings	Nellessen

11	Discuss and take action on restructuring of land management, land conservation and parks	Barkla/Kosin
12	Discuss and take action on restructuring/dissolving Drug Court Committee	Kucinski
13	Future agenda items	Members
14	Future meeting dates and times	Members
15	Adjourn	Members

A quorum of county board supervisors may be present.

6/28/07 (3)

MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, July 2, 2007 – 6:00 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-13**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:00 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Those present
Excused:	Brad Lawrence	Corporation Counsel	
Also present:	Curt Kephart	AC	
	Don Nellessen	District # 9	
	Jerry Kosin	District # 15	
	Don Rohl	District # 11	
	Mel Pittman	District # 17	
	Jim Camery	District # 2	
	Mike Larson	District # 6	
	Paula Knutson	Treasurer	
	Ross Christopherson	Highway Commissioner	
	Wanda Kinneman	Ins. & Safety Coordinator	
Chair Shilling call for public comment. There was none.			
Supervisor Holst asked AC Kephart to explain the Pierce Notes regarding strategic planning focus on public works. Kephart explained that Public Works was used as a generic term to reference matters such as land issues, highway and solid waste and this was in step with the previous strategic planning concept. Motion by Purdy/Barkla to approve consent calendar items: 2b Approve minutes of 6/18/07 2c Administrative Coordinator's report – Pierce Notes 2d To authorize out-of-state travel for Reproductive Health Nurse. <i>Motion passed with Schilling abstaining on approval of the minutes.</i>			Consent calendar

<p>Motion by Barkla/Purdy to convene into closed session at 6:04 p.m. pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and 111.70(1)(a), Wis. Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreements: Bargaining strategy. <i>Roll call vote unanimously approved.</i></p> <p>Attorney Steve Weld was present.</p>	<p>Closed session: Bargaining strategy</p> <p>Gilles arrived Larson arrived</p>
<p>Motion by Barkla/Gilles to return to open session at 6:55 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Treasurer Knutson was present to request authorization for the preparation of an RFP for title work associated with potential tax deed properties. She explained that in 2003 the Treasurer was authorized to proceed with an RFP for this purpose but no action was taken at that time. She also noted that there are not funds budgeted in 2007 for this purpose, however, the Statutes do allow the county to collect a redemption fee.</p> <p>Motion by Purdy/Barkla to authorize preparation of an RFP for purposes of ordering title/abstract services in conjunction with enforcing tax collections, approve unbudgeted expenditure for said title work, and approve proceeding with resolution to identify treasurers fees.</p> <p>Schilling was advised that the RFP's will be brought back to the Finance & Personnel Committee for approval. <i>Motion passed.</i></p>	<p>RFP for title work</p> <p>Kinneman excused/ Schoepp arrived</p>
<p>Highway Commissioner Christopherson presented a request on behalf of the Highway Committee to approve sale of surplus property to Ron Jablonske. The parcel is 0.16 acres on the southeast corner of the Stogdill Pit. Motion by Gilles/Purdy to approve sale of 0.16 acres of surplus Highway property for \$13,000 per acre plus any expenses to sell it, at a cost of \$2,080 plus any expenses. <i>Motion passed.</i></p>	<p>Sale of surplus land</p>
<p>Highway Commissioner Christopherson was present to address the recommendations of the Highway Committee and the Building Committee regarding the transfer of the Blue Building and the Quonset Hut. This item had been referred by the County Board to the Finance & Personnel Committee for action. Motion by Holst/Gilles to transfer \$300,000 that has been earmarked from the contingency fund to Highway fund and approve the transfer of the Blue Building and Quonset Hut from Highway to the County. <i>Motion passed.</i> The \$300,000 will be transferred in a lump sum.</p>	<p>Blue Bldg. and Quonset Hut</p>

Highway Commissioner Christopherson explained to the committee that once the department moves out of Blue Building they will build storage at the Highway Department site at a cost of approximately \$800,000. The Highway Department can budget \$100,000 from this year to add to the \$300,000 for sale of the Blue Building so they would be \$400,000 short. They had investigated borrowing from a bank, bonding and borrowing from the general fund. They were requesting approval to borrow from the general fund with the intent of paying back the debt at a rate of \$100,000 per year for 4 years. No interest would be paid on the loan. Christopherson indicated that all of the years that the Highway Department had a reserve of \$1 - \$3 million all interest earned had all gone back to the general fund. Motion by Barkla/Gilles to approve the transfer from General Fund to Highway Fund of \$400,000 to be repaid in annual installments of \$100,000 and recommend that the County Board approve and that a resolution be on the next County Board agenda. Holst moved to offer a friendly amendment that Highway administration fees will be waived interdepartmentally in perpetuity. The friendly amendment was accepted by Barkla and Gilles. There was a brief discussion as to whether the committee would request adoption on a first reading so that the replacement building plans could move forward. They took no action but acknowledged that County Board members can bring it up on the floor when it is presented for their consideration. Supervisor Purdy inquired as to whether the approval for the cost of the replacement building will be brought to the full Board as an expenditure in excess of \$75,000. The group agreed this requirement was limited to equipment purchases.

Borrow money to Highway Dept.

Borrow money to Highway Dept. cont.

Supervisors present discussed what stage the Highway Department was in regarding plans for the replacement building. Supervisor Larson stated that under-building has been a historical problem. Supervisor Camery stated that the Highway Department and Highway Committee are looking at all avenues for constructing a building that will address the needs of the department and will be cost-effective. *Motion passed with Purdy opposed.*

There was a brief discussion about the status of the economic development group recently formed at the direction of County Board Chair Barkla. It was determined the group will be made a sub-committee of the Finance & Personnel Committee and they will comply with publication of meeting notices. Their task will be to finish the work that Supervisor Camery started about a year ago relating to economic development. Supervisor Holst stated the economic development report compiled by Camery has assisted each development group to start to understand how they can work better together. It was stated that MRRPC Representative Bill Schroeder would be contacted to provide the group with information to connect the local group with mission and goals of MRRPC.

Economic development group

<p>Supervisor Nellessen requested that the discussion of the ballot procedure be put off for a month. Motion by Lockwood/ Kucinski to defer action on the review of the ballot procedure into the first part of August. <i>Motion passed with Barkla opposed.</i></p>	<p>Ballot procedure</p>
<p>Supervisor Kosin and Supervisor Barkla addressed the proposal to restructure the Land Management, Land Conservation and Parks departments. A draft organizational chart was provided for the committees review.</p> <p>Supervisor Barkla provided a brief history of events that prompted interest in a restructuring of the departments. He explained that a vacancy in position of Land Conservation Director was addressed by assigning the Land Management Administrator to act as County Conservationist. As a result, positive things have happened in the department and all work is moving along.</p> <p>Under the proposed restructuring, all committees will continue to exist in the plan. There is no proposed job description to detail the change in duties for the Land Management Administrator/Planner but there would not be a lot of change. Work was continuing on the proposal and probably at the next Finance & Personnel Committee meeting he could present a mission statement to reflect the intent of restructured departments.</p>	<p>Restructuring of land management, land conservation and parks</p> <p>Restructuring of land management, land conservation and parks, cont.</p>
<p>Supervisor Kosin explained the he had already had meetings with staff in all of the departments and there didn't seem to be any problems with the concept. He also stated several representatives of the County recently went to Menomonie to gather information on their structure and the Dunn County staff seemed to think this restructuring will work for us.</p> <p>Supervisor Nellessen stated he disagreed with the plan and didn't know how we are going to save money by adopting the restructuring. He stated the Land Management staff members have their hands full with the Zoning Department and as the county grows that office will also grow. He further stated that the Land Conservation Department is in need of a lead man.</p> <p>Supervisor Pittman read from his notes from the joint meeting of the three departments which provided comments from staff questioning whether the restructuring would create records duplication and whether any efficiencies would result. He stated his biggest concern is that this is a hard time to support such a plan if there is not savings in money or some efficiencies to be gained. Supervisor Holst questioned whether the restructuring might provide secretarial support for the Parks Department or opportunities for additional grant writing.</p>	

<p>Supervisor Kucinski raised the question as to whether it is feasible to maintain a separate committee for the Drug Court and if combining it under the Human Services Board might be something to be considered. Supervisor Larson stated that Drug Court Committee member Boles and Judge Wing both said that the assigned standing committee is the pleasure of the County Board. He also stated he didn't think the committee needs to meet monthly and recommended that they meet quarterly at the most. Discussion was for informational purposes only. <i>No action taken.</i></p>	<p>Drug Court Committee</p>
<p>Future agenda items: Supervisor Holst stated he would like to talk again about the fiscal impact of the administrative costs for bringing items forward to the Finance & Personnel Committee suggesting that an effort be made to compile a list of the hours required for activities and research associated with the transfer of the Blue Building. Supervisor Lockwood asked for an update on integrating the Human Services finances into the County budget system.</p> <p>The committee expressed concern that most of their agenda items were listed as both discussion and action on items. They did not always believe that action on an item was their intent when they discussed issues. AC Kephart suggested they consider a disclaimer on the top of the agenda that would state that the committee may be take action on any item on the agenda.</p> <p>The annual performance evaluation for AC Kephart will be scheduled at the discretion of Chair Schilling.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 7/30, 8/13 and 8/27 at 6:00 p.m. AC Kephart announced that Payroll Clerk Bev Bierbrauer is retiring.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Barkla to adjourn at 8:24 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

AMENDED*

Monday, July 16, 2007 – 6:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 7/02/07 2c Medical Examiner's report 2d Administrative Coordinator's report Personnel items: Finance items: 2e Treasurer's report	AC
3	Discuss and take action on new position requests for 2008	Kephart/Brickner
4	Discuss and take action on GASBE 45	Kinneman/Brickner
5	Discuss and take action to establish health insurance rates for 2008	Kinneman
6	Update on integrating the Human Services into the general county financial system	Brickner/Robole
7	Discuss and take action on potential reorganization of Health positions and allowance of extra hours for existing staff in the interim	Hodgson
8	Discuss and take action on Disallowance of Claim – Town of Martell	Lawrence
9*	Committee will convene into closed session pursuant to §19.85 (1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request	

10*	Committee will return to open session and take action on closed session item, if required	Committee
11	Discuss and take action on Resolution 02-27	G. Brown
12	Future agenda items & future meeting dates and times	AC
13	Adjourn	Chair

A quorum of county board supervisors may be present.

*Amended 7-9-07

7/6/07 (2)

FINANCE AND PERSONNEL COMMITTEE

Monday, July 16, 2007 – 6:00 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-14**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order.			Meeting convened	
The Chair acknowledged those present and established there was a quorum.			Establish quorum	
Members present:	Ron Lockwood John Kucinski (Polycom) Kirstin Schilling	District #7 District #8 District #10	Those present	
Excused:	Bill Gilles Rich Purdy	District #14 District #3		
Also present:	Paul Barkla Jeff Holst Curt Kephart Bradley Lawrence	District #5 District #16 AC Corporation Counsel		
	Julie Brickner Wanda Kinneman Caralynn Hodgson Donna Robole Tamara Kincaid	Finance & Budget Dir Ins. & Safety Coordinator Health Dir./Health Officer Business Manager - HS Human Services Director		
	Committee members began with discussion of agenda item #6 <i>Update on integrating the Human Services into the general county financial system.</i> Supervisor Lockwood had requested that this item be on the evening's agenda. It was also noted that this project was one of the goals of the Administrative Coordinator.			
	Supervisor Gilles, HS Director Kincaid, Business Manager Robole, AC Kephart and F & B Director Brickner had met recently to discuss the process which might be used to incorporate the Human Services budget data into the general County budget format. Supervisor Lockwood was asked to provide additional information to those present that would identify what he envisioned to be a			

Unified financial system

<p>unified financial system and whether it was to consolidate all Human Services budget information into the County budget format or if he was seeking a specific report design.</p> <p>Robole explained that the Human Services Department does their own budget detail on Excel spreadsheets, however, the goal is to get those numbers into the system for the 2008 budget.</p>	
<p>Supervisor Lockwood stated he is requesting a report that will regularly provide the Finance & Personnel Committee with an up-to-date comparison of expenses and revenues for all departments. HS Director Kincaid suggested that they set up the financial report by program area. That was agreeable to those present and another meeting of the work group was scheduled for July 24th at 9:00 a.m.</p>	
<p>Chair Schilling called for public comments. There were none</p>	<p>Public comment</p>
<p>Motion by Gilles/Lockwood to approve consent calendar items: 2a Establish and approve the agenda 2b Approve minutes of 7/02/07 2c Administrative Coordinator's report 2d Treasurer's report with investments of \$18,716,466.22 as of the end of June. <i>Motion passed.</i></p>	<p>Consent calendar</p>
<p>Committee members were provided with a list of the new position requests for 2008. AC Kephart noted the list totaled over \$300,000 of new money. No action was requested since he and F & B Director Brickner haven't met with departments yet. Motion by Gilles/ Lockwood to continue to move forward with review of the new position requests complying with directions provided at the May 21st meeting. <i>Motion passed.</i></p>	<p>2008 position requests</p>
<p>Insurance & Safety Coordinator Kinneman explained to the committee that beginning after 12/15/07 the County is required by GASB-45 to do a cost study of post employment benefits other than pension benefits to calculate the projected cost of benefits earned each year plus an amortization of unfunded accrued liability. The cost study will need to be done every 2 years. For the County this includes our retiree medical liability. Motion by Gilles/Lockwood to approve and authorize Administration to move forward and do a RFP for Actuarial services to comply with GASB-45. <i>Motion passed.</i></p>	<p>GASB-45: post employment benefits</p>
<p>I & S Coordinator Kinneman also requested action from the committee to establish the 2008 health insurance rates with CMS. The County's insurance consultant is recommending a 15% increase for 2008, however, the stop loss rates presented for consideration are projected since the exact rates will not be available until October. Motion by Lockwood/Gilles to approve a 15% increase in health insurance rates for 2008 for Major Med Blue and Gold Compare. <i>Motion passed.</i></p>	<p>2008 health insurance rates</p>

<p>Health Director Hodgson presented a request from the department to reorganize work assignments from the tobacco program and the emergency preparedness/ bioterrorism program by initially assigning the duties to existing staff on a temporary basis until restructuring would create a regular position to fulfill those duties as well as to perform public health nursing functions. The proposal was being brought forward in response to the recent resignation of the Health Educator, a temporary position, and the pending retirement of a Public Health Nurse.</p>	<p>Public Health reorganization of positions</p>
<p>The committee expressed concern that the reorganization involves converting the temporary position of Health Educator into a regular position which will require County Board approval.</p>	<p>Public Health reorganization of positions, cont</p>
<p>Motion by Gilles/Lockwood to approve a temporary increase in hours assigning up to 28 hours per week for existing public health nursing staff to assist with the objectives for both the tobacco and preparedness grant from June 29th through September 29th, creating no overtime, pending action on consolidation of positions. The Public Health Department original request for consolidation of the duties and changing the status of the Health Educator from a temporary position to a regular position will be reviewed with AC Kephart and Personnel Coordinator Langer. <i>Motion passed.</i></p>	
<p>Motion by Kucinski/Lockwood to approve the resolution to disallow the claim of the Town of Martell and forward to the County Board with a recommendation for approval of the resolution on a first reading. <i>Motion passed.</i></p>	<p>Disallowance of claim: Martell</p>
<p>No call for a closed session. Motion by Lockwood/Gilles to approve up to 14 additional days of unpaid medical leave for Paralegal. <i>Motion passed.</i></p>	<p>Unpaid LOA</p>
<p>Emergency Management Director Brown was present to address proposed legislation relating to County participation in the distribution of potassium iodide (KI) to the citizens around the Prairie Island Nuclear Plant. Brown explained that Resolution 02-27 adopted in 2002 resolved that Pierce County was declining participation in the distribution. Since that time, the State of Minnesota, which had also declined participation, is now offering the tablets. The Emergency Management Committee and Public Health Board recommend that the County rescind Resolution 02-27 and forward legislation to the County Board to declare Pierce County's participation in the distribution. Motion by Lockwood/Gilles to approve participation in the distribution of Potassium Iodide (KI) and adopt the new pre-distribution plan for Potassium Iodide and forward a recommendation for adoption to the County Board. Adoption on a first reading requested. <i>Motion passed.</i></p>	<p>KI Distribution Supervisor Rohl arrived</p>
<p>Future agenda items and meeting dates and times: AC Kephart's annual performance evaluation. Next meeting 7/30/07 at 6:00 p.m.</p>	<p>Future agenda items/dates/times</p>

Motion by Gilles/Lockwood to adjourn at 7:20 p.m. *Motion passed.*

Adjourn

*REVISED 7/27/07**

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, July 30, 2007 – 6:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 7/16/07 2c Administrative Coordinator’s report Personnel items: Finance items:	AC
3	Discuss and take action on classification review recommendation for Human Services Operations Manager	HS Director
4	Discuss and take action on recommendation regarding unbudgeted expenditure of Park Development Funds: Collaborative project with Town of Diamond Bluff/Sea Wing Park	Pichotta, Rep of LM and Parks, and F. Ottem, Diamond Bluff
5	Discuss and take action to adjust annual compensation for Family Court Commissioner	AC
6	Discuss the restructuring of land management, land conservation and parks	Barkla
7*	Committee will convene into closed session pursuant to: §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request	Members
8*	Committee will return to open session and take action on closed session item, if required	Members

9	Committee will convene into closed session pursuant to: §19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator's annual performance evaluation	Members
10	Committee will return to open session and take action on closed session item, if required	Members
11	Future agenda items & future meeting dates and times	Members
12	Adjourn	Members

A quorum of county board supervisors may be present.

7/27/07

FINANCE AND PERSONNEL COMMITTEE

Monday, July 30, 2007 – 6:00 p.m.

County Board Room

STATE OF WISCONSIN

OFFICE OF ADMINISTRATION

COUNTY OF PIERCE

2007-15

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:05 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst Curt Kephart Tammy Kincaid	District #3 District #5 District #7 District #8 District #10 District #14 District #16 AC HS Director
Also present:		Those present
Public comment: Supervisor Kucinski stated he had been contacted by a constituent who requested additional information from him regarding the proposed construction of a storage building at the Highway Department.		Public Comment
Motion by Purdy/Kucinski to approve the consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 7/16/07 <i>Motion passed with Barkla abstaining on the vote on the 7/16/07 minutes.</i>		Consent calendar

<p>Diamond Bluff residents Fred Ottem and Fred Haverlandt made a presentation to the committee outlining their request on behalf of Diamond Bluff for funds from the Park Development Fund. They sought \$54,240 from the Fund to continue development of the Sea Wing Park. The Land Management and Park's Committees each recommended approval of an unbudgeted expenditure from the Fund and County collaboration on the project as a regional resource.</p> <p>Motion by Barkla/Purdy to recommend approval of an unbudgeted expenditure of the park development fund in the amount of \$54,240 to assist the Town of Diamond Bluff in the development of Sea Wing Park and forward a resolution to the County Board for approval. The Town of Diamond Bluff agrees that they will never come to the County for maintenance of the park. <i>Motion passed.</i></p>	<p>Request for Park Development Funds: Diamond Bluff</p>
<p>Human Services Director Kincaid was present to address the Operations Manager position reclassification recommendation. Compensation consulting firm BCC recommended movement to Grade 21 of the current wage grid. Kincaid supported the upgrade stating the position is assigned the same level of responsibility as other program managers with the exception of clinical work.</p> <p>Motion by Barkla/Purdy to approve reclassification of the Human Services Operations Manager from Grade 20 to Grade 21 pursuant to the recommendation of BCC and place the incumbent at Step 4. <i>Motion passed.</i> The adjustment is effective 1/23/07.</p> <p>AC Kephart advised the committee that the position description previously approved by the Finance & Personnel Committee for the Aging and Human Services Program Administrator had not been submitted for review by the compensation consultant pending discussion with the new HS Director.</p>	<p>Reclassification: Operations Manager - HS</p>
<p>AC Kephart addressed the request for consideration of a Family Court Commissioner compensation adjustment of 1%. He stated the 2007 Family Court Commissioner budget contained funds for the requested adjustment, however, a request for action was never brought forward for consideration. Motion by Holst/Lockwood to approve and authorize an adjustment in pay for the Family Court Commissioner of 1% for 2007 and request that the AC and Budget Director meet with him to identify the appropriate compensation for 2008. <i>Motion passed.</i></p>	<p>Compensation for Family Court Commissioner</p>

<p>Supervisor Barkla updated the committee on activities associated with the land use restructuring proposal. He stated he, Supervisor Kosin and Supervisor Pittman had met with Land Conservation staff last week to discuss the proposal. He had since received a letter from a Land Conservation staff memo who opposed the restructuring proposal. He also noted that other meetings were scheduled with various departments, supervisors and staff members to gather additional information on a restructuring plan. He indicated work was being done to prepare a flow chart for distribution. He stated his support of the restructuring proposal as a means of developing and sustaining a coherent land use policy in Pierce County. Supervisor Gilles inquired as to whether the current proposal included solid waste functions and was advised by Supervisor Barkla that at this time it did not include solid waste.</p>	<p>Restructuring: Land Management, Land Conservation & Parks</p>
<p>Motion by Holst/Barkla to convene into closed session at 6:53 p.m. pursuant to §19.85(1)(f), Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, except where par. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation or any person referred to in such histories or data, or involved in such personnel problems or investigations: employee leave of absence request. <i>Roll call vote unanimously approved.</i> Motion by Purdy/Barkla to return to open session at 6:58 p.m. <i>Roll call vote unanimously approved.</i> Motion by Purdy/Barkla to grant Assistant Corporation Counsel up to 30 days unpaid leave of absence. <i>Motion passed.</i></p>	<p>Closed session: LOA</p>
<p>Future meeting dates: 8/13/07 at 6:00 p.m. and 8/27/07 at 6:30 p.m. in the County Board Room. The 8/27/07 meeting had originally been scheduled for 6:00 p.m.</p>	<p>Future meeting dates</p>
<p>Motion by Barkla/Lockwood to convene into closed session at 7:05 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator's annual performance evaluation. Motion by Barkla/Purdy to return to open session at 8:26 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: AC annual evaluation</p>
<p>Motion by Barkla/Holst to grant Administrator Coordinator Kephart a satisfactory performance evaluation and grant a 5% salary adjustment effective 8/01/07. <i>Motion passed.</i></p>	<p>AC wage recommendation</p>
<p>Motion by Gilles/Barkla to adjourn at 8:29 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, August 13, 2007 – 6:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 7/30/07 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u>	
3	Discuss and take action on reorganization of .6 FTE Public Health Nurse and .8 FTE temporary Health Educator positions to create a 1.0 PHN and distribute excess hours to existing Public Health staffing and approve the staffing plan	Galoff
4	Discuss and take action on revised Public Health staffing plan for Public Health Secretary annual hours	Galoff
5	Discuss and take action on refill of UW-Extension Resource Agent position jointly appointed by Pierce County and UW-Extension	Andrews
6	Committee will convene into closed session pursuant to §19.85(1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Review department head completed annual performance evaluations: Librarian, VS Officer, EM Director, Hwy. Commissioner, Health Director, Maintenance Supervisor, IS Director, SW Administrator, Land Management Administrator/Planner, Park Sup., and Fair Coord.	Closed session
7	Committee will return to open session and take action on closed session items, if required	Open session
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

8/07/07

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE

Monday, August 13, 2007 – 6:00 p.m.

County Board Room

**STATE OF WISCONSIN
COUNTY OF PIERCE**

**OFFICE OF ADMINISTRATION
2007-16**

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:00 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst Bill Gilles Curt Kephart Jerry Kosin Donald Rohl Mel Pittman Greg Andrews Sue Galoff	District #3 District #5 District #7 District #8 District #10 District #16 District #14 AC District #15 District # 11 District #17 UW-Extension Assist Health Director
Excused:		Those present
Also present:		
Chair Schilling called for public comment. There was none.		Public comment
AC Kephart informed the committee that he had not had time to prepare a report for their meeting. Motion by Holst/Purdy to approve consent calendar items with the exception of AC report: 2a Establish and approve agenda 2b Approve minutes of 7/30/07. <i>Motion passed.</i>		Consent calendar

<p>Assistant Health Director/Health Officer Sue Galoff represented the department to request a revision to their staffing plan. The Board of Health had approved a proposal that will take advantage of the announced retirement of a Public Health Nurse (PHN) and the vacancy in the temporary Health Educator position to reorganize the duties and assignments of the department. Galoff stated some factors that contribute to the departments proposal is the attempt to prevent turnover in the Health Educator position and that by combining some duties of the Public Health Nurse with that of the Health Educator the department will require less equipment and office space. They also see the proposal as a better service delivery model with increased efficiency. Seven hours of Health Educator duties will be assigned to current staff with no increase in hours while an additional 7 hours will be added to increase the hours of existing positions</p> <p>Motion by Purdy/Barkla to amend the Public Health staffing plan to delete a .6 FTE (21 hours/week) PHN position and the temporary .8 FTE (28 hours/week) Health Educator and create a 1.0 FTE (35 hours/week) PHN position, to amend the Public Health staffing plan to increase up to 2 existing PHN positions by a combined total of .1 FTE (7 hour/week), effective October 1, 2007, approve the position description for PHN/Tobacco Control Coordinator and PHN/Additional Preparedness Program Activities, and forward a resolution to the County Board pursuant to the Personnel Policy Art. IV.B. <i>Motion passed.</i></p>	<p>Public Health Nurse/Health Educator position</p> <p>Public Health Nurse/Health Educator position</p> <p>Cont.</p>
<p>Motion by Purdy/Barkla to approve the revised Public Health Department staffing plan to reduce the Public Health Secretary position from 40 hours per week to 35 hours per week effective immediately. <i>Motion passed.</i></p>	<p>Public Health Secretary hours</p>
<p>Greg Andrews, UW-Extension Agriculture Agent and Department Head, provided the committee with information supporting the request of the department and the Ag & Extension Committee to refill the position of Community Natural Resources Economic Development (CNRED) Resource Agent. The position has remained vacant since the retirement of Ed Hass in March 2007. Andrews stated he and Western District Director Perkl had previously met with this committee to discuss the refill.</p> <p>Andrews distributed UW-Extension budget comparisons for 2005 through 2008 and highlighted for the committee some of the changes the department was proposing to contain department costs, including delay in the purchase of a copier machine. The position funding remains split 60/40 with the State.</p>	<p>Refill of UW-Ext. Resource Agent position</p>
<p>There was a brief discussion of the recruitment process and members were assured that the Ag & Extension Education Committee has the final say over selection of the candidate. Supervisor Pittman stated the UW-Extension Department will need help as the County moves toward Farm Tech Days. Supervisor Kosin stated he believes that if a new agent is hired that person should be advised that the position may not last forever. Andrews stated that the County has complete authority to discontinue an Agent position with 60 days notice to the UW System.</p>	

<p>Motion by Purdy/Holst to approve and authorize refill of the Pierce County UW-Extension Resource (CNRED) Resource Agent position. Committee members were assured that the justification for the position really has roots in the visioning process and each Agent comes with a unique set of skills that will complement department staff and needs. The County can set priorities and apply the skills of the Resource Agent to perform duties in a diverse number of areas. <i>Motion passed.</i></p>	
<p>Motion by Barkla/Kucinski to convene into closed session at 6:41 p.m. pursuant to §19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Review department head completed annual performance evaluations: Librarian, VS Officer, EM Director, Hwy. Commissioner, Health Director, Maintenance Supervisor, IS Director, SW Administrator, Land Management Administrator/Planner, Park Superintendent, and Fair Coordinator. <i>Roll call vote unanimously approved.</i> Kosin and Rohl present. Pittman excused.</p>	<p>Closed session</p>
<p>Motion by Barkla/Purdy to return to open session at 7:18 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Committee members agreed that the process and the performance evaluation form are improving the evaluation process.</p>	<p>Evaluation process</p>
<p>Agenda items for 8/27 will include a report on the Land Management, Land Conservation and Parks restructuring. There will also be a review of the activities of the Wellness Committee regarding the health insurance plan. Holst announced he will not be present for the 8/27 meeting.</p> <p>Future meeting dates were set for 9/10 and 9/17 at 6:30. 10/01 is scheduled for budget hearings but no time was set. There was a brief discussion on whether the committee would like to return to meetings on the 1st and 3rd Mondays of the month.</p>	<p>Future agenda items/ meeting dates</p>
<p>Motion by Barkla/Holst adjourn at 7:30 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, September 10, 2007 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 8/13/07 2c Administrative Coordinator’s report Personnel items: 2d Increase wage for temporary Law Enforcement employee Finance items: 2e Treasurer’s report	
3	Discuss and take action to approve and authorize funding for the Emergency Notification System	Lt. Knoll
4	Discuss health insurance plan revisions recommended by the Wellness Committee	AC
5	Discuss and take action on new position requests for 2008: 5a Administration Director of Employee Relations 5b County Clerk Deputy County Clerk General Administrative Secretarial Floater 5c Clerk of Court 2 Deputy Clerk 1 Court Clerk 5d Family Court Commissioner 5e Extension Extension Secretary CNRD Horticulture Educator 5f Highway	AC

	<p>2 Highway Bookkeeper Assistant</p> <p>5g Human Service</p> <p>Child Support Supervisor</p> <p>Billing Clerk</p> <p>Economic Support Specialist</p> <p>Mental Health</p> <p>Parent Aide</p> <p>Disability Specialist</p> <p>5h Reproductive Health</p> <p>Billing Clerk</p> <p>5i Sheriff's Dept.</p> <p>Jailer/Dispatcher – Female Floater</p> <p>Jailer/Dispatcher – Male Floater</p> <p>.5 FTE Law Enforcement Secretary</p>	
6	<p>Discuss and take action on 2008 budgets:</p> <p>County Board</p> <p>Codification of Ordinances</p> <p>Other Executive Legal Administration</p> <p>Personnel</p> <p>General Administration-Postage</p> <p>Indirect Cost Study</p> <p>Auditing & Accounting</p> <p>Insurance</p> <p>Cafeteria Insurance</p> <p>Other Public Safety</p> <p>Mississippi River Parkway</p> <p>Property Acquisition/Development</p> <p>Building Rent</p> <p>Regional Planning</p> <p>County Clerk</p> <p>Elections</p> <p>Switchboard</p> <p>Tax Deed Expense</p> <p>Care of Soldier's Graves</p> <p>Dog License</p> <p>Treasurer</p> <p>Assessment of Property</p> <p>Register of Deeds</p> <p>Land Records Modernization</p>	Dept. Heads/ AC/Brickner

	Corporation Counsel West Cap	
7	Discuss restructuring of Land Management, Land Conservation and Park departments	Barkla
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

9/05/07

FINANCE AND PERSONNEL COMMITTEE Monday, September 10, 2007 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF County Clerk 2007-17	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:32 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst Bill Gilles Curt Kephart Jim Camery Ben Plunkett Jerry Kosin Mel Pittman Jamie Feuerhelm Greg Andrews Tammy Kincaid Ross Christopherson Julie Brickner Vicki Nelson Peg Feuerhelm Paula Knutson Janet Huppert Mike Knoll Members of the public	District #3 via phone District #5 District #7 District #8 District #10 District #16 District #14 AC District #2 District #4 District #15 District # 17 Co. Clerk UW-Extension Human Services Director Hwy Commissioner Finance Director Register of Deeds Clerk of Court Treasurer IT Director Lt. Sheriff's Dept.	Those present
Chair Schilling called for public comment. There was none.			Public comment
Motion by R. Purdy/P. Barkla to approve consent calendar items as follows: 2a. Establish and approve agenda. 2b. Approve minutes of 8/13/07. 2c. Administrative Coordinator's report. 2d. Increase wage for temporary Law Enforcement employee. 2e. Treasurer's report. Motion carried by voice vote with all in favor.			Consent calendar
Lt. M. Knoll explained need for system as well as ideas for funding the project. That 75% of the project is funded & they were requesting the County to fund the remaining 25%. Motion by P. Barkla/J. Kucinski to approve & authorize the			Emergency Notification System

<p>purchase of the ENS with Pierce County paying an equal share of the system costs not to exceed \$12,000.00 through a draw down of the contingency fund; motion carried by voice vote.</p>	
<p>AC Kephart reviewed discussions had with the Wellness Committee to include possible changes in premiums for employee health insurance. Also discussed were possible options to help contain costs. Presented as a discussion item only at this time; no action taken.</p>	<p>Health Insurance Plan Revisions</p>
<p>The following departments made the following requests: Administration – Director Employee Relations County Clerk – Deputy Co. Clerk additional hours; Secretarial Floater Clerk of Court – Additional hours for 3 staff Family Court Commissioner – Requesting increase in salary Extension – Secretary, CNRD, Horticulture Educator Highway – Additional hours for 2 bookkeeper assistances Human Services – Child Support Supervisor, Billing Clerk, Econ Support Specialist, Mental Health, Parent Aide, Disability Specialist Sheriff’s Dept. – 2 Jailer/Dispatchers male & female, Confidential Secretary Committee reviewed requests & received input from department supervisors. Extended discussion on needs, priorities, & available funding. No action taken.</p>	<p>2008 New Position Requests</p>
<p>Supervisor R. Purdy excused at 815 p.m.</p>	
<p>The following departments presented their purposed 2008 budgets to the committee: Administration, County Clerk, Register of Deeds, Corp. Counsel, & Treasurer. Committee had lengthy discussions, asked many questions of department supervisors. No action taken.</p>	<p>2008 Budget Presentations</p>
<p>Supervisor P. Barkla gave a brief review of the progress & discussion taking place with regard to combining the three departments.</p>	<p>Restructure – Land Management, Land Conservation, Parks</p>
<p>Budgets, possible negotiations.</p>	<p>Future agenda items</p>
<p>Motion by P. Barkla/R. Lockwood to adjourn at 9:38 p.m. Motion carried by voice vote with all in favor.</p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, September 17, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 9/10/07 2c Administrative Coordinator’s report Personnel items: Finance items:	
3	Discuss and take action to approve funding a heating and ventilation upgrade to the Pierce County Office Building in an amount not to exceed \$120,000 to be funded from General Fund Undesignated Reserve.	Nellessen
4	Discuss and take action on policy requiring approval for purchases over \$75,000	Plunkett
5	Discuss and take action to create a long range planning subcommittee composed of citizen and county board members	Purdy
6	Discuss and take action on setting priorities and focus of 2008 budgets and program of work.	Kucinski
	Future agenda items and meeting dates and times	Members
	Adjourn	Members

A quorum of county board supervisors may be present.

9/13/07

FINANCE AND PERSONNEL COMMITTEE Monday, September 17, 2007 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2007-18	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 via Polycom District #7 District #8 District #10 District #14 District #16	Those present
Also present:	Curt Kephart Julie Brickner Ben Plunkett Don Nellessen Don Rohl Tammy Kincaid Ross Christopherson Paula Knutson	AC F & P Director District #4 District #9 District #11 HS Director Highway Commissioner Treasurer	
Chair Schilling called for public comments. Treasurer Paula Knutson advised the committee that she had received information from Bob Moore, ICM, that in his analysis he was seeing a risk in asset-backed commercial paper and he was taking the precautionary step of moving the money market funds that ICM holds for the County into funds that are 100% U.S. government and was suggesting that the County do the same for any funds we have outside of ICM. For that reason, Ms. Knutson advised the committee that she would be withdrawing funds from the LGIP and investing in CD's in the amount of \$1,000,000. This would be invested in 2 - \$500,000 instruments.			Public comment Knutson excused
Motion by Purdy/Holst to approve the following consent calendar items: 2a Establish and approve agenda 2c Administrative Coordinator's report (No action was taken on 2b as the 9/10/07 minutes were not available). <i>Motion passed.</i>			Consent calendar
Supervisor Nellessen, Building Committee Chair, presented a request for approval to fund a heating and ventilation upgrade to the Pierce County Office Building to be funded from the General Fund. In May the Building Committee had forwarded a recommendation to the Finance & Personnel Committee to authorize this funding, however, further discussion had suggested that this cost might be eligible for inclusion in a bond or loan. The amount requested for the project by the Building Committee was an amount not to exceed \$120,000. Motion by Purdy/Holst to forward a			Heating/ventilating system

<p>resolution to the County Board to authorize the transfer of an amount not to exceed \$120,000 from the General Fund into the building maintenance account to fund improvements to the Heating Ventilation System of the Pierce County Office Building. <i>Motion passed.</i></p>	<p>HVAC system cont.</p>
<p>Supervisor Plunkett addressed his proposal to create new county code for all purchases/expenditures over \$75,000 that, in addition to other required procedural steps, would require that the County hold a public hearing. He indicated the purpose of the hearings is to increase the level of fiscal accountability of county government, to increase the opportunity for public feedback on large expenditures, to provide further opportunity for scrutiny of large ticket expenses, and to explore less costly alternatives to large ticket expenses. He stated that for the purpose of this ordinance capital equipment, building expenses, new construction, fuel, contracted services, insurance, health care, equipment or software contracts, land, and other similar items bought, sold, or traded will be mandated for public hearing. For any repetitive expense that exceeds \$15,000 per year for a five year or more period or for multi-year contracts that exceed \$75,000 value a hearing should be held at least every two years. The ordinance would not apply to employee wage expenses.</p>	<p>Hearings for purchases over \$75,000</p>
<p>Committee members noted that the existing budgeting process already provides for a public hearing and questioned whether the public would have any interest in additional hearings. They agreed that the proposal was coming forward too late for this year's budgeting process and it would be more prudent to delay any further discussion or action until there is a new county board. <i>No action taken.</i></p>	
<p>Supervisor Purdy brought forward for discussion the concept of creating a long range planning subcommittee composed of citizen and county board members. He suggested this subcommittee could also include staff members. Motion by Barkla/Purdy to defer action indefinitely until there is some kind of written documentation for their review regarding the proposal. <i>Motion passed.</i></p>	<p>Long range planning sub-committee</p>
<p>Supervisor Kucinski posed the question as to whether committee members have set their priorities and focus for the 2008 budgets. He stated that as part of the budgeting process the Board needs to figure out what their goals are. Some discussion took place but there was no consensus among the members as to a position they would present to the County Board. It was decided that each member should forward to AC Kephart their list of priorities for programs and expenditures and they would meet again on the topic on 9/24/07 at 7:00 p.m.</p>	<p>2008 budgets and priorities</p>
<p>Future agenda items: Supervisor Plunkett asked the committee to consider adopting an ordinance to set a county minimum wage and overtime ordinance.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 9/24 at 7:00 p.m., 10/1 at 4:00 p.m. and 10/15 at 6:30 p.m.</p>	<p>Future meetings</p>
<p>Motion by Holst/Purdy to adjourn at 8:07 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, September 24, 2007 – 7:00 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on setting priorities and focus of 2008 budgets and program of work	Members
3	Future agenda items and meeting dates and times	Members
4	Adjourn	Members

A quorum of county board supervisors may be present.

9/18/07

REVISED 9/25/07*

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

October 1, 2007 – 4:00 p.m.

Courthouse - County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 9/10/07 and 9/17/07 <i>*and 9/24/07</i> 2c Administrative Coordinator’s report Personnel items: Finance items:	Members
3	Present and review 2008 department and agency budgets 3a Review all department and agency budget requests 3b Select specific departments to discuss in greater depth 3c Take action on 2008 budget recommendations to Board	Kephart and Brickner
4	Future agenda items and meeting dates and times	Members
5	Adjourn	Members

This budget meeting may be recessed to a later date and time to continue deliberations.

A quorum of county board supervisors may be present.

9/25/07

FINANCE AND PERSONNEL COMMITTEE Monday, October 1, 2007 – 4:00 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF County Clerk 2007-20	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Acting Chair P. Barkla called the meeting to order at 4:04 p.m.; K. Schilling arrived at 4:12 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Jeff Holst	District #5 District #7 District #8 District #10 District #16	Those present
Excused:	Bill Gilles Rich Purdy	District #14 District #3	
Also present:	Curt Kephart Julie Brickner Steve Tracey Jim Camery Ben Plunkett Jerry Kosin Jamie Feuerhelm Ross Christopherson Nancy Hove Neil Gulbranson Dennis Sorenson Bill Warner	AC Finance & Budget Director CPA District #2 arrived 5:40 p.m. District #4 arrived 5:05 p.m. District #15 Co. Clerk Hwy Commissioner Sheriff Chief Deputy Lt. Sheriff's Dept. Economic Development	
Chair called for public comment. There was none.			Public comment
Motion by R. Lockwood/J. Holst to approve consent calendar items as follows: 2a. Establish and approve agenda. 2b. Approve minutes of 09/10/07, 09/17/07, 09/24/07. 2c. Administrative Coordinator's report, no report at this time. Motion carried by voice vote with all in favor.			Consent calendar
Finance Director explained current status of budget with all departments reporting & no new personnel requests granted or accommodations for any type of bonding payment. She indicated the budget would be short \$297,208 under current funding guidelines. Committee reviewed & discussed individual department budgets emphasizing those departments/agencies that presented an increase from the previous year.			Review Department & Agency Budget Requests

<p>AC Kephart directed by committee to begin revising the travel policy to include addressing the issue of reserving vehicles.</p> <p>Supervisor B. Plunkett presented information regarding adding a county wheel tax.</p> <p>--Motion by P. Barkla/J. Holst to carryover 2007 unspent funds in Other Legal Account into 2008; motion carried by voice vote with all in favor.</p> <p>--Motion by R. Lockwood/J. Holst to carryover 2007 unspent funds in Property Acquisition Account into 2008; motion carried by voice vote with all in favor.</p> <p>In summary issues discussed:</p> <ul style="list-style-type: none"> • Sheriff's Dept. increase of 2.5% amounting to approx. \$117,517. • Increase revenue for temporary investments by \$25,000; passport fees by \$5,000 for a total increase of revenue of \$30,000. • Eliminate refill of Land Conservation position approx. \$62,000. • Reduce building outlay costs by \$32,250. • Possible \$90,893 remaining to be placed in contingency. <p>--Motion by P. Barkla/J. Kucinski to defer action on personnel requests until the Oct. 16th, 2007 meeting of the F&P Committee; motion carried by voice vote with all in favor.</p> <p>Discussion on budget levy & adjustments to include; of the possible \$90,893 budget savings gained from reductions in other areas of the budget, a 2% increase over the 2007 budget amount for the Highway Dept. or approx. \$60,000. The remaining approx. \$30,893 be placed in contingency allocated for Olson (or similar) efficiency study.</p> <p>--Motion by K. Schilling/P. Barkla to recommend to the County Board a levy increase of 2.296% for a budget of \$ 13,171,331 total levy (not including debt service levy). To include a 2% increase from 2007 budget for Highway Dept. & any remaining funds reserved in the contingency fund allocated as efficiency study funds. Motion carried by voice vote with all in favor.</p>	
<p>None presented.</p>	<p>Future agenda items</p>
<p>Motion by P. Barkla/J. Holst to adjourn at 6:23 p.m. Motion carried by voice vote with all in favor.</p>	<p>Adjourn</p>

REVISED 10/15/07

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA Tuesday, October 16, 2007 – 7:30 p.m. Courthouse – County Board Room		
#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 10/01/07 2c Administrative Coordinator’s report <u>Personnel items:</u> 2d Approve extended unpaid leave of absence in Register of Deeds Office 2e Approve out-of-state travel for CYF Supervisor <u>Finance items:</u> 2f Approve agreement between Maximus and Pierce County for annual cost allocation plan through FY 2009	Chair
3	Present and Review 2008 department and agency budgets: 2a Review Human Services Budget 2b Review Bonding Recommendation 2c Review any remaining budget issues 2d Discuss and take action to recommend a 2008 tax levy & budget resolution	Brickner/Kephart
4	Discuss and take action on resolution to establish a Smart Growth planning committee	Pichotta
5	Discuss and take action to approve a renewal of the FSA lease of space at the PCOB under present terms and conditions	Kephart
6	Discuss and take action to create a study group/think "tank"/subcommittee to be started on Financial goals/ planning/outlook for the county	Purdy/Kerr
7	Discuss and take action to approve legislation to amend Resolution 07-06 Authorizing the Interdepartmental Transfer of Money from the County General Fund to the Highway Department to Construct a New Highway Storage Building and Approve Unbudgeted Expenditure	Barkla/Lawrence
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

10/15/07

PLEASE BRING YOUR 2008 BUDGET BOOKS WITH YOU.

FINANCE AND PERSONNEL COMMITTEE
Monday, October 16, 2007 – 7:30 p.m.
County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF County Clerk
2007-21

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair K. Schilling called the meeting to order at 7:44 p.m.	1) Meeting convened
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The Chair acknowledged those present and established there was a quorum.	1a) Establish quorum
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Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5 District #7 District #8 District #10 District #14 District #16	Those present
Excused: Also present:	Jim Camery Ben Plunkett Don Rohl Pam Sans Dan Reis Jerry Kosin Mel Pittman Curt Kephart Brad Lawrence Julie Brickner Jamie Feuerhelm Ross Christopherson Janet Huppert Greg Kerr	District #2 District #4 District #11 District #12 District #13 District #16 District #17 AC Corporation Counsel Finance & Budget Director Co. Clerk Hwy Commissioner IS Director Resident	

Chair called for public comment. There was none.	1b) Public comment
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General Items: 2a. Establish and approve agenda. Motion by P. Barkla/R. Purdy to amend consent calendar by moving item # 6 up to # 3 on & removing line 2d under item #2 Personnel items; motion carried by show of hands with all in favor. Motion by P. Barkla/J. Holst to approve agenda as amended; motion carried by voice vote with all in favor. Motion by P. Barkla/R. Purdy to approve consent calendar items as amended & follows; motion carried by voice vote with all in favor. 2b. Approve minutes of 10/01/07. 2c. Administrative Coordinator's report.	2) Consent calendar
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<p><u>Personnel Items:</u> 2d. <i>Removed from agenda</i> – Approve unpaid leave of absence in R.O.D. 2e. Approve out-of-state travel for CYF Supervisor. <u>Finance Items:</u> 2f. Approve agreement between Maximus & Pierce County for annual cost allocation plan through FY 2009.</p>	
<p>Greg Kerr, Town of Oak Grove resident addressed the Committee with regards to the County’s outlook as it relates to their financial goals, policies, outlook, & planning. Mr. Kerr outlined his suggestions in a document he distributed to the Committee & is being supported by supervisor R. Purdy. Corp. Counsel clarified the action to be considered would be to create the committee, stipulate who will serve on the committee, for how long, what compensation they might receive, duties & if they were to be allocated funds to operate. Committee discussed compensation, make-up, & term length of such committee. Committee suggested that the term length, to include a final report, be through March 31st 2008; composition to be supervisor Jim Camery, Finance Director Julie Brickner, Investment Advisor Bob Moore, Citizen Greg Kerr, & County Treasurer; purpose &/or duties would be as presented in Mr. Kerr’s document; & compensation to be mileage reimbursement for county supervisor & citizen member to be paid out of County Board line item. --Motion by P. Barkla/J. Holst to create such committee within the parameters set forth in the suggestions above; motion carried by voice vote with all in favor.</p>	<p>3) Create Subcommittee for Financial Planning</p>
<p>2a. Human Services budget: Discussion on personnel requested previously submitted. Supervisor R. Lockwood explained that the 2 new positions requested were funded under current budget constraints & new funds were not being requested. Supervisor B. Gilles stated the Human Services budget met the 0% increase criteria. 2b. Bonding Recommendation: Corp. Counsel B. Lawrence explained that should the County Board decide to bond there will be an annual payback schedule that then becomes part of the budget & needs to be included in any resolution presented to the Board as such. Finance Director J. Brickner informed the committee that the net levy on new construction was readjusted & is now at 2.893% which is an increase of \$76,868 for Pierce County. AC Kephart clarified that the \$3.8 million figure given in the Facilities Maintenance Priority Analysis list was a preliminary number & could be revised later; also that both priority items 1 & 2 must be on the list in the event funds become available after addressing the priority #1 items, then those items listed as priority #2 could be considered. Motion by P. Barkla/J. Holst to endorse the amount of \$3,847,900 for a debt service levy & incorporate this number into the 2008 budget calculations & corresponding budget resolutions, & forward on to the full County Board. Supervisor J. Kucinski asked to clarify if that would mean that priority items listed as #2 or a different dollar amount could not be considered at a later time but before final approval. AC Kephart reiterated that the final number could be revised before final adoption by the County Board. Motion carried by voice vote with all in favor. 2c. Remaining Budget Issues: Discussion on additional levy dollars from new construction & new personnel requests. Committee recommend to deny any</p>	<p>4) Review Department & Agency Budget Requests</p>

<p>unfunded personnel requests, to go to the max levy limit of 2.893%, & place additional funds from revised new construction levy numbers into the contingency fund.</p> <p>2d. Recommended 2008 tax levy & budget resolution: Committee discussed with Corp. Counsel on the proper method to recommend a budget resolution to the County Board. Motion by J. Holst/P. Barkla to recommend to approve 2008 budget as proposed & set levy at the maximum level of new construction increase being 2.893% & a total levy amount of \$13,248,199 plus the annual debt service levy amount based upon bonding; to deny all unfunded personnel requests; & to place the increased funds from the revised new construction figures of \$76,868 into the Contingency Fund. Motion carried by voice vote with all in favor</p>	
<p>Supervisor J. Holst explained the purpose & need for such a committee. Committee make up would consist of a 9 member committee with 2 alternates of property owners within the four sub areas identified in the public participation plan. Motion by B. Gilles/P. Barkla to approve creation of said committee; motion carried by voice vote with 6 in favor & 1 opposed (R. Purdy).</p>	<p>5) Establish Smart Growth Planning Committee</p>
<p>Motion by B. Gilles/J. Holst to approve a one year lease renewal to the Farm Service Agency under the present terms & conditions. Discussion on whether the space should be retained for County use. Chair K. Schilling stated that discussion would need to be addressed by the Building Committee. Motion carried by voice vote with all in favor.</p>	<p>6) Renewal of FSA Lease for Space in PCOB</p>
<p>Motion by B. Gilles/P. Barkla to approve amendment of Resolution 07-06 Authorizing the Interdepartmental Transfer of Money from the County General Fund to the Highway Department to Construct a New Highway Storage Building and Approve Unbudgeted Expenditure, & to request adoption at first reading. Motion carried by voice vote with all in favor.</p>	<p>7) Resolution 07-06 Authorizing Interdepartmental Transfer of Money</p>
<p>No agenda items presented, discussion on meeting dates & times. Meetings set for November 5th & 19th at 6:30 p.m. in County Board Room.</p>	<p>8) Future Agenda Items & Meeting Dates & Times</p>
<p>Motion by P. Barkla/J. Holst to adjourn at 8:56 p.m. Motion carried by voice vote with all in favor.</p>	<p>9) Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA		
Monday, November 5, 2007 – 6:30 p.m.		
Courthouse – County Board Room		
#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 10/16/07 2c Administrative Coordinator’s report <u>Personnel items:</u> 2d Leave of absence for Real Property Lister <u>Finance items:</u> 2e Treasurer’s report of August and September 2007 2f Amend 2007 WIC budget 2g Claims for Listing Dogs 2h Care of Soldier’s Graves 2i Dog Damage Claims	Kephart
3	Committee will convene into closed session pursuant to §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation: Sheriff’s Dept. grievance	Members
4	Committee will return to open session and take action on closed session item, if required	Members
5	Discuss and take action to revise 2008 budget levy a. General County budget and tax levy b. Amend Human Services 2008 budget	Kephart/Brickner
6	Discuss and take action on 2008 health insurance stop loss rates and specific	Kephart
7	Discuss and take action on possible RFP for bond advisory counsel	Kephart
7	Discuss and take action on legislation to declare official intent under reimbursement bond regulations	Kephart
8	Discuss and take action on request to extend lease on County-owned property	Lawrence

9	Discuss and take action to approve legislation to amend Res. 01-11 Fee Schedule for Nonmetallic Mining Reclamation	Barkla/Holst
10	Discuss and take action on proposed revisions to Chapter 241 of the Pierce County Code, Nonmetallic Mining	Barkla/Holst
11	Discuss and take action on resolution to amend the Outdoor Recreation Plan 2004-2008	Barkla/Holst
12	Discuss and take action on resolution to amend the Bicycle Plan 2003-2023	Barkla/Holst
13	Discuss and take action: a. Creation of Assistant Zoning Administrator position/delete Zoning Specialist position b. Approve Assistant Zoning Administrator position description c. Establish compensation for Assistant Zoning Administrator position d. Create position of GIS Specialist position/delete Land Management Specialist position e. Approve GIS Specialist position description f. Establish compensation for GIS Specialist position g. Approve revised staffing plan for Land Management Dept. and Zoning Dept.	Barkla/Holst
14	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Compensation for Assistant Corporation Counsel	Members
15	Committee will return to open session and take action on closed session item, if required	Members
16	Future agenda items and meeting dates and times	Members
17	Adjourn	Members

A quorum of county board supervisors may be present.

11/01/07

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, December 3, 2007 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 11/5 2c Administrative Coordinator’s report <u>Personnel items:</u> 2d Deficit for Property Lister payout <u>Finance items:</u> 2e Treasurer’s report for October 2f Approve carryover of UW-Ext 2007 grant funds 2g Accept donated funds and authorize equipment purchases 2h Authorize purchase of digital phone cards 2i Authorize purchase of calendaring software	
	Discuss and take action on bonding options	Springstead, Inc.
	Discuss and take action to establish and approve job classifications for GIS Specialist and Assistant Zoning Administrator	
	Future agenda items and meeting dates and times	Members
	Adjourn	Members

A quorum of county board supervisors may be present.

11/23/07

FINANCE AND PERSONNEL COMMITTEE Monday, December 3, 2007 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2007-23	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst Curt Kephart Chuck Balzer Tammy Kincaid Janet Huppert Jim Camery Don Rohl	District #3 District #5 District #7 District #8 District #10 District #14 District #16 AC Long Term Supervisor HS Director IS Director District #2 District #11	Those present
Chair called for public comment. There was none.			Public comment
Members discussed items on the consent calendar. Motion by Barkla/Lockwood to approve: 2a Establish and approve agenda 2b Approve minutes of 11/5/07 2c Administrative Coordinator’s report 2d Treasurer’s report with fund balances in the amount of \$16,233,917.73 <i>Motion passed.</i>			Consent calendar
Motion by Barkla/Lockwood to approve 2f to authorize carry over of 2007 grant funds to UW-Extension 2008 budget. <i>Motion passed.</i>			UW-Ext carry over
Motion by Purdy/Kucinski to approve 2g and accept the donation from the Green Bay Packers in the amount of \$6,200, amend 2007 budget 101-16-52110-811 by the same amount and authorize the purchase of 4 Zoll AED Plus defibrillators. <i>Motion passed.</i>			Packers donation
Motion by Barkla/Purdy to approve 2h and authorize the IS Department to purchase 3 additional digital phone cards for the county phone system. <i>Motion passed.</i>			Digital phone cards
Motion by Purdy/Barkla to approve 2i and authorize the IS Department to purchase Softalk Share Server software. <i>Motion passed.</i>			Calendaring software

<p>Personnel Coordinator Langer advised the committee that the Property Lister had exercised her contractual rights under the collective bargaining agreement and upon accepting the appointment of Treasurer was paid for a portion of her available sick leave and vacation. The pay out resulted in an overdraft in the Treasurer's 2007 payroll line items but no transfer request was being made.</p>	<p>Treasurer's payout deficit</p>
<p>AC Kephart addressed the bond schedule, term and action necessary to proceed with bonding. The Schedule of Events laid out the timeline and actions necessary to issue the bonds. Barkla asked why the approval needed to go to CB on the 18th and Kephart advised him that this would allow for 1st quarter distribution of funds.</p>	<p>Bond options Camery arrived</p>
<p>Members reviewed charts indicating the interest and principal based upon the term of the bond. AC Kephart explained to the committee that borrowing for 10 years or less it is not a bond but becomes a promissory note. The promissory note falls under same laws and regulations as a bond.</p>	
<p>Members discussed the term of the note or bond and what they thought might be considered a comfortable levying in debt service as opposed to what would be paid in interest.</p>	
<p>Members asked AC Kephart to prepare information for them for their next meeting that would address the difference between a promissory note and a bond, is there a cost savings to go either way and the implications of early payout on either. Ms. Krueger would be asked to attend their December 17th and the County Board meeting on the 18th. Members were to send any other questions they may have on to Kephart. He would also get comments on bonding from other counties.</p>	
<p>Research will be done to locate records relating to the payoff of the previous building bond.</p>	
<p>HS Director Kincaid and LTS Manager Balzer were present for discussion of a resolution coming from the Human Services Board that would seek County Board approval to, as part of the Long Term Care Initiative, commit the County to refund 22% of the basic community aids allocation. The money will be applied to fund clients transferred to the regional care management organization. The County is looking at a July ADRC implementation goal. These amounts have been budgeted for in the 2008 Human Services budget. Committee was reminded that this is the 3rd resolution before the board relating to ARDC. Motion by Purdy/ Barkla to forward to the full county board for adoption a resolution to authorize the Department of Human Services to release the funds. <i>Motion passed.</i></p>	<p>Release of Community Aid funds for managed long-term care</p>
<p>Committee discussed the reclassification and position upgrade brought forward by the Land Management Committee. Motion by Barkla/Gilles to revise the position description for GIS Specialist and Assistant Zoning Administrator to require a minimum 3 – 5 years experience and to approve the GIS Specialist title at Grade 17 and the Assistant Zoning Administrator title at Grade 18 with adjustments retroactive to April</p>	<p>Reclassification & Upgrade – LM Dept.</p>

17, 2007. <i>Motion passed.</i>	
Future agenda items: 12/17 meet with representative of Springstead to discuss bonding issues; review of updated Human Services staffing plan. Future meeting dates: 1/7/08 and 1/21/08. Committee will schedule future meetings for the 1 st and 3 rd Monday of each month at 6:30 p.m.	Meeting dates and agenda items
Motion by Barkla/Purdy to adjourn at 7:33 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, December 17, 2007 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 12/3/07 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Treasurer’s report	
3	Discuss and take action on bonding term options	Kephart
4	Discuss and take action on request for State to continue reimbursement to counties for enhanced 911 service and to fund P25 public safety communication service	Knoll
5	Discuss and take action to approve revised Human Services staffing plan	Kincaid
6	Discuss and take action on request for alternate funding for CTH “F” Bridge over the Kinnickinnic	Christopherson
7	Discuss 2008 wage adjustment for non-represented employees	Thoner
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

12/10/07 3:15

FINANCE AND PERSONNEL COMMITTEE Monday, December 17, 2007 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2007-24	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Rich Purdy Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst Paul Barkla Curt Kephart Phyllis Beastron Mike Knoll Ross Christopherson Al Thoner Tammy Kincaid	District #3 District #7 District #8 District #10 District #14 District #16 District #5 AC Treasurer Lieutenant Hwy. Commissioner Patrol Superintendent HS Director	Those present
Chair called for public comment. Supervisor Purdy informed the members that a new economic development group is being formed as part of the governor’s initiative and will include a large number of surrounding counties. The State will begin looking at by-laws in January.			Public comment
Members reviewed the consent calendar items. Motion by Purdy/Holst to establish and approve agenda. <i>Motion passed.</i>			Consent calendar
Members discussed the 12/3/07 minutes. Motion by Purdy/Lockwood to amend the minutes to indicate that Holst was not present and that Kucinski seconded the motion to accept the donation from the Packers and to approve as amended. <i>Motion passed.</i>			Previous minutes
AC report was deferred until 12/18.			AC Report
Phyllis Beastron addressed the Treasurer’s report. She stated a \$500,000 CD is due tomorrow and in consultation with Finance & Budget Director Brickner it was determined that the County would not need those funds within the next month. Renewal rate would be 4.24% for 1 month. She also noted there were a lot of delinquent taxes paid so far in December. AC Kephart stated a committee continued to study and develop new finance policies but departments were not being asked to notify the Finance Department or the Treasurer of upcoming major expenditures. Motion by Kucinski/Lockwood to receive the report with fund balances in			Treasurer’s report

<p>the amount of \$15,950,848.91 as of the end of November. <i>Motion passed.</i></p>	
<p>Brenda Krueger, Springsted, was present to address bonding issues. She had been invited to provide information to the committee to assist them in making recommendations regarding the term of the bond (period of time for payment), to explain whether the borrowing would be treated as a promissory note or a bond, and whether the Schedule of Events provided to them at the 12/3 meeting was still feasible. She began by advising the committee that the timing of the Schedule of Events was fine.</p>	<p>Bonding</p>
<p>Krueger explained that Wisconsin law designates that borrowing for a period of 10 yrs or less is a promissory note. That is the only difference and we can call it a bond anyway.</p>	
<p>There was discussion of the term of the bond. Krueger stated the County must consider the life of the asset they are bonding. She indicated her analysis of the projects led her to the conclusion that a lot of the projects will last 15 years or a little longer. The committee would base their recommendation for the term of the bond on what they believed to be an appropriate expectation for future levies. They were also advised that borrowing additional funds during the same time frame as an existing fund would increase the levy required for payments.</p>	
<p>Krueger advised the committee that investors are looking for 10-year bonds. Shorter terms could result in a penalty for what investors want to pay. An early pay off of the debt could cost the County an interest penalty. She also noted that Springsted had sent preliminary bonding information to Moody's at no cost and they had responded that the County is in the "A" category.</p>	
<p>Motion by Holst/Purdy to go with the 10-yr bond in the principal amount \$3,960,000 (wrapping the bond issuance costs into the bond), accept the Schedule of Events (bonding) calendar and recommend this to the County Board. <i>Motion passed.</i></p>	
<p>Lt. Knoll made a request that the committee support legislation that would ask the legislature to maintain the surcharge of wireless service customers as a source of funding for counties to continue to provide and maintain the system to its residents. At this time the surcharge is set to sunset in late 2008. He indicated there is some discussion about this taking place in other counties. Motion by Kucinski/Purdy to support the resolution requesting continued Wireless surcharge beyond the end of 2008; enacting new legislation to include all facets of 9-1-1, including but not limited to Landline, Wireless, VoIP, Next Generation; make the Statewide P25 Trunked backbone eligible for funding by the 9-1-1 surcharge and have the State of Wisconsin administer the collection and distribution of the surcharge funds. <i>Motion passed.</i></p>	<p>Continue funding of 9-1-1 service</p>
<p>HS Director Kincaid spoke to the Human Services departments request for approval of the 2008 pre and post ADRC staffing plans. The staffing plans incorporate into them the new positions of Economic/Child Support Manager, Economic Support Worker, .4 FTE Parent Aide and Disability Benefit Specialist that were approved in the 2008 budget. She explained</p>	<p>Revised HS staffing plans</p>

<p>that using the title of Economic/Child Support Supervisor was more beneficial to the department than creating the Child Support Supervisor because there will be two people to have back-up in both divisions. Motion by Purdy/Gilles to approve the 2008 pre and post ADRC staffing plans presented. <i>Motion passed with Lockwood and Schilling opposed.</i></p>	
<p>Highway Commissioner Christopherson requested that the committee support legislation coming from the Highway Committee that would seek additional funding from the federal government for replacement of the CTH “F” bridge. He indicated that planning and engineering work on the bridge is already underway but the scope of the highway and bridge project depends upon available funding. He is requesting federal earmark funds for the project. The current standards place the cost at \$17 mil - \$38 mil. The Highway Department is looking at design exceptions and their goal is to ask for about a \$3.1 mil earmark that would allow the County to build to 45 mph design speeds. Motion by Holst/Gilles to approve a resolution “Request for Alternate Funding for CTH “F” Bridge over Kinnickinnic River” and forward it to the full County Board. <i>Motion passed.</i></p>	<p>Funding for CTH “F” bridge</p>
<p>Patrol Superintendent Al Thoner indicated he had volunteered to represent the non-represented employees in a presentation to the committee regarding 2008 wage adjustments. He stated the non-represented employees believe a 4% increase would be in order so that issues of compression can be addressed. He also stated the group would like to see the current health insurance stay the same and would like the County to consider allowing them to increase the number of hours that can annually be transferred to their PSLB accounts. No action was taken.</p>	<p>Non-represented wages for 2008</p>
<p>Future agenda item will be discussion of wages for non-represented employees.</p>	<p>Future agenda items</p>
<p>Meeting dates: 1/7/08 and 1/21/08 at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Lockwood/Gilles to adjourn at 8:18 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, January 7, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 12/17/07 2c Administrative Coordinator’s report <u>Personnel items:</u> 2d Update on VSO recruitment <u>Finance items:</u> 2e Revise 2007 UW-Extension budget to accept program funding from Human Services Dept.	
3	Discuss and take action on legislation awarding the sale of \$3,960,000 general obligation facility improvement bonds, series 2008A, providing the form of the bonds, and levying a tax in connection therewith	Springsted
4	Discuss and take action on Highway easement permit fees	Christopherson
5	Discuss and take action on proposed revisions to Chapter 101 Article IV of the Pierce County Code, Manure Storage	Pichotta
6	Discuss and take action on revisions to the travel policy	Kephart
7	Discuss and take action on 2008 non-represented employee wage adjustments	Members
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

1/3/08

FINANCE AND PERSONNEL COMMITTEE Monday, January 7, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-01	
<p>The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.</p>			<p>Meeting convened</p>
<p>The Chair acknowledged those present and established there was a quorum.</p>			<p>Establish quorum</p>
<p>Members present:</p>	<p>Rich Purdy Ron Lockwood Kirstin Schilling Bill Gilles Jeff Holst</p>	<p>District #3 District #7 District #10 District #14 District #16</p>	<p>Those present</p>
<p>Excused:</p>	<p>Paul Barkla John Kucinski</p>	<p>District #5 District #8</p>	
<p>Also present:</p>	<p>Curt Kephart Brad Lawrence Mel Pittman Tammy Kincaid Ross Christopherson</p>	<p>AC Corporation Counsel District #17 HS Director Highway Commissioner</p>	
<p>Chair Schilling called for public comment. Supervisor Purdy announced the upcoming WACEC District #5 Conference to be held in Eau Claire in February. He invited the County Board Chair and Vice-Chair to attend. AC Kephart suggested that the committee members invite the new UW-Ext. Resource Agent Darien Simon to the next meeting.</p>			<p>Public comment</p>
<p>Members reviewed the consent calendar. Motion by Purdy/Gilles to approve consent calendar agenda items: 2a Establish and approve agenda 2b Approve minutes of 12/17/07 2c Administrative Coordinator's report 2d Update on VSO recruitment 2e Revise 2007 UW-Extension budget to accept program funding from the Human Services Department. <i>Motion passed.</i></p>			<p>Consent calendar</p>
<p>Corporation Counsel Lawrence addressed the resolution related to the sale of bonds for facility maintenance and improvements. He explained that bond counsel provided the information and the details of the bond sale will be made available on January 22nd prior to the County Board meeting.</p>			<p>Sale of bonds</p>

<p>They were asked to take action on the resolution as part of the process, a concept. Krueger will be present on the 22nd. Motion by Lockwood/Purdy to adopt the resolution awarding the sale of \$3,960,000 general obligation facility improvement bonds, series 2008A, providing the form of the bonds, and levying a tax in connection therewith as presented and forward to the County Board for adoption on a first reading on January 22, 2008. <i>Motion passed.</i></p>	
<p>Highway Commissioner Christopherson addressed legislation before the committee that would authorize an increase in fees for driveway access permit fees. He explained that the proposed increases in fees were being recommended by the Highway Committee who considered the new fee schedule a fair fee for taxpayers. He stated the fees have not changed in over 20 years. Motion by Holst/Lockwood to approve resolution to increase driveway access permit fees and forward legislation to the County Board for approval. <i>Motion passed.</i></p>	<p>Driveway permit fees</p>
<p>Members reviewed proposed ordinance revisions relating to manure storage. Supervisor Holst explained the revisions were clean-up that would keep the County in compliance with State regulations. He stated a County can not be more restrictive than the State. Motion by Purdy/Holst to approve and forward the revisions to Chapter 101 relating to siting and screening of waste storage facilities to the County Board for adoption. <i>Motion passed.</i></p>	<p>Chapter 101 Manure storage</p>
<p>AC Kephart advised the committee that Administration will be bringing forward some recommendations to revise the travel policy. Proposals would include a policy to reduce reimbursement for use of personal vehicles when a fleet vehicle is available and to eliminate bumping. He suggested the proposals will recommend separation of the policy from the procedure. Changes in procedure would be made internally in the administration department. It was noted that the policy for reduced mileage reimbursement should not include county board supervisors.</p>	<p>Travel policy</p>
<p>A. Thoner was not able to attend the evenings meeting regarding discussion of non-represented wage adjustments for 2008, however, R. Christopherson distributed a summary of the 2008 non-represented wage adjustments awarded by numerous counties throughout the state. AC Kephart addressed his thoughts on maintaining fair market salaries. Motion by Holst/Lockwood to recommend to the County Board a 2.5% ATB adjustment for non-represented employees effective 1/1/08. <i>Motion passed with Purdy voting no.</i> The committee took no action to change any other non-represented employee benefits.</p>	<p>2008 wages for non-reps</p>
<p>Next meeting date 2/4/08. There will be no meeting on 2/18/08 because the offices are closed in observance of President's Day.</p>	<p>Meeting dates</p>
<p>Motion by Purdy/Lockwood to adjourn at 7:33 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, January 21, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 1/7/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Treasurer’s report 2e Report from the bond rating committee	
3	Introduction of UW-Ext. Resource Agent Darien Simon	Schilling
4	Discuss per diem reimbursement	Schilling
5	Discuss and take action to implement function of land use coordination for land management, land conservation and park activities: 5a approve Land Use Coordinator (LUC) duties and position description 5b assignment of LUC duties 5c approve revised position descriptions for Land Management Administrator, Land Conservation Director and Park Superintendent 5d approve revised staffing plans and organizational charts for Land Management, Land Conservation and Parks 5e establish compensation	Members
6	Future agenda items and meeting dates and times	Members
7	Adjourn	Members

A quorum of county board supervisors may be present.

1/16/08

FINANCE AND PERSONNEL COMMITTEE Monday, January 21, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-02	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst Rich Purdy Curt Kephart Andy Pichotta	District #5 District #7 District #8 District #10 District #14 District #16 District #3 AC Land Management Admin.	Those present
Chair Schilling called for public comment. Supervisor Holst announced that Supervisor Barkla has gone for one year without smoking.			Public comment
Members reviewed the consent calendar. Motion by Barkla/Gilles to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 1/7/08 2c Administrative Coordinator’s report 2d Treasurer’s report with fund balances of \$14,689,791.54 as of December 31 2e Report from the bonding rating committee <i>Motion passed.</i>			Consent calendar
Chair Schilling introduced Darien Simon, UW-Extension Resource Agent, who began with the department on January 2 nd . Committee members introduced themselves and welcomed Ms. Simon. Ms. Simon will also be present for the Board meeting on January 22 nd .			UW-Ext Resource Agent Simon
Chair announced Supervisor Purdy would like to defer action on discussion of per diem reimbursements until he is present. Motion by Barkla/Holst to defer action on discussion of per diems. <i>Motion passed.</i>			Per diem discussion deferred
Barkla addressed the proposal to create a land use coordinating function to work with Parks, Land Conservation and Land Management, He announced that the restructuring proposal was born in 2006 during the vacancy in the Land Conservation Director position. He stated the proposal has gone before the Land Conservation, Land Management and Park Committees and had received their approval. Creation of the duties of a Land Use Coordinator would not result in any change in committee			Land Use Coordinator

<p>reporting or committees. He stated the purpose of restructuring is to come up with a coherent land use program. Holst stated his support for the action. AC Kephart had provided the committee members with a White Paper entitled <i>Land Use Governance in Pierce County</i>.</p> <p>Motion by Barkla/Holst to approve the Land Use Coordinator essential duties for inclusion into an existing position description: <u>The Land Use Coordinator provides comprehensive and timely coordination and guidance to the Departments of Parks, Land Conservation, and Land Management in the areas of over arching policy and budget. This function requires attention to interdependencies in land use planning and management and insuring that appropriate personnel are informed of key developments and policy decisions that may impact their respective departments and program areas.</u></p> <p><u>The Land Use Coordinator is responsible for facilitating strategic and long range planning, budget development, and program development and coordination between the areas of Parks, Land Conservation, and Land Management. In the event of conflicting goals, it shall be the responsibility of the Land Use Coordinator to mediate a satisfactory resolution and present findings to the appropriate committee(s) and or Board.</u></p> <p><u>The Land Use Coordinator is accountable for this coordination role to the three committee chairs of Land Management, Land Conservation, and Parks who shall provide input into the annual review of the individual as conducted by that person's primary committee. Motion passed with Schilling opposed.</u></p>	<p>Land Use Coord. cont.</p>
<p>Motion by Holst/Barkla to assign the LUC duties to the position of Land Management Administrator. <i>Motion passed with Schilling opposed.</i></p>	
<p>Motion by Barkla/Holst to revise the position description of Land Management Administrator to include the duties of LUC and to revise the position descriptions for Land Conservation Supervisor, Land Management Administrator and Parks Superintendent to reflect the coordinating relationships between the LUC and these other positions. <i>Motion passed with Schilling opposed.</i></p>	
<p>Motion by Holst/Barkla to approve revised staffing plans and organizational charts for Land Management, Land Conservation and Parks based upon assignment of LUC duties. <i>Motion passed with Schilling opposed.</i></p>	
<p>Motion by Barkla/Holst to forward the revised duties of Land Management Administrator/Land Use Coordinator to a third party for a compensation recommendation. <i>Motion passed.</i></p>	
<p>Future agenda items: Per diem disbursements, Corporation Counsel annual performance evaluation on 2/4, Corporation Counsel litigation update on 3/3. AC stated there would soon be opening of security access</p>	<p>Future agenda items</p>

Approved 2/4/08

<p>bids. He was directed to take those to the Building Committee. Supervisor Kucinski announced that on 2/26 at 2:30 p.m. Burnett County representatives will be at the Courthouse to provide a slide show presentation on their emergency response to a past tornado. County Board Chair Barkla announced that at their County Board meeting on 2/22 there will be discussion of a request to change the County Board meeting date for April 15th. With a majority vote of the Board members they could change the date.</p>	
<p>Motion by Barkla/Gilles to adjourn at 6:55 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, February 4, 2008 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 1/21/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Authorize carry over of 2007 K9 donations 2e Authorize out-of-state travel for EM Director	
3	Discuss and take action to approve investing bond funds	Beastrom
4	Discuss and take action on Grade placement for Land Management Director/Land Use Coordinator	Kephart
5	Discuss and take action on source funding for Land Use Coordinator duties in the event of a change	Kephart
6	Discuss per diem reimbursement	Purdy
7	Committee will convene into closed session pursuant to §19.85 (1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual evaluation	Members
8	Committee will return to open session and take action on closed session item, if required	Members
9	Future agenda items and meeting dates and times	Members
10	Adjourn	Members

A quorum of county board supervisors may be present.

1/29/08

**FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
February 4, 2008 – 6:30 p.m.**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2008-03

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Kirstin Schilling called the meeting to order at 6:33 p.m.

1) Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

1a) Those Present

Members present:	Rich Purdy	District #3
	Ron Lockwood	District #7
	John Kucinski	District #8
	Kirstin Schilling	District #10
	Bill Gilles	District #14
	Jeff Holst	District #16
Members absent:	Paul Barkla	District #5

Also present:	Curt Kephart	Administrative Coord.
	Brad Lawrence	Corporation Counsel
	Phyllis Beastrom	County Treasurer
	Jamie Feuerhelm	County Clerk
	Greg Kerr	

Greg Kerr presented update on the activities with the Financial Planning sub-committee.

1b) Public Comment

Motion by R. Purdy/J. Kucinski to approve agenda, minutes of 01/21/08, accept Administrative Coordinator's report, authorize the carry over of the 2007 K9 donations, & authorize request for out-of-state travel for Emergency Management Director. Motion carried by voice vote with all in favor.

2a-e) Agenda, Minutes, Admin. Consent Calendar

Treasurer P. Beastrom explained that she spoke with Mr. Bob Moore about investing these funds. No rates were given but it could be structured so the County would have necessary funds available when project payments come due. Mr. Moore also asked for a construction schedule to aid him in the investment process. Committee discussed construction schedule & who would be responsible for it. Also discussion on contracting an owner's representative (project manager) for the various different projects & the additional cost related to employing one. Motion by J. Holst/J. Kucinski to approve investing bond funds with Bob Moore at ICM; motion carried by voice vote with all in favor

3) Investing Bond Funds

A.C. Kephart explained details involved with position review process for the Land use Coordinator & BCC comments/recommendations as well as memo from current Land Management Administrator. Committee discussed appeal process, grades, steps, & placement. Also to have BCC review comments from LMA & supply his thoughts on the LMA recommendation. Motion by R. Lockwood/R. Purdy to send LMA memo to Mr. Bjorkland to review comments & supply written response. Motion carried by voice vote with all in favor.

4) **Grade Placement for Land Management Director/Land Use Coordinator**

A.C. explained implications of the change & asked where funds were to come from to pay the additional costs. J. Holst explained that Land Conservation budgeted for a Supervisor but that one was not in place yet so funds could be available there. Committee discussed waiting until the end of the year to review over all budgets. Motion by J. Holst/J. Kucinski to wait for years end to review status of budgets. If the Land Management budget does not have sufficient funds to cover additional costs then funds are to come from the Land Conservation budget. Motion carried by voice vote with all in favor.

5) **Source of Funding for Land Use Coordinator Duties**

Corp. Counsel explained that any change would not take effect until 2010 because the filing deadline for board members has passed & as a matter of State Statute must be set before papers can be filed for such office. R. Purdy suggested that the committee look at increasing the per diem by an amount equal to the percentage of increase for represented employees going back to the last time per diems were changed. Clerk J. Feuerhelm was asked to research pertinent information to include when per diems were last changed & what are the per diems for other area counties. No action taken.

6) **Discuss Per Diem Reimbursement for County Board Members**

Motion by R. Purdy/J. Kucinski to convene in closed session at 7:24 p.m. pursuant to §19.85 (1)(c), WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual evaluation. Motion carried by roll call vote with all in favor.

7) **Closed Session**

Motion by R. Purdy/R. Lockwood to reconvene in open session at 7:45 p.m.; motion carried by roll call vote with all in favor. Motion by J. Holst/R. Purdy to grant a favorable performance evaluation & step increase for the Corporation Counsel; motion carried by voice vote with all in favor.

8) **Open Session**

No future agenda items presented. Next meeting set for March 3rd, 6:30 p.m. County Board Room.

9) **Future Agenda Items & Meeting Dates**

Motion by J. Holst/B. Gilles to adjourn at 7:46 p.m. Motion carried by voice vote with all in favor.

10) **Adjournment**

Submitted by:
Jamie Feuerhelm

	financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where para. (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation or any person referred to in such histories or data, or involved in such problems or investigations: employee leave of absence request	
9	Committee will return to open session and take action on closed session item, if required	Members
10	Committee will convene into closed session pursuant to §19.85(1)(b), WI. Stats. for considering dismissal, demotion, licensing or discipline of any public employee or person licenses by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held, and, §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Highway Department employee	Members
11	Committee will return to open session and take action on closed session items, if required	Members
12	Committee will convene into closed session pursuant to §19.85(1)(g), WI. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update	Lawrence
13	Committee will return to open session and take action on closed session item, if required	Members
14	Future agenda items and meeting dates and times	Members
15	Adjourn	Members

A quorum of county board supervisors may be present.

2/29/08 – 12:30 P.M.

FINANCE AND PERSONNEL COMMITTEE Monday, March 3, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-04	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Schilling called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Kirstin Schilling Bill Gilles Jeff Holst	District #3 District #5-via Polycom District #7 District #8 District #10 District #14 District #16	Those present
Excused: Also present:	Curt Kephart Bradley Lawrence Ben Plunkett Jerry Kosin Don Rohl Jim Camery	AC Corporation Counsel District #4 District #15 District #11 District #2	
Chair Schilling called for public comment. There were none.			Public comment
Review of consent calendar items. Motion by Barkla/Purdy to approve consent calendar items and amend #2d to change the date of the December 2008 meeting to the 16th. 2a Establish and approve agenda 2b Approve minutes of 2/4/08 2c Administrative Coordinator's report 2d County Board meeting dates for 2008 – 2009: 4/22/08, 5/27/08, 6/24/08, 7/22/08, 8/26/08, 9/23/08, 10/23/08, 11/12/08, 12/16/08, 1/27/09, 1/24/09, 3/24/09, 4/21/09. 2e Approve temporary increase in hours for Court Clerks: up to 100 hours through 3/28/08. 2f Treasurer's report with fund balances of \$16,537,861.55 effective January 2008 2g Approve 2008 temporary wage scales: adjust 2007 wage by 2.5% (rounded to nearest \$.05) effective 3/4/08 2h Approve additional Emergency Preparedness funds: accept \$3,440 and amend 2008 budgets for Emergency Preparedness, Pandemic Influenza and Cities Readiness Initiative. 2i Approve carry over of 2007 St. Croix Valley and Hugh J. Anderson funds and approve amended 2008 budgets 2j Approve carry over of 2007 Park funds in the amount of \$15,000			Consent calendar

<p>2k Approve carry over of 2007 County Planner funds and amend 2008 budget: \$40,371 <i>Motion passed.</i></p>	<p>Consent calendar, cont</p>
<p>IS Director Huppert presented a request to the committee for their approval to authorize adoption of a policy to allow IS to recycle used electronic equipment, if it meets certain criteria, without the requirement of attempting to sell it first. The policy was approved by the IS Committee. Motion by Barkla/Kucinski to approve of the Policy for Disposal of Used Electronic Equipment. <i>Motion passed.</i></p>	<p>Disposal of Used Electronic Equipment</p>
<p>HSD Kincaid was present to address the department's request for approval for letting an RFP for a needs assessment for the Human Services Department. Funds are in the 2008 budget. There was discussion on the possible scope of the project. Motion by Holst/Purdy to approve issuance of RFP for the Human Services Department Study. <i>Motion passed.</i></p>	<p>Human Services Study</p>
<p>Members reviewed proposed legislation to revise Chapter 115 regarding numbering of buildings and roads. LM Director Pichotta summarized the request before the committee. Motion by Barkla/ Holst to approve the proposed revisions of Chapter 115 and forward an ordinance to the County Board. <i>Motion passed.</i></p>	<p>Revise Chapter 115</p>
<p>Pichotta also addressed the department's request for revisions to Chapter 240 and NR 115, Wisconsin's Shoreland Management Program. Motion by Holst/Purdy to approve and forward the proposed revisions to Chapter 240 relating to Shoreland, Industrial and Light Industrial Uses, Off-street parking, Conditional Use Permits and Retreats, to the County Board for adoption. <i>Motion passed.</i></p>	<p>Revise Chapter 240 and NR 115</p>
<p>Review of County Board Rules pursuant to §4-21 (G). Purdy inquired as to whether this would be an opportunity to revise the Board Rules regarding per diems. He was advised that any increase in per diems would not become effective until the new term. Motion by Barkla/Schilling to forward Chapter 4 of the Pierce County Code to the County Board on April 22nd with a recommendation for approval. <i>Motion passed with Purdy opposed.</i></p>	<p>Review County Board Rules</p>
<p>Chair Schilling announced the closed session: §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Child Support/Economic Support Manager; and §19.85(1)(f), WI. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where para (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: employee leave of absence. Motion by Holst/Purdy to convene into closed session at 6:54 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session Plunkett departed</p>
<p>Motion by Purdy/Barkla to return to open session at 6:58 p.m. <i>Roll call</i></p>	<p>Open session</p>

<i>vote unanimously approved.</i>	
Motion by Purdy/Gilles accept the recommendation of the Hiring Board and approve compensation for Child Support/Economic Support Manager at Grade 21 Step 6. <i>Motion passed.</i>	CS/ES compensation
Motion by Purdy/Gilles to approve 39.5 hours of unpaid leave of absence for Nurse Practitioner effective 2/11/08 through 2/29/08. <i>Motion passed.</i>	Unpaid LOA
Chair Schilling announced the closed session: §19.85(1)(b), WI. Stats. for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held, and, §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Highway department employee. Motion by Holst/Purdy to convene into closed session at 7:00 p.m. <i>Roll call vote unanimously approved.</i>	Closed session: discipline
Motion by Barkla/Holst to return to open session at 7:42 p.m. <i>Motion passed.</i>	Open session
Motion by Lockwood/Barkla to suspend the Highway Commissioner effective March 1 for 30 calendar days unpaid and no commuting privileges for 6 months. <i>Motion passed with Kucinski opposed.</i> There was a brief discussion about possible need for appointment of an Interim Highway Commissioner. Corporation Counsel will research the topic for a recommendation.	Disciplinary action
Motion by Purdy/Holst to convene into closed session at 7:53 p.m. pursuant to §19.85(1)(g), WI. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update. <i>Roll call vote unanimously approved.</i>	Closed session Barkla excused
Motion by Purdy/Gilles to return to open session at 8:08 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Future meeting dates: 3/17/08 and 4/7/08.	Meeting dates
Motion by Holst/Gilles to adjourn at 8:09 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, March 17, 2008 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 3/3/08 2c Administrative Coordinator’s report 2d Correct County Board meeting date for October 2008 2e Review history of County Board per diem rate adjustments Personnel items: Finance items: 2f Treasurer’s report 2g Passport revenue report update 2h Approve carryover of 2006 election funds	
3	Discuss and take action to award bid for title search services	Beastrom
4	Discuss and take action to establish salaries for elected officials: County Clerk, County Treasurer & Register of Deeds effective 1/1/09 through 12/31/12	J. Feuerhelm
5	Discuss and take action on resolution for revision of licensed establishment fee schedule	Hodgson
6	Discuss and take action on “Safe Streets Treatment Option Program” legislation from WCA	Barkla
7	Committee will convene into closed session pursuant to: a. §19.85(1)(g), WI. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Voting Technologies International, Inc. for electronic voting machines	Lawrence/ J. Feuerhelm
8	Committee will return to open session and take action on closed session item, if required	Members
9	Committee will convene into closed session pursuant to: a. §19.85 (1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Land Conservation Director, and b. §19.85 (1)(c), WI. Stats. for the purpose of considering	

	employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Veteran's Service Officer	
10	Committee will return to open session and take action on closed session items, if required	Members
11	Committee will convene into closed session pursuant to: a. §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and §111.70(1)(a), WI. Stats. to meet and confer regarding current collective bargaining: collective bargaining negotiations update	AC
12	Committee will return to open session and take action on closed session items, if required	Members
13	Future agenda items and meeting dates and times	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

3/12/08 – 9:00 a

FINANCE AND PERSONNEL COMMITTEE Monday, March 17, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-05	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice Chair Barkla called the meeting to order at 6:30 p.m.		Meeting convened	
The Vice Chair acknowledged those present and established there was a quorum.		Establish quorum	
Members present: Excused: Also present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Bill Gilles Jeff Holst Kirstin Schilling Curt Kephart Bradley Lawrence Jim Camery Phyllis Beastrom Peg Feuerhelm Caralynn Hodgson Jamie Feuerhelm	District #3 District #5 District #7 District #8 District #14 District #16 District #10 AC Corporation Counsel District #2 Treasurer Clerk of Court Public Health Director County Clerk	Those present
Vice Chair Barkla called for public comment. There was none.		Public comment	
Supervisor Holst asked the Vice Chair to reverse agenda item #4 regarding salaries of elected officials and #5 regarding licensed establishment fees.		Revise order of agenda	
Review of consent calendar items. Treasurer Beastrom provided a brief update on recent investment decisions including the transfer of some funds from a CD to a money market account. She also indicated ICM interest earnings were doing the very best at this time.		Financial update	
Motion by to approve Purdy/Lockwood to approve consent calendar items: 2a Establish and approve agenda as revised 2b Approve minutes of 3/3/08 2c Administrative Coordinator’s report 2d Correct the County Board meeting date for October from the 23 rd to the 28 th 2e History of County Board per diem rate adjustments memo 2f Treasurer’s report in the amount of \$25,834,587.65 effective February 29 th 2g Passport revenue report update		Consent calendar	

<p>2h Carryover of 2006 election funds in the amount of \$31,910. <i>Motion passed.</i></p>	
<p>Treasurer Beastron informed the committee that bids for title searches had been opened and the only two bids received were completely different kinds of bids. She had contacted both firms and was advised that one proposed search for current and forward and the other bid for a complete search. She advised the committee that she will rebid for the title searches and will state exactly what kind of bid is required. Motion by Purdy/Holst to defer action until 4/21/08. <i>Motion passed.</i></p>	<p>Title search bids</p>
<p>Public Health Director Hodgson was present to address a request from the Board of Health to revise the licenses establishment fee schedule. She indicated they had received notice from the State that they were increasing their fees with an average increase of 40%. The Board of Health recommends adjusting all fees to reflect States increases. Motion by Lockwood/Purdy to approve a resolution to revise the licensed establishment fee schedule and forward to the county board for approval. <i>Motion passed with Holst opposed.</i></p>	<p>Licensed establishment fees</p>
<p>County Clerk Feuerhelm presented information addressing elected officials salary adjustments for 2009 – 2012 for County Clerk, County Treasurer and Register of Deeds. He indicated they will now be set for a 4-year period and need to be established prior to June 1st. Motion by Kucinski/Purdy to defer until April 7th. Holst, Lockwood and Purdy opposed. <i>Motion died.</i> Motion by Holst/Purdy to award 2.5% for each of next 4 years and forward a resolution to the County Board for adoption. <i>Motion passed with Kucinski opposed.</i></p>	<p>Elected officials salaries</p>
<p>County Board Chair Barkla addressed a memorandum received from WCA which sought support for legislation that would create a program to open the “Safe Streets Treatment Option Program” to all counties. He stated the legislature has adjourned now and this matter won’t come up until next term. He stated he had sent the information on to Judge and the District Attorney. Supervisor Kucinski said it is being done and could be done in Pierce County. Barkla suggested the Law Enforcement Committee take up the matter. <i>No action being requested.</i></p>	<p>“Safe Streets Treatment Option Program”</p>
<p>Chair read closed session. Motion by Holst/Purdy to convene into closed session at 7:03 p.m. pursuant to §19.85(1)(g), WI. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Voting Technologies International, Inc. <i>Roll call vote unanimously approved.</i> Feuerhelm present.</p> <p>Motion by Purdy/Kucinski to return to open session at 7:17 p.m. <i>Roll call vote unanimously approved..</i></p>	<p>Closed session: VTI</p>
<p>Motion by Purdy/Holst to terminate the contract with Voting Technologies International, Inc. and return funds collected from municipalities for additional voting machines. In addition, the County</p>	<p>Open session</p>

will not pursue any legal action at this time. <i>Motion passed.</i>	
Motion by Purdy/Kucinski to convene into closed session at 7:19 p.m. pursuant to §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Land Conservation Director, and, §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: compensation for Veteran’s Service Officer. <i>Roll call vote unanimously approved.</i>	Closed session
Motion by Purdy/Holst to return to open session at 7:34 p.m. <i>Roll call vote unanimously approved.</i>	
Motion by Holst/ Purdy to approve Land Conservation Director candidate Rodney Webb at Grade 23 Step 3 \$61,734 with PTO accrual established at 15 years of service. <i>Motion passed.</i>	Compensation for LCD
Motion by Holst/Purdy to approve Veteran’s Service Officer candidate David Hill at Grade 17 Step 6 \$49,546. <i>Motion passed.</i>	Compensation for VSO
Motion by Kucinski/Gilles to convene into closed session at 7:36 p.m. pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and §111.70(1)(a), WI. Stats. to meet and confer regarding current collective bargaining: collective bargaining negotiations update. <i>Roll call vote unanimously approved.</i>	Closed session: collective bargaining update
Motion by Kucinski/Gilles to return to open session at 7:55 p.m. <i>Roll call vote unanimously approved.</i>	
Agenda items: discussion on commuting vehicles – all departments	Agenda items
Meeting dates: 4/7/08 and 4/21/08	Future dates
Motion by Holst/Lockwood to adjourn at 8:00 p.m. <i>Motion passed.</i>	Adjourn

REVISED 4/3/08

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA		
Monday, April 7, 2008 – 6:30 p.m.		
Courthouse – County Board Room		
#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 3/17/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Transfer from Contingency into 2007 Veteran’s Service budget 2e Carry over 2007 Other Executive Legal Account funds	Consent calendar
3	Discuss and take action to award bid for actuarial for GASB45	Kinneman
4	Discuss and take action on Outlawed checks	Beastrom
5	Discuss and take action to transfer funds	Beastrom
6	Discuss and take action to authorize Step increase for temporary Fair worker	K. Hines
7	Discuss personal use of county vehicles	Gilles/Barkla/ Pittman
8	Committee will convene into closed session pursuant to: §19.85(1)(g), WI. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: door/security contract	Lawrence
9	Committee will return to open session and take action on closed session item, if required	Members
10	Committee will convene into closed session pursuant to: §19.85(1)(c), WI. Stats. for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Status and follow up on Administrative Coordinator performance evaluation of July 30, 2007.	Members
11	Committee will return to open session and take action on closed session item, if required	Members
12	Future agenda items and meeting dates and times	Members
13	Adjourn	Members

A quorum of county board supervisors may be present. 4/4/08 – 10:30 a.m.

Motion by Barkla/Lockwood to return to open session at 6:43 p.m. <i>Roll call vote unanimously approved.</i>	Open session
No action taken on closed session item.	
Motion by Barkla/Lockwood to convene into closed session at 6:44 p.m. pursuant to §19.85(1)(c), WI. Stats. for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: status and follow up on Administrative Coordinator's performance evaluation of July 30, 2007 <i>Roll call vote unanimously approved.</i>	Closed session: AC evaluation follow up
Motion by Purdy/Barkla to return to open session at 6:48 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Motion by Purdy/Barkla that in consideration of the fact that the 2007 Administrative Coordinator's annual performance evaluation forms were misplaced that the Finance & Personnel Committee minutes of 8/7/07 and the County Board minutes of 8/28/07 should be attached to the performance evaluation form to show the favorable performance evaluation as evidence of the wage adjustment. <i>Motion passed.</i>	Finalize 2007 AC Performance evaluation
Insurance & Safety Coordinator Kinneman presented a summary of the bids received in response to the RFP for an actuarial for a cost study on post-employment benefits liabilities. She indicated we received 4 bids but one arrived a day late. The 3 valid bids were reviewed by Finance & Budget Director Brickner and Kinneman. They were recommending Alliance Benefit Group. This company had done work for St. Croix County and they provided a favorable reference for the quality of their work. Motion by Purdy/Barkla to hire Alliance Benefit Group to do services to comply with GASB 45 with funds to come from the health insurance fund. <i>Motion passed.</i>	GASB45 RFP
Treasurer Beastron addressed the Outlawed checks. These are checks that remain outstanding as of January 1, 2008. Motion by Barkla/Holst to approve the list of outlawed county order checks older than two years and remaining unpaid on January 1, 2008 and to authorize the cancellation of said order checks and to forward to this recommendation to the county board for action. <i>Motion passed.</i>	Outlawed checks
Treasurer Beastron also addressed the departments request to move funds to other financial institutions as a result of a banks notification they were reducing the amount of their collateralization of the County's investments. The committee reviewed a list of local institutions, their interest rates and the length of investment. Motion by Barkla/Purdy to invest \$1 mil. at Bank Mutual, \$1 mil. at M & I and \$500,000 at Hiawatha National Bank. <i>Motion passed.</i>	Investing funds
Groundskeeper Ken Hines presented a request for a higher wage for a temporary Fair worker. He indicated the individual is an adult and will be assigned greater responsibility, will work some weekends and has the ability to drive and operate all of the motorized grounds vehicles. He stated there is money in 2008 budget. Motion by Purdy/Barkla to	Temp Fair worker wage

authorize Step 3 for temporary Fair worker Arthur Schaller. <i>Motion passed.</i>	
Discussion of personal use of County vehicles. Supervisor Gilles stated he had requested that the committee take a look at the County policy. Members were informed that there are a number of internal policies that likely apply to only one department. They directed that all departments be contacted with a request that they provide to the committee a copy of their policies. This will be on the next agenda.	Personal use of vehicles
Future meeting dates April 21 st and May 5 th .	Meeting dates
Motion by Barkla/Holst to adjourn at 7:13 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, April 21, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 4/7/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2e Treasurer’s report	Consent calendar
3	Discuss and take action to award contract for title search services	Beastrom
4	Discuss and take action on legislation to place title search and other related fees in tax deed process as special charges on parcel	Beastrom
5	Discuss and take action on revised Law Enforcement staffing plan and approve transfer of funds for same	Sheriff Hove
6	Discuss and take action to approve position description for Aging & Resource Disability Manager	Kincaid
7	Discuss and take action to approve position of Business Manager – Human Services	Kincaid
8	Discuss and take action to increase hours for Social Worker position	Kincaid
9	Discuss and take action to approve revised Humans Services staffing plan	Kincaid
10	Discus and take action to approve ADRC legislation	Kincaid
11	Discuss and take action on survey of County car policies and use	Gilles
12	Future agenda items and meeting dates and times	Members
13	Adjourn	Members

A quorum of county board supervisors may be present.

4/10/08

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE
Monday, April 21, 2008 – 6:30 p.m.
County Board Room

STATE OF WISCONSIN
COUNTY OF PIERCE

OFFICE OF ADMINISTRATION
2008-07

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice Chair Barkla called the meeting to order at 6:30 p.m.		Meeting convened
The Vice Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Rich Purdy Paul Barkla John Kucinski Bill Gilles Jeff Holst	District #3 District #5 District #8 District #14 District #16
Excused:	Ron Lockwood Kirstin Schilling	District #7 District #10
Also present:	Curt Kephart Judy Wiff Jim Camery Ben Plunkett Dan Reis Mel Pittman Phyllis Beastrom Tammy Kincaid Nancy Hove Neil Gulbranson	AC Pierce County Herald District # 2 District # 4 District # 13 District # 17 Treasurer Director of Human Services Sheriff Chief Deputy Sheriff
Vice Chair Barkla called for public comment. There was none.		Public comment
The Consent Calendar was reviewed: Motion by Purdy/Gilles to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 4/7/08 meeting 2c Administrative Coordinator's report 2d Treasurer's report in the amount of \$24,875,778.18 effective March 30 th <i>Motion passed.</i>		Consent calendar

<p>Treasurer Beastron informed the committee that bids for title searches had been opened and the only two bids received were from Pierce County Abstract and St. Croix Abstract. She advised the committee that the bid for the title searches should be awarded to Pierce County Abstract in the amount of \$118 per search and \$15 for follow-up. Motion by Purdy/Gilles to approve a contract with Pierce County Abstract to conduct title searches in an amount agreed of \$118 per search and \$15 for follow-up. <i>Motion passed.</i></p>	<p>Title search bids</p>
<p>Treasurer Beastron advised the Committee that the County may recapture the cost of the title searches on tax forfeited property if there is a resolution authorizing the charge. She recommended a charge of \$200 per parcel. Motion by Purdy seconded by Kucinski to recommend approval of Resolution # 08-03 with a fee of \$200 per title search per parcel. It is the recommendation of the Committee for the County Board to approve the Resolution on first reading at the May meeting. <i>Motion passed.</i></p>	<p>Title Search Fees</p>
<p>Sheriff Hove presented a request to have the staffing plan of the Sheriff's Department amended to transfer one floater position from the Patrol division to the Jail/Dispatch. This would not result in a net increase in staff. Motion by Purdy/Kucinski to approve the modified Sheriff staffing plan moving a floater position from Patrol to Dispatch and recommend adoption by the County Board. <i>Motion passed.</i></p>	<p>Sheriff Staffing Plan Moving Floater</p>
<p>Director of Human Services Tammy Kincaid presented a series of recommendations regarding the ADRC and the adoption of changes to the Human Services staffing plan.</p>	<p>ADRC Staffing Plan</p>
<p>The position currently in charge of the Office of Aging will be re-aligned to become the ADRC Program Manager. Motion by Holst/Kucinski to approve the revised position description for the ADRC Program Manager and forward to BCC for evaluation. <i>Motion approved.</i></p>	<p>Approval of ADRC Program Manager</p>
<p>Motion by Gilles/Purdy to return the position of Operations Director to the former position of Business Manager and forward to BCC for evaluation. <i>Motion passed.</i></p>	<p>HS Business Manager Position</p>
<p>Ms Kincaid informed the Committee that additional Federal funds are available to increase a Social Worker position from .6 to 1.0 (35 hours) Motion by Gilles/Purdy to authorize an increase in hours for a Social Worker position from .6 to 1.0 (35 hours). Should Federal funding cease to be available for the position it shall revert to the previous .6 FTE. <i>Motion approved.</i></p>	<p>Increase Hours of Social Worker</p>
<p>Motion by Gilles/Holst to approve the revised Human Services staffing plan and recommend adoption by the County Board. <i>Motion passed.</i></p>	<p>Revised HS Staffing Plan</p>

<p>Motion by Holst/ Gilles to approve and recommend adoption of two ordinances to revise Section 4 and Section 7 of the Pierce County Code creating an Aging and Disability Resource Center (ADRC) and recommending adoption by the Board on first reading. <i>Motion passed.</i></p>	<p>Revise Pierce County Code to Create ADRC</p>
<p>A discussion took place on the material presented regarding the Pierce County Travel policy. Concern was expressed that some portions of the Personnel policy might be unclear and in need of revision. An additional concern is that language in all travel policies should be consistent and uniform to minimize confusion. The Administrative Coordinator was directed to ask the appropriate Departments to consider revising their policies, send the first draft to the AC for review, and then when they are returned to be approved by the respective committees before being forwarded on to the F & P.</p>	<p>Update Travel Policies</p>
<p>A discussion was held as to whether a special meeting should be held to re-organize the F & P after the new Board is seated. The consensus was to keep the date of the next meeting on May 5th at 6:30 p.m.</p>	<p>Next Meeting</p>
<p>Motion by Gilles/Kucinski to adjourn the meeting at 7:15 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, May 5, 2008 – 6:30 p.m. C.D.T.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Election of Chair and Vice Chair – PCC§ 4-7 “The County Board Chairperson and First Vice Chairperson may also serve as Chairperson and Vice Chairperson of the Finance and Personnel Committee.” 1c Committee will receive public comments not related to agenda	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 4/21/08 meeting 2c <u>Personnel items:</u> <u>Finance items:</u> 2e Treasurer’s report	Consent calendar
3	Discuss and take action on Bob Moore’s presentation and schedule quarterly presentations.	Bob Moore
4	Discuss take action on recommendation of the Investment Subcommittee	Greg Kerr
5	Discuss and take action on setting deadlines for F & P material to be submitted ahead of a scheduled meeting date	AC
6	Future agenda items and meeting dates and times *	Members
7	Adjourn	Members

A quorum of county board supervisors may be present.

4/24/08

* A note from the County Board Chair for all County Board members.

The F & P meeting on the 19th will have an agenda item: Discuss vision and goals for the County during 2008 – 2009. Please send your thoughts on this to the AC by May 13th so that these notes may be included in the F & P packet for everyone to review prior to the meeting.

FINANCE AND PERSONNEL COMMITTEE Monday, May 5, 2008 – 6:30 p.m. County Board Room		
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-08
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Acting Chair Barkla called the meeting to order at 6:30 p.m. C.D.T.		Meeting convened
The Acting Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Jim Camery District # 2 Paul Barkla District # 5 Ron Lockwood District # 7 John Kucinski District # 8 Dan Reis District # 13 Bill Gilles District # 14 Jeff Holst District # 16	Those present
Excused:	None	
Also present:	Jerry Kosin District # 15 Curt Kephart Administrative Coordinator Tammy Kincaid Human Services Director Phyllis Beastrom Treasurer Rodney Webb Land Conservation Sup Bob Moore ICM Investments Greg Kerr Chair Sub-Committee on Financial Planning	
Acting Chair Barkla passed the gavel to Supervisor Kucinski to conduct the election of Chair and Vice Chair of the Committee.		Election
Gilles nominated Barkla for Chair. Acting Chair Kucinski called three times for further nominations, hearing none entertained a motion for casting a unanimous ballot. Motion by Gilles/Holst to have the clerk cast a unanimous ballot for Paul Barkla as Chair of the Finance and Personnel Committee. Motion passed.		Chair Barkla
Chair Barkla called for nominations for Vice Chair of the committee. Supervisor Lockwood nominated Jeff Holst. Chair Barkla called three times for further nominations, hearing none he entertained a motion for casting a unanimous ballot. Motion by Kucinski/Lockwood to have the clerk cast a unanimous ballot for Jeff Holst as Vice Chair of the Finance and Personnel Committee. Motion passed.		Vice Chair Holst

<p>Chair Barkla called for public comment. There was none.</p>	<p>Public comment</p>
<p>The new format for the Coordinator’s report was discussed. It was determined that “Monday Mornings @ Pierce” was an improvement over the former report entitled “Pierce Notes”.</p>	<p>Monday Mornings @ Pierce</p>
<p>The Consent Calendar was reviewed: Motion by Holst/Gilles to approve consent calendar items: <u>General Items:</u> 2a Establish and approve agenda 2b Approve minutes of 4/21/08 meeting 2c Review Monday Mornings @ Pierce <u>Personnel Items:</u> None <u>Finance Items:</u> 2d Treasurer’s report – None <i>Motion passed.</i></p>	<p>Consent calendar</p>
<p>Treasurer Beastrom, Finance Director Brickner, and Sub-Committee on Financial Planning Chair Greg Kerr informed the committee that they have a report to present immediately after Mr. Bob Moore of ICM makes his presentation. Bob Moore, contracted financial consultant for Pierce County presented a quarterly summary of investment performance and discussed various ways his firm could assist the County in long term financial planning. He stated that ICM only serves local units of government and the company’s primary focus is on safety and liquidity. He stated that the portfolio strategy for Pierce County follows the state of Wisconsin rules for governance. He also suggested meeting quarterly with the F & P to bring the committee up to speed and learn of any issues that concern Board members. Motion by Holst/Lockwood to receive the report from ICM and schedule quarterly meeting with Mr. Moore for briefings and updates. <i>Motion passed.</i></p>	<p>ICM Investment Briefings</p>
<p>Greg Kerr, Chair of the sub-committee on Financial Planning presented a summary of the committee’s findings and recommendations. He explained the research the committee conducted into the history of investments in Pierce County and an analysis of the accountability structure in place. The committee reviewed the Pierce County Code, policies, and job descriptions. Mr. Kerr expressed concerns that there appeared to be a lack of documentation in accountability and references found to finance or investment were limited. The recommendation of the Committee is to create more formalized policies and procedures for Financial planning, accounting, and over sight and have the Finance and Personnel Committee determine the specific level of involvement that they would like in financial planning. Motion by Holst/Gilles to receive the report and recommendations of the Sub-committee on Financial Planning and to refer the recommendations to a future planning session of the F & P. <i>Motion passed.</i></p>	<p>Report of the Sub-Committee on Financial Planning</p>

<p>Tammy Kincaid, Department Head for Human Services presented a summary of a request to expend \$30,000 for completion of the ADRC. Ms. Kincaid expressed concern that the figure of \$30,000 may not be sufficient to cover the expenses for the entire project. She explained various change orders that have occurred on the design of the ADRC.</p>	<p>ADRC Remodeling</p>
<p>Members of the F & P asked the AC how these issues might affect a total budget for completing the ADRC. The AC indicated that the figure to complete the ADRC may be approaching \$100,000 now that other expenses for the Seyforth Building might have to be taken into consideration. Both the Director of Human Services and the AC recommended that professional engineers and architects review the plans to insure that the total cost is correctly estimated. Ms. Kincaid asked if additional funds would need to be taken from her Department. The discussion centered on finding out how much the actual costs will be and the possibility of contracting Construction Consulting Partners on reviewing the plans and submitting more comprehensive estimates. Motion by Reis/Kucinski to retain the professional services of Construction Consulting Partners to review plans of the ADRC and determine actual cost estimates for completion. The funds to pay CCP will come from the money previously set aside for the renovation of the PCOB for the ADRC/Economic Support move. The cost of having CCP review the plans and present recommendations shall not exceed \$5,000, not be taken from the Bond proceeds, nor shall the cap on the contract with CCP be exceeded because of this addition. Motion passed.</p>	<p>ADRC Remodel Construction Review</p>
<p>The Administrative Coordinator presented a proposed schedule of meeting times, agenda item cut off dates, and packet material submittal cut off dates for the F & P to consider. This schedule would run through the remainder of 2008 and would allow the Chair to cancel a meeting due to lack of items or schedule additional meetings when necessary. The Chair suggested that the committee consider looking into a schedule that could reduce to one meeting per month after the 2009 Budget was reviewed and adopted.</p>	<p>Meetings for Remainder of 2008</p>
<p>Motion by Gilles/Reis to adopt a calendar for 2008 F & P meetings and cut off dates for the remainder of 2008 as proposed by the Administrative Coordinator with cut-off for agenda items and packet material to be strictly enforced. Motion passed – Barkla nay.</p>	<p>F & P 2008 Calendar</p>
<p>Future agenda items for the May 19th meeting – Financial Planning Report and Recommendations ADRC Remodeling All Committees should discuss Vision and Goals for 2008/2009</p>	<p>Next Meeting Agenda Items</p>
<p>Motion by Gilles/Kucinski to adjourn the meeting at 8:30 p.m. C.D.T. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA <i>(Amended 05/15/2008)</i> Monday, May 19, 2008 – 6:30 p.m. C.D.T. Courthouse – County Board Room		
A quorum of county board supervisors may be present.		
#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 05/05/08 meeting 2c Review Monday Mornings @ Pierce <u>Personnel items:</u> <u>Finance items:</u> 2d Treasurer’s report	Consent calendar
3	Discuss and take action on creation of new eligibility list for Sheriff’s Department	Sheriff Hove
4	Discuss and take action to start the 2008 Seasonal Park Ranger at Step 3 of the Temporary Wage Scale	Scott Schoepp
5	Discuss and take action to approve BCC employee grade recommendations on: 5a Human Services ADRC Manager 5b Human Services Business Manager	Sandy Langer
6	Discuss and take action on recommendation of the Financial Planning Sub-committee.	Phyllis Beastrom
7*	<i>Committee will convene into closed session pursuant to §19.85 (1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Consider resignation of Administrative Coordinator.</i>	Members
8*	<i>Committee will return to open session and take action on closed session item, if required.</i>	Closed Session Items
9*	<i>Discuss and take action on the appointment of interim Administrative Coordinator</i>	Members
10	Future agenda items	Members
11	Adjourn	Members
8	Discuss and take action on vision and goals for the County during 2008 – 2009 Removed from the agenda on 05/14/2008	All Members
6	Discuss and take action on budget recommendation for ADRC Removed from the agenda on 05/15/2008	Tammy Kincaid

FINANCE AND PERSONNEL COMMITTEE Monday, May 19, 2008 – 6:30 p.m. County Board Room		
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-09
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #14 District #16
Excused: Also present:	Bradley Lawrence	Corporation Counsel
Chair Barkla called for public comment. Barkla asked Chief Deputy Gulbranson to offer a report on the department’s current activities in the area of policy updates. Gulbranson indicated they are redoing their department policies regarding alcohol prohibitions and use of vehicles as well as other areas.		Public comment
Consent calendar items were reviewed. Members were advised that a second issue of <i>Monday Mornings @ Pierce</i> was being distributed for their approval. Motion by Holst/Reis to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 5/5/08 meeting 2c Approve 5/12/08 and 5/19/08 issues of <i>Monday Mornings @ Pierce</i> 2d Treasurer’s report with fund balances in the amount of \$25,061,024.82 effective 4/30/08. <i>Motion passed.</i>		Consent calendar
Chief Deputy Gulbranson was present to represent the department for approval to create a new eligibility list. He noted that a long-time employee had recently announced her retirement and the department was without an active list of candidates. Motion by Holst/Kucinski to grant the request to create a new eligibility list for the Sheriff’s Department. <i>Motion passed.</i>		LE eligibility list
Motion by Reis/Holst to start Seasonal Park Ranger Justin Townsend at Step 3 - \$10.50 per hour – of the temporary pay scale based upon his training, skills and qualifications. Wage effective 5/20/08. <i>Motion passed.</i>		Temporary wage rate – Park
Members reviewed the BCC Grade recommendation for the Human		ADRC

<p>Service position of ADRC Manager. HS Director Kincaid was present. This position is intended to replace the position of Elderly and Handicapped Services Manager. Motion by Gilles/Camery to accept the Grade placement recommendation from BCC for the position of ADRC Manager at Grade 22 effective 5/1/08. <i>Motion passed.</i></p> <p>Members were advised that in compliance with the current practices, Elderly and Handicapped Services Manager Hass will be transferred from Grade 20 Step 9 to the position of ADRC Manager at Grade 22 Step 5 effective 5/1/08.</p>	<p>Manager Grade placement</p>
<p>Members reviewed the BCC Grade recommendation for the Business Manager – Human Services. HS Director Kincaid was present. A portion of these duties had previously been assigned to the position of Operations Manager – HS and that position was not being refilled following the departure of that incumbent. Motion by Holst/Reis to accept the Grade placement recommendation from BCC for the position of Business Manager – Human Services at Grade 18 effective 5/1/08. <i>Motion passed.</i></p>	<p>Business Manager Grade placement</p>
<p>Treasurer Beastron was present to address the Financial Planning Subcommittee Report. The committee put forth their findings and offered seven recommendations for the Finance & Personnel Committee’s consideration. Supervisor Camery had also prepared a report for the committee and addressed his suggestions. There was a lengthy discussion about the need for departments to plan for and report large expenses anticipated so that the County can maximize investments and capitalize on interest. Motion by Kucinski/Camery to direct the Treasurer and Finance Director to establish and document recent past cash-flow ebbs and flows (General Fund level) for the previous 3 years. <i>Motion passed.</i></p>	<p>Financial Planning Subcommittee Report reviewed</p> <p>Purdy arrived</p>
<p>Motion by Holst/Kucinski to convene into closed session at 7:12 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Consider resignation of Administrative Coordinator. <i>Roll call vote unanimously approved.</i> District #3 Supervisor Purdy also present, Personnel Coordinator Langer was excused.</p>	<p>Closed session: AC resignation</p>
<p>Motion by Reis/Lockwood to return to open session at 7:44 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Motion by Kucinski/Lockwood to accept resignation of Curt Kephart pursuant to the terms of the Resignation Agreement and General Release. <i>Motion carried with Barkla abstaining.</i></p>	<p>AC resignation</p>
<p>Motion by Holst/Reis to recommend to the County Board that County Board Chair Barkla be appointed as the Acting Administrative Coordinator. <i>Motion passed.</i></p>	<p>Interim AC</p>
<p>Motion by Holst/Lockwood to adjourn at 7:59 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

REVISED 5/28/08

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, June 2, 2008 – 6:30 p.m.
Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 5/19/08 2c Interim Administrative Coordinator’s report Personnel items: Finance items:	
3	Discuss and take action on recommendation for funding the remodeling of space for ADRC	Kincaid
4	Review Human Services collection analysis report from Professional Placement Services	Kincaid
5	Discuss relocation of River Falls Reproductive Health Office	Hodgson
6	Discuss and take action to approve BCC Grade recommendation for Emergency Management Director	Langer
7	Committee will convene into closed session pursuant to §19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Organizational needs study in Human Services	Kincaid
8	Committee will return to open session and take action on closed session item, if required	Members
9	Discuss and take action on request to make ID badges for schools	Kucinski/Brown
10	Discuss and take action county board goals for 2009	Kucinski/Ross
11	Committee will convene into closed session pursuant to 19.85(1)(f), WI. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Public Health employee leave of absence	Hodgson
12	Committee will return to open session and take action on closed session item, if required	Members
13	Future agenda items and meeting dates and times	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

5/29/08(1)

FINANCE AND PERSONNEL COMMITTEE Monday, June 2, 2008 – 6:30 p.m. County Board Room		
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-10
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.		Meeting convened
The Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #14 District #16
Excused: Also present:	Jim Ross	District #10
Chair Barkla called for public comment. There was none.		Public comment
Motion by Holst/Reis to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 5/19/08 <i>Motion passed.</i> Interim Administrative Coordinator reported he had completed the Administrative staff annual performance evaluations. He indicated discussion of a monthly/periodic financial report should be on a future agenda. He also reported that at the suggestion of Supervisor Lockwood a survey will be done of elected officials, department heads and 4 union presidents for input on what they need in an Administrative Coordinator. A memo will be going out during the upcoming week. Barkla stated he had spoken with Supervisor Pittman and they had talked about what steps we might take for resolution on the cabin issue. There is a 6/3/08 meeting with the DNR on the topic.		Consent calendar
Supervisor Reis provided members with a preliminary financial working document with a timeline of the maintenance bonding projects. He noted the chart could be used to enter other information for general capital expenditure timelines. Chair Barkla suggested that minutes of Construction Consulting Partners (CCP) meetings with Lutz can be made available.		
Human Services Director Kincaid presented to the committee a final, unaudited 2007 Financial Report for the Human Services Department that revealed a surplus of over \$290,000.		HS Financial report
Ms. Kincaid represented the Human Services Department and Human		Funding for

<p>Services Board in a request for funding for remodeling of space for the ADRC. The Multipurpose Room will be remodeled for this purpose. Originally it was projected that there was \$20,000 in the Building budget but that amount is not there. The projected remodeling cost will also be significantly more than \$20,000. The IS Department will incur expenses for wiring to go to the Seyforth Building which they will need to absorb. Motion by Holst/Lockwood to approve and authorize County funds in the amount not to exceed \$40,000 from contingency to be made available to implement construction of the ADRC of Pierce County. <i>Motion passed.</i> It was noted that the Seyforth Building costs are another issue.</p>	<p>ADRC remodeling</p>
<p>Members reviewed the Professional Placement Services monthly collection analysis. The Human Services has collected about 5% of outstanding collections. At least quarterly the department sends the accounts to the collection agency. Gilles inquired as to what is happening in other departments who were working on collection of their outstanding department debts. <i>No action taken.</i></p>	<p>HS collections</p>
<p>Health Director Hodgson was present to discuss the proposed relocation of the River Falls Reproductive Health Office at the Ingram Center. She indicated the County had received notification from the City of River Falls that they were considering tearing down the Center for a new city hall. The Public Health Department began searching for another site. The new site rent and utilities will increase the yearly cost by \$11,670. The additional cost will be taken out of reserve funds for the reproductive health program. This should cover the costs for the lease for three years. <i>No action taken.</i></p>	<p>Relocation of Reproductive Health Office</p>
<p>Members reviewed the Bjorklund Compensation Consulting (BCC) rating recommendation for the Emergency Management Director position. Based upon recent assignment of additional duties, an update questionnaire had been forwarded for review. Motion by Reis/Holst to accept the recommendation of BCC that based upon the revised position description dated March 2007 and the Position Analysis Questionnaire submitted to BCC in May 2008 the position of Emergency Management Director will remain at Grade 21. <i>Motion passed.</i></p>	<p>EM Director position review</p>
<p>Motion by Holst/Reis to convene into closed session at 7:03 p.m. pursuant to §19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: organizational needs study in Human Services. <i>Roll call vote unanimously approved.</i> Human Services Director Kincaid present.</p>	<p>Closed session: organizational needs study – HS</p>
<p>Motion by Reis/Gilles to return to open session at 7:23 p.m. <i>Roll call vote unanimously approved.</i> Motion by Reis/Lockwood to disregard the former RFP of E jj Olson & Associates and purchase up to \$30,000 worth of services for the Human Services organizational study. <i>Motion passed.</i></p>	<p>HS organizational study</p>
<p>Emergency Management Director Brown presented a request brought to him from a public school system in which they had asked if the County</p>	<p>ID Badges for schools</p>

<p>had an interest in designing and producing ID badges for their school so they did not need to purchase a system of their own. Brown outlined for the committee costing information they would want to consider if they were to move forward with the request. Motion by Kucinski/Gilles directing EM Director to develop project costs and time required to provide this service. His report should be taken to the EM Committee on 6/23 and they will decide if this might be a pilot project. <i>Motion passed.</i></p>	
<p>Members agreed to revise the agenda to move to item #11: <i>Closed Session for leave of absence.</i></p>	
<p>Motion by Reis/Gilles to convene into closed session at 7:38 p.m. pursuant to §19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Public Health employee leave of absence. Health Director Hodgson was present. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: LOA</p>
<p>Motion by Holst/Gilles to return to open session at 7:40 p.m. <i>Roll call vote unanimously approved.</i> Motion by Holst/Reis to approve leave of absence for Public Health Nurse Most effective 6/9/08 through 7/13/08. <i>Motion passed.</i></p>	<p>Open session</p>
<p>Supervisor Kucinski and Supervisor Ross addressed the committee with a request that they consider making a recommendation to the county board to schedule an annual one-day meeting to discuss County goals. There would be presentations from all departments so supervisors could see it all at once in one day. Time is valuable and they would be willing to devote one full day for this purpose. Supervisor Kucinski sited several examples such as bonding and financial planning. Supervisor Camery likened it to an orientation with a listing of challenges. Supervisor Ross suggested the possibility of an outside facilitator.</p> <p>Chair Barkla stated he had instructed county board members to get their ideas on goal setting to Finance & Personnel members by 6/9 for discussion on 6/16.</p>	<p>County Board goals for 2009</p>
<p>Future agenda items: further discussion on a meeting for County Board supervisors to establish goals/continue orientation; discussion to consider policy to have departments prepare a written financial report to the Finance & Personnel Committee on a quarterly basis; next meeting to discuss Administrative Coordinator job description and define what we want the Administrative Coordinator to do and how to function.</p> <p>Chair Barkla announced he was temporarily stepping down from the Building Committee and had appointed Supervisor Gilles as his replacement.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 6/16, 7/7, 7/21, 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Lockwood to adjourn at 8:17 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, June 16, 2008 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 6/2/08 <u>Personnel items:</u> <u>Finance items:</u> 2c Treasurer’s report	
3	Discuss and take action for health insurance RFP	Kinneman
4	Discuss and take action on investment policy	Brickner/Beastrom
5	Discuss and take action on 2009 budget guidelines	Brickner
6	Discuss and take action regarding compensation for Interim Administrative Coordinator	Holst
7	Discuss and take action on proposed revision to the Pierce County Code regarding Light Industrial warehouse and storage	Holst
8	Discuss and take action of unbudgeted item: emergency evacuation chair lift	Reis
9	Discuss and take action on Fairgrounds exhibit building	Reis
10	Discuss and take action on position duties and description for Administrative Coordinator	Members
11	Discuss and take action to initiate county board vision and goals process	Ross/Kucinski
12	Committee will convene into closed session pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), WI Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: AFSCME collective bargaining contract settlements	Members
13	Committee will return to open session and take action on closed session items	
14	Discuss and take action on ratification of collective bargaining agreement settlements	Members
15	Committee will convene into closed session pursuant to	Members

	§19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: considering Pierce County owned land and its uses, future planning and potential future acquisition	
16	Committee will return to open session and take action on closed session item, if required	
17	Future agenda items and meeting dates and times	Members
18	Adjourn	Members

A quorum of county board supervisors may be present.

6/10/08

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, July 7, 2008 – 6:30 p.m.
Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 6/16/08 2c Interim Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Acceptance of Western District Resource Management Innovative Grants	
3	Discuss and take action on funding for fiber to extend the County network	Huppert
4	Discuss document imaging	Huppert
5	Discuss and take action to approve position description for Administrative Coordinator	AC sub-committee
6	Discuss and take action on vehicle take home policy	Gilles
7	Discuss County Board 2009 vision and goals	Kucinski/Ross
8	Update on building bond issues	Reis
9	Committee will convene into closed session pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Human Services Business Manager compensation	Langer
10	Committee will return to open session and take action on closed session item, if required	
11	Future agenda items and meeting dates and times	Members
12	Adjourn	Members

A quorum of county board supervisors may be present.

6/30/08(2)

APPROVED MINUTES OF FINANCE AND PERSONNEL COMMITTEE Monday, July 7, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-12	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Paul Barkla John Kucinski Dan Reis Jeff Holst Ron Lockwood Bill Gilles Don Rohl Jim Ross	District #2 District #5 District #8 District #13 District #16 District #7 District #14 District #11 District #10	Those present
Chair Barkla called for public comment. There was none. Chair provided members with a copy of a letter from Burnett County expressing their gratitude and appreciation for the County's recent assistance in their search for a missing person. Chair announced he has been in touch with Representative Kind's office to discuss a possible tour into flood damaged areas of Grant County sometime after August 4 th . He suggested the names of various department heads that he believed would benefit from a tour. He noted his preparations were the consequence of discussion with Supervisor Kucinski who had stated he believed a tour would benefit the County in preparing for a potential disaster. Information received from the tour will be available for the August County Board meeting.			Public comment
Motion by Holst/Camery to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 6/16/08 <i>Motion passed.</i>			Consent calendar
Interim Administrative Coordinator's report. Chair Barkla read a memo from Treasurer Beastrom in which she explains the Investment Policy revisions being sent to the County Board as a result of a review by ICM's Bob Moore. The policy revisions will address the safekeeping of the County's investments such as money market CD's – basically short term investments.			IAC report
Motion by Holst/Reis to accept the Western District Resource			UW-Ext

<p>Management Innovative Grants of \$1,300 and adjust the Special Grants Line Item 204 in the 2008 UW-Extension Department Budget. <i>Motion passed.</i></p>	<p>Grants for 2008</p>
<p>Janet Huppert, Information Services Director, was present to address the department's request for funding for fiber to extend the County network to the Blue Building and Seyforth Building, neither of which is connected to the existing network. The additional connections are necessary to accommodate relocation issues related to the ADRC project and to provide computer and telephone connections for the Blue Building which is to house the Maintenance Department. She stated the request had not gone through the IS Committee yet but had been approved by the Building Committee. Motion by Kucinski/Reis to approve the expenditure of unbudgeted funds of \$13,500 from the Information Services Infrastructure fund to bury fiber to extend the county network to the Blue Building and the Seyforth Building contingent upon approval of the IS Committee. <i>Motion passed.</i></p>	<p>Funding Optic Fiber to Seyforth and Blue Building</p>
<p>Ms. Huppert also addressed the availability of a document imaging system that could be more fully utilized in the county to help alleviate some of the storage space issues that exist. She stated the County currently has two high speed scanners which are currently located in Land Management and on a mobile table in the PCOB. There was discussion on what might be an incentive to encourage departments to move to the digitizing of paper documents. Departments have indicated an interest in moving to the scanning but are uncertain as to who might be available to do the scanning.</p> <p>Chair Barkla stated he has recently been working toward collecting from each department a listing of all reports and studies that have been conducted in their department so the County can create an awareness of the existence of the reports as well make them accessible.</p>	<p>Document imaging</p>
<p>AC Sub-committee member Supervisor Holst reported they had met last Thursday to discuss the AC position description. He stated they were reviewing the 1997 DMG <i>Organization, Management, and Staffing Study of Pierce County's Administrative Service Areas and Committee Structure</i>. He indicated the justification for the position of Administrative Coordinator lies in WI Act 29 which states all counties must designate a central figure to send official government business through for action. He reviewed that there are 3 main options available to counties in creating an administrative manager. These include County Executive, County Administrator and Administrative Coordinator (AC). Each has strong points and weaknesses. Their committee believes that AC is the best fit for Pierce County.</p>	<p>AC Sub-committee report</p>
<p>Supervisor Holst further addressed their recommendation regarding the status of the AC position: Full time v Part time. They support a full time position that carries with it quite a bit of authority, more than the position description carries today but not as much as earlier – somewhere in</p>	

<p>between. Their group believes it would be hard to find a qualified person to do a part time job and with the size of our organization full time is appropriate and would be more effective. Assigning the administrative functions to an elected officer affects their electability. They believe the money paid for a full time AC will be returned many times over.</p>	<p>AC Sub-committee report cont.</p>
<p>Supervisor Holst presented the committee with a list of what their sub-committee determined were important skills/qualifications and requirements relating to the AC:</p> <ul style="list-style-type: none"> • Ability to communicate (listen and speak) • Strong human resource skills • Financial ability (budgeting, keep departments on task) • Ability to delegate • Unpolarized – don't come in carrying any baggage • Public sector experience and knowledge of WI law • Pierce County residency after probationary period • Ability to coordinate between 17 supervisors and department heads. <p>Holst inquired as to how the committee felt about the AC being involved in labor negotiations.</p> <p>Holst further recommended that the recommendations approved by the County Board should be sent out to a third party to create a draft position description.</p> <p>Camery stated he believes support of the county board makes an AC the real conduit for supervisors to interface with departments.</p>	
<p>Motion by Reis/Camery that the Finance & Personnel Committee should forward a statement to the County Board that states that the full time position of AC is necessary and there is justification and, furthermore, through information gathered in the sub-committee's research that they agree with what are important items to consider as necessary skills and abilities. They also recommend that a third party be contacted to create the position description. <i>Motion passed.</i></p>	
<p>Members discussed the various vehicle use/take home policies. Camery noted that if it still makes sense to have a policy for employees to take home County vehicles then it should be updated. He recommended that the County develop some sort of umbrella policy regarding what is necessary criteria for take home of vehicles instead of what has been done in the past. Motion by Camery/Holst to defer this agenda item until the 7/21 meeting. <i>Motion passed.</i> Camery will prepare a draft policy.</p>	<p>Vehicle take home policy</p>
<p>Supervisor Ross addressed the previously discussed concept of developing an orientation program that would provide supervisors and departments the opportunity to communicate regarding activities within their departments. He stated the session would provide a perfect opportunity to address the earlier agenda discussions on document imaging and for departments to explain their vehicle use policy. The supervisors and department heads could benefit from the exchange of information.</p>	<p>2009 vision and goals</p>

<p>Supervisor Kucinski expressed his desire to have the County schedule a session to focus on goals for the County. He stated he believes the majority of the board members know the problems the County is facing and that the county will need to lead people in a certain direction to work to address the problems and create solutions. It would be an opportunity to share strategy and processes.</p> <p>There was discussion regarding a future date for a session to discuss goals. Chair Barkla stated the consensus amongst people who responded to his request for suggestions revealed late July was appropriate. The committee decided to schedule a session for July 30th at 7:00 p.m.</p> <p>Members discussed who should participate in the session and whether the topic should first be part of standing committee meeting activity. It was decided the department head, standing committee chairperson or a committee member should be prepared to contribute on behalf of their department activities. The following departments will be invited to participate: Human Services, Law Enforcement, Highway, Public Health, Land Management and Finance. All County Board members will also receive notice of the upcoming session. Supervisors Ross and Kucinski will prepare a memo to those departments and board members that lists 3 expectations that they have as objectives for the session.</p>	<p>2009 vision and goals cont.</p>
<p>Building Committee Chair Reis distributed to the committee the latest building bond graph that charts spending of the bond money. He stated a couple of the items are being implemented now and reported on current activities. He also stated some projects are coming back out of the area of projected expenses, expenses such as impact fees. He stated the Building Committee wanted the F & P to be aware of possible future over-runs or reduction in projects.</p>	<p>Building Bond update</p>
<p>Motion by Holst/Reis to convene into closed session at 8:43 p.m. pursuant to §19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Human Services Business Manager compensation. <i>Roll call vote unanimously approved..</i></p>	<p>Closed session: HS Business Manager compensation</p>
<p>Motion by Camery/Reis to return to open session at 8:44 p.m. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Camery/Holst to approve compensation of Grade 18 Step Min - \$22.15 per hour for Business Manager candidate Tami Billeter. <i>Motion passed.</i></p>	<p>Open session</p>
<p>Future agenda items. Vehicle take home policy; action on new position requests, establish insurance rates for 2009; update on preparations for the 7/30 goals and visions meeting.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 8/4 and 8/18 at 6:30 p.m. Chair Barkla announced the <i>F & P Agenda Meeting Dates, Agenda Cut-</i></p>	<p>F & P dates and deadlines</p>

Approved 7/21/08

<i>off Date and Packet Cut-off Date</i> memo adopted by the committee on 5/5/08 will be distributed to all department heads and county board members.	
Motion by Holst/Kucinski to adjourn at 8:48 p.m. <i>Motion passed.</i>	Adjourn

Attachment: *F & P Agenda Meeting Dates, Agenda Cut-off Date and Packet Cut-off Date.*

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, July 21, 2008 – 6:30 p.m.
Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 7/7/08 2c Interim Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u> 2d Treasurer’s report	
3	Discuss and take action on the 2009 Health Insurance Rates with Anthem (CMS)	Kinneman
4	Discuss and take action to approve Human Services staffing plan	Kincaid
5	Discuss and take action on new positions for 2009 a. Highway b. Human Services c. Law Enforcement d. UW-Extension	
6	Discuss and take action to approve revision to Chapter 239, St. Croix Riverway Zoning	Holst
7	Discuss and take action on vehicle take home policy	Camery
8	Discuss and take action on preparations for 2009 goals/visioning session	Kucinski/Ross
9	Future agenda items and meeting dates and times	Members
10	Adjourn	Members

A quorum of county board supervisors may be present.

7/14/08

**MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
July 21, 2008 – 6:30 p.m.**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK’S OFFICE
ELLSWORTH, WI**

2008-13

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Paul Barkla called the meeting to order at 6:31 p.m.

1) **Meeting Convened**

The Chair acknowledged those present & established that there was a quorum of members present.

1a) **Establish Quorum**

The Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Jim Camery	District #2
	Paul Barkla	District #5
	Ron Lockwood	District #7
	John Kucinski	District #8
	Dan Reis	District #13
	Bill Gilles	District #14
	Jeff Holst	District #16

Members absent:

Also present:	Jamie Feuerhelm	County Clerk
	Wanda Kinneman	Health Insurance Coord.
	Tammy Kincaid	Human Services Director
	Neil Gulbranson	Chief Deputy Sheriff
	Greg Andrews	Ag Resource Agent

None.

1b) **Public Comment**

Motion by J. Holst/D. Reis to approve agenda, minutes of 07/07/08, accept Administrative Coordinator’s report, & accept Treasurer’s report. Motion carried by voice vote with all in favor.

2a-d) **Agenda, Minutes, Admin. Consent Calendar**

Insurance Coordinator W. Kinneman explained the changes in health insurance & how they affect costs. Motion by J. Holst/R. Lockwood to approve a 12% increase in County health insurance premiums; motion carried by voice vote with all in favor.

3) **Health Insurance Rates for 2009**

Human Services Director T. Kincaid explained proposed staffing position changes. Motion by D. Reis/B. Gilles to approve deleting an Accountant position and recreate as an Administrative Assistant and approve Human Services staffing plan dated July 11, 2008. Motion carried by voice vote with all in favor.

4) Human Services Staffing Plan

- a. Highway Dept. – No representative present.
- b. Human Services – T. Kincaid explained positions requested & the need for additional staff.
- c. Law Enforcement – N. Gulbranson explained positions requested & the need for additional staff.
- d. UW-Extension – G. Andrews explained positions requested & the need for additional staff.

5) New Positions for 2009

Committee discussed requests made, where funds would derive from to cover additional expense, & the best time to address these requests. Motion by R. Lockwood/J. Holst to defer action on this item until budgets are discussed in more detail; motion carried by voice vote with all in favor.

Supervisor J. Holst explained the changes being made to conform to State requirements. Motion by J. Camery/R. Lockwood to approve revisions & forward to the full County Board for adoption; motion carried by voice vote with all in favor.

6) Revision to Chap. 239, St. Croix Riverway Zoning

Supervisor J. Camery stated he reviewed policy & thought more discussion & analysis needed to be done before changes are suggested. Also that the subject be taken up again at a later date. Motion by J. Camery/J. Kucinski to defer action until the Oct. 6, 2008 meeting of Finance & Personnel; motion carried by voice vote with all in favor.

7) County Vehicle Policy

Supervisor J. Kucinski stated that a request for information was supposed to be sent out but a number of individuals did not receive it. No action taken.

8) Goals/Visioning Session for 2009

2009 budget issues.

No further dates set; meetings previously set for Aug. 4th & 18th at 6:30 p.m., County Board Room.

9) Future Agenda Items & Meeting Dates

Motion by J. Holst/J. Kucinski to adjourn at 7:40 p.m. Motion carried by voice vote with all in favor.

10) Adjournment

REVISED 8/14/08

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, August 18, 2008 – 6:30 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 7/21/08 2c Administrative Coordinator’s report <u>Personnel items:</u> 2d Approve proclamation recognizing National Juror month <u>Finance items:</u> 2e Treasurer’s report 2f Accept Public Health grant funds and amend affected 2008 budget 2f(1) WIC 2f(2) WI Well Women 2f(3) Tobacco Free Coalition/Community Intervention	
3	Presentation from Alliance Benefit Group on GASB 45 Actuarial Services	Alliance/Kinneman
4	Discuss and take action on 2009 budgets: 4a County Board 4b Codification of Ordinances 4c Other Executives-Other Legal 4d Administration 4e Other General Admin – postage 4f Indirect Cost Study 4g Independent Auditing and Accounting 4h Risk Management Fund 4i Insurance 4j Cafeteria Insurance 4k Other Public Safety 4l Mississippi Parkway 4m Property Acquisition 4n Facility Improvement Debt Service 4o Personnel 4p WestCap 4q Mississippi River Regional Planning Commission	Administration
5	5a County Clerk	County Clerk

	5b Elections 5c Switchboard 5d Tax Deed Expenses 5e Care of Soldiers Graves 5f Dog License Trust	
6	Corporation Counsel	Corp Counsel
7	Register of Deeds	V. Nelson
8	8a Treasurer 8b Assessment of Property	Beastrom
9	Committee will convene into closed session pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), WI Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: L.A.W Community Health collective bargaining contract settlement	Members
10	Committee will return to open session and take action on closed session item, if required	Members
11	Committee will convene into closed session pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned land and its uses, future planning, and potential future acquisition	Members
12	Committee will return to open session and take action on closed session item, if required	Members
13	Future agenda items and meeting dates and times	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

8/14/08

FINANCE AND PERSONNEL COMMITTEE Monday, August 18, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-14	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles	District #2 District #5 District #7 District #8 District #13 District #14	Those present
Excused: Also present:	Jeff Holst	District #16	
Chair Barkla called for public comment. There was none.			Public comment
Motion by Camery/Gilles to approve consent calendar items: 2a Establish and approve agenda 2b Revise 7/21/08 minutes, #4: Motion by D. Reis/B. Gilles to approve Human Services staffing plan as proposed by the department deleting an Accountant position and recreate as an Administrative Assistant and approve Human Services staffing plan dated July 11, 2008. and approve. 2c IAC announced the Administrative Coordinator’s report would be given at the end of the meeting 2d Approve proclamation recognizing National Juror month 2e Treasurer’s report with fund balances of \$30,393,394.10 effective July 2008 2f Accept Public Health grant funds and amend affected 2008 budget: 2f(1) Increase WIC budget by \$14,170 2f(2) Increase WI Well Women budget by \$791 2f(3) Increase Tobacco Free Coalition/Community Intervention by \$5,446 <i>Motion passed.</i> Treasurer Beaström was present and advised committee there was contact with ICM with potential investment opportunity to be taken up by Investment Committee.			Consent calendar
Randy Gomez, Alliance Benefit Group, and Wanda Kinneman, Insurance & Safety Coordinator, reviewed the Summary of GASB 45 (Government Accounting Standards Board regarding liability for other post employment			GASB 45 2008 Summary

<p>benefits) Actuarial Results. Finance & Budget Director Brickner also present. Beginning in 2008 the County needs to put into the financial reports the unfunded liabilities. In this case, the unfunded liability is the cost of retiree health care. The Actuarial Accrued Liability as of January 1, 2008 is \$2,490,000. No action was taken.</p>	
<p>Review of budgets from the standing committees: Finance & Budget Director Brickner summarized the following 2009 budget requests: County Board-\$63,945; Codification of Ordinances-\$4,000; Other Executive-\$20,000; Administration-\$319,795; Postage-\$7,225; Indirect Cost Study-\$6,400; Independent Audit-\$26,000; Risk Management-\$0; Insurance-\$75,300; Cafeteria Insurance-\$3,500; Other Public Safety-\$1,453; Mississippi River Parkway-\$500; Property Acquisition-\$0; Debt Service-\$452,625; Personnel-\$90,313; West Cap-\$2,000; Regional Planning-\$24,715.</p>	<p>2009 budgets Supervisor Rohl arrived</p>
<p>Corporation Counsel-\$283,010 presented by Brickner.</p>	
<p>Treasurer-\$194,776; Property Assessment-\$47,994 presented by Treasurer Beastrom.</p>	
<p>County Clerk Feuerhelm presented the following 2009 budgets: County Clerk-\$121,876; Elections-\$153,585; Switchboard-\$66,134; Tax Deed Expense-\$400; Care of Soldiers Graves-\$6,300; Dog License Trust-\$18,800.</p>	
<p>Register of Deeds V. Nelson presented the following 2009 budgets: Register of Deeds-\$268,788; Land Records Modernization-\$30,000 <i>Motion by Lockwood/Camery to defer action on all budgets until 9/8/08. Motion passed.</i></p>	
<p>Motion by Gilles/Reis to convene into closed session at 8:20 p.m. pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), WI Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: L.A.W. Community Health collective bargaining contract settlement. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: LAW settlement</p>
<p>Motion by Reis/Gilles to return to open session at 8:25. <i>Roll call vote unanimously approved.</i> Motion by Reis/Lockwood to accept the L.A.W. Community Health settlement proposal dated 7/14/08 and forward to the County Board. <i>Motion passed.</i></p>	<p>Recommend L.A.W Community Health settlement</p>
<p>Motion by Gilles/Reis to convene into closed session at 8:26 p.m. pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing or public properties, the investing of public funds, or conducting other specified public business, whenever</p>	<p>Closed session: Property/land</p>

competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned land and its uses, future planning, and potential future acquisition. <i>Roll call vote unanimously approved.</i>	
Motion by Lockwood/Gilles to return to open session at 8:45 p.m. <i>Roll call vote unanimously approved.</i>	Open session
No action taken.	
Interim Administrative Coordinator Barkla provided a report on recent activities including a power problem in the Sheriff's Department that required contact with representatives of Xcel Energy.	IAC Report
Future agenda items: Review of department budgets; appointment to Great River Road Parkway; bids for banking services; potential visit from Grant County representatives to discuss their emergency services program.	Future agenda items
Future meeting dates: 9/8/08 and 9/22/08. County budget review.	Meeting dates
Motion by Gilles/Reis to adjourn at 8:55 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, September 8, 2008 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 8/18/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u>	
3	Discuss and take action on Family Court Commissioner’s 2009 budget	Loberg
4	Discuss and take action on additional funding for optical fiber project	J. Huppert
5	Discuss and take action to authorize RFP for banking services: checking and short-term investments, and health insurance	Beastrom
6	Discuss and take action on 2009 budgets: 6a Treasurer 6b Assessment of Property	Beastrom
7	Discuss and take action to amend Register of Deeds Tapestry fees established in Resolution 04-15	V. Nelson
8	Discuss and take action on 2009 budgets: 8a Register of Deeds 8b Land Records Modernization	V. Nelson
9	Presentation of 2007 financial statement	LarsonAllen
10	Discuss and take action on 2009 budgets: 10a County Board 10b Codification of Ordinances 10c Other Executives-Other Legal 10d Administration 10e Other General Admin – postage 10f Indirect Cost Study 10g Independent Auditing and Accounting 10h Risk Management Fund 10i Insurance 10j Cafeteria Insurance 10k Other Public Safety 10l Mississippi Parkway 10m Property Acquisition	Administration

	10n Facility Improvement Debt Service 10o Personnel 10p WestCap 10q Mississippi River Regional Planning Commission	
11	11a County Clerk 11b Elections 11c Switchboard 11d Tax Deed Expenses 11e Care of Soldiers Graves 11f Dog License Trust	County Clerk
12	Corporation Counsel	Corp Counsel
13	Discuss and take action on affirmation of right to carry	
14	Discuss and take action on preparations for Grant County EM presentation	
15	Committee will convene into closed session pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned land and its uses, future planning, and potential future acquisition	Members
16	Committee will return to open session and take action on closed session item, if required	Members
17	Future agenda items and meeting dates and times	Members
18	Adjourn	Members

A quorum of county board supervisors may be present.

8/29/08(f)

**MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
September 8, 2008 – 6:30 p.m.**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2008-15

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Paul Barkla called the meeting to order at 6:31 p.m.

1) **Meeting Convened**

The Chair acknowledged those present & established that there was a quorum of members present.

1a) **Establish Quorum**

The Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Jim Camery	District #2
	Paul Barkla	District #5
	Ron Lockwood	District #7
	John Kucinski	District #8
	Dan Reis	District #13
	Bill Gilles	District #14
	Jeff Holst	District #16

Members absent:

Also present:	Jamie Feuerhelm	County Clerk
	Julie Brickner	Finance Director
	Bob Loberg	Family Crt. Comm.
	Janet Huppert	Info Services Director
	Phyllis Beastrom	County Treasurer
	Vicki Nelson	Register of Deeds
	Alan Hines	Resident
	Steve Tracy	Larson & Allen

None.

1b) **Public Comment**

Chairman P. Barkla indicated that Mr. Al Hines was present to discuss with the committee the closed session item #15, & that Mr. Hines needed to leave early. He asked if the committee would entertain the idea of amending the agenda to accommodate him. Motion by J. Holst/D. Reis to amend agenda by moving item #15 Closed Session after item #3 Family Court Commissioner's 2009 budget, also to approve minutes of 08/18/08; motion carried by voice vote with all in favor. Chairman announced that the Administrative Coordinator's report would come later on.

2a-c) **Agenda & Minutes**

Family Court Commissioner B. Loberg presented the 2009 budget. He also explained the function of this position & the anticipated changes to the budget due to increased utilization of services. Mr. Loberg added that when he submitted a five year plan in 2004 his estimated budget for 2009 was \$43,090; the current request is for \$43,820. Motion by J. Holst to stay with the 5 year plan estimate; motion failed for lack of second. Motion by D. Reis/R. Lockwood to approve budget for Family Court Commissioner in the amount of \$43,820; motion carried by voice vote with 6 in favor & one opposed (J. Holst).

3) Family Court Commissioner's 2009 Budget

Motion by D. Reis/J. Holst to convene in closed session at 6:40 p.m. pursuant to §19.85 (1)(e), WI STATS for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned land & its uses, future planning & potential future acquisition. Motion carried by roll call vote with all in favor. Chairman P. Barkla asked if any members objected to allowing County staff present to remain during closed session discussions; no objections presented.

4) Closed Session

Motion by B. Gilles/J. Kucinski to return to open session at 7:26 p.m. Motion carried by roll call vote with all in favor. No action taken

5) Open Session

Information Services Director J. Huppert explained that after getting bids for the optical fiber project to extend lines to the Blue Maintenance Building & the Seyforth Building, funding for the project was insufficient by \$2885.00. She requested that the insufficient amount be paid from within the Information Services budget, infrastructure account. Motion by D. Reis/J. Holst to approve the expenditure of an additional \$2885 of unbudgeted funds from the Information Services Infrastructure fund to install optical fiber to extend the county network to the Blue Maintenance Building & the Seyforth Building. Motion carried by voice vote with all in favor.

6) Optical Fiber Project

Treasurer P. Beastron explained that the County has not updated its banking services, short term investments, & health insurance accounts since 2002 & she felt it was time to investigate banking services through a RFP process to allow multiple banking institutions to offer services. Motion by J. Camery/J. Kucinski to authorize a RFP for the County checking & short term investment accounts; & a RFP for the health care insurance accounts. Motion carried by voice vote with all in favor.

7) RFP for Banking Services

Treasurer P. Beastron presented & explained the budget proposal for the Treasurer's Office for 2009. Motion by J. Holst/J. Kucinski to approve Treasurer's budget for 2009; motion carried by voice vote with all in favor.

8) 2009 Treasurer's Budget

Register of Deeds V. Nelson was present to explain the purpose for recommending a change in the fee structure for services rendered by the Register of Deeds office. Motion by J. Holst/J. Kucinski to approve the revisions to the on-line access fees for the Register of Deeds Office to eliminate the advanced search fee & the fee for viewing a document image and

9) Amendment to ROD Tapestry Fees

increase the basic search fee from \$3.90 to \$5.95 & initiate a fee for printing a document image to \$.050 per page & forward a resolution to the County Board with a request for adoption. Motion carried by voice vote with all in favor.

R.O.D. V. Nelson presented & explained the budget proposal for the R.O.D. office for 2009. Motion by J. Holst/J. Kucinski to approve R.O.D. budget for 2009; motion carried by voice vote with all in favor.

Steve Tracy from Larson/Allen present to review with the committee Pierce County's 2007 financial statement. He distributed a summary report to the committee members. Mr. Tracy went through an extensive summary of the report. No action taken.

Finance Director J. Brickner presented & explained the budget proposal for the Administration Office & County Board budget. Committee discussed numerous budget line items & issues. Motion by R. Lockwood/D. Reis to add \$500,000 to the County Board's Property Acquisition fund for 2009; motion carried by voice vote with all in favor. Motion by B. Gilles/J. Kucinski to approve budgets for 2009; motion carried by voice vote with all in favor.

Finance Director J. Brickner present to explained the budget proposal for the Corporation Counsel's office for 2009. Motion by J. Camery/J. Kucinski to approve 2009 Corporation Counsel budget; motion carried by voice vote with all in favor.

County Clerk J Feuerhelm presented & explained the budget proposal for the County Clerk's office for 2009. Brief discussion by committee. Motion by D. Reis/R. Lockwood to approve County Clerk's budget for 2009; motion carried by voice vote with all in favor.

Chairman P. Barkla indicated that he received a request from a group called Affirmation of the right to carry firearms. He added that this was merely a re-affirmation of the language in the Wisconsin State Constitution. Also that this was also the opinion of Corp. Counsel. Motion by D. Reis/J. Kucinski to defer indefinitely; motion carried by voice vote with 6 in favor & 1 opposed (J. Holst).

Interim A.C. P. Barkla stated that they have been meeting with several departments working on 2009 budgets & that they are all doing a great job. Committee also discussed other budget issues.

No discussion; no action

No discussion; no action

Meeting adjourned at 8:43 p.m. by motion of J. Kucinski/R. Lockwood. Motion carried by voice vote with all in favor.

Submitted by:
Jamie R. Feuerhelm
Pierce County Clerk

9) **Amendment to ROD Tapestry Fees – cont.**

10) **2009 Register of Deeds Budget**

11) **2007 Financial Statement Presentation**

12) **2009 County Board & Administration Budget**

13) **2009 Corporation Counsel Budget**

14) **2009 County Clerk Budget**

15) **Affirmation of Right to Carry**

AC Report

16) **Grant County EM Presentation**

17) **Future Agenda Items; Meeting Dates**

18) **Adjournment**

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, September 22, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 9/8/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u>	
	Future agenda items and meeting dates and times	Members
	Adjourn	Members

A quorum of county board supervisors may be present.

8/27/08

CANCELLED

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, September 23, 2008 – 6:15 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Committee will convene into closed session pursuant to: §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned and land and its uses, future planning, and potential future acquisition	Members
3	Committee will return to open session and take action on closed session items, if required	Members
4	Future agenda items and meeting dates and times	Members
5	Adjourn	Members

A quorum of county board supervisors may be present.

9/19/08

FINANCE AND PERSONNEL COMMITTEE Tuesday, September 23, 2008 – 6:15 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-16	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:15 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst (arrived at 6:20 p.m.)	District #2 District #5 District #7 District #8 District #13 District #14 District #16	Those present
Also present:	Bradley Lawrence Ken Snow	Corporation Counsel District #9	
Chair Barkla called for public comment: There was none.			Public comment
Motion by Gilles/Lockwood to convene into closed session pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned and land and its uses, future planning, and potential future acquisition. <i>Roll call vote unanimously approved.</i>			Closed session
Motion by Reis/Holst to return to open session at 7:00 p.m. <i>Roll call vote unanimously approved.</i> No action taken.			Open session
Future meeting dates: October 1 – 4:00 p.m. and October 6 – 6:30 p.m.			Future meeting dates
Motion by Kucinski/Lockwood to adjourn at 7:01 p.m. <i>Motion passed.</i>			Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, October 1, 2008 – 4:00 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 9/8/08 2c Administrative Coordinator’s report <u>Personnel items:</u> <u>Finance items:</u>	
3	Present and review 2009 department and agency budgets	Barkla/ Brickner and requesting departments
4	Review 2009 new position requests	Members
5	Take action on 2009 budget recommendations to Board	Members
6	Discuss and take action on 2009 wage adjustment for non-represented employees	Members
7	Future agenda items and meeting dates and times	Members
8	Adjourn	Members

A quorum of county board supervisors may be present.

9/16/08(2)

<p>Pierce County will be able to increase their 2009 operating levy to \$13,673,825. This would be a 2.25% increase as allowed by the state due to the fact that the debt service levy is included in the base building formula. The Finance & Personnel Committee would have an excess of \$95,858 to distribute for other needs based on the 2009 budget requests that were submitted to the Administration Office. Currently, the budgets include no new personnel.</p>	
<p>Review of new position requests for 2009 budgets. Tammy Kincaid addressed the requests from Human Services. Some County funds would be required. Sheriff Hove addressed the requests from Law Enforcement and stated #1 priority was one or both of the Jail/Dispatch Floater positions. This would all be County funds. Ross Christopherson and Laurie Lundgaard addressed the request for an increase in hours for the Highway Bookkeeper positions. No County funds required. Greg Andrews addressed position requests for Extension. Priority #1 was the increase in hours for Extension Secretary. The increase would be temporary until the Farm Technology Days event is over at the end of 2010. A portion of the funding would come from the 133 Contract.</p>	<p>New position requests</p>
<p>Chair Barkla announced the non-represented employees had forwarded to him a request for a 2.75% increase each year for 2009 and 2010.</p>	<p>Non-rep adjustments</p>
<p>Discussion about management of the previous year's deficit in Human Services. General discussion about staffing levels and interdepartmental sharing of employees.</p>	
<p>Motion by Lockwood/Kucinski to defer further action on budget requests and new personnel until 10/6/08. <i>Motion passed.</i></p>	<p>Defer action</p>
<p>IAC Barkla announced a consultant would be conducting a security check walk-through on November 10th.</p>	<p>IAC report</p>
<p>Next meetings October 6th and October 20th at 6:30 p.m.</p>	<p>Meeting date</p>
<p>Motion by Holst/Lockwood to adjourn at 6:20 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

THIRD REVISION 10/6/08

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, October 6, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 9/23/08 <u>Personnel items:</u> 2c Update on Highway Commissioner recruitment and authorize travel expenses <u>Finance items:</u> 2d Treasurer’s report	
3	Discuss and take action to approve bid for health insurance third party administrator for 2009	Kinneman
4	Discuss and take action to approve funding for equipment and software in Human Services	Kincaid
5	Discuss and take action to approve revised staffing plan for Human Services	Kincaid
6	Discuss and take action to approve RFP for engineering services for parcel in Trenton Township	Warner
7	Discuss and take action regarding tree removal on County property	Barkla
8	Discuss vehicle take home policy	Camery
9	Discuss and take action on 2009 new personnel requests	Members
10	Discuss and take action on wage adjustment for non-represented employees	Members
11	Discuss and take action on clarification of terms of potential payoff of deficits for Human Services in 2006 and 2007	Kincaid
12	Discuss and take action on 2009 budget recommendations	Members
13	Committee will convene into closed session pursuant to: §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned and land and its uses, future planning, and potential future acquisition	Members
14	Committee will return to open session and take action on closed session items if required	Members
15	Interim Administrative Coordinator’s report	Barkla
16	Future agenda items and meeting dates and times	Members
17	Adjourn	Members

A quorum of county board supervisors may be present.

10/6/08

<p><i>Motion passed.</i></p> <p>Personnel Coordinator Langer provided an update on recruitment for Highway Commissioner and requested authorization to provide mileage reimbursement for candidates who travel in excess of 250 miles for the interview. The reimbursable amount is capped at \$500 per candidate. Reimbursement is an option provided pursuant to the Personnel Policy, Art. V. Section G. Costs for the advertising and reimbursement will be paid from the Highway Department budget.</p> <p>Chair Barkla talked about recent efforts by the Commissioner to make the Commissioner's term indefinite. Commissioner Christopherson stated all neighboring counties have indefinite terms of office. The matter had recently gone before the Highway Committee who chose not to take action on a request to extend the term.</p> <p>Motion by Holst/Reis to accept the recruitment schedule as presented and authorize travel expenses for any Highway Commissioner candidate that travels in excess of 250 miles for the interview with the travel expenses to be paid from the Highway Department budget.</p> <p><i>Motion passed.</i></p>	<p>Consent calendar, cont.- Highway Commissioner recruitment</p>
<p>Treasurer Beaström reviewed the August financial report. The September report is not available at this time but will be on the October 20th agenda. Beaström also reminded the committee members that ICM Moore will be available in the Board Room on Wednesday, October 8th and everyone is invited to attend to get his report on the financial status of the County. Beaström informed members she had delivered the banking services RFP's to all Pierce County banks and bids will be opened on October 31st with awarding of the bid to be on the November 3rd agenda.</p>	<p>Treasurer's report</p>
<p>Insurance & Safety Coordinator Kinneman and Insurance Consultant Sheri Freeman addressed the committee regarding 3 bids that had been received for service as the health insurance administrator for 2009. It was noted that it has been 15 years since the County had gone out for proposals.</p> <p>Bids were received from the current TPA Anthem Blue, Health Partners and CCS. Health Partners bid offered a \$35,000 savings on fixed costs and waived the first 4 months of administrative fees for a total savings of \$63,200 over the current administrator's bid.</p> <p>Kinneman and Freeman explained to the committee that a change in carriers will trigger open enrollment for employees and could impact insurance costs both in premiums paid by the County and claims costs. The open enrollment is a County provided benefit and is not required under federal or state law. The open enrollment benefit is a matter to take into consideration for future negotiations along with plan</p>	<p>2009 TPA's</p>

<p>changes. Other associated costs involved in switching TPA's include time and effort to effectuate the change, cost of plan documents, booklets, etc. They noted that implementing plan and carrier changes at the same time would be most cost effective. Motion by Holst/Lockwood to approve Anthem Blue to be the Third Party Administrator (TPA) for the Pierce County Health Insurance Plan effective January 1, 2009. <i>Motion passed.</i></p>	
<p>HS Director Kincaid addressed the department's request for approval to purchase and expend 2008 funds for equipment and furniture replacements. This request was approved at the Human Services Board meeting. Motion by Gilles/Reis to approve and authorize the Human Services Department to spend up to \$18,580 to purchase office chairs and equipment and up to \$29,000 to upgrade the CMHC server. Supervisor Holst inquired why the server and software purchases could go directly through a department other than the Information Systems Committee. He was advised that both Human Services and Highway are exempt from the process because they receive state/grant money for some costs. This could be indirect charges to federal government funds. <i>Motion passed.</i></p>	<p>HS equipment/ software purchases</p>
<p>HS Director Kincaid addressed the department's request to revise their staffing plan to increase the Aging Department Accounting Assistant from 1,820 hours per year to 2,080 hours per year. This staffing plan involves the transitioning to ADRC. This request was approved at the Human Services Board meeting. Funds for the increase in hours are available in the 2008 budget through elimination of the .52 FTE Van Driver/Food Pantry Worker and applying funds from the Accountant position previously eliminated. Motion by Reis/Gilles to approve the revised Human Services staffing plan to increase the ADRC Accounting Assistant position from 1,820 hours annually to 2,080 hours annually and eliminate the .52 FTE Van Driver/Food Pantry Worker position. <i>Motion passed.</i></p>	<p>HS Staffing plan revisions</p>
<p>Bill Warner, Economic Development Director, addressed the IDC/EDC request for approval to release an RFP for engineering services relating to surplus Highway property in Town of Trenton. The costs for performing the engineering services will be paid from the 2008 EDC budget. The review and selection of the best proposal will be placed on the November 3rd Finance & Personnel agenda. Motion by Holst/Camery to approve the release of the Request for Proposals for Engineer Services for surplus County property in the Town of Trenton. <i>Motion passed.</i></p>	<p>RFP for surplus Hwy. property</p>
<p>Chair Barkla announced that requests have been received for approval to remove dead trees from County-owned property. Members reviewed and discussed a memo from Corporation Counsel as well as the firewood cutting permit created and used in 2005. Motion by Holst/Reis approve cutting dead trees for fireweed on the County property located off of Highway 65 near the Solid Waste Department</p>	<p>Tree removal on County property</p>

<p>subject to the following conditions: The availability of the wood will be advertised, the County will require a Firewood Cutting Permit listing 12 conditions to which the permittee will be subject, and the cost will be \$5 per cord. The permit would be used to authorize all wood cutting on county land. <i>Motion passed.</i></p>	
<p>Supervisor Camery addressed a draft vehicle take home policy that he had prepared for consideration. He indicated he is requesting feedback from everyone. This draft policy does not include circumstances where use of a vehicle is part of a union contract. Supervisor Pittman asked Highway Commissioner Christopherson if the foremen are on-call. Christopherson stated they are not on-call. Foremen are not called unless managers call them. The Sheriff's Dept. has a list of the names of the four managers for on-call. Discussion referenced Resolutions 85-61 and 93-43 which list the Highway Department positions that are authorized to commute with County vehicles. Christopherson questioned whether the County would be offering something in lieu of use of vehicles for commuting if the County discontinues this practice. He noted there is only a small difference in the wage paid for the foremen. Brickner and Kinneman will gather information from other counties as to their vehicle use policies.</p>	<p>Vehicle take home policy</p>
<p>New personnel requests for 2009 were reviewed. Motion by Kucinski/Lockwood to approve the following new positions and forward to the County Board for approval: Jailer/Dispatcher-\$65,915, Lead Economic Support Worker-\$33,276, Increase 3 AODA Counselors from 1,820 hrs/yr to 2,080 hrs/yr.-\$15,000, Increase .4 FTE Extension Secretary to .6 FTE-\$6,841 for two years because of Farm Technology Days, and increase Highway Bookkeeper Assistant from 1,820 hrs/yr to 2,080 hrs/yr-\$5,367 in Highway Funds. <i>Motion passed.</i></p>	<p>New personnel for 2009</p>
<p>Motion by Kucinski/Lockwood to apply \$100,000 Human Services Surplus Funds to the 2009 budget. <i>Motion passed.</i></p>	<p>HS funds to budget</p>
<p>Motion by Kucinski/Reis to increase the 2009 Public Health budget by \$10,000, increase the 2009 Highway budget by \$15,000, and add \$40,801 to Building Outlay for HVAC system. <i>Motion passed.</i></p>	<p>Budget adjustments</p>
<p>Motion by Lockwood/Holst to forward 2009 Budget in the amount of county operating levy \$13,673,825, Debt service \$452,625, county library \$432,168, county aid bridges \$200,000 for a total tax levy of \$14,758,618 to County Board for adoption. <i>Motion passed.</i> List of approved departmental budgets attached.</p>	<p>2009 budget recommendation</p>
<p>Discussion of non-rep wage adjustments for 2009. F & B Director stated the cost for a 2.5% adjustment is \$75,995 and 2.75% is \$83,469. The amount does not include retirement or social security costs. Motion by Reis/Lockwood to recommend a 2.5% pay increase for non-represented employees for 2009 and forward a resolution to the County Board. <i>Holst and Camery voted no. Motion passed.</i></p>	<p>Non-rep wage adjustment</p>
<p>Motion by Holst/Kucinski to convene into closed session at 8:12 p.m.</p>	<p>Closed session:</p>

<p>pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned land and its uses, future planning, and potential future acquisition. <i>Roll call vote unanimously approved.</i></p>	<p>§19.85(1)(e)</p>
<p>Motion by Reis/Kucinski to return to open session at 8:26 p.m. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Gilles/Camery to approve and recommend that the County Board of Supervisors approve the accepted offer to purchase concerning the Cain real estate, in an amount of \$190,000, that the County Board Chairperson and County Clerk be authorized to execute any necessary paperwork to complete the Cain real estate transaction, and that the County Board of Supervisors act on first reading. <i>Motion passed.</i></p> <p>Motion by Gilles/Kucinski that the Office of Corporation Counsel prepare all necessary legal documents, on behalf of the County, to close on the Cain real estate transaction. <i>Motion passed.</i></p>	<p>Open session: Purchase of Cain property</p>
<p>Future meeting dates: October 20th, November 3rd and November 17th.</p>	<p>Meeting dates</p>
<p>Motion by Reis/Lockwood to adjourn at 8:27 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

Attached: 2009 Fund Budgets Approved

2009 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
10/21/08 2:13 PM

Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
County Board	101 01 51110	1	63,945	-	63,945
Codification of Ordinances	101 01 51340	2	4,000	-	4,000
Other Legal	101 01 51390	3	20,000	-	20,000
Administration	101 01 51410	4	319,795	-	319,795
Personnel	101 01 51430	5	90,313	-	90,313
Other General Admin & Postage	101 01 51490	6	7,225	-	7,225
Indirect Cost Study	101 01 51510	7	6,400	-	6,400
Independent Accounting & Auditing	101 01 51511	8	26,000	-	26,000
Illegal Taxes & Refunds	101 01 51910	9	-	-	-
Property & Liability Insurance	101 01 51930	10	75,300	-	75,300
Cafeteria Insurance	101 01 51932	11	3,500	-	3,500
Public Safety Commission	101 01 52900	12	1,453	-	1,453
West Cap	101 01 55140	13	2,000	-	2,000
Mississippi River Parkway	101 01 55220	14	500	-	500
Regional Planning	101 01 56310	15	24,715	-	24,715
Economic Development	101 01 56701	16	39,708	-	39,708
Pierce Co. Historical Society	101 01 56702	17	4,790	-	4,790
Partners in Tourism	101 01 56705	18	22,100	-	22,100
Circuit Court	101 02 51210	19	533,949	-	533,949
Law Library	101 02 51250	20	9,000	-	9,000
Mediation Fund	252 02 59222	21	8,000	(8,000)	-
Fines & Forfeiture Fund	253 02 59220	22	45,000	(45,000)	-
Drug Court	101 31 51260	23	62,778	-	62,778
Register in Probate	101 03 51230	24	116,394	-	116,394
Family Court Commissioner	101 04 51240	25	43,820		43,820
Medical Examiner	101 05 51270	26	48,922		48,922
County Clerk	101 06 51420	27	121,876		121,876
Elections	101 06 51440	28	153,585		153,585

2009 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Switchboard	101 06 51620	29	66,134		66,134
Tax Deed Expenses	101 06 51911	30	400		400
Care of Soldiers Graves	101 06 54720	31	6,300		6,300
Dog License Trust	805 06 52801	32	18,800	(18,800)	-
Information Services	101 07 51450	33	449,774		449,774
Central Duplication	101 07 51460	34	19,134		19,134
Data Processing Equipment Fund	262 07 51451	35	94,412	(94,412)	-
Treasurer	101 08 51520	36	194,776	-	194,776
Assessment of Property	101 08 51530	37	47,994	-	47,994
District Attorney	101 09 51310	38	195,693	-	195,693
Victim Witness	101 09 51312	39	68,639	-	68,639
Corporation Counsel	101 10 51320	40	283,010	-	283,010
Register of Deeds	101 11 51710	41	268,788	-	268,788
Land Records Modernization	101 11 51721	42	72,064	(72,064)	-
Surveyor	101 12 51720	43	142,136	-	142,136
Land Management & Records	101 13 56300	44	182,714	-	182,714
Ad Hoc-Comp Plan	101 13 56300	44	-	-	-
Geographic Information System	101 13 56301	45	67,782	-	67,782
Zoning	101 14 56400	46	340,558	-	340,558
WI Fund-Zoning Aids	806 14 56411	47	15,000	(15,000)	-
Courthouse & Buildings	101 15 51600	48	573,461	-	573,461
Property Acquisition/Development	101 15 51603	49	500,000	-	500,000
Fairgrounds	101 15 51604	50	183,034	-	183,034
Building Rental-M&I and Village Hall	101 15 51605	51	12,724	-	12,724
Building Outlay (NL)	101 15 51610	52	422,000	-	462,801
Sheriff	101 16 52110	53-54	3,331,251	-	3,331,251
Sheriff Homeland Security	101 16 52112	55	160,000		160,000
D.A.R.E.	101 16 52117	56	63,148	-	63,148

2009 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
St. Croix Valley Drug Task Force	101 16 52118	57	33,000	-	33,000
Boat & Snowmobile Safety Patrol	101 16 52130	58	104,432	-	104,432
Emergency Communications	101 16 52602	59	703,578	-	736,535
Communication Center/911 Wireless	101 16 52603	60	6,000	-	6,000
TRACS Project Grant	101 16 52604	61	-	-	-
Correction / Detention / Jail	101 16 52700	62	1,243,459	-	1,276,417
Correct / Detent / Training Aids	101 16 52701	63	10,000	-	10,000
Canteen Fund (NL)	101 16 52702	64	10,000	-	10,000
Jail Nurse	101 16 52704	65	40,401	-	40,401
Jail Maintenance Fund	251 16 52700	66	21,100	(21,100)	-
Local Emergency Planning	101 17 51893	67	22,698	-	22,698
Emergency Management	101 17 52510	68	71,745	-	71,745
XCEL Energy Reimbursement	101 17 52520	69	65,500	(65,500)	-
Bio-Terrorism Grant	101 17 52530	70	41,667	(41,667)	-
Emergency Medical Services	101 17 54691	71	625	-	625
Public Health	101 19 54120	72	650,876	-	650,876
Andersen Breast Cancer (NL)	101 19 54121	73	-	-	-
Home Care/Personal Care (NL)	221 19 54130	74	438,494	(381,329)	57,165
Home Care-Foot Care	221 19 54134	75	-	-	-
Prenatal Care Coordination (NL)	222 19 54131	76	74,537	(40,750)	33,787
Prenatal Donations (NL)	222 19 54142	76	250	(250)	-
Family Planning (NL)	224 19 54133	77	575,827	(575,827)	-
Birth to Three Program	225 19 54137	78	138,090	(89,200)	48,890
WIC	226 19 54141	79	115,513	(115,513)	-
Seal A Smile	227 19 54136	80	-	-	-
First Breath	227 19 54143	81	-	-	-
Fluoride Mouthrising Program	227 19 54146	82	1,125	(1,125)	-
Radon-Environmental Health	227 19 54150	83	5,100	(5,100)	-

2009 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
10/21/08 2:13 PM

Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
DNR-Environmental Health	227 19 54151	84	9,916	(9,916)	-
Pandemic Influenza	227 19 54157	85	-	-	-
Cities Readiness	227 19 54159	86	16,639	(16,639)	-
Consolidated Health Grant (CG)	227 19 54160	87	74,435	(58,749)	15,686
Tobacco Coalition	227 19 54162	88	45,223	(45,223)	-
PH Emergency Preparedness	227 19 54165	89	36,122	(36,122)	-
WI WINS	227 19 54167	90	5,616	(5,616)	-
Dental Health	227 19 54172	91	52,300	(52,300)	-
St. Croix Valley Foundation	227 19 54173	92	-	-	-
Car Seat	229 19 54111	93	-	-	-
C.V.S.O.	101 23 54700	94	157,795	-	157,795
Veteran's Relief (NL)	101 23 54710	95	2,000	-	2,000
County Fair	101 25 55460	96	217,256	-	217,256
County Park	101 26 55200	97	227,326	-	227,326
County Park Canteen	101 26 55202	98	3,500	-	3,500
Park Development (NL)	101 26 55210	99	5,000	(5,000)	-
Snowmobile Trails	242 26 55401	100	55,900	(55,900)	-
Pesticide Certification	101 27 54910	101	1,500	-	1,500
Cooperative Extension	101 27 55620	102	302,774	-	309,615
Farm Technology Days (RES 06-23)	101 27 55622	103	-	-	-
Land Conservation	101 28 56130	104-105	324,723	-	324,723
Cost Sharing (NL)	101 28 56131	106	50,000	-	50,000
Land/Water Practice (NL)	101 28 56134	107-108	69,650	(69,100)	550
Watershed Maintenance (NL)	101 28 56135	109	3,000	-	3,000
Deer Damage	101 28 56136	110	26,500	(26,500)	-
Kinnickinnic Watershed Proj (NL)	101 28 56140	111	64,422	(63,922)	500
Kinnickinnic Cost Sharing	101 28 56141	112	80,128	(80,128)	-
Fish & Game (NL)	101 29 56137	113	3,185	-	3,185

2009 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
10/21/08 2:13 PM

Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Shooting Range	101 29 56143	114	8,888	-	8,888
Solid Waste	101 30 53630	115	110,327	-	110,327
Recycling Center	101 30 53633	116	778,653	-	778,653
Clean Sweep Program	101 30 53634	117	102,600	-	102,600
Revolving Loan	207 01 56704	118	150,423	(150,423)	-
Community Development-Housing	208 01 56707	119	15,000	(15,000)	-
Human Services	212 21 54401	120-196	5,612,728	(3,796,959)	1,815,769
Human Services-2006 deficit	-	-	-	-	-
Child Support	101 20 54530	129/197	488,165	-	488,165
Office on Aging	231 54601&02	130/198	158,068	-	158,068
Office on Aging Grant Funds	54602-54631	199-208	268,934	(268,934)	-
Highway Administration	701 18 53110	209-240	8,287,492	(5,154,737)	3,132,755
Contingency Fund	102 01 41110	241	650,000	-	650,000
Risk Management Fund	101 01 51920	242	-	-	-
Facility Improvement Bond	411 01	243	2,500,000	(2,500,000)	-
SUB-TOTAL			34,974,999		21,086,751
Library	101 24 55110	244	432,168	-	432,168
Bond Payment	301 01	245	452,625	-	452,625
County Aid for Bridges	701 18 53182	209	200,000	-	200,000
TOTAL			36,059,792		22,171,544

BUDGET OF GENERAL REVENUES FOR 2009
10/21/08 2:17 PM

Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Forest Crop Tax	101 01 41150	255	17,000	-	17,000
Retained Sales Tax	101 01 41220	255	120	-	120
County Sales Tax	204 01 41221	255	1,535,000	-	1,535,000
Ag Land Penalties	101 01 41820	255	10,000	-	10,000
Interest on Taxes	101 01 41900	255	275,000	-	275,000
Shared Taxes	101 01 43410	255	1,314,509	-	1,314,509
Computer Exempt Aid	101 01 43592	255	11,000	-	11,000
Trash Hauler License	101 01 44101	255	1,775	-	1,775
Administration Fees	101 01 46100	255	775	-	775
County Directories	101 01 46101	255	375	-	375
County-Vending Machine Revenue	101 01 46102	255	100	-	100
CDL Revenue	101 01 47332	255	625	-	625
Reimbursement for Sewer Charges	101 01 48012	255	-	-	-
Interest-Insurance Deductible	101 01 48115	255	1,500	-	1,500
Rent from County Offices	101 01 48210	255	70,000	-	70,000
Rent of County Owned Property	101 01 48211	255	900	-	900
Sale of County Property	101 01 48310	255	800	-	800
Insurance Recovery-Other Equip/Prop	101 01 48400	255	-	-	-
Flex Comp Refunds	101 01 48410	255	2,500	-	2,500
Liability Insurance Refund	101 01 48413	255	-	-	-
State Court Grant	101 02 43518	255	55,000	-	55,000
Ordinances & Forfeitures	101 02 45110	255	70,000	-	70,000
State Fines for County	101 02 45120	255	35,000	-	35,000
Circuit Court Fees	101 02 46140	255	65,000	-	65,000
Resitution GAL Fees	101 02 46141	255	10,000	-	10,000
Service Collection Fees	101 02 46145	255	-	-	-
Pop Machine Revenue	101 02 46149	255	600	-	600

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Interest - Clerk of Courts	101 02 48112	255	4,500	-	4,500
Register of Probate State G.A.L.	101 03 43510	255	12,000	-	12,000
Register in Probate Fees	101 03 46150	255	10,000	-	10,000
Register in Probate - Rest. GAL	101 03 46151	255	500	-	500
Medical Examiner Fees	101 05 46108	256	5,610	-	5,610
DAWN-Drug Awareness Grant	101 05 47103	256	500	-	500
Conservation Fees	101 06 44201	256	600	-	600
Clerk Fees	101 06 46110	256	6,500	-	6,500
Passport Fees	101 06 46115	256	15,000	-	15,000
Statewide Voter Registration	101 06 47331	256	900	-	900
Colored Copies Revenue	101 07 47413	256	3,500	-	3,500
Payment in Lieu of Taxes-Districts	101 08 43690	256	8,500	-	8,500
Treasurer Fees	101 08 46120	256	1,800	-	1,800
Property Assessment Revenue	101 08 46121	256	100	-	100
Title Search Fees	101 08 46122	256	2,000	-	2,000
Lottery Credit Admin Refund	101 08 47290	256	-	-	-
Interest on Gen. Fund Investments	101 08 48110	256	800,000	-	800,000
Interest on Checking	101 08 48113	256	30,000	-	30,000
Victim/Witness	101 09 43514	256	31,459	-	31,459
District Attorney Fees	101 09 46165	256	3,300	-	3,300
Corporation Counsel Fees	101 10 46170	256	100	-	100
Real Estate Transfer Tax	101 11 41230	256	70,000	-	70,000
Register of Deeds Fees	101 11 46130	256	155,000	-	155,000
Land Records Modernization Fee (NL)	101 11 46131	256	34,000	(34,000)	-
Public Access Fees	101 11 46133	257	9,000	-	9,000
Monumentation Fees	101 12 46180	257	12,000	-	12,000
Surveyor Fees	101 12 47410	257	-	-	-

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
State Aid - GIS	101 13 43534	257	2,628	-	2,628
County Fines/Violations	101 13 45102	257	500	-	500
GIS Revenue	101 13 46190	257	3,500	-	3,500
Zoning Fees	101 14 44401	257	75,000	-	75,000
Sanitation Fees	101 14 44402	257	50,000	-	50,000
Land Record Fees-Zoning	101 14 46132	257	5,000	-	5,000
Winter Storage	101 15 46747	257	18,000	-	18,000
Fairgrounds Rental	101 15 46749	257	13,000	-	13,000
Fairgrounds Security Fee	101 15 46750	257	-	-	-
Insurance Recovery	101 15 48400	257	-	-	-
Ag Star Fairgrounds Grant	101 15 48519	257	-	-	-
State Aid-Training & Standards	101 16 43507	257	10,000	-	10,000
State Aid-TRACS Project Grant	101 16 43508	257	-	-	-
State Aid-911 Wireless Software	101 16 43520	257	45,000	-	45,000
State Aid - Law Enforcement	101 16 43521	257	3,000	-	3,000
State Aid - Water Patrol	101 16 43524	257	30,000	-	30,000
State Aid - Snowmobile Patrol	101 16 43525	257	6,000	-	6,000
State Aid - ATV Safety	101 16 43529	257	3,000	-	3,000
Sheriff Fees Accident Photo Fees	101 16 46210	257	3,000	-	3,000
Sheriff Fees - Paper Services	101 16 46211	257	40,000	-	40,000
Fingerprint Fees	101 16 46240	257	-	-	-
Board of Prisoners	101 16 46241	257	60,000	-	60,000
Home Monitor Revenue	101 16 46242	257	3,000	-	3,000
Canteen Fund Revenue (NL)	101 16 46243	258	10,000	-	10,000
Car Tow Reimbursement	101 16 46244	258	5,000	-	5,000
License Fees	101 16 46245	258	11,000	-	11,000
Reimbursement for Services	101 16 46246	258	3,000	-	3,000

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Reimbursement Federal Gov	101 16 47101	258	800	-	800
Homeland Security Grant	101 16 47102	258	120,000	-	120,000
Law Enforcement Public Safety	101 16 47220	258	1,000	-	1,000
Drug Abuse Grant	101 16 47320	258	50,000	-	50,000
D.A.R.E. Program	101 16 47422	258	10,000	-	10,000
Radio Tower Lease Revenue	101 16 48240	258	25,000	-	25,000
Sale of Squad Cars	101 16 48311	258	10,000	-	10,000
Sheriff-Insurance Recovery	101 16 48400	258	-	-	-
Donations From Organizations	101 16 48500	258	500	-	500
Donations from D.A.R.E.	101 16 48505	258	-	-	-
Donations-K9 Unit	101 16 48517	258	-	-	-
Pierce Co. Consortium Grant	101 16 48521	258	4,500	-	4,500
Rebate of Telephones	101 16 48608	258	4,000	-	4,000
State Aid - L.E.P.C.	101 17 43527	258	8,770	-	8,770
State Aid - Emergency Mgmt	101 17 43528	258	33,186	-	33,186
State Aid-Bio-Terrorism Grant	101 17 43533	258	31,250	(31,250)	-
Emergency Management Fees	101 17 46220	258	400	-	400
XCEL Energy - Reimbursement	101 17 48010	258	65,500	(65,500)	-
Reimbursement from Agencies	101 17 48013	258	10,417	(10,417)	-
Licensing fees - Restaurant	101 19 44102	258	56,898	-	56,898
Hepatitis B Revenue	101 19 46523	258	41,000	-	41,000
Public Health Revenue	101 19 46524	258	14,978	-	14,978
Chippewa Co. Childrens Health	101 19 47335	258	2,850	-	2,850
Hugh Andersen Grant	101 19 48515	258	-	-	-
Donation-Kinnic Health Foundation	101 19 48607	258	1,750	-	1,750
State Aid - Child Support	101 20 43516	258	425,118	-	425,118
Child Support Fees	101 20 46161	258	2,500	-	2,500

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
State Aid - C.V.S.O.	101 23 43562	259	13,000	-	13,000
C.V.S.O. Transportation	101 23 46601	259	5,800	-	5,800
Donations-Veteran Relief Fund	101 23 48506	259	-	-	-
Donations-CVSO	101 23 48516	259	-	-	-
Library Grant	101 24 43701	259	2,723	-	2,723
State Aid for County Fair	101 25 43571	259	6,000	-	6,000
Rodeo/Motocross Revenue/Sponsors	101 25 46740	259	17,500	-	17,500
Fair Admission & Use Fees	101 25 46741	259	95,500	-	95,500
Grandstand	101 25 46742	259	15,500	-	15,500
Sponsors/Trophies	101 25 46743	259	6,750	-	6,750
Space/Priv/Rides	101 25 46744	259	55,500	-	55,500
Contest Entry Fees	101 25 46745	259	4,750	-	4,750
Exhibitor Fees	101 25 46746	259	2,250	-	2,250
Fair Administrative Income	101 25 46748	259	4,000	-	4,000
Fair-Insurance Reimbursement	101 25 48400	259	1,200	-	1,200
State Aid-Parks	101 26 43572	259	-	-	-
Park Revenues	101 26 46720	259	101,000	-	101,000
Park Canteen	101 26 46723	259	5,800	-	5,800
Park-Sale of County Equipment	101 26 48316	259	-	-	-
Park-Donations & Contributions	101 26 48500	259	500	-	500
Park-Turkey Federation Grant	101 26 48518	259	-	-	-
State Aid-Extension Special Grants	101 27 43513	259	1,800	-	1,800
State Aid-Penalty Mail Allotment	101 27 43596	259	3,684	-	3,684
Pesticide Certification	101 27 44900	259	1,600	-	1,600
Sale of UW-Ext. Supplies	101 27 46771	259	200	-	200
UW Extension Revenues	101 27 46773	260	3,000	-	3,000
State Aid - Land Conservation	101 28 43580	260	126,000	(63,922)	62,078

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
State Aid-Kinnickinnic Administration	101 28 43581	260	-	-	-
State Aid - Kinnickinnic CostShare(NL)	101 28 43582	260	80,128	(80,128)	-
State Aid-LWRMP Practices	101 28 43583	260	69,100	(69,100)	-
State Aid - Deer Damage (NL)	101 28 43585	260	26,500	(26,500)	-
State Aid - Eau Galle	101 28 43591	260	-	-	-
Tree Sales	101 28 46812	260	18,000	-	18,000
Watershed Revenues	101 28 46821	260	-	-	-
Land Conservation Fees	101 28 46828	260	1,200	-	1,200
Subdivision Review Fees	101 28 46830	260	5,000	-	5,000
USDA NRCS Agreement	101 28 47120	260	7,590	-	7,590
Donations & Contributions	101 28 48500	260	2,000	-	2,000
State Aid - Fish & Game (NL)	101 29 43586	260	1,595	-	1,595
Shooting Range Revenue	101 29 46827	260	2,500	-	2,500
State Aid - Recycling	101 30 43543	260	310,000	-	310,000
State Aid - Clean Sweep	101 30 43544	260	22,740	-	22,740
Clean Sweep Revenues	101 30 46430	260	53,500	-	53,500
Sale of Recycled Materials	101 30 46431	260	300,000	-	300,000
Solid Waste Revenue	101 30 46432	260	6,300	-	6,300
Solid Waste User Fees	205 01 46400	261	299,040	-	299,040
Revolving Loan-Intergovernmental	207 01 43577	262	-	-	-
Revolving Loan-Interest	207 01 48110	262	10,000	(10,000)	-
Revolving Loan-Refunds	207 01 48	262	250,000	(250,000)	-
CDBG Intergovernmental	208 01 43576	263	-	-	-
CDBG Interest	208 01 48110	263	50	(50)	-
Community Development-Housing Ref.	208 01 48513	263	15,000	(15,000)	-
Human Services Rev-Intergovernment	212 51 43	264-277	5,281,245	(5,281,245)	-
Human Services Refunds	212 51 46	264-277	331,483	(331,483)	-

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Home Care-Foot Care Program Rev	221 19 46511	278	-	-	-
Home Care-Misc. Revenue	221 19 46511	278	-	-	-
Home Care-Medicare	221 19 46511	278	271,150	(271,150)	-
Home Care-Medical Assistance	221 19 46511	278	65,879	(65,879)	-
Home Care-VA	221 19 46511	278	11,000	(11,000)	-
Home Care-COP	221 19 46511	278	6,200	(6,200)	-
Home Care-Insurance	221 19 46511	278	16,800	(16,800)	-
Home Care-Self Pay	221 19 46511	278	10,300	(10,300)	-
Home Care-Supply Purchase	221 19 46511	278	-	-	-
Prenatal Care Coord-Med. Assistance	222 19 46512	279	30,000	(30,000)	-
Prenatal Care Coord.-Patient Donation	222 19 46512	279	-	-	-
Prenatal Care Coord.-United Way	222 19 48504	279	2,000	(2,000)	-
St. Aid-Family Planning	224 19 43552	280	71,102	(71,102)	-
Family Planning UWRF Student Health	224 19 46509	280	13,070	(13,070)	-
Family Planning-Gen. Income	224 19 46513	280	335,320	(335,320)	-
Family Planning Self Pay	224 19 46514	280	95,500	(95,500)	-
Family Planning UW-RF Rent	224 19 48214	280	810	(810)	-
Family Planning Donations	224 19 48502	280	25	(25)	-
St. Aid-Birth to Three	225 19 43519	281	68,000	(68,000)	-
Birth to Three Revenue	225 19 46519	281	4,700	(4,700)	-
Parental Cost Program	225 19 46520	281	2,000	(2,000)	-
MA Speech Therapy	225 19 46522	281	2,500	(2,500)	-
State Aid- WIC	226 19 43558	282	115,513	(115,513)	-
State Aid-School Fluoride/Mouth	227 19 43509	283	1,125	(1,125)	-
State Aid-First Breath	227 19 43515	283	-	-	-
State Aid-PH Emergency Preparednes	227 19 43533	283	36,122	(36,122)	-
State Aid-DNR Environmental Health	227 19 43546	283	7,370	(7,370)	-

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
State Aid-Radon	227 19 43548	283	3,500	(3,500)	-
State Aid-Pandemic Influenza	227 19 43557	283	-	-	-
State Aid-Cities Readiness	227 19 43559	283	16,639	(16,639)	-
State Aid-WI WINS	227 19 43569	283	5,616	(5,616)	-
State Aid-Consolidated Contract	227 19 43579	283	48,549	(48,549)	-
State Aid-Tobacco Coalition	227 19 43594	283	33,015	(33,015)	-
MA Childhood Lead Testing	227 19 46510	283	1,200	(1,200)	-
Radon Revenue	227 19 46521	283	1,600	(1,600)	-
Medicaid Dental Health	227 19 46527	283	23,500	(23,500)	-
DNR Revenue	227 19 46529	283	2,546	(2,546)	-
Dental Health Self Pay	227 19 46533	283	700	(700)	-
Seal A Smile	227 19 47336	283	-	-	-
Dental Donations	227 19 48510	283	5,000	(5,000)	-
Private Foundation Grant	227 19 48512	283	23,100	(23,100)	-
State Aid-Car Seat	229 19 43506	284	-	-	-
Car Seat Revenue	229 19 46511	284	-	-	-
Car Seat Donation	229 19 48508	284	-	-	-
Office on Aging Grant Funds	231 22 43	285	268,934	(268,934)	-
Office on Aging Program Income	231 22 46	285	-	-	-
Office on Aging Intergovernmental	231 22 47	285	-	-	-
Office on Aging Other	231 22 48	285	-	-	-
Snowmobile Trails	242 26 43573	286	55,900	(55,900)	-
Snowmobile Trail Revenue	242 26 46736	286	-	-	-
Jail Maintenance Fund	251 16 45190	287	26,000	(26,000)	-
Family Mediation Fund	252 06 46111	288	4,500	(4,500)	-
Mediation Fund-Courts	252 02 46143	288	3,500	(3,500)	-
OWI Surcharge-Fines/Forfeiture	253 02 45121	289	45,000	(45,000)	-

BUDGET OF GENERAL REVENUES FOR 2009
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Account Name	Account No.	Page	2009 Gross Proposed	2009 Carryover/ Grant Adj.	2009 Net Co. Budget Recom'd
Data Processing Equipment Fund	262 07 47411	290	41,600	(41,600)	-
Highway Revenues	701 18	291	8,717,391	(8,717,391)	-
Dog License Collection	805 06 44202	292	18,800	(18,800)	-
WI Zoning Aids	806 14 43587	293	15,000	(15,000)	-
FUNDS APPLIED					100,000
TOTAL			24,109,597		7,412,926

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, October 20, 2008 – 6:30 p.m.
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 10/1/08 and 10/6/08 <u>Personnel items:</u> <u>Finance items:</u> 2c Treasurer’s report 2d Care of Soldier’s Graves 2e Claims for Listing Dogs	
3	Discuss and take action on Dog Claims	Feuerhelm
4	Discuss and take action to determine standing committee for Drug Court	Kucinski
5	Committee will convene into closed session pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), WI Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: L.A.W Sheriff’s Department and Teamsters Human Services Professionals collective bargaining contract settlement	Members
6	Committee will return to open session and take action on closed session items, if required	Members
7	Committee will convene into closed session pursuant to: §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned and land and its uses, future planning, and potential future acquisition	Members
8	Committee will return to open session and take action on closed session items, if required	Members
9	Interim Administrative Coordinator’s report	Barkla
10	Future agenda items and meeting dates and times	Members
11	Adjourn	Members

A quorum of county board supervisors may be present.

10/14/08

FINANCE AND PERSONNEL COMMITTEE Monday, October 20, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-19	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #14 District #16	Those present
Excused:			
Also present:	Don Rohl Phyllis Beastrom	District #11 Treasurer	
Chair Barkla called for public comment. There was none.			Public comment
<p>Motion by Holst/Lockwood to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 10/1/08 and 10/6/08. <i>Motion passed.</i></p> <p>Treasurer Beastrom was present for the Treasurer’s report. Supervisor Camery inquired as to whether the department was receiving advance warning for large expenditures and if that procedure was working out. Beastrom indicated she was receiving only limited notice but suggested Finance & Budget Director Brickner may be getting notice.</p> <p>Motion by Camery/Reis to approve legislation to address Care of Soldier’s Graves in the amount of \$6,351 and forward to the full County Board recommending approval and authorization for payment of said claims. <i>Motion passed.</i></p> <p>Motion by Holst/Camery to approve legislation to address Claims for Listing Dogs in the amount of \$1,969 and forward to the full County Board recommending approval and authorization for payment of said claims. <i>Motion passed.</i></p>			Consent calendar
There were no dog claims filed during 2008.			Dog claims
Law Enforcement Chair Kucinski stated the Law Enforcement Committee			Drug Court

<p>had recently discussed what might be the appropriate standing committee for the Drug Court program. He explained that the Drug Court Committee was created for this program and, as a committee member, he questioned whether the oversight might be assigned to an existing committee to streamline actions and eliminate the need for a committee. At their September 30th Law Enforcement Committee meeting they had taken action to recommend to the Finance & Personnel Committee that the Drug Court be organizationally placed under the Law Enforcement Committee. Supervisor Gilles suggested that the Human Services Board might be an appropriate oversight committee and will add discussion of this matter to an upcoming agenda. Motion by Camery/Kucinski to defer action on the Drug Court program oversight proposal until the November 3rd Finance & Personnel Committee meeting. <i>Motion passed.</i></p>	<p>standing committee</p>
<p>Motion by Kucinski/Gilles to convene into closed session at 6:43 p.m. pursuant to §19.85(1)(e), WI Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and §111.70(1)(a), WI Stats. for the purpose of review and discussion of contract matters under the collective bargaining agreement: L.A.W Sheriff's Department and Teamsters Human Services Professionals collective bargaining contract settlement. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: contract settlements</p>
<p>Motion by Reis/Kucinski to return to open session at 6:54 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Motion by Camery/Lockwood to approve the settlement offer presented for the Sheriff's Department bargaining unit and forward to the County Board with a recommendation for adoption. <i>Motion passed.</i></p>	<p>Sheriff's settlement offer</p>
<p>Motion by Reis/Camery to approve the settlement offer presented for the Human Services Professionals bargaining unit and forward to the County Board with a recommendation for adoption. <i>Motion passed.</i></p> <p>Personnel Coordinator Langer informed the committee that the Human Service Professionals unit has made a request to convert their current contract wage scale from a monthly amount to an hourly amount. This is being considered and the outcome will be reported to the committee.</p>	<p>HS Profess. settlement offer</p>
<p>Motion by Kucinski/Gilles to convene into closed session at 6:56 p.m. pursuant to §19.85(1)(e), WI. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering Pierce County owned and land and its uses, future planning, and potential future acquisition. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: land/ property</p>
<p>Motion by Reis/Kucinski to return to open session at 7:15 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>

<p>IAC Barkla provided his report. He had attended DARE Officer graduation in Tomah. There will be a walk-through November 10th to address physical security issues in the Courthouse. Human Services Director Kincaid informed the IAC that some department clients would like to pay their bills by credit card and this option will be instituted as soon as possible. As IAC he will be responding to a grievance filed from the Sheriff's Department unit. He stated he had attended a meeting with staff from Weld, Riley, Prenn & Ricci to discuss general staffing issues. He reminded the members of earlier committee discussion regarding the creation of a Finance department/unified financial department. He will be giving Finance & Budget Director Brickner instruction to meet with the finance managers of the departments. Discussion of a potential wheel tax will be on the November 3rd agenda. If there is interest in such a proposal it will require County Board approval.</p>	<p>IAC report</p>
<p>Special County Board meeting scheduled for October 21st to meet with Financial Advisor Bob Moore, ICM. Future meeting dates: November 3 and 17 at 6:30 p.m.</p>	<p>Future meeting dates</p>
<p>Motion by Holst/Reis to adjourn at 7:25 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, November 3, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 10/20/08 Personnel items: 2c Update on Highway Commissioner recruitment Finance items:	
3	Discuss and take action to: a Award banking contract for Pierce County checking and short term investments accounts b Award banking contract for Pierce County health care insurance accounts	Beastrom/Brickner
4	Discuss and take action on RFP's for engineering services for property in Trenton	Warner
5	Discuss and take action on Ordinance to Amend §4-12 of the Pierce County Code regarding chairperson appointments to the Revolving Loan Committee, and §4-9 and §4-31 regarding composition of the committee and the committee's duties	Warner
6	Discuss and take action on an annual county vehicle registration fee (wheel tax)	Lundgaard
7	Discuss and take action to eliminate Drug Court standing committee and transfer duties to Human Services Board	Kucinski
8	Discuss and take action on Human Services Board recommendation to write off uncollectible debt	Kincaid
9	Future agenda items and meeting dates and times	Members
10	Adjourn	Members

A quorum of county board supervisors may be present.

10/27/08

FINANCE AND PERSONNEL COMMITTEE Monday, November 3, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-20	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:30 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Ron Lockwood John Kucinski Dan Reis Jeff Holst Paul Barkla Bill Gilles Laurie Lundgaard Phyllis Beastron Tammy Kincaid Bill Warner	District #2 District #7 District #8 District #14 District #16 District #5 District #13 Interim Hwy Commissioner Treasurer HS Director EDC Director	Those present
Vice-Chair Holst called for public comment. Supervisor Lockwood suggested that when the Finance & Personnel Committee and the County Board are presented with the <i>Summary of the Initial Budget with Comparison to Prior Year Budgets</i> , the document should also include the amount of our total expenditures and special service revenues as revealed in the full budget.			Public comment
Motion by Reis/Lockwood to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 10/20/08 <i>Motion passed.</i> Personnel Coordinator Langer provided the committee with an update on the Highway Commissioner recruitment. There were 14 applications for the position. Screening was scheduled for November 4 th with interviews the week of November 17 th . There was a lengthy discussion regarding the Bridge Inspector License requirement. Interim Commissioner Lundgaard stated the Department has a licensed inspector at this time. Schooling for licensure consists of an 80-hour course that is available through the DOT. There was discussion as to whether this requirement will impact the number of eligible applicants. Committee discussed whether the licensure should be a preferred qualification instead of a requirement.			Consent calendar
Treasurer Beastron presented information on the four bids received for the banking contract for checking and short term investments and for investment of the health insurance accounts. She and Finance & Budget			RFP's for banking accounts

<p>Director Brickner were recommending that the County accept the bid from First National Bank of River Falls, however, there was no immediate solution as to how the County would deal with cash deposits. Motion by Reis/Kucinski to award the banking contract for Pierce County checking and investment accounts to First National Bank of River Falls and to present this recommendation to the Pierce County Board for their approval on the first reading at their December meeting. <i>Motion passed.</i></p> <p>Motion by Kucinski/Camery to table awarding banking contract for Pierce County health insurance accounts. <i>Motion passed.</i></p>	
<p>Bill Warner, IDC Director, presented and addressed the proposals received for engineering services for surplus Highway Department property in the Town of Trenton. Thirteen proposals were received. Motion by Reis/Camery to approve the selection of Ogden Engineering for engineering and planning services for approximately 20 acres of surplus County Highway Department property in the Town of Trenton, and authorize commencement of work following completion of satisfactory contract terms between Ogden and Pierce County. <i>Motion passed.</i> Warner will work with Corporation Counsel regarding the contract terms.</p>	<p>Engineering bids for surplus Highway property</p>
<p>Warner also addressed proposed legislation to amend the Board Rules regarding chairperson appointment of RLFC and the committee composition. Motion by Camery/Kucinski to approve the proposed ordinance and the housekeeping ordinance amendments as requested and recommend approval by the County Board of Supervisors. <i>Motion passed.</i></p>	<p>County Board Rules: RLFC</p>
<p>Interim Highway Commissioner Lundgaard addressed the Highway Committee recommendation to amend the Pierce County Code to implement an Annual County Vehicle Registration Fee. The proposed fee would provide revenue for the core service of highway maintenance and come directly from the users of highways. The Highway Committee vote was 3-2 in support of the fee. If the legislation is adopted it would become effective March 1 instead of January 1 as originally proposed. Members discussed the timing of introducing an additional fee when the 2009 budgets have already been forwarded for County Board action. Motion by Lockwood/Camery to table until a later date. <i>Motion passed.</i></p>	<p>County Code: Wheel Tax</p>
<p>Human Services Director Kincaid was present for discussion of the proposed legislation to eliminate the Drug Court Committee and assign the reporting and policy guidance to the Human Services Board. Judge Wing supervises the Drug Court Coordinator and was comfortable with assignment of oversight to the Human Services Board. Motion by Reis/Camery to amend the County Board Rules to eliminate the Drug Court Committee and to assign oversight of the Drug Court Program to the Human Services Board and forward their recommendation to the County Board for approval. <i>Motion passed.</i></p>	<p>County Board Rules: Drug Court Committee</p>
<p>Kincaid also addressed the recent decision of the Human Services Board</p>	<p>HS</p>

<p>to write-off uncollectible debt in the amount of \$2,019,233.58. She stated this amount consists of client receivable amounts from 1994 – 2004. The auditors recommended that the debt be written off as uncollectible. Members determined that the Auditor should be brought before the committee for discussion before any further action is taken.</p>	<p>Uncollectible debt</p>
<p>Future meeting dates: November 17th, December 1st and 15th, 6:30 p.m. Langer will provide members with a proposed meetings schedule for 2009.</p>	<p>Meeting dates</p>
<p>Future agenda items: Camery asked that the vehicle use policy be included on the December 1st agenda.</p>	<p>Future agenda items</p>
<p>Motion by Camery/Reis to adjourn at 7:45 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Wednesday, November 12, 2008 – 10:30 a.m. or
IMMEDIATELY FOLLOWING THE COUNTY BOARD MEETING
Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on revised Highway Commissioner position description	Members
3	Adjourn	Members

A quorum of county board supervisors may be present.

11/5/08

FINANCE AND PERSONNEL COMMITTEE Wednesday, November 12, 2008 – 10:30 a.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-21	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 10:00 a.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst Laurie Lundgaard	District #2 District #5 District #7 District #8 District #13 District #14 District #16 Interim Hwy Commissioner	Those present
Chair Barkla called for public comment. There was none.			Public comment
The committee was meeting to consider possible revision to the Highway Commissioner position description. Personnel Coordinator stated that the Highway Committee had met earlier to consider the revision. Interim Highway Commissioner Lundgaard advised the committee that the Highway Committee was recommending to the Finance & Personnel Committee that the position description be revised to delete the requirement for the Bridge Inspector's License. The Committee was also in favor of requiring the Commissioner to obtain the license if they did not possess it at the time of hire. Motion by Reis/Lockwood to accept the recommendation of the Highway Committee to delete the requirement of the Bridge Inspectors License from the Highway Commissioner's position description and revise the position description as approved. <i>Motion carried</i>			Hwy. Comm. position description
Motion by Holst/Reis to adjourn at 10:12 a.m. <i>Motion passed.</i>			Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, November 17, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 11/3 Personnel items: 2c Update on Highway Commissioner recruitment Finance items: 2d Treasurer’s report	
3	Discuss and take action on investment of County health insurance funds	Kinneman
4	Bob Moore, ICM, will provide update on County investments	Moore
5	Discuss and take action on request to extend lease on County-owned property	Barkla
6	Discuss meeting date schedule for 2009	Members
7	Interim Administrative Coordinator’s report	Barkla
8	Future agenda items and meeting dates and times	Members
9	Adjourn	Members

A quorum of county board supervisors may be present.

11/7/08

FINANCE AND PERSONNEL COMMITTEE Monday, November 17, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-22	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst Bill Gilles Julie Brickner Wanda Kinneman Phyllis Beastrom Bob Moore	District #2 District #5 District #7 District #8 District #13 District #16 (via Polycom) District #14 F & B Director Ins. & Safety Coordinator Treasurer Financial Advisor, ICM	Those present
Chair Barkla called for public comment. There was none.			Public comment
Motion by Camery/Reis to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 11/3/08 <i>Motion passed.</i> Members were provided with the updated recruitment schedule for Highway Commissioner that was created following the revision of the position description. Supervisor Camery asked what course of action the County would need to take if the Commissioner position is not filled within 120 days of the date the vacancy occurred. The information will be researched and a response provided to committee members. Treasurer Beastrom had provided the written Treasurer’s report for item 2d. She did announce that her department will soon be turning over tax deed properties.			Consent calendar
Bob Moore, Institutional Capital Management, explained to the committee the concept of investing a portion of the County health insurance funds. He stated he has worked with other counties to invest their health insurance funds through optimum financial resource management. He stated the process begins with a cash flow analysis. A reserve pool is created to provide funds for immediate access when required. The remaining funds are invested in increments that will provide available funds on a regular basis if necessary. He provided projections as to what			Investing health insurance account funds

<p>the potential lost income has been when comparing the interest received through the current investment practice with that of a laddered cash flow portfolio. The investment management system proposed will maximize the yield. The County could capture the yield differential applying it toward premium savings or other means of offsetting health insurance costs. He noted that the health insurance funds would be held separately from other investments and investment objectives.</p>	
<p>Motion by Camery/ Lockwood to approve the investing of funds from the self-funded health care accounts as follows:</p> <ul style="list-style-type: none"> • A reserve pool of 150% of the largest monthly health insurance claim be maintained, which is not subject to being invested; • The remaining non-reserve pool health insurance funds may be invested with Bob Moore at Institutional Capital Management; • The non-reserve pool health insurance funds shall be invested in a high liquidity laddered cash flow portfolio, with oversight and management of said funds by the Pierce County Investment officers, and with said funds being subject to the Pierce County Investment Policy adopted in Resolution 08-07. <i>Motion passed.</i> <p>The committee made it very clear that if at any time the reserve funding is depleted and the portfolio funds are unavailable (i.e. the penalty for early withdrawal of the funds makes it imprudent to do so), and the county opts to borrow funds from the general fund to pay claims, it shall be understood that the borrowed funds will be reimbursed to the general fund in full when the portfolio funds become available. Therefore, these borrowed funds are considered to be a temporary loan and not part of the original health insurance funds.</p>	<p>Investing health insurance account funds</p>
<p>Treasurer Beastron stated she will send out new RFP's for the health insurance fund account when it is determined how much the reserve amount will be.</p>	<p>RFP's for health insurance account</p>
<p>Motion by Reis/Lockwood to approve the extension of leases of 15.8 acres of County-owned property to Mr. Dennis Olson for one year, from December 17, 2008 through December 16, 2009, at a rate of \$55 per acre. <i>Motion passed.</i></p>	<p>Lease of County land</p>
<p>Members reviewed a draft of potential future meeting dates for 2009. The schedule was proposed at one meeting per month set for the 1st Monday of each month. It was stated that a second monthly meeting could be scheduled as needed. Motion by Reis/Kucinski to approve the 2009 Finance & Personnel Committee meeting dates as presented and attached. <i>Motion passed.</i></p>	<p>2009 meeting dates</p>
<p>Interim Administrative Coordinator report: Barkla reported the County had received a very good report from DATCP representatives regarding the County Fair and the Grounds. There will be a Focus on Energy meeting with representatives of Excel Energy on November 18th to talk about power needs for the Courthouse. Bond and bonding project issues are moving forward. Some problems have surfaced with the current</p>	<p>IAC report</p>

remodeling proposal for the Blue Building with regard to building code compliance.	
Future agenda items include action on Child Passenger Safety Car Grant, furniture purchase in Human Services, revision to the Human Services staffing plan, and a leave of absence. Auditor Tracey will provide for the committee a report on the Human Services debt write-off. A future agenda will also include an update on the status of the Administrative Coordinator position. This will include information for consideration as to the potential impact of those changes on the existing staff duties.	Future agenda items
Meeting dates: December 1 st and December 15 th at 6:30 p.m.	Meeting dates
Motion by Holst/Reis to adjourn at 7:43 p.m. <i>Motion passed.</i>	Adjourn

2009

Finance & Personnel Meeting Dates

(First Monday of each month – 6:30 p.m. County Board Room)

DATE	AGENDA ITEMS DUE	MATERIALS DUE
January 5 th	December 23 rd (Tuesday)	December 29 th (Monday)
February 2 nd	January 23 rd	January 26 th
March 2 nd	February 20 th	February 23 rd
April 6 th	March 27 th	March 30 th
May 4 th	April 24 th	April 27 th
June 1 st	May 21 st (Thursday)	May 26 th
July 6 th	June 26 th	June 29 th
August 3 rd	July 24 th	July 27 th
September 8 th (Tuesday)	August 28 th	August 31 st
October 1 st (Budget Review)	September 25 th	September 18 th (Budgets)
October 5 th	September 25 th	September 28 th
November 2 nd	October 23 rd	October 26 th
December 7 th	November 25 th (Wed.)	November 30 th

* **A second meeting per month will be scheduled as needed.**

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, December 1, 2008 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 11/12/08 2c Approve minutes of 11/17/08 <u>Personnel items:</u> <u>Finance items:</u>	
3	Discuss and take action on Dog Damage Claims	Feuerhelm
4	Discuss and take action to authorize expenditure of 2008 Human Services funds for furniture purchase	Kincaid
5	Discuss and take action on request to convert Accountant position to Accounting Assistant and revise the Human Services staffing plan	Kincaid
6	Committee will convene into closed session pursuant to §19.85 (1)(f), WI Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies, which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Human Services employee leave of absence request	Kincaid
7	Discuss and take action on vehicle take home policy	Camery/Pittman
8	Interim Administrative Coordinator’s report	Barkla
9	Future meeting dates and times	Members
10	Future agenda items	Members
11	Adjourn	Members

A quorum of county board supervisors may be present.

11/24/08

FINANCE AND PERSONNEL COMMITTEE Monday, December 1, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2008-23	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:34 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #16	Those present
Excused:	Bill Gilles	District #14	
Also present:	Don Rohl	District #11	
Chair Barkla called for public comment. There was none.			Public comment
Motion by Holst/Reis to approve agenda and minutes of 11/12/08 and 11/17/08. <i>Motion passed.</i>			Consent calendar
Members reviewed dog damage claims received from Maier and Odalen totaling \$1,794.75. Motion by Reis/Holst to approve resolution as well as claim in the amount of \$800 for Meier claim and forward to the full County Board recommending approval on a first reading and authorization for payment of said claim. <i>Motion passed.</i>			Dog damage claims
Members commented that the owner of the animals responsible for the Odalen damage claim was identified and they questioned whether the County is still responsible for payment of damages. Motion by Holst/Reis to defer action on Odalen dog damage claim until the 12/15/08 meeting. <i>Motion passed.</i> Lockwood arrived			Defer dog damage claim
HS Director Kincaid and Business Manager Billeter were present to address the department's request for authorization to expend 2008 HS funds for furniture in the ADRC. Kincaid stated the current plan is to leave some of the furniture in the area being vacated by Aging to be used by IS. Their department is also using some furniture which was available from other relocated offices in their department. Motion by Reis/Lockwood to approve and authorize Human Services to spend up to \$20,000 from the 2008 Human Services budget on office furniture for the ADRC. <i>Motion passed.</i>			HS office furniture: ADRC
HS Director Kincaid also addressed the department's request for approval			Staffing

<p>to convert an Accountant position to an Accounting Assistant and approve the resulting staffing plan. She stated the department did eliminate one Accountant position with the LTS transition. Motion by Lockwood/Reis to approve the updated staffing plan specifically converting an Accountant position to an Accounting Assistant position and this position is authorized to be filled. <i>Motion passed.</i></p>	<p>plan revision/ Accountant to Accounting Assistant</p>
<p>Motion by Holst/Lockwood to convene into closed session at 6:43 p.m. pursuant to §19.85(1)(f), WI Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies, which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Human Services employee leave of absence request. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Lockwood/Holst to return to open session at 6:46 p.m. <i>Roll call vote unanimously approved.</i></p> <p>Motion by Reis/Lockwood to approve and authorize 10 weeks unpaid leave of absence for Human Services employee effective approximately 12/26/08 pursuant to Article 21 and Article 25 of the Collective Bargaining Agree. <i>Motion passed.</i></p>	<p>Closed session: HS Dept. employee LOA</p>
<p>Discussion of vehicle take home policy. Supervisor Camery presented an updated draft policy. The draft policy addressed vehicles reserved for on-call staff, straight-home policy for vehicles, vehicles used for commuting, vehicle identification, misuse of vehicles, and reimbursement and reporting. Camery will speak with Corporation Counsel regarding potential language that could revise policies to eliminate some categories of employees currently eligible to take vehicles home. He will also speak with the Finance & Budget Director to determine the existing State and IRS regulations regarding personal use of county vehicles. Lt. Knoll advised the committee that the existing departmental policies allow officers to take the squads home so they go on and off of duty from various areas of the County. To make changes in their departmental policies could get complicated in a hurry. This topic will go onto a Law Enforcement Committee agenda for discussion. Supervisor Lockwood suggested a policy that might provide exception to LE vehicles. Supervisor Holst recommended that the County adopt a policy that complies with the State or IRS rates and is not attached to the vehicle value.</p> <p>The vehicle take home policy will be added to the Law Enforcement agenda for 12/9 and the Finance and Personnel agenda for 12/15.</p>	<p>Vehicle take home policy</p> <p>Kucinski arrived</p> <p>Lt. Knoll present</p>
<p>Interim Administrative Coordinator report: Barkla, Reis and several other county representatives had a meeting with Excel Energy as part of the Focus on Energy initiative. More information to come forward at a later</p>	<p>Interim AC report</p>

<p>date. On 12/2 several county representatives are having a meeting with Bill Warner who will share with them information received from MRRPC Director Flogstad who has indicated that there might be some economic stimulus money available soon to do projects in the County. Several potential projects named were the Cty Rd "F" Bridge, Cty Rd "U" Bridge, construction of a Jail/Justice Center, rehabilitation of the Courthouse, building a marina in Bay City, an Agriculture Service Center and a homeless shelter.</p> <p>Chair Barkla advised the committee of contract settlement back pay overpayments and reminded them that Mr. Neville will do a walk-through security check 12/4. He further noted that Partners in Tourism has offered to sell their Fairgrounds building to the County at a reasonable price. On 12/5 there will be the closing on the Cain property; the Board of Health is discussing a proposal to ban smoking on County grounds. He has also had conversation with Historical Society representatives to solicit their interest in participating in providing period clothing and artifacts for future County/Courthouse events.</p> <p>The ADRC remodeling is not finished but is supposed to be done in December. This project is not part of the bonding issue. Consulting costs for this project are higher than anticipated.</p>	<p>Interim AC report, cont</p>
<p>Future meeting dates: 12/15/08 and 1/5/09, 6:30 p.m. Effective in January 2009 the committee is scheduling one meeting per month.</p>	<p>Future meeting dates</p>
<p>Future agenda items: Unified financial department with Finance & Budget Director, Human Services, Highway and Public Health</p>	<p>Future agenda items</p>
<p>Motion by Holst/Reis to adjourn at 7:45 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, December 15, 2008 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 12/1/08 <u>Personnel items:</u> 2c Update on Highway Commissioner recruitment 2d Adjust temporary wage scales effective 1/1/09 pursuant to Res. 99-13, 8. <u>Finance items:</u> 2d Treasurer’s report 2e Approve carryover of 2008 UW-Ext grant funds	
3	Discuss and take action to designate working banks	Beastrom
4	Discuss and take action approve bank depositories	Beastrom
5	Discuss and take action on dog damage claim	Feuerhelm
6	Discuss and take action on 2009 wage adjustment for Family Court Commissioner	Holst
7	Discuss and take action to revise the Holiday observances for Courthouse, Human Services and non-represented employees	Langer
8	Discuss and take action to approve hiring temporary employee for Veteran’s Service Office and authorize funding	Holst
9	Discuss and take action on Law Enforcement exception from purchasing policy relating to 911 telephone switch	Knoll/Huppert
10	Committee will convene into closed session pursuant to: §19.85 (1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: 8a terms of CVSO leave of absence 8b compensation for Child, Youth & Families Supervisor	Holst/Langer
11	Committee will return to open session and take action on closed session items, if required	Members
12	Discuss and take action on vehicle take home policy	Camery/Pittman
13	Future agenda items and meeting dates and times	Members
14	Adjourn	Members

A quorum of county board supervisors may be present.

12/11/08

FINANCE AND PERSONNEL COMMITTEE Monday, December 15, 2008 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-24	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:32 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst Paul Barkla Don Rohl Phyllis Beastrom Lt. Mike Knoll Janet Huppert Tammy Kincaid	District #2 District #7 District #8 District #13 District #14 District #16 District #5 District #11 Treasurer Sheriff's Dept. IS Director HS Director	Those present
Vice-Chair Holst called for public comments. Supervisor Camery announced that at the December 16 th County Board meeting members would be asked to vote for purchasing 6 heavy haul gravel trucks for the Highway Department. He noted the Highway Committee had voted 3-2 to go forward with this purchase. Camery said he had voted no in committee and will not vote for it at the Board meeting. He stated it is a lot of money and he thinks they could go another year. The purchases are in the 4-year capital plan but doesn't necessarily mean it needs to be done in 4 years.			Public comment
Consent calendar items: Motion by Gilles/Reis to approve the agenda and the minutes of 12/1/08. <i>Motion passed.</i>			Consent calendar
Personnel Coordinator Langer provided an update on the Highway Commissioner recruitment. The interviews are set for Monday, 12/22/08 with 6 candidates invited to interview. The process of background checks is underway. The Hiring Board is the Highway Committee, Ron Lockwood representing the Finance & Personnel Committee and Steven Schoefield, Highway Commissioner from Pepin County. The wage recommendation of the Hiring Board will be brought forward to the Finance & Personnel Committee for action. The candidate will be forwarded to the full Board for approval.			Highway Commissioner recruitment update
Members reviewed the memo from IAC Barkla that announced the wage			Temporary

scale for temporary employees will be adjusted by 2.5% effective 1/1/09. This action is authorized in Resolution 99-13. <i>No action was required.</i>	wage scale adjustment
Treasurer's report provided by Treasurer Beastrom.	Treasurer's report Rohl arrived
Motion by Gilles/Reis to approve and authorize the carryover of grant funds from the 2008 UW-Extension budget. There are no County funds involved. <i>Motion passed.</i>	UW-Ext. grant fund carryover
Treasurer Beastrom addressed the legislation proposed to designate working banks as First National Bank-River Falls and M & I Bank for cash deposits. Motion by Reis/Lockwood to approve the proposed resolution to designate working banks as requested and recommend approval by the County Board of Supervisors on the first reading at their December meeting. <i>Motion passed.</i>	Working banks
Treasurer Beastrom indicated the County had not declared its bank depositories since 1999. The legislation presented designates all County financial institutions as well as the Local Government Investment Pool. Motion by Gilles/Reis to approve the proposed resolution designating the financial institutions as the depositories for Pierce County and recommend approval by the County Board of Supervisors on the first reading at their December meeting. <i>Motion passed.</i>	Bank depositories
County Clerk Feuerhelm was present to respond to the committee's concern that when the owner of the dog is known the County dog fund should not be used to compensate for the damage to the domestic animals. Feuerhelm stated that the Statutes require the County to compensate for the loss. The County could consider legal action to seek restitution from the owner of the dog. There was also discussion as to the amount of the claim as it relates to the value of the animals. Holst explained that the municipality is responsible for determining the value and to challenge the values submitted was not a timely option. It was discussed that the County may want to attempt to change the current practices. Motion by Lockwood/Reis to approve resolution as well as claims therein and forward to the full County Board recommending approval and authorization for payment of said claims. <i>Motion passed with Camery voting no.</i>	Dog damage claim
Members discussed a proposed 2009 wage adjustment for Family Court Commissioner. Holst explained this position is not included in a bargaining contract or in the non-represented wage grid. Motion by Lockwood/Camery to approve a 2.5% wage increase for the Family Court Commissioner effective 1/1/09.	Family Court Commissioner wage adjustment
Personnel Coordinator Langer advised the committee that during the negotiations for the 2005-2007 union contracts the Courthouse, Human Services Support Staff and Human Services Professionals had all agreed to contract language that gave the County the option of exchanging the	Holiday observances

<p>½ day holiday on Good Friday and the ½ day holiday on New Year’s Eve for the day after Thanksgiving. Recently the Courthouse unit had come forward with a request that the County pursue the exchange in 2009. The two Human Services units expressed their support as well. Exchanging the holiday observances would require the County to amend the Personnel Policy to revise the holidays observed by the non-represented employees and will result in the closing of offices in the Courthouse and Office Building. The exchange would not affect the contractual holiday observances of the Sheriff’s Department unit and Highway Department unit. Motion by Lockwood/Camery to amend the Personnel Policy, Article IX, Section D. effective January 1, 2009, to change the paid holidays of the non-represented employees, exchanging the one-half day on Good Friday and the one-half day on New Year’s Eve for the day after Thanksgiving and forward a resolution to the County Board with a request for approval on a first reading. <i>Motion passed.</i></p>	
<p>Veteran’s Service Committee Chair Holst addressed a request from their committee for approval to hire a temporary employee in the Veteran’s Service Office during deployment of the Veteran’s Service Officer. Mr. Till will be deployed in 2009 and their committee has made arrangements with former CVSO Yelle to take his place. Motion by Gilles/Lockwood to approve hiring a temporary Veteran’s Service Officer for 2009 for 5 days per pay period at a rate of \$26.00 per hour for a total cost of \$29,109 with funds from the 2009 budget. <i>Motion passed.</i></p>	<p>Temporary CVSO</p>
<p>Lt. Knoll and IS Director Huppert were present to request approval from the committee for an exception to the purchasing policy. They explained that the current 911 phone system service provider can no longer meet the contract requirements, however, there is only one other vendor left in the region who can provide the service. For that reason, the Law Enforcement Committee requests approval to hire the remaining vendor without going through the purchasing procedure. Huppert also wanted the committee to be aware that IAC Barkla had authorized her department to purchase a proprietary computer to run the enhanced 911 software that was approved in the 2008 budget. Motion by Lockwood/Kucinski to approve entering into a service contract with Independent Emergency Services, LLC of Hutchinson, MN and that the legal details of the contract be worked out with the Pierce County Corporation Counsel. <i>Motion passed.</i></p>	<p>Purchasing policy exception: 911 telephone switch</p>
<p>Motion by Reis/Gilles to convene into closed session at 7:08 p.m. pursuant to §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: terms of CVSO leave of absence, and compensation for Child, Youth & Families Supervisor. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session</p>

Motion by Reis/Gilles to return to open session at 7:20 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Motion by Lockwood/Reis to approve PTO accrual for CVSO Till during unpaid military service in 2009 at the rate of 2/3 of the 7.39 hours awarded per pay period, or 4.894 hours per pay period. The accrued amount will be carried over into 2010 with no action required on behalf of the employee. <i>Motion passed.</i>	PTO accrual during deployment
Motion by Camery/Kucinski to accept the recommendation of the Hiring Board and offer Grade 22 Step 3 to Child, Youth & Families Supervisor candidate Cassandra Malloy. <i>Motion passed.</i>	CYF Supervisor compensation
Future agenda items. None.	Future agenda items
Meeting dates 1/5/09, 2/2/09, 6:30 p.m.	Meeting dates
Motion by Gilles/Lockwood to adjourn at 7:23 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, January 5, 2009 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 12/15/08 <u>Personnel items:</u> <u>Finance items:</u> 2c Take action to accept Child Passenger Safety Car Seat Grant funds and create 2009 budget	
3	Committee will convene into closed session pursuant to §111.70 (1)(a), WI. Stats. for the purpose of collective bargaining to resolve a grievance: AFSCME Courthouse #2008-01	Members
4	Committee will return to open session and take action on closed session item, if required	Members
5	Discuss and take action to carryover 2008 Clerk of Court funds for digital audio equipment and shelving	Feuerhelm
6	Discuss and take action to purchase unbudgeted digital audio equipment and expend additional funds for budgeted shelving	Feuerhelm
7	Discuss and take action on courthouse security training	Barkla
8	Discuss and take action on carryover of Administration budget Training and Conference funds and transfer to Emergency Management Training budget	Barkla
9	Discuss and take action on combined finance department	Barkla
10	Review and discuss provisions of the Personnel Policy regarding recruitment and selection and take action to revise if required	Barkla
11	Committee will convene into closed session pursuant to §19.85(1)(c), WI. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: 11a Highway Commissioner compensation	
12	Committee will return to open session and take action on closed session items, if required	
13	Interim Administrative Coordinator's report	Barkla
14	Future agenda items and meeting dates and times	Members
15	Adjourn	Members

A quorum of county board supervisors may be present.

12/30/08

FINANCE AND PERSONNEL COMMITTEE Monday, January 5, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-01	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #14 District #16	Those present
Also present:	Bradley Lawrence Caralynn Hodgson Julie Brickner Don Rohl Mel Pittman	Corporation Counsel PH Director F & B Director District #11 District #17	
Chair Barkla called for public comments. Barkla inquired of Hodgson about video conferencing equipment previously purchased by the department and the status of its use. Hodgson stated the equipment had been purchased from Emergency Preparedness funds for approximately \$3,000 with the intention of saving time and money in video conferencing with other area emergency units, however, St. Croix and Dunn had not purchased the equipment. She stated she has sent out various notices to departments and Judge with an invitation for them to use the equipment if possible. There has been no interest in using the equipment.			
Motion by Holst/Gilles to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 12/15/08 2c Accept Child Passenger Safety Car Seat Grant funds in the amount of \$3,600 and create 2009 budget. <i>Motion passed.</i>			Consent calendar
Motion by Reis/Camery to convene into closed session at 6:35 p.m. pursuant to §111.70(1)(a), WI Stats. for the purpose of collective bargaining to resolve a grievance: AFSCME Courthouse 2008-01. <i>Roll call vote unanimously approved.</i> Present were Lawrence, Hodgson, Brickner, Rohl and Pittman. Representing the AFSCME unit: Steve Hartmann, Gwen Swanson and Charm Neeley.			Closed session: AFSCME Courthouse
Motion by Reis/Lockwood to return to open session at 7:17 p.m. <i>Roll call</i>			Open session

<i>vote unanimously approved.</i>	
Motion by Holst/Reis to deny Grievance 2008-01 and instruct staff members to put the committee’s response into writing and forward to the Union within 5 working days. <i>Motion passed with Barkla abstaining.</i>	
Clerk of Court Feuerhelm was present to address the departments request for approval to carry over 2008 funds for 2009 purchases. She indicated her jury expenses were lower than expected so she had funds available. Motion by Holst/Kucinski to authorize carryover of \$11,375 in the 2008 Clerk of Court budget. <i>Motion passed.</i>	Clerk of Court carryover
<p>Feuerhelm also addressed the department’s request to purchase an unbudgeted digital audio recording system and to expend additional funds for budgeted shelving. Feuerhelm explained that the office was advised that they will no longer be receiving court reporting services and is recommending that the County purchase a digital audio recording system. She indicated that the State will install and maintain the system. The cost of the system will be \$10,059.16.</p> <p>She also stated that she had budgeted funds in 2008 for shelving, however, she has been advised that the location of the new HVAC system will require her to purchase a different size unit that locks so she can store the digital audio tapes. The additional cost is \$663.34.</p> <p>Motion by Reis/Kucinski to approve the purchase of the unbudgeted digital audio recording system in the amount of \$10,059.16 and to authorize expenditure of an additional \$663.34 for the purchase of shelving contingent upon approval of the Law Enforcement Committee. <i>Motion passed.</i></p>	Purchase of equipment: Clerk of Courts
<p>Members had a lengthy discussion about a proposal for approval of Courthouse security training and its funding. Lawrence addressed the request that was forwarded from the Administration Department and Interim Administrative Coordinator as follow-up to previous discussions and in response to the findings and recommendation from a recent informal security analysis. The memo prepared indicated safety and security training goals would include proactive prevention planning, practiced emergency response and coordination, crime scene preservation, recovery and return to normal but improved operations.</p> <p>Members were provided with two options for consideration. The first was to send applicable personnel to attend a 2 ½ day conference in Green Bay at a cost of \$150 per person if preregistered. An alternative was to consider bringing in a trained representative from FVTC to provide on-site training. The projected cost was \$3,500 - \$5,000 for 2 two hour training sessions that would accommodate 40 – 50 people per session. The training would be specific to Pierce County’s needs.</p>	Security training
Members provided their comments on what type of training they believed would be appropriate. There was discussion on whether training might	

<p>focus on building security or personal safety and whether the training might be provided through local resources.</p> <p>Motion by Holst/Lockwood to approve security training by Gerald Cavis through FVTC in an amount not to exceed \$3,500. <i>Motion passed.</i> Committee acknowledged that the cost may exceed the \$3,500 in which case the issue can be returned to the committee.</p>	
<p>Motion by Reis/Kucinski to carry over of \$5,000 from the 2008 Administration budget into the 2009 Emergency Management budget for the purpose of courthouse safety and security training. <i>Motion passed.</i></p>	<p>Carryover: Admin</p>
<p>In follow-up to previous discussions the committee addressed the concept of combined finance. Lockwood stated he believed the budgeting process works well individually but he recognized that different systems are used in some departments including HS, PH and Hwy and he would like to see the County integrate finances. This would include program objectives and activities. Members discussed whether the objective might be to consolidate financial functions or to create an integrated financial system There was discussion as to whether this might require specialized software recognizing that some departments have unique reporting needs. Brickner stated the County has a system that can be used for creating combined reports.</p>	<p>Combined finance</p>
<p>Members suggested improved financial information might be more available to them if the Finance & Budget Director met regularly with the individuals involved in department finances. This could provide them with one person to answer fundamental questions.</p> <p>Motion by Camery/Holst directing that a formal finance group be formed with the Finance & Budget Director as the lead with the charge of building a unified financial statement and report back to the committee by April 1st. <i>Motion passed.</i></p>	
<p>Chair Barkla stated that the review and discussion of the Personnel Policy regarding recruitment and selection will be moved to the 2/2/09 agenda.</p>	<p>Recruitment policy</p>
<p>Motion by Holst/Reis to convene into closed session at 8:45 p.m. pursuant to §19.85(1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Highway Commissioner compensation. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: Hwy Comm compensation</p>
<p>Motion by Kucinski/Holst to return to open session at 9:05 p.m. <i>Roll call vote unanimously approved.</i></p>	<p>Open session</p>
<p>Motion by Kucinski/Camery to accept the recommendation of the Hiring Board and offer Grade 25 Step 2 \$68,182 to Highway Commissioner candidate Chad A. Johnson and forward to the County Board for action. <i>Motion passed.</i></p>	<p>Hwy Comm compensation</p>
<p>Interim Administrative Coordinator Barkla provided the following report: He announced that he had received communication from the United States</p>	<p>IAC Report</p>

<p>Board of Geographic Names that they had approved Pierce County's 2005 request to make official the name <u>Melander Hill</u> for a summit in the County in the Town of Clifton. He also distributed to members information regarding a WCA seminar in Stevens Point regarding strategic planning. He suggested that any members who attend the seminar should be prepared to share their information with the committee at the next meeting.</p> <p>IAC Barkla stated he has continued to communicate with Supervisor Ross regarding program and services assessment and presented members with a brief description of a survey concept to be considered for this purpose. Barkla also announced the upcoming National Incident Management System (NIMS) training class scheduled for 2/18.</p>	
<p>Future agenda items: Annual performance evaluation for Corporation Counsel, further discussion of the program and services survey concept; potential strategic planning report from the Stevens Point seminar. Kucinski inquired about the status of the AC refill.</p>	<p>Future agenda items</p>
<p>Meeting dates: 2/2/09 and 3/2/09 at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Reis to adjourn at 9:13 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

of

REVISED 1/29/09

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, February 2, 2009 – 6:30 p.m.

Courthouse – County Board Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 1/5/09 Personnel items: Finance items: 2c Treasurer’s report	
3	Discuss and take action to award banking contract for Pierce County Health Insurance Accounts	Beastrom
4	Discuss and take action on recommendation regarding unbudgeted expenditure of Park Development funds: collaboration project with Town of Martell/Tyson Park	Pichotta
5	Discuss and take action to carryover Trenton project funds	Warner
6	Discuss and take action on excess 2008 HS funds	Members
7	Committee will convene into closed session pursuant to §19.85(1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual performance evaluation	Members
8	Committee will return to open session and take action on closed session item, if required	Members
9	Interim Administrative Coordinator’s report	Barkla
10	Future agenda items and meeting dates and times	Members
11	Adjourn	Members

A quorum of county board supervisors may be present.

1/29/08

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

February 2, 2009 – 6:30 p.m.

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2009 – 02

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Paul Barkla called the meeting to order at 6:30 p.m.

1) **Meeting Convened**

The Chair acknowledged those present & established that there was a quorum of members present.

1a) **Establish Quorum**

The Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Jim Camery	District #2
	Paul Barkla	District #5
	Ron Lockwood	District #7
	John Kucinski	District #8
	Dan Reis	District #13
	Bill Gilles	District #14
	Jeff Holst	District #16

Members absent:

Also present:	Don Rohl	District #11
	Jamie Feuerhelm	County Clerk
	Brad Lawrence	Corporation Counsel
	Phyllis Beastrom	County Treasurer
	Wanda Kinneman	Insurance Coordinator
	Tammy Kincaid	Human Services Director

None.

1b) **Public Comment**

Chairman P. Barkla announced that item #6 “Discuss & take action on recruitment & selection process” would be removed from the agenda until further information is obtained from H.S. Director T. Kincaid. Motion by J. Holst/B. Gilles to approve consent calendar to include the agenda, minutes of 1/5/2009, & Treasurer’s report; motion carried by voice vote with all in favor.

2a-c) **Consent
Calendar, Agenda &
Minutes**

Treasurer P. Beastrom explained details of proposals received from 1st National Bank of River Falls, Bank Mutual of Ellsworth, M & I Bank of Ellsworth, & Associated Bank of Ellsworth. She stated that she & Insurance Coordinator W. Kinneman were recommending the contract be awarded to Bank Mutual of Ellsworth. She reviewed interest rates being offered as well as collateralization. Motion by J. Camery/J. Holst to award banking contract for Pierce County Health Insurance accounts to Bank Mutual of Ellsworth & to present this recommendation to the Pierce County Board for their approval on the first reading at their February meeting. Motion carried by voice vote with all in favor.

3) **Bank Contract for
P.C. Health Insurance
Accounts**

Supervisor J. Holst explained & gave a brief review of the request being made. Motion by D. Reis/B. Gilles to assist the Town of Martell in the purchase of Tyson Park & forward legislation to the County Board with a recommendation for adoption. Motion carried by voice vote with all in favor.

4) Park Development Funds: Collaboration with Town of Martell – Tyson Park

Motion by D. Reis/J. Holst to carryover \$7500.00 of 2008 Pierce County Economic Development Corporation funds into the 2009 budget year; motion carried by voice vote with all in favor.

5) Carry over of Trenton Project Funds

H.S. Director T. Kincaid explained to the committee that at this point, prior to the actual audit in approximately June or July, the department would have excess budgeted funds of approximately \$500,000. She explained various reasons why & how this can occur. Committee discussed issues of departments retaining carry over funds, applying to prior year deficits, policy issues, future state aids etc. Motion by J. Kucinski/J. Camery to refer issue to Human Services Board for further discussion & bring proposal to March 2 Finance & Personnel Committee meeting for consideration. Motion carried by voice vote with all in favor.

6) Excess 2008 Human Services Funds

Motion by D. Reis/R. Lockwood to convene in closed session at 7:15 p.m. pursuant to §19.85 (1)(c), WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual performance evaluation. Motion carried by roll call vote with all in favor.

7) Closed Session

Committee briefly reviewed evaluation with Mr. Lawrence. Motion by D. Reis/J. Camery to return to open session at 7:36 p.m. Motion carried by roll call vote with all in favor. Motion by D. Reis/J. Camery to approve a step increase for Corporation Counsel Bradley Lawrence effective 3/2/2009 based upon a favorable annual performance evaluation. Motion carried by voice vote with all in favor.

8) Open Session

Interim Administrative Coordinator P. Barkla discussed with the committee issues of Courthouse security, assembly of a working group to address the subject to include the County Sherriff or designee, Village of Ellsworth police chief Greg Place, Emergency Management Director Gary Brown, & Finance Director Julie Brickner, Corp. Counsel or designee & Admin. Coordinator. Also that a survey of County owned property was being done as well as various training that had taken place.

9) Interim A.C. Report

ADRC update.

10) Future Agenda Items; Meeting Dates

Meeting adjourned at 7:56 p.m. by motion of J. Holst/B. Gilles. Motion carried by voice vote with all in favor.

11) Adjournment

Submitted by:
Jamie R. Feuerhelm
Pierce County Clerk

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, March 2, 2009 – 6:30 p.m.****Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a Establish and approve agenda 2b Approve minutes of 2/2/09 2c Approve County Board meeting dates for 2009-10 Personnel items: Finance items: 2d Treasurer’s report 2e Amend 2009 Tobacco Prevention and Control budget 2f Authorize the roll over of funds from the 2008 Planner budget to the 2009 Planner budget	
3	Discuss and take action on Human Services Board recommendation to write off uncollectible debt	Tracey/Kincaid
4	Discuss and take action on Human Services Board proposal regarding excess 2008 Human Services funds	Kincaid
5	Discuss and take action on transferring 2009 Drug Court funding from the General fund to the Human Services account and transfer funds from the Human Services non-lapsing fund balance to the 2009 Drug Court Program	Kincaid
5	ADRC update	Reis/Barkla
6	Interim AC report	
7	Future agenda items and meeting dates and times	Members
8	Adjourn	Members

A quorum of county board supervisors may be present.

2/25/09

FINANCE AND PERSONNEL COMMITTEE Monday, March 2, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-03	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Bill Gilles Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #14 District #16	Those present
Chair called for public comments. There were none.			Public Comment
Motion by Gilles/Reis to move agenda item #5 <i>Discuss and take action on transferring 2009 Drug Court funding from the General Fund to the Human Services account and transfer funds from the Human Services non-lapsing fund balance to the 2009 Drug Court Program before agenda item #4 Discuss and take action on Human Services Board proposal regarding excess 2008 Human Services funds and approve agenda. Motion passed.</i>			Revise agenda
Motion by Gilles/Reis to approved consent calendar items: 2b Minutes of 2/2/09 2c County Board meeting dates for 2009-10 at 7:00 p.m.: April 21 (9:00 a.m.) May 26, June 23, July 28, August 25, September 22, October 27, November 10 (9:00 a.m.) December 22, January 26, February 23, March 23 and April 20 (9:00 a.m.) <i>Motion passed.</i>			Consent calendar
Treasurer's report through January was provided by Treasurer Beastron. Fund balances of \$21,245,645.91 effective through January. She also brought to the committee's attention that upon the advice of ICM the County had made a very good investment in August 2008 which resulted in increased earnings of nearly \$40,000 for January. Beastron also provided the members with a spreadsheet she had prepared which compared the 2007 and 2008 real estate tax history. Delinquent taxes at this time are only approximately \$70,000 over 2007.			Treasurer's report

<p>Board of Health member Gilles addressed the request from Board of Health to approve an amendment to their 2009 Tobacco Prevention and Control budget. State restructuring of the program resulted in an additional \$22,436 in revenue. Motion by Camery/Lockwood to approve the Tobacco Prevention and Control amended 2009 budget as presented. <i>Motion passed.</i></p>	<p>Tobacco Prevention and Control budget</p>
<p>Motion by Holst/Reis to authorize the roll over of \$19,663 from line 219 of the 2008 County Planner Budget to the 2009 County Planner Budget. <i>Motion passed.</i></p>	<p>Carry over of Planner funds</p>
<p>Human Services Director Kincaid addressed the department’s request to transfer Drug Court Funds in 2009 budget to Human Services and to authorize a transfer to the fund in the amount of \$25,000. She explained there was nothing in the 2009 Drug Court budget for program services and training. The \$25,000 transfer would provide for support to clients such as day care and transportation. The HSB would like to use these funds now and put something into the budget in the future. Motion by Reis/Lockwood to approve and transfer the 2009 Drug Court general fund balance and set up an account for drug court within the Human Services fund and transfer \$25,000 from the Human Services non-lapsing fund balance to the Drug Court account pending Human Services Board approval and forward a resolution on to the county board for approval. <i>Motion passed.</i></p>	<p>Drug Court budget transfer and additional funding</p>
<p>Kincaid addressed the HSB recommendation regarding a procedure for dealing with Human Services deficits and surpluses. She had provided a chart of how several counties managed this matter and said there is no consistent pattern among them. Motion by Reis/Holst to approve and authorize the following procedure as it relates to Human Services surpluses and deficits –“All audited surplus funds of Human Services shall be returned to the County General Fund and all audited deficits shall be covered by the County General Fund”. <i>Motion passed.</i></p>	<p>Surplus 2007 Human Services funds</p>
<p>Kincaid also addressed the HSB recommendation that uncollectible debt from between 1994 and 2004 in the amount of \$2,019,233.58 in receivables be written off. The auditor also recommends that this amount be written-off. Kincaid stated the department is currently working on policies and procedures for write-offs and collections. Motion by Kucinski/Camery to approve and authorize the write-off of uncollectible debt in the amount of \$2,019,233.58. <i>Motion passed.</i></p>	<p>Write-off HS debt</p>
<p>Building Committee Chair Reis and HS Director Kincaid both offered updates on the ADRC unit relocation. All staff members are in the remodeled space and at the end of March the State will come and do an inspection and review. Kincaid stated they are planning a May 1st Open House celebration.</p>	<p>ADRC update</p>
<p>IAC report: On 3/9 there is a Economic Stimulus Program meeting with member of Ron Kind’s staff, Warner of ECD, Brad Roy of Land Management and Greg Flogstad of MRRPC; Sheriff is working on COPS money; LM is working on changes to ordinances relating to alternative</p>	<p>IAC report</p>

<p>energy with the expectation revisions could make the process less costly and move requests through more easily/quickly.</p> <p>Barkla announced that in the beginning of June the Courthouse will be without the elevator for up to 6 weeks. He and other staff are working on a procedure to work with access issues for handicapped individuals. A group has been appointed to assess the buildings office by office to see what departments think they need to be safer from outside problems.</p> <p>Reis stated the bids had been processed and approved for the Blue Building and Grandstands. Three more bid projects will be coming including the HVAC, elevator repair/replacement and generators.</p> <p>The Drug Task Force received a grant for \$54,000; the Sheriff's Department has hired a part time individual for river patrol. An upcoming vacancy in the Highway Department is not being refilled. Dedication of the park on the Trimbelle Creek will be coming when the weather is nicer. On 3/18 there will be a desk-top exercise of Continuity of Operations/Continuity of Government (COOP/COG). IAC will join Emergency Response units in a meeting to discuss their needs. Sheriff and Corporation Counsel are meeting to discuss dates for security training for program/security needs. The Fair Department is moving to the Fairgrounds; IS staff will be moving so they are all in the same office space.</p>	
<p>Future agenda items. None. Next meeting date is April 6th at 6:30 p.m.</p>	<p>Mtg date</p>
<p>Motion by Holst/ Gilles to adjourn at 7:28 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, April 6, 2009 – 6:30 p.m.
Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 3/2/09 <u>Personnel items:</u> <u>Finance items:</u> 2c Treasurer’s report 2d Approve carry over of \$2,083 of National Wild Turkey Federation Grant funding pending Parks Committee approval on 4/13/09 2e Transfer budgeted Contingency funds to Building Outlay for Fire Alarm System	
3	Discuss and take action on 2006 Outlawed County orders	Beastrom
4	Discuss and take action on reauthorization of self-funded worker’s compensation	Kinneman
5	Discuss and take action to approve wage and length of employment for Land Conservation intern	
6	Committee will convene into closed session pursuant to §19.85(1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Surveyor compensation recommendation	Members
7	Committee will return to open session and take action on closed session item, if required	Members
8	Interim Administrative Coordinator’s report	Barkla
9	Future agenda items and meeting dates and times	Members
10	Adjourn	Members

A quorum of county board supervisors may be present.

4/1/09

FINANCE AND PERSONNEL COMMITTEE Monday, April 6, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-04	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:32 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #16	Those present
Excused:			
Also present:			
Chair Barkla called for public comment. There was none.			Public comment
Motion by Reis/Camery to establish and approve the agenda. <i>Motion passed.</i>			Agenda
Motion by Lockwood/Kucinski approve minutes of 3/2/09. <i>Motion passed.</i>			Approve minutes
Treasurer's report with Phyllis Beaström. She stated the department is still receiving 2008 taxes. Fund balances effective February 2009 in the amount of \$26,501,398.52.			Treasurer's report
Motion by Holst/Reis to authorize the Parks Department to carryover \$2,083 of National Wild Turkey Federation grant funding for planting wildlife shrubs on the sediment disposal piles created from the dredge project, pending Parks Committee approval on April 13, 2009. <i>Motion passed.</i>			Carryover Park Funds
Motion by Kucinski/Holst to transfer \$7,573 from Contingency Fund to the Building Outlay Account for Fire Alarm System. <i>Motion passed.</i>			Contingency transfer – alarm system
Motion by Reis/Holst to approve the list of outlawed county order checks older than two years and remaining unpaid on January 1, 2009 in the amount of \$1,371.34, to authorize the cancellation of said order checks, and to forward this recommendation to the county board for action. <i>Motion passed.</i>			Outlawed county orders-2006
The County worker's compensation has been successfully self-insured since May 1, 2003. To continue self-insuring the County must provide the Department of Workforce Development with a resolution that states the County's intent and agreement to self-insure. Motion by			Continue self-insuring work comp

Holst/Lockwood to approve continuation of the County's self-funded worker's compensation program and forward a resolution to the County Board with a request for adoption on a first reading. <i>Motion passed.</i>	
Motion by Kucinski/Lockwood to approve the rate of \$10.00 per hour for the Land Conservation intern for a maximum of 400 hours. <i>Motion passed.</i>	LC intern: wage/hours
Motion by Reis/Kucinski to convene into closed session at 6:40 p.m. pursuant to §19.85(1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Surveyor compensation recommendation. <i>Roll call vote unanimously approved.</i>	Closed session: Surveyor compensation
Motion by Reis/Kucinski to return to open session at 6:45 p.m. <i>Roll call vote unanimously approved.</i>	Open session
Motion by Kucinski/Holst to approve salary for Surveyor at Grade 19 Step 5 for \$54,849.60. <i>Motion passed.</i>	Surveyor compensation
IAC Barkla reported on the meeting held recently at the Seyforth building relating to the Economic Stimulus program. He also indicated he and Brad Roy had traveled to Madison/Milwaukee for further discussion on the issue. Other topics discussed with legislators were boarding prisoners across state lines and potential review of the Chapter 51 commitment process. The Highway Department has submitted several projects for consideration for stimulus funds. He has talked with legislators for help on some grants for rural fire departments and responders; recreation money for a marina in Bay City; establish bicycle paths. Members had a lengthy conversation concerning any funding opportunities that might have some immediate application in the County to assist in employing residents. It was noted that Westcap is the certifying agency for weatherization projects stemming from the stimulus funds.	Interim AC report
Meeting dates: 4/21 at 8:45 a.m., 5/4 and 6/1 at 6:30 p.m.	Mtg dates
Motion by Holst/Reis to adjourn at 7:15 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, April 21, 2009 – 8:30 a.m.

Courthouse – District Attorney’s Conference Room

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Discuss and take action on resolution opposing elimination of State grant funding for the Clean Sweep Program	Melstrom
3	Take action on request to set up budget revenue and expenditure line items for the OJA Digital Recording of Custodial Interrogation 2009 grant funds	Hove
4	Adjourn	Members

A quorum of county board supervisors may be present.

4/9/09

FINANCE AND PERSONNEL COMMITTEE Tuesday, April 21, 2009 – 8:30 a.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-05	
The Pierce County Finance and Personnel Committee met in the District Attorney’s Conference Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 8:33 a.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #16	Those present
Excused:			
Also present:	Don Rohl Steve Melstrom	District #11 SW Administrator	
Motion by Holst/Lockwood to establish the agenda. <i>Motion passed.</i>			Agenda
Chair Barkla called for public comment. There was none.			Public comment
Melstrom addressed the legislation presented for their consideration that opposes the State’s proposed 2009-2011 biennial budget that would eliminate all funding for the Clean Sweep Program. Motion by Holst/Reis to approve the proposed resolution “Opposing the Elimination of State Grant Funding for the Clean Sweep Program”, and to forward it to the County Board for their adoption. <i>Motion passed.</i> Chair announced that Pepin County had recently cancelled their Clean Sweep Program because of the elimination of State funding for the event.			Oppose eliminating Clean Sweep funding
Chair Barkla addressed the request from the Sheriff’s Department for approval to set up a budget for the OJA Digital Recording of Custodial Interrogation 2009 grant funds. Motion by Lockwood/Camery to create budget revenue and expenditure and expenditure line items for the Custodial Interrogations Grant Award #2009-DR-01-6036 with revenue and expenditures not to exceed \$54,309. <i>Motion passed.</i>			OJA Grant budget for 2009
Next meeting 5/4/09.			Mtg date
Motion by Holst/Reis to adjourn at 8:39 a.m. <i>Motion passed.</i>			Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

**Monday, May 4, 2009 – 6:30 p.m.
Courthouse – County Board Room**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 4/6/09 and 4/21/09 <u>Personnel items:</u> <u>Finance items:</u> 2c Treasurer’s report	
3	Discuss and take action on equipment purchase for DA’s office	Feuerhelm
4	Discuss and take action on 2010 budget guidelines	Brickner
5	Discuss potential county-wide broadband effort	Roy
6	Interim Administrative Coordinator’s report	Barkla
7	Future agenda items and meeting dates and times	Members
8	Adjourn	Members

A quorum of county board supervisors may be present.

4/24/09

FINANCE AND PERSONNEL COMMITTEE Monday, May 4, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-06	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis	District #2 District #5 District #7 District #8 District #13	Those present
Excused:	Jeff Holst	District #16	
Also present:	Laurie Lundgaard Tammy Kincaid Tami Billeter Becky Johnson	Highway - Office Manager HS Director HS Business Manager PH Business Manager	
Chair Barkla called for public comment. There was none.			Public comment
Motion by Lockwood/Reis to establish and approve agenda and approve minutes of 4/6/09 and 4/21/09. <i>Motion passed.</i>			Agenda and minutes
Treasurer's report received with fund balances in the amount of \$27,563,436.47 as of March. No action necessary.			Treasurer's report
Finance & Budget Director Brickner addressed the request from the District Attorney's Office for funds for a new workstation. Brickner stated the request did not go through the 2009 budget process and the department had the equipment installed in March but has no funds designated for this purpose. Motion by Camery/Barkla to authorize the transfer of \$3,447 from the Contingency fund into the 2009 Victim/Witness budget 101-09-51312 for the purchase of a workstation in the Victim/Witness Office contingent upon approval by the Law Enforcement Committee. <i>Motion passed with Lockwood opposed.</i>			DA equipment purchase approval/funding
Finance & Budget Director Brickner addressed the information she had prepared for their review regarding budget guidelines for 2010. Her projected 2010 operating expenditures related to the property tax levy was \$14,233,868. She explained that the Debt service, Library and bridges are outside of the levy cap. She offered two examples for consideration: Option 1: Maintain the county tax operating levy freeze at \$13,673,825 by reducing some combination of personnel, programs capital equipment/improvements or special projects by 3.9%. This is a cut of \$560,043. Option 2: Incorporate the 3% increase on the operating levy that the state will allow based on the budget bill that was passed last year. This would allow an operating tax levy of \$14,084,040. This would generate \$410,215 in additional property taxes leaving Pierce County to cut \$149,828 to			2010 budget guidelines

<p>comply with the Governor’s proposal.</p> <p>There was a lengthy discussion about potential strategies to be adopted including the delay of special projects/capital improvements and sale of county property. Members agreed there is still the need to ask departments to look at what programs they have and how they might be able to contain or reduce their 2010 budgets. Bradley Roy was in attendance and agreed to gather information on County-owned land for the committee to review.</p> <p>Motion by Lockwood/Camery to defer action on the 2010 budget guidelines until next month. Any additional budgeting information that becomes available will be forwarded to committee members prior to the next meeting. <i>Motion passed.</i></p>	
<p>Bradley Roy addressed a potential for pursuing a grant to establish county-wide broadband access. The grant would come from the National Telecommunications and Information Administration (NTIA). The grant requires a 15% match but the County would not be the owner of the system. The grant money would be the County’s contribution to the partnership. He indicated staff members have been in contact with members of various groups who would be impacted by a broadband system and all groups have been supportive of the County pursuing a system.</p> <p>Committee members supported the concept and want the department to move forward in applying for the grant. The item will be placed on the next agenda for action to show support. There was discussion of a possible resolution that would state the County’s support.</p>	<p>County-wide broadband access grant</p>
<p>IAC Barkla reported only one person has applied for the vacant District #14 County Board supervisor seat. Candidate Ron Bartels resume was distributed to the members. Sheriff Hove has reported she was among other law enforcement officials invited to Camp Douglas for a preview of a training program aimed at law enforcement for emergency response. Barkla reported Acting Public Health Director Galoff has been fully involved in events relating to the H1N1 virus, working closely with the Emergency Management Director and Department. The Ad hoc Committee on Courthouse Security has prepared a listing of smaller potential security items or improvements and this matter will be on the next agenda. The elevator repair is to take place mid-June to mid-July and the worst case scenario would be that it is out of commission for 7 weeks, best case scenario is completion in 5 weeks. This will require relocating meetings out of the main courthouse offices. There will be a Building bonding report in June or at the May County Board meeting.</p>	
<p>Next meeting June 1 at 6:30 p.m. Future agenda items: County-wide broadband access grant, budget guidelines, courthouse security.</p>	<p>Future date/agenda items</p>
<p>Motion by Reis/Lockwood to adjourn at 7:18 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, June 1, 2009 – 6:30 p.m.****Courthouse – County Board Room****414 W. Main St., Ellsworth, WI 54011**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: General items: 2a. Establish and approve agenda 2b. Approve minutes of 5/4/09 Finance items: 2c. Treasurer's report	
3	Discuss and take action to consider discontinuing tax payment receipts	Beastrom
4	Discuss and take action on grant application for county-wide broadband access	Roy
5	Discuss potential energy grants	Roy
6	Discuss and take action on carryover of 2008 Sheriff's and Boat/Snowmobile funds	Hove
7	Discuss and take action to amend Recreation Safety budget expenditure line item for BNSF Railway grant funds and create a revenue line item	Hove
8	Discuss and take action on disbursement of Pierce County Jail Maintenance Funds to be used for the improvement of the Pierce County Jail	Hove
9	Discuss and take action on Unified Financial Report	Bricker, Billeter, Johnson, Lundgaard
10	Discuss and take action on transfer of Contingency funds to Offset 2008 Budget deficits: a. Register in Probate b. Register of Deeds c. Facilities and Grounds d. County Surveyor e. GIS f. Zoning	Brickner
11	Discuss and take action on transfer of General funds to offset 2008 budget deficit in Elections Account	Brickner
12	Discuss and take action on 2010 budget guidelines	Brickner
13	Discuss and take action on Revolving Loan Fund Manual revisions	Warner

14	Pursuant to Pierce County Code, §4-21, P., committee will convene into closed session pursuant to §19.85 (1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Review of annual performance evaluations for department heads: Librarian, EM Director, Medical Examiner, Maintenance Supervisor, IS Director, HS Director, SW Administrator, Reg. in Probate, LM Administrator/LUC, Park Superintendent, Fair Coordinator, and LC Director	Members
15	Committee will return to open session and take action on closed session items, if required	Members
16	Interim Administrative Coordinator's report	Barkla
17	Future agenda items and meeting dates and times	Members
18	Adjourn	Members
Questions regarding this agenda may be made to Paul Barkla at 273-3531.		
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 Paul Barkla at 715-273-3531.		

A quorum of county board supervisors may be present.

5/26/09

FINANCE AND PERSONNEL COMMITTEE Monday, June 1, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-07	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Rich Purdy Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #3 District #5 District #7 District #8 District #13 District #16	Those present
Excused:			
Also present:	Brad Roy Tammy Kincaid Laurie Lundgaard Janet Huppert Phyllis Beastrom Mike Knoll Bill Warner Julie Brickner Becky Johnson	Compliance Officer HS Director Hwy Business Manager IS Director Treasurer Lieutenant EDC Director Finance & Budget Director PH Business Manager	
Chair called for public comments. There were none.			Public comment
Motion by Reis/Camery to establish and approve agenda. <i>Motion passed.</i>			Agenda and minutes
Motion by Camery/Reis to approve minutes of 5/4/09. <i>Motion passed with Purdy and Holst abstaining because they weren't in attendance.</i>			
Treasurer's report received with fund balances in the amount of \$26,734,276.31 as of April. No action necessary.			Treasurer's report
Treasurer Beastrom addressed the proposal to discontinue tax payment receipts. Motion by Purdy/Reis to discontinue sending tax payment receipts unless a SASE is enclosed or whenever parcels have a remaining balance due, and that property owners will be notified of this action with the reminder notice mailed in June. <i>Motion passed with Holst opposed.</i>			Tax payment receipts Lockwood arrived
Brad Roy provided additional information on the proposed broadband grant application. He stated the County will want to have a say in the overall management but not own the business. The County could get funding and give to private sector but then the County would have no			County-wide broadband

<p>decision making in it. The business model would be for the County to partner. Companies would bid to run the network. There is action being taken to see if there is a model out there for the same services in Pierce County. MRRPC is also helping to look for other models. Several citizens present gave their support of the project and indicated that Baldwin Telecom has expressed an interest.</p> <p>Roy stated that by the end of August the County will need a business plan and other information for the grant. There was discussion of the request to do a survey to determine interest in pursuing the grant. It was determined that survey results will help on the business plan side. Motion by Camery/Holst to authorize a scientific survey and the expenditure of an amount not to exceed \$1,000, and to support pursuing the grant application and making broadband services available county-wide so that Pierce County residents and business owners will be better able to compete and succeed in today's economy and forward to the County Board of Supervisors for their consideration. <i>Motion passed.</i></p>	
<p>Brad Roy introduced for discussion the potential for Energy Efficiency and Conservation Block Grants. There is no County match. The grants are available for local government agencies. He had identified some potential activities. Committee expressed support for Roy to pursue these opportunities.</p>	<p>Energy grants</p>
<p>Lt. Knoll was present for discussion of a Sheriff's Department request to carry over funds to purchase outright their boat instead of staying with a lease plan. The County would save about one-fifth of the boat cost by going forward with the purchase. Motion by Purdy/Reis to carryover the 2008 board and snow funds of \$9,617 and sheriff's funds of \$20,268 to purchase a new boat. <i>Motion passed.</i></p>	<p>Carryover for boat</p>
<p>Knoll informed the committee the department had been awarded grant funds from BNSF Railway for the purchase of capital equipment. Motion by Holst/Kucinski to amend Recreation Safety budget line item #101-16-52130-819-000-00 to include grant funds for capital expenditures not to exceed \$5,000 and to create a revenue line item for grant funds. <i>Motion passed.</i></p>	<p>Amend Recreation Safety budget</p>
<p>There was discussion of the Sheriff's Department request to use Jail Maintenance Funds for refreshing the Needs Assessment Study and for improvements to the jail. Members questioned what the needs assessment refresher would involve. Motion by Purdy/Lockwood to authorize the utilization of the Jail Maintenance Funds to be paid from line item 251-16-52700-299 for Jail Security camera network-\$59,100, Jail kitchen enhancements- \$10,150, pending approval of the dishwasher for \$5,500 at the Law Enforcement Committee meeting on June 2, and forward a resolution to the County Board for approval, with the issue of refreshment of the Needs Assessment Study-\$15,000 to go back to the Law Enforcement Committee. <i>Motion passed.</i></p>	<p>Expend Jail Maintenance funds</p>
<p>Finance & Budget Director Brickner lead discussion on the Unified</p>	<p>Unified</p>

<p>Financial Report that was created at their direction by the financial group consisting of Public Health, Human Services and Highway. The committee was provided with a detailed report and a summary report. She stated the 2008 budget was not created with a unified system so items in the unified report may not be accurate in comparison to the existing budgets. Motion by Reis/Lockwood to approve the new financial report for the county with the summary being distributed on a quarterly basis to the Finance & Personnel Committee. <i>Motion passed.</i></p> <p>There was discussion whether this report go on the website. It was suggested the County budget could go out on the web first. It was also asked whether the report could be sent electronically in Xcel.</p>	<p>Financial Report</p>
<p>Members reviewed several fund overdrafts that existed at the end of 2008. Motion by Camery/Holst to transfer \$42,944 from the Contingency Fund to cover the following 2008 budget deficits: \$478 Register in Probate; \$7,741 Register of Deeds; \$26,980 Facilities & Grounds; \$521 County Surveyor; \$2,846 Geographic Information System; \$4,378 Zoning. <i>Motion passed.</i></p>	<p>Contingency fund transfers</p>
<p>Members discussed the deficit in the Election account as a result of the problems that existed with the voting machines. Motion by Reis/Kucinski to approve the general fund transfer of \$31,910 into the 2008 Election account and forward the recommendation on to the County Board for approval. <i>Motion passed.</i></p>	<p>General Fund transfer – Elections</p>
<p>Finance & Budget Director Brickner stated there is the expectation that there will be a state budget before the end of July and the County should have more information in a couple of weeks. Motion by Holst/Camery to defer action on the 2010 budget guidelines until June 15 meeting. <i>Motion passed.</i></p>	<p>2010 Budget guidelines</p>
<p>Bill Warner, EDC Director, presented a summary of changes being forwarded from the RLF Committee regarding the Revolving Loan Fund Manual. Motion by Holst/Kucinski to recommend approval of the proposed amendments to the Pierce County Revolving Loan Fund Manual to the full County Board and the State of Wisconsin Department of Commerce. <i>Motion passed.</i></p>	<p>Amend RLF Manual</p>
<p>In compliance with Pierce County Code §4-21, P., motion by Reis/Purdy to convene into closed session at 8:17 p.m. pursuant to §19.85(1)(c), WI Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: Review of annual performance evaluations for department heads: Librarian, EM Director, Medical Examiner, Maintenance Supervisor, IS Director, HS Director, SW Administrator, Register in Probate, LM Administrator/LUC, Park Superintendent, Fair Coordinator, and LC Director. <i>Roll call vote unanimously approved.</i></p>	<p>Closed session: Dept. Head annual reviews</p>
<p>Motion by Purdy/Kucinski to return to open session at 8:26 p.m. <i>Roll call vote unanimously approved.</i> No action was necessary.</p>	<p>Open session</p>
<p>Barkla offered update on bonding projects taking place in the buildings</p>	<p>Interim AC</p>

regarding the HVAC. Blue Building upgrades are completed and very nicely done. Bleachers are done. Courthouse Security Committee is suggesting that money be budgeted in 2010 for security items. The IS Committee is studying electronic records retention options.	report
Future meeting dates: 6/15 and 7/6 at 6:30 p.m. Future agenda items: 2010 budget guidelines	Future agenda items and meeting dates
Motion by Holst/Lockwood to adjourn at 8:37 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, June 15, 6:30 p.m.

**Courthouse – County Board Room
414 W. Main St., Ellsworth, WI 54011**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a. Establish and approve agenda 2b. Approve minutes of 6/4/09 <u>Finance items:</u>	
3	Discuss and take action on 2010 budget guidelines	Brickner
4	Discuss and take action on resolution to order issuance of tax deed on parcels in the Towns of Clifton, Trimble, Rock Elm, Spring Lake, Vill. of Spring Valley, and City of River Falls (3)	J. Feuerhelm
5	Update on county-wide broadband access grant	Roy
6	Update on energy grants	Roy
7	Discuss and take action to amend Chapter 240-41D of the Pierce County Code relating to wind and solar energy permitting procedures	Roy
8	Committee will convene into closed session pursuant to §19.85(1)(c), WI Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Candidate(s) for Public Health Director/Health Officer	Members
9	Committee will return to open session and take action on closed session item, if required	Members
10	Refill of Public Health Director/Health Officer	Members
11	Future agenda items	Members
12	Next meeting date	Members
13	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(6/9/09)

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, July 6, 2009 – 6:30 p.m.

**Courthouse – County Board Room
414 W. Main St., Ellsworth, WI 54011**

#	Action	Presenter
1	Call to order 1a Establish quorum 1b Committee will receive public comments not related to agenda items	Chair
2	Consent Calendar – Discuss and take action on: <u>General items:</u> 2a Establish and approve agenda 2b Approve minutes of 6/15/09 <u>Personnel items:</u> <u>Finance items:</u> 2c Treasurer’s report	
3	Discuss and take action to approve increased wage for temporary Law Enforcement employee	Hove
4	Discuss and take action to accept K9 Unit grant, amend 2009 budget and approve equipment purchase	Hove
5	Discuss and take action to accept Justice Assistance Grant	Hove
6	Discuss and take action to clarify Fair Coordinator position description relating to insurance	Barkla
7	Committee will convene into closed session pursuant to §19.85 (1)(e), WI Stats. for the purpose of deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: purchase of public property	Members
8	Committee will return to open session and take action on closed session item, if required	Members
9	Discuss and take action on purchase of Partners in Tourism food stand	Members
9	Interim Administrative Coordinator’s report	Barkla
10	Future agenda items and meeting dates and times	Members
11	Adjourn	Members
Questions regarding this agenda may be made to Paul Barkla at 273-3531.		
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 Paul Barkla at 715-273-3531.		

A quorum of county board supervisors may be present.

6/30/09

**MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
July 6, 2009 – 6:30 p.m.**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2009 – 09

The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Paul Barkla called the meeting to order at 6:30 p.m.

1) Meeting Convened

The Chair acknowledged those present & established that there was a quorum of members present.

1a) Establish Quorum

The Chair acknowledged those present and established that there was a quorum:

1a) Those Present

Members present:	Jim Camery	District #2
	Rich Purdy	District #3
	Paul Barkla	District #5
	Ron Lockwood	District #7
	John Kucinski	District #8
	Dan Reis	District #13
	Jeff Holst	District #16

Members absent: 0

Also present:	Don Rohl	District #11
	Jamie Feuerhelm	County Clerk
	Ann Webb	Fair Coordinator

None.

1b) Public Comment

Motion by J. Holst/R. Purdy to approve the agenda as presented; motion carried. Motion by R. Lockwood/D. Reis to approve minutes of 06/15/2009; motion carried. Committee reviewed Treasurer's report & discussed possibility of having representative Bob Moore present at a future meeting.

**2a-c) Consent
Calendar, Agenda &
Minutes**

Committee discussed request presented. Motion by J. Holst/R. Purdy to approve A. Olson's wages be set at step 4 of the temporary employee wage scale, retroactive to June 2, 2009; motion carried.

**3) Wage Increase
Temporary Employee –
Law Enforcement**

Committee discussed request & purpose of grant. Grant to be used to purchase goggles. J. Kucinski questioned the need to purchase this number of goggles. Motion by R. Purdy/D. Reis to approve acceptance of K9 donations, amend the K9 budget to reflect income and track expenditures, & approve the purchase of goggles for \$4790.00. Motion carried with 6 in favor & 1 opposed (J. Kucinski).

**4) K9 Unit Grant
Amend 2009 Budget**

Supervisor J. Kucinski explained that the grant would be used for the improvement on law enforcement programs such as D.A.R.E., Recreation Safety & ATV training. Motion by R. Purdy/J. Camery to approve acceptance of the JAG grant funds in the amount of \$15,161.00 & create budget to track expenditures.

5) **Justice Assistance Grant**

A. Webb explained that in the past as part of her function as Fair Coordinator she would ensure insurance issues were taken care of as it relates to those using or operating on the fairgrounds. Supervisor P. Barkla indicated that according to County Code the responsibility of obtaining insurance rests with the Administrative Coordinator & clarification to the Fair Coordinator position was needed so that business could continue in a similar manner as has been. Other members questioned whether there really is a conflict with the way it is currently written. Motion by R. Lockwood/J. Holst to revise the Fair Coordinator position description to clarify the expectations of the duties by deleting Sec. 3h. "Obtain liability & property insurance. Review insurance terms & conditions." And replace it with "Review special events & vendor liability insurance documentation for compliance with County established standards for loss protection. Maintain copies on file." Motion carried by voice vote with 4 in favor (P. Barkla, R. Lockwood, D. Reis. & J. Holst), & 3 opposed (J. Camery, R. Purdy, & J. Kucinski).

6) **Clarification on Fair Coordinator Position Relating to Insurance**

Motion by J. Holst/D. Reis to convene in closed session at 7:11 p.m. pursuant to §19.85(1)(e), WI. STATS. for the purpose of deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: purchase of public property. Motion carried by roll call vote with all in favor.

7) **Closed Session**

Motion by R. Purdy/R. Lockwood to return to open session at 7:34 p.m. Motion carried by roll call vote with all in favor.

8) **Open Session**

Motion by J. Holst/R. Lockwood to approve purchase of the Partners in Tourism building on the fairgrounds & personal property at a cost of \$20,000.00 & forward this recommendation to the County Board with request for approval; motion carried by roll call vote with all in favor.

9) **Partners in Tourism Building Purchase**

Interim Administrative Coordinator P. Barkla gave a report of activities taking place with regards to bond projects, park dedication, personnel issues, meeting room space, tax levy, status of new hire for A/C etc.

10) **Interim A/C Report**

Contracts for entities that own buildings on the fairgrounds.

11) **Future Agenda Items; Meeting Dates**

Meeting adjourned at 7:50 p.m. by motion of J. Holst/J. Kucinski. Motion carried by voice vote with all in favor.

12) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, July 20, 6:30 p.m.

Courthouse Annex – Sheriff’s Conference Room

124 N. Oak St., Ellsworth, WI 54011

#	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: <u>General items:</u> 2a. Establish and approve agenda 2b. Approve minutes of 7/6/09 <u>Personnel items:</u> <u>Finance items:</u>	
3	Discuss Nasco (National Account Services Company) Transition for health insurance for January, 2010	Kinneman
4	Discuss and take action to change Prescription Administration (TPA) from Medco to Anthem	Kinneman
5	Discuss and take action on the 2010 Health Insurance Rates with Anthem (CMS)	Kinneman
6	Discuss and take action on new position requests: 6a. Public Health: Billing Clerk increase in hours 6b. Sheriff’s Dept.: 2 Jailer/Dispatch, 3 COPS Officers 6c. UW Ext.: Horticulture Educator increase in hours	Galoff Hove Andrews
7	Discuss and take action on Comprehensive Land Use Plan	Pichotta
8	Future agenda items	Members
9	Next meeting date	Members
10	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(7/13/09)

FINANCE AND PERSONNEL COMMITTEE Monday, July 20, 2009 – 6:30 p.m. Sheriff’s Conference Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-10	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:38 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Rich Purdy Paul Barkla Ron Lockwood Jeff Holst Jim Camery John Kucinski Dan Reis Neil Gulbranson	District #3 District #5 – via phone District #7 District #16 District #2 District #8 District #13 Chief Deputy	Those present
Vice-Chair Holst called for public comment. There was none.			Public comment
Motion by Barkla/Purdy to approve agenda. <i>Motion passed.</i>			Agenda
Motion by Purdy/Barkla to approve minutes of 7/6/09. <i>Motion passed.</i>			Minutes
Insurance & Safety Coordinator Wanda Kinneman and Anthem representative Tera Nelson were present to address several health insurance issues before the committee. The first issue they presented was the transition from the current claims processing system to the National Account Services Company effective 1/1/10. The conversion of the claims system program will provide efficiency and service improvements. <i>No action required.</i>			NASCO transition 1/1/10
Kinneman and Nelson also addressed the conversion from Medco to Anthem for prescription TPA. The health insurance TPA was changed from CMS to Anthem effective 7/1/08 but the County continued with Medco as the prescription TPA. Conversion of the prescription piece of the health insurance plan will be more cost effective. Motion by Purdy/Lockwood to approve Anthem as the TPA for the prescription part of the health insurance effective 1/1/10. <i>Motion passed.</i>			Prescription TPA 1/1/10
Members reviewed the proposal addressing health insurance rate adjustments for 2010. Based upon an increase in the Admin Fee, Stop Loss and aggregate and employee utilization, Anthem was recommending a 14% increase in premiums for 2010. Administration supports the proposed 14% increase to maintain the Blue Access and Blue Preferred Plus plans. Motion by Lockwood/Barkla to approve an increase of 14% for 2010 health insurance rates with Anthem Blue Access and Anthem Blue Preferred Plus. <i>Motion passed.</i>			2010 Health insurance Rates

<p>The following new positions for 2010 were presented: 2 FT Jailer/Dispatcher and 3 FT COPS Officers. The Public Health Department was requesting an increase in hours from 35 to 40 hrs/wk for the Public Health Billing Clerk and the UW Extension was requesting an increase from .4 FTE to .5 FTE for the Horticulture Educator. Motion by Barkla/Purdy to defer action on new position requests for COPS, Jailer/Dispatcher and the increase in hours for Horticulture Educator until we have a better idea what kinds of moneys we will be generating through state aids. <i>Motion passed.</i></p>	<p>New positions for 2010</p>
<p>Public Health Business Manager Becky Johnson addressed the request from Public Health to increase the hours for the Public Health Billing Clerk from 35 – 40 hrs/wk. She stated no County dollars are required as it is funded through the program revenues. If in the future there is a decline in revenues the position could be returned to 35 hrs/wk. She also indicated a .8 FTE Home Health Aide had not been filled for several years and the department would give that up and take it out of staffing plan for 2010. Motion by Purdy/Lockwood to approve the increase in hours from 35 – 40 hrs/wk for Public Health Billing Clerk effective 1/1/10 and delete the .8 FTE Home Health Aide and forward to the County Board for approval. <i>Motion passed.</i></p>	<p>Increase hours for PH Billing Clerk</p>
<p>Land Management Administrator/Land Use Coordinator Andy Pichotta addressed the presentation of the Comprehensive Land Use Plan. Motion by Barkla/Lockwood to approve the proposed Pierce County Comprehensive Plan and forward legislation to the County Board of Supervisors for adoption. <i>Motion passed with Purdy abstaining.</i></p>	<p>Comp Land Use Plan</p>
<p>Future agenda items. Chair will consult with Supervisor Camery for additional information on his request to review contracts for entities that own buildings on the fairgrounds and this will be added to the 8/3 agenda. Supervisor Lockwood inquired about the Human Services departmental policies and whether any department can develop this kind of policy. Corporation Counsel will be contacted to provide the committee with background as to why the policies are developed and if they are somehow required. Meeting dates: 8/3/09, 9/8/09.</p>	<p>Future agenda items and meeting dates</p>
<p>Motion by Lockwood/Purdy to adjourn at 7:18 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

REVISED 7/30/09
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, August 3, 6:30 p.m.
Courthouse Annex – Sheriff’s Conference Room
124 N. Oak St., Ellsworth, WI 54011

#	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 7/20/09 2c. Treasurer’s report	
3	Discuss and take action on request for out of state conference attendance	Galoff
4	Bob Moore, ICM, will provide an update on County investments	Moore
5	Discuss and take action to enter into agreement with VitalChek Network, Inc. to accept debit and credit card payments	J. Feuerhelm
6	Discuss and take action on resolution to order issuance of tax deed on parcel in the Village of Spring Valley; Tax Deed #412	J. Feuerhelm
7	Discuss and take action on list of Tax Deed properties	J. Feuerhelm
8	Discuss and take action on contracts for privately owned buildings at the Fairgrounds	Camery
9	Review history of departmental policies regarding standing committees	Barkla
10	Future agenda items	Members
11	Next meeting date	Members
12	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(7/30/09)

FINANCE AND PERSONNEL COMMITTEE Monday, August 3, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-11	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:32 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Rich Purdy Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #3 District #5 via polycom District #7 District #8 District #13 District #16	Those present
Excused:	None		
Vice-Chair Holst called for public comment. There was none,			Public comment
Motion by Purdy/Lockwood to approve the consent calendar items: 2b Minutes of 7/20/09 2c Treasurer’s report with fund balances in the amount of \$25,014,490.86 as of June 2009. <i>Motion passed.</i>			Consent calendar
Health Director/Health Office S. Galoff was present to address the request for out-of-state travel for a Public Health Nurse to attend a National Association of County and City Health Officials (NACCHO) Advanced Practice Centers program in Columbus, Ohio for 2 days in August. NACCHO funds the travel, two-night hotel stay and food and beverage. She indicated the County would be responsible for paying up to \$43 for reimbursement for some meals. There is no confirmation at this time as to whether the County will actually be offered this training opportunity. Motion by Purdy/Reis to approve and authorize conference attendance for a Public Health Nurse at the NACCHO Advanced Practice Centers Roadshow in Columbus contingent upon approval of funding through NACCHO. <i>Motion passed.</i>			Out-of-state travel: Public Health Nurse
Supervisor Barkla thanked Galoff for bringing the out-of-state travel request to the committee as the formal procedure. He noted 2 or 3 other departments have recently gone forward with out-of-state travel by employees and these had not been brought before the committee. He stated they have an obligation to bring requests to the committee and wishes to remind everyone of this policy.			

<p>Bob Moore, ICM Financial Consultant, was in attendance to provide an update on County investments. Also present were Finance & Budget Director Brickner and Treasurer Beastrom. No action required.</p>	<p>County investment report</p>
<p>County Clerk Feuerhelm brought forward a request for authorization to enter into an agreement with a vendor to provide debit and credit card payment services. He had previously provided the members with information from VitalChek Network, Inc., however, since the mailing he had received new information from a local bank expressing an interest in providing the service. Motion by Purdy/Lockwood to defer action. <i>Motion passed.</i></p>	<p>VitalCheck Network, Inc</p>
<p>Motion by Reis/Barkla to approve resolution <i>To Order Issuance of Deed to Pierce County for Property Subject to Tax Certificate</i> in the Village of Spring Valley and forward to the County Board with a request for adoption on the first reading. <i>Motion passed.</i></p>	<p>Tax deed #412</p>
<p>County Clerk Feuerhelm requested action from the committee on a list of 8 tax deed properties presented for the committee to review and determine if they are surplus property and if so, whether they are uneconomic remnants. For surplus property, the County Clerk gets appraisals and bids and moves forward with sale. Those surplus parcels declared uneconomic remnants require the County to establish the value for sale.</p> <p>Treasurer Beastrom described each of the properties. She was directed to call neighbors to these parcels to see what they will pay for those parcels that were presented to the committee as uneconomic remnants. No action taken.</p>	<p>Tax Deed Properties</p>
<p>Corporation Counsel Lawrence was available to provide the committee with information relating to the privately-owned buildings at the Fairgrounds. Supervisor Purdy stated he wants to understand the rights of the people who own buildings on the grounds and how much control the County has over those buildings. Lawrence explained there are quite a number of buildings on the grounds and 8 are not owned by the County. (2 of which are portable.) He indicated there are 5 food stands and it is his understanding that the County, through the Fair Coordinator, enters into negotiations for new leases with each of the owners annually. The negotiations begin with the Fair Committee and are forwarded to the Building Committee for their approval. Supervisor Reis stated the lease is done with a price per foot arrangement.</p> <p>The question was raised as to what the County's role is when one of the owners wants to sell. Lawrence stated the County owns the property and transfer of the building goes to the County Board for action via resolution. Permanent improvements to the structure would go with the owner. Pursuant to the lease, the owner could remove the structure, however, the County approves sale of those structures.</p>	<p>Fairgrounds Buildings</p>

<p>Supervisor Camery questioned whether the lease agreements should go through the Office of Corporation Counsel. There was also discussion that contracts and agreements should be filed in the Office of Corporation Counsel. Lawrence stated the County currently has an ordinance that states all contracts are to be filed with the Administration Department. Chair Barkla suggested the departments need to start abiding by the Code and standing committees need to be mindful to remind the department head to make sure the rules are followed. This will be a department head meeting topic.</p>	
<p>Discussion of departmental policies regarding standing committees. The members had been made aware that the Human Services Board has unique departmental policies that apply only to that Board. Members suggested that other committees might be subject to similar specific policies such as Parks and Water and Land Conservation. The Solid Waste Board and Highway committee did not seem to have adopted any standing committee policies. Review of the Human Service Board policies is an item on the Human Service Board agenda for August.</p>	<p>Departmental Policies</p>
<p>Barkla excused.</p>	
<p>Future agenda items: Amend 2009 WIC budget and discussion of the relationship of the County and UW-Extension are scheduled for 8/17.</p>	<p>Future agenda items</p>
<p>Meeting dates: 8/17/09, 9/8/09 (Tues.) at 6:30 p.m.</p>	<p>Meeting dates</p>
<p>Motion by Lockwood/Reis to adjourn at 7:53 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, August 17, 2009 – 6:30 p.m.

County Board Room

Courthouse - Ellsworth, WI 54011

#	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 8/3/09 <u>Finance:</u> 2c. Approve amended 2009 WIC and Cities Readiness Initiative amended budgets	
3	Discuss and take action on using Jail Maintenance Funds for: a. Refreshing Jail needs assessment study b. Replacement of jail air conditioning	Hove
4	Discuss and take action on Disallowance of Claims: a. P. Greenhaw v Pierce County b. M. C. Anderson v Pierce County c. M. J. Miller v Pierce County d. D. Dorau v. Pierce County	
5	Future agenda items	Members
6	Next meeting date	Members
7	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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A quorum of County Board supervisors may be present.

(8/17/09)

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, August 25, 6:55 p.m.

Pierce County Highway Department Conference Room

621 Cairns St., Ellsworth, WI 54011

#	Action	Presenter
1	Call to order 1a. Establish quorum	Chair
2	Discuss and take action on flood disaster resolution	Barkla
3	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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A quorum of County Board supervisors may be present.

(8/21/09)

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Tuesday, September 8, 5:30 p.m.****Courthouse Annex – Sheriff’s Conference Room****124 N. Oak St., Ellsworth, WI 54011**

#	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 8/17/09 and 8/25/09 2c. Treasurer’s report 2d. Approve MALWEG Grant for Land Conservation Dept.	
3	Discuss and take action on list of Tax Deed properties	J. Feuerhelm/ Beastrom
4	Discuss and take action on General Administration 2010 budgets: a. County Board b. Codification of Ordinances c. Other Executives-Other Legal d. Administration e. Other General Administration – Postage f. Indirect Cost Study g. Independent Auditing and Accounting h. Risk Management Fund i. Insurance j. Cafeteria Insurance k. Other Public Safety l. Mississippi Parkway m. Property Acquisition n. Facility Improvement Debt Service o. Personnel p. WestCap	Brickner
5	Take action on 2010 budgets: a. Building Rent b. Contingency Fund c. Security	Brickner
6	Take action on Register of Deeds 2010 budgets: a. Register of Deeds b. Land Records Modernization	V. Nelson
7	Take action County Clerk 2010 budgets: a. County Clerk b. Elections c. Switchboard d. Tax Deed Expenses	J. Feuerhelm

	e. Care of Soldiers Graves f. Dog License Trust	
8	Take action on Treasurer 2010 budgets: a. Treasurer b. Assessment of Property	Beastrom
9	Take action on Corporation Counsel 2010 budget	Lawrence
10	Discuss and take action on Library Board recommendations regarding library services for 2010	Baier
11	Discuss and take action on update of broadband efforts and approve funding for RFP	Roy
12	Discuss and take action to amend Chapter 172-18 of the Pierce County Code regarding hunting in the county park	Schoepp
13	Discuss and take action to approve expenditure of Jail Maintenance Funds for temperature controls in Jail	Reis
14	Future agenda items	Members
15	Next meeting date	Members
16	Adjourn	Members
Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.		
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 715-273-6851.		

A quorum of County Board supervisors may be present.

(9/03/09)

FINANCE AND PERSONNEL COMMITTEE Tuesday, September 8, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-14	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 5:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #5 District #7 District #8 District #13 District #16	Those present
Excused:	Rich Purdy	District #3	
Chair Barkla called for public comment. There was none.			Public comment
Motion by Holst/Lockwood to amend the agenda to move #13 - <i>Discuss and take action to approve expenditure of Jail Maintenance Funds for temperature controls in Jail to #3. Motion passed.</i>			Amend agenda
Motion by Reis/Lockwood to approve consent calendar items: 2a Establish and approve agenda 2b Approve minutes of 8/17/09 and 8/25/09 2c Treasurer’s report with fund balances in the amount of \$37,544,322.99 effective July 2009 2d Accept the MALWEG Grant for nutrient management plan implementation incentives and create expenditure and revenue line item for \$13,500 for Land Conservation Department <i>Motion passed.</i>			Consent calendar
Building Committee Chair Reis addressed the committee’s recommendation to approve installation of the direct digital temperature controls in the jail. The current system is failing and obsolete. Motion by Reis/Holst to approve expenditure of \$16,370 from the Jail Maintenance Fund to pay a portion of the cost of installation of Direct Digital Temperature Controls in the Jail and forward this recommendation to the County Board with a request for adoption on a first reading. <i>Motion passed.</i>			Use of Jail Maintenance Funds – Direct Digital Temp Controls
County Clerk J. Feuerhelm addressed the request for action on a list of 8 tax deed properties. Treasurer Beaström stated the adjoining property owners were contacted as the committee had directed at the previous meeting when these were reviewed.			Tax deeds
Motion by Holst/Reis to declare file #404 parcel #002-01113-0480			#404

surplus property and direct County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	
Motion by Holst/Reis to declare file #405 parcel #032-01029-0500 surplus property and an uneconomic remnant, set appraisal at \$500 and direct the County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#405
Motion by Holst/Reis to declare file #406 parcel #276-01182-0950 as surplus property and an uneconomic remnant, set appraisal at \$250 and direct County Clerk to proceed with the sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#406
Motion by Holst/Reis to declare file #407 parcel #276-01200-2110 as surplus property and an uneconomic remnant, set appraisal at \$500 and direct County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#407
Motion by Holst/Reis to declare file #411 parcel #181-01015-0500 as surplus and uneconomic, get appraisal, and direct County Clerk to proceed with sale of same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#411
Motion by Holst/Reis to declare file #408 parcel #276-01303-0700 as surplus property and direct County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#408
Motion by Holst/Reis to declare file #409 parcel #024-01046-0700 as surplus property and direct County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#409
Motion by Holst/Reis to declare file #410 parcel #028-01025-0310 as surplus property and direct County Clerk to proceed with sale of same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#410
Motion by Holst/Reis to declare file #412 parcels #181-01057-1000 and #181-01058-0100 as surplus property and direct County Clerk to proceed with sale of the same pursuant to PCC 40-19 H. <i>Motion passed.</i>	#412
Finance and Budget Brickner explained she and Interim AC Barkla had met with a number of departments already to review the budgets that are being forwarded by their standing committees.	
The following departmental budgets were reviewed: County Board: \$63,920 Codification of Ordinances: \$4,000 Other Executive: \$20,000 Administration: (The amount includes wages and insurance for Administrative Coordinator) \$336,045 Other General Administration – Postage: \$7,300 Indirect Cost Study: \$6,400 Independent Auditing: \$26,000 Risk Management: \$100,000 Insurance: \$75,300 Cafeteria Insurance: \$3,500 Other Public Safety: \$1,453 Mississippi River Regional Parkway: \$500	Departmental 2010 Budgets

Property Acquisition: \$0 (roll over into next year) Facility Improvement Debt Service: \$452,475 Personnel: \$88,524	Budgets, cont
West Cap: \$2,000 Building Rent: \$13,100 Contingency: \$600,000 (Potential funding for Fairgrounds bathrooms and Cty Rd "F" bridge) Security: \$60,000 (Security Committee recommendations Motion by Lockwood/Holst to eliminate Mississippi River Parkway budget in the proposed amount of \$500 and if any per diems are turned in they will be taken from the County Board account. <i>Motion passed.</i> <i>No action taken on budgets.</i>	
Register of Deeds V. Nelson addressed the Register of Deeds 2010 budgets. Register of Deeds: \$281,911 Land Records Modernization - \$25,000. Transfers fees down during 2009. <i>No action taken.</i>	Register of Deeds
County Clerk J. Feuerhelm addressed the County Clerk 2010 budgets. County Clerk: \$127,404 Elections: \$78,440 (carry over \$117,250) Switchboard: \$70,119 Tax Deed Expense: \$1,500 Care of Soldier's Graves: \$6,500 Trust & Agency Dog License: \$19,700 <i>No action taken.</i>	County Clerk Reis excused
Treasurer P. Beastrom addressed the Treasurer's 2010 budgets. Treasurer - \$203,036 Property Assessment: \$49,674 <i>No action taken.</i>	Treasurer
Park Superintendent Schoepp addressed the Park Committee's recommendation to change the County Code to allow the Park's Committee to authorize hunting activities on Park property. Motion by Holst/Camery to amend Chapter 178-18 of the Pierce County Code and forward legislation to the Pierce County Board of Supervisors for their approval. <i>Motion passed.</i>	Hunting on Park land
Finance & Budget Director Brickner addressed the Corporation Counsel 2010 budget. Corporation Counsel: \$302,615	Corporation Counsel
Discussion and action on Library Board recommendations for 2010 library services moved to 9/21/09 agenda.	Deferred
Brad Roy addressed progress on the broadband efforts and requested approval for the RFP and funding for the advertising and distribution and publication materials. Motion by Holst/Lockwood to authorize up to \$1,500 for funding, distribution, and publication of the RFP for a broadband service provider. <i>Motion passed.</i>	Broadband RFP funding
Future agenda items: 9/21/09 – preliminary budget figures,	Future

Approved 9/21/09

disallowances, travel request from Extension, Library Board recommendations.	agenda items
Future meeting dates: 9/21/09, 10/1/09 budget meeting with auditors; 10/5 all at 6:30 p.m.	Future meeting dates
Motion by Holst/Lockwood to adjourn at 6:50 p.m. <i>Motion passed.</i>	Adjourn

AMENDED FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, September 21, 6:30 p.m.
Courthouse Annex – Sheriff's Conference Room- County Board Room
124 N. Oak St., Ellsworth, WI 54011

#	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 9/8/09	
3	Solid Waste Administrator will address the committee	Melstrom
4	Discuss and take action on disallowance of claims for Wayne & Mary Beard, Mr. & Mrs. Donald Charleston, Jeffrey & Colleen Gilles, Chad & Amy Nelson, Allen & Vicki Wilkens, and Cheryl Winberg	Lawrence
5	Discuss and take action on out-of-state travel for UW-Extension Family Living Educator	Zierl
6	Discuss and take action on proposed agreement with PCEDC for administration of the Revolving Loan Fund	Warner
7	Discuss and take action on legislation supporting the Wisconsin Veterans Memorial Trail	
8	Discuss and take action on Library Board recommendations regarding library services for 2010	Baier
9	<i>Discuss and take action on accepting Preparedness-Public Health Emergency Response (PHER) Funding and proposed budget.*</i>	Galoff
10	Review preliminary 2010 budget figures	
11	Discuss and take action on per diems for county board supervisors and committee members	Purdy
12	Future agenda items	Members
13	Next meeting date	Members
14	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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A quorum of County Board supervisors may be present.

(9/11/09) Noon

*Amended (09/16/09)

FINANCE AND PERSONNEL COMMITTEE Monday, September 21, 2009 – 6:30 p.m. County Board Room		
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-15
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:30 p.m.		Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.		Establish quorum
Members present:	Jim Camery Ron Lockwood John Kucinski Dan Reis Jeff Holst	District #2 District #7 District #8 District #13 District #16
Excused:	Rich Purdy Paul Barkla	District #3 District #5
Also present:		Those present
Vice-Chair Holst called for public comment not related to agenda items. There was none.		Public comment
Motion by Kucinski/Lockwood to establish and approve agenda. <i>Motion passed.</i>		Approve agenda
Motion by Reis/Kucinski to approve minutes of 9/08/09. <i>Motion passed.</i>		Minutes
Solid Waste Administrator Melstrom had been invited to the meeting to provide an update on programs and activities at the Materials Recovery Facility. With regard to the Recycling operation, he stated market prices for materials was down from the previous year but volume in most cases was up. They were doing some stockpiling to catch the market when prices are up. He stated highlights for the year included adding a recycling program in the Prescott School District and working with other schools in recycling efforts. He stated revenues and grant funding were down. Melstrom also stated that there is a need in the county for an agricultural plastic recycling program for things such as drums and pails.		SW Administrator Report
Addressing the Clean Sweep program Melstrom said this year's program was the largest they have had. He stated 2010 and 2011 grant funding will be reduced but they will still get funds for this year. The pharmaceutical waste project was very successful. These materials are collected and LaCrosse County takes them for disposal. The Bulky waste item program for mattresses and furniture is well received.		Clean Sweep
Another aspect of the Solid Waste Administrator's duties is the investigation of complaints. The investigations are conducted in an effort to achieve compliance.		Investigation

<p>Motion by Camery/Reis to approve the resolution to disallow the claims of Jeffrey and Colleen Gilles, Cheryl Winberg, Chad and Amy Nelson, Allen and Vicki Wilkens, Mr. and Mrs. Donald Charleston, and Wayne and Mary Beard and forward to the County Board with a recommendation for approval of the resolution on a first reading. <i>Motion passed.</i></p>	<p>Disallowances</p>
<p>Motion by Reis/Camery to approve UWEX Family Living Educator to attend the College Transition training in North Dakota in early October and the Emerging Adulthood Conference late in October in North Dakota with no County funds required. <i>Motion passed.</i></p>	<p>Out-of-state travel UWEX</p>
<p>EDC Director Bill Warner presented the request from the Revolving Loan Fund Committee for an addendum to the Letter of Agreement to address the fee basis paid to the EDC. Motion by Kucinski/Lockwood to approve the proposed Addendum to the Letter of Agreement and authorize the County Board Chair's signature. <i>Motion passed.</i></p>	<p>EDC fees from RLF</p>
<p>Motion by Lockwood/Camery to approve support for the Wisconsin Veterans Memorial Trail and forward the resolution to the County Board for adoption. <i>Motion passed.</i></p>	<p>Veterans Memorial Trail</p>
<p>Motion by Kucinski/Reis to defer action on Library Board recommendation regarding library services for 2010 until 10/5. <i>Motion passed.</i></p>	<p>Library services for 2010</p>
<p>Public Health Director Sue Galoff presented a request for approval to accept grant funds and the proposed budget. Galoff indicated federal funds were being allocated to Public Health for H1N1 for planning, response, and mass vaccination activities. The funding period is July 2009 through July 2010. Motion by Camery/Kucinski to accept the Preparedness-Public Health Emergency Response (PHER) funding in the amount of \$109,571 and the proposed budget, pending approval of the Board of Health Committee. <i>Motion passed.</i></p>	<p>PHER funds and budget</p>
<p>2010 budgets were due in Administration today. No information available for preliminary 2010 budget figures.</p>	<p>2010 budget</p>
<p>Motion by Kucinski/Reis to defer action on per diems for county board supervisors and committee members until the next meeting. Would like Supervisor Purdy and other members to all be present. <i>Motion passed.</i></p>	<p>Per diems</p>
<p>Future agenda items: library services for 2010; 2010 budget; per diems for supervisors and committee members. Revised AC job description will be reviewed in late October or early November to be done by the end of 2009.</p>	<p>Future agenda items</p>
<p>Future meeting dates: 10/1/09 (review of 2010 budgets with Auditor) and 10/5/09 at 6:30 p.m.</p>	<p>Future meeting dates</p>
<p>Motion by Lockwood/Camery to adjourn at 7:26 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

**PIERCE COUNTY WISCONSIN
2010 BUDGET**

SUMMARY OF 2010 INITIAL BUDGET WITH COMPARISON TO PRIOR YEAR BUDGETS

	2008 ADOPTED BUDGET	2009 ADOPTED BUDGET	2010 RECOMMENDED BUDGET	Percentage Change
SUMMARY OF BUDGET:				
Total Gov't'l Funds Expenditures/Uses		31,786,827	32,927,102	3.59%
Less Program Revenues/Carryovers		9,615,283	10,471,558	8.91%
Net Gov't'l Funds Budgeted Expenditures	21,422,709	22,171,544	22,455,544	1.28%
Less Anticipated General Revenues	5,435,648	5,777,926	5,776,722	-0.02%
Gross Levy	15,987,061	16,393,618	16,678,822	1.74%
Less County Sales Tax Applied	1,525,000	1,535,000	1,525,000	-0.65%
Less Human Services Funds Applied	-	100,000	-	-100.00%
Net County Levy	14,462,061	14,758,618	15,153,822	2.678%
COUNTY TAX LEVY:				
Operating Levy	13,372,707	13,673,825	14,101,350	3.13% <i>formula</i>
Debt Service Levy	476,754	452,625	452,425	-0.04%
Special Purpose Levies:				
County Library	412,600	432,168	400,047	-7.43%
County Aid Bridges	200,000	200,000	200,000	0.00%
	14,462,061	14,758,618	15,153,822	2.678%
Subject to Levy Limit Calculation	13,849,461	14,126,450	14,553,775	3.025% <i>from above</i>
Not Subject to Levy Limit-Library	412,600	432,168	400,047	<i>from above</i>
Not Subject to Levy Limit-Bridges	200,000	200,000	200,000	<i>from above</i>
	14,462,061	14,758,618	15,153,822	2.678%
COUNTY MILL RATE:				
Operating Levy	4.216377	4.255209	4.590545	
Debt Service Levy	0.150319	0.140854	0.147282	
Special Purpose Levies:				22,171,544
County Library	0.130092	0.134488	0.130231	
County Aid Bridges	0.063059	0.062239	0.065108	
	4.559847	4.592790	4.933166	
CHANGE FROM PRIOR YEAR:				
Dollars:				
Amount	1,586,356	296,557	395,204	
Percent	12.32%	2.05%	2.68%	
Mill Rate:				
Mills	0.359978	0.032694	0.340376	
Percent	8.57%	0.72%	7.41%	
COUNTY EQUALIZED VALUATION				
(Reduced by TID Increments):				
Total Value	3,171,610,900	3,213,431,800	3,071,824,800	
Percentage Change from Prior Year	3.453372%	1.318601%	-4.406722%	
% Change Due to Net New Construction and TID Terminations	2.916%	1.838%	0.874%	
STATE LIMIT ON OPERATING MILL RATE: 1 below				
Frozen Operating Mill Rate	5.478828	5.478828	5.478828	
Amount Under (Over) Frozen Oper. Mill Rate	1.262451	1.223619	0.888283	
STATE LIMIT ON OPERATING TAX LEVY: 2 below				
Total Levy Limit with Existing Debt Service			14,553,775	<i>not finalized</i>
Less Debt Service Requirements			(452,425)	
Amount Available for Operating Levy			14,101,350	
Amount Under (Over) Operating Limit			-	

COUNTIES MUST MEET BOTH OF THE FOLLOWING REQUIREMENTS FOR SETTING ITS LEVY:

- 1 They must stay under the frozen operating mill rate....for Pierce County that is 5.478828 mills; and
- 2 The growth factor in the net county levy (except exempted debt service and special purpose levies for library and county aid bridges) is limited to the greater of 3 percent or the total of the percent increase due to net new construction plus the adjustment for TID terminations. These percents were 0.870% and 0.006%, respectively, for the 2010 budget year. (see separate worksheet on calculation)

2010 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Gross Proposed	2010 Carryover/ Grant Adj.	2010 Net Co. Budget Recom'd
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted			
County Board	101 01 51110	1	53,938	61,817	63,945		63,945	63,920	-	63,920
Codification of Ordinances	101 01 51340	2	880	4,000	4,000		4,000	4,000	-	4,000
Other Legal	101 01 51390	3	22,377	20,000	20,000		20,000	20,000	-	20,000
Administration	101 01 51410	4	274,577	233,764	319,795		319,795	336,045	-	336,045
Personnel	101 01 51430	5	82,157	79,718	90,313		90,313	88,524	-	88,524
Other General Admin & Postage	101 01 51490	6	6,830	7,337	7,225		7,225	7,300	-	7,300
Indirect Cost Study	101 01 51510	7	6,400	6,400	6,400		6,400	6,400	-	6,400
Independent Accounting & Auditing	101 01 51511	8	26,225	26,000	26,000		26,000	26,000	-	26,000
Illegal Taxes & Refunds	101 01 51910	9	8,508	24				-	-	
Risk Management Fund	101 01 51920	10	-	-					-	
Property & Liability Insurance	101 01 51930	11	63,698	64,844	75,300		75,300	75,300	-	75,300
Cafeteria Insurance	101 01 51932	12	3,204	3,434	3,500		3,500	3,500	-	3,500
Public Safety Commission	101 01 52900	13	725	1,420	1,453		1,453	1,453	-	1,453
Security	101 01 52910	14	-	-				60,000	-	60,000
West Cap	101 01 55140	15	1,600	2,000	2,000		2,000	2,000	-	2,000
Mississippi River Parkway	101 01 55220	16	-	232	500		500	-	-	
Regional Planning	101 01 56310	17	24,482	24,300	24,715		24,715	23,717	-	23,717
Economic Development	101 01 56701	18	36,936	39,758	39,708		39,708	39,953	-	39,953
Pierce Co. Historical Society	101 01 56702	19	4,590	4,790	4,790		4,790	4,790	-	4,790
Partners in Tourism	101 01 56705	20	22,100	22,100	22,100		22,100	22,100	-	22,100
Circuit Court	101 02 51210	21	469,724	540,098	533,949		533,949	564,498	-	564,498
Law Library	101 02 51250	22	10,084	11,000	9,000		9,000	11,000	-	11,000
Mediation Fund (transfers to HS)	252 02 59222	23	-	3,500	8,000	(8,000)		8,000	(8,000)	-
Fines & Forfeiture Fund (transfers to HS)	253 02 59220	24	-	40,000	45,000	(45,000)		45,000	(45,000)	-
Drug Court-transferred to HumanServ	101 31 51260	25	53,059	17,173	62,778		62,778	-	-	-
Register in Probate	101 03 51230	26	112,444	113,368	116,394		116,394	122,357	-	122,357
Family Court Commissioner	101 04 51240	27	39,767	43,723	43,820		43,820	45,439	-	45,439
Medical Examiner	101 05 51270	28	39,141	46,956	48,922		48,922	50,273	-	50,273
County Clerk	101 06 51420	29	115,970	121,961	121,876		121,876	127,404	-	127,404
Elections	101 06 51440	30	85,282	35,334	153,585		153,585	78,440	-	78,440
Switchboard	101 06 51620	31	60,270	66,059	66,134		66,134	70,119	-	70,119
Tax Deed Expenses	101 06 51911	32	-	400	400		400	1,500	-	1,500
Care of Soldiers Graves	101 06 54720	33	6,351	6,300	6,300		6,300	6,500	-	6,500
Dog License Trust	805 06 52801	34	12,414	20,464	18,800	(18,800)		19,700	(19,700)	-
Information Services	101 07 51450	35	418,830	449,774	449,774		449,774	490,450	-	490,450
Central Duplication	101 07 51460	36	14,130	19,134	19,134		19,134	16,329	-	16,329
Data Processing Equipment Fund	262 07 51451	37	78,667	94,412	94,412	(94,412)		46,089	(46,089)	-

2010 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Gross Proposed	2010 Carryover/ Grant Adj.	2010 Net Co. Budget Recom'd
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted			
Treasurer	101 08 51520	38	188,457	191,314	194,776		194,776	203,036	-	203,036
Assessment of Property	101 08 51530	39	47,113	48,028	47,994		47,994	49,674	-	49,674
District Attorney	101 09 51310	40	177,571	195,693	195,693		195,693	206,650	-	206,650
Victim Witness	101 09 51312	41	64,351	72,085	68,639		68,639	72,615	-	72,615
Corporation Counsel	101 10 51320	42	278,669	283,047	283,010		283,010	302,615	-	302,615
Register of Deeds	101 11 51710	43	247,453	268,726	268,788		268,788	281,911	-	281,911
Land Records Modernization	101 11 51721	44	98,619	102,064	72,064	(72,064)		82,400	(82,400)	-
Surveyor	101 12 51720	45	136,905	142,136	142,136		142,136	156,097	-	156,097
Land Management & Records	101 13 56300	46	209,051	202,377	182,714		182,714	188,153	-	188,153
Geographic Information System	101 13 56301	47	64,646	67,782	67,782		67,782	73,053	-	73,053
Zoning	101 14 56400	48	322,569	340,558	340,558		340,558	362,433	-	362,433
WI Fund-Zoning Aids	806 14 56411	49	18,928	15,000	15,000	(15,000)		15,000	(15,000)	-
Courthouse & Buildings	101 15 51600	50	546,462	575,789	573,461		573,461	598,971	-	598,971
Property Acquisition/Development	101 15 51603	51	-	20,000	500,000		500,000	-	-	-
Fairgrounds	101 15 51604	52	158,175	181,200	183,034		183,034	191,104	-	191,104
Building Rental-M&I and Village Hall	101 15 51605	53	12,352	12,724	12,724		12,724	13,100	-	13,100
Building Outlay (NL)	101 15 51610	54	69,471	429,205	462,801		462,801	525,296	-	525,296
Sheriff	101 16 52110	55-56	3,177,396	3,192,113	3,331,251		3,331,251	3,499,933	-	3,499,933
Sheriff Homeland Security	101 16 52112	57	-	115,240	160,000		160,000	375,000	(375,000)	-
Law Enforcement Equipment Outlay	101 16 52113	58	-	96				2,025	(2,025)	-
Custodial Digital Recording	101 16 52115	59	-	39,269				-	-	-
D.A.R.E.	101 16 52117	60	56,367	62,706	63,148		63,148	69,251	-	69,251
St. Croix Valley Drug Task Force	101 16 52118	61	39,350	32,969	33,000		33,000	55,000	(55,000)	-
Boat & Snowmobile Safety Patrol	101 16 52130	62	85,724	95,148	104,432		104,432	102,410	-	102,410
Emergency Communications	101 16 52602	63	660,939	700,545	736,535		736,535	782,886	-	782,886
Communication Center/911 Wireless	101 16 52603	64	43,338	-	6,000		6,000	-	-	-
TRACS Project Grant	101 16 52604	65	7,035	-				-	-	-
Correction / Detention / Jail	101 16 52700	66	1,265,960	1,363,169	1,276,417		1,276,417	1,319,423	-	1,319,423
Correct / Detent / Training Aids	101 16 52701	67	10,715	10,057	10,000		10,000	8,000	(8,000)	-
Canteen Fund (NL)	101 16 52702	68	12,607	9,030	10,000		10,000	10,000	(10,000)	-
Jail Nurse	101 16 52704	69	32,729	38,608	40,401		40,401	40,401	-	40,401
Bond Refund Expense	101 16 52705	70	4,711	5,235				5,000	(5,000)	-
Jail Maintenance Fund	251 16 52700	71		77,000				-	-	-
Local Emergency Planning	101 17 51893	72	23,985	22,808	22,698		22,698	23,969	-	23,969
Emergency Management	101 17 52510	73	73,269	76,745	71,745		71,745	75,434	-	75,434
XCEL Energy Reimbursement	101 17 52520	74	57,203	65,500	65,500	(65,500)		72,800	(72,800)	-
Bio-Terrorism Grant	101 17 52530	75	22,064	11,486	41,667	(41,667)		227,945	(227,945)	-

2010 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Gross Proposed	2010 Carryover/ Grant Adj.	2010 Net Co. Budget Recom'd
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted			
Emergency Medical Services	101 17 54691	76	613	384	625		625	800	-	800
Public Health	101 19 54120	77	611,569	641,393	650,876		650,876	659,418	-	659,418
Andersen Breast Cancer (NL)	101 19 54121	78	11,744	725				-	-	-
Home Care/Personal Care (NL)	221 19 54130	79	399,329	438,102	438,494	(381,329)	57,165	494,165	(437,000)	57,165
Prenatal Care Coordination (NL)	222 19 54131	80	70,871	62,016	74,787	(41,000)	33,787	72,314	(38,527)	33,787
Prenatal Donations (NL)	222 19 54142	81	175	150	150	(150)		-	-	-
Family Planning (NL)	224 19 54133	82	549,197	579,171	575,827	(575,827)		608,202	(608,202)	-
Birth to Three Program	225 19 54137	83	146,974	145,532	138,090	(89,200)	48,890	153,202	(94,312)	58,890
WIC	226 19 54141	84	115,328	122,426	115,513	(115,513)		122,426	(122,426)	-
Fluoride Mouthrising Program	227 19 54146	85	1,125	985	1,125	(1,125)		910	(910)	-
Radon-Environmental Health	227 19 54150	86	4,057	4,386	4,600	(4,600)		5,100	(5,100)	-
DNR-Environmental Health	227 19 54151	87	10,690	9,871	9,916	(9,916)		11,520	(11,520)	-
H1N1	227 19 54152	88	-	-				13,380	(13,380)	-
Pandemic Influenza	227 19 54157	89	22,758	-				-	-	-
Cities Readiness	227 19 54159	90	6,906	18,639	18,639	(18,639)		16,000	(16,000)	-
Consolidated Health Grant (CG)	227 19 54160	91	68,486	65,278	74,435	(58,749)	15,686	74,321	(58,635)	15,686
Tobacco Coalition	227 19 54162	92	33,129	32,347	67,659	(67,659)		-	-	-
PH Emergency Preparedness	227 19 54165	93	33,778	36,122	36,122	(36,122)		34,345	(34,345)	-
WI WINS	227 19 54167	94	5,619	3,276	5,616	(5,616)		-	-	-
Dental Health	227 19 54172	95	16,475	48,846	52,300	(52,300)		50,923	(50,923)	-
St. Croix Valley Foundation	227 19 54173	96	1,574	-				-	-	-
Car Seat	229 19 54111	97	110	3,600	3,600	(3,600)		3,600	(3,600)	-
C.V.S.O.	101 23 54700	98	127,923	119,523	157,795		157,795	164,405	-	164,405
Veteran's Relief (NL)	101 23 54710	99	1,245	750	2,000		2,000	2,000	-	2,000
County Fair	101 25 55460	100	208,740	219,480	217,256		217,256	226,120	-	226,120
County Park	101 26 55200	101-102	223,678	228,046	227,326		227,326	231,063	-	231,063
County Park Canteen	101 26 55202	103	2,168	3,031	3,500		3,500	3,500	-	3,500
Park Development (NL)	101 26 55210	104	134,657	88,803	5,000	(5,000)		-	-	-
Snowmobile Trails	242 26 55401	105	60,946	127,414	55,900	(55,900)		55,900	(55,900)	-
Pesticide Certification	101 27 54910	106	1,674	1,525	1,500		1,500	1,500	-	1,500
Cooperative Extension	101 27 55620	107	273,275	297,739	309,615		309,615	310,388	-	310,388
Farm Technology Days (RES 06-23)	101 27 55622	108	20,000	24,500	24,500		24,500	-	-	-
Land Conservation	101 28 56130	109	285,479	324,723	324,723		324,723	402,088	-	402,088
Cost Sharing (NL)	101 28 56131	110	54,540	50,000	50,000		50,000	50,000	-	50,000
Land/Water Practice (NL)	101 28 56134	111	72,088	69,650	69,650	(69,100)	550	290,250	-	290,250
Watershed Maintenance (NL)	101 28 56135	112	1,924	3,000	3,000		3,000	3,000	-	3,000
Deer Damage	101 28 56136	113	36,092	26,500	26,500	(26,500)		26,500	(26,500)	-

2010 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Gross Proposed	2010 Carryover/ Grant Adj.	2010 Net Co. Budget Recom'd
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted			
Kinnickinnic Watershed Proj (NL)	101 28 56140	114	61,831	64,427	64,422	(63,922)	500	-	-	-
Kinnickinnic Cost Sharing	101 28 56141	115	131,322	80,128	80,128	(80,128)		10,000	(10,000)	-
Fish & Game (NL)	101 29 56137	116	1,875	3,185	3,185		3,185	3,185	-	3,185
Shooting Range	101 29 56143	117	6,321	8,888	8,888		8,888	9,432	-	9,432
Solid Waste	101 30 53630	118	86,389	107,151	110,327		110,327	116,691	-	116,691
Recycling Center	101 30 53633	119	713,221	749,246	778,653		778,653	901,292	-	901,292
Clean Sweep Program	101 30 53634	120	94,437	90,473	102,600		102,600	100,300	-	100,300
Revolving Loan	207 01 56704	121	242,561	146,530	150,423	(150,423)		150,473	(150,473)	-
Community Development-Housing	208 01 56707	122	7,737	7,000				9,000	(9,000)	-
Human Services	212 21 54401	123-183	8,245,790	5,477,821	5,612,728	(3,796,959)	1,815,769	5,702,254	(3,860,854)	1,841,400
Human Services - Transfer to General Fund	212 21 59100		-	100,000	100,000	(100,000)				
Child Support	101 20 54530	184	434,699	497,057	488,165		488,165	504,946	-	504,946
Child Support ARRA Funds	101 20 54540	185	-	-				49,769	-	49,769
Office on Aging	231 54601 etc	186-196	577,450	646,056	673,970	(515,902)	158,068	771,240	(609,969)	161,271
Highway - Levy	101 01 53310 01	197-218	3,056,622	3,132,755	3,132,755		3,132,755	3,197,000		3,197,000
Highway - State Transportation Aids	101 01 53310 02	282	1,101,547	1,095,621	1,095,621	(1,095,621)	-	1,080,000	(1,080,000)	-
Highway - State CHIPAids/Other	101 01 53310 03	282	9,255	-	-	-	-	129,000	(129,000)	-
Contingency Fund	102 01 41110	219	861,089	207,385	625,500		625,500	500,000	-	500,000
Facility Improvement Bond	411 01	220	1,010,953	2,303,340				-	-	-
County Sales Tax Transferred to Gen Fd	204 01 59110	-	1,525,000	1,535,000	1,535,000	(1,535,000)	-	1,525,000	(1,525,000)	-
Solid Waste Fees Transferred to Gen Fd	205 01 59110	-	-	-	299,040	(299,040)	-	514,507	(514,507)	-
Budgeted Increases in Fund Balances:										
CDBG Revolving Loan Fund								7,516	(7,516)	-
Jail Maintenance Fund								26,000	(26,000)	-
SUB-TOTAL			32,152,579	31,347,042	30,702,034	(9,615,283)	21,086,751	31,874,630	(10,471,558)	21,403,072
County Library	101 24 55110	221	412,129	422,664	432,168		432,168	400,047	-	400,047
Debt Service Levy	301 01	222	476,233	452,575	452,625		452,625	452,425	-	452,425
County Aid Bridges	101 01 53310 04	197	200,000	161,463	200,000		200,000	200,000	-	200,000
TOTAL GOVERNMENTAL FUNDS			33,240,941	32,383,744	31,786,827	(9,615,283)	22,171,544	32,927,102	(10,471,558)	22,455,544

2010 BUDGET OF EXPENDITURES FOR OPERATION AND MAINTENANCE OF PIERCE COUNTY
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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Gross Proposed	2010 Carryover/ Grant Adj.	2010 Net Co. Budget Recom'd
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted			
GOVERNMENTAL FUNDS - SUMMARY										
General Fund - Operations	101		13,857,039	14,746,997	15,623,012	(423,881)	15,199,131	16,412,543	(874,670)	15,537,873
General Fund - Highway Operations	101a		4,167,424	4,228,376	4,228,376	(1,095,621)	3,132,755	4,406,000	(1,209,000)	3,197,000
General Fund - Highway Co Bridge Aids	101b		200,000	161,463	200,000	-	200,000	200,000	-	200,000
General Fund - Library	101c		412,129	422,664	432,168	-	432,168	400,047	-	400,047
General Fund - Contingency	102		861,089	207,385	625,500	-	625,500	500,000	-	500,000
General Fund - Totals			19,497,681	19,766,885	21,109,056	(1,519,502)	19,589,554	21,918,590	(2,083,670)	19,834,920
County Sales Tax Fund	204		1,525,000	1,535,000	1,535,000	(1,535,000)	-	1,525,000	(1,525,000)	-
Solid Waste Development Fund	205		-	-	299,040	(299,040)	-	514,507	(514,507)	-
CDBG Revolving Loan Fund	207		242,561	146,530	150,423	(150,423)	-	157,989	(157,989)	-
WI CDBG Housing Fund	208		7,737	7,000	-	-	-	9,000	(9,000)	-
Human Services	212		8,245,790	5,577,821	5,712,728	(3,896,959)	1,815,769	5,702,254	(3,860,854)	1,841,400
Home Care	221		399,329	438,102	438,494	(381,329)	57,165	494,165	(437,000)	57,165
Prenatal Care Coordination	222		71,046	62,166	74,937	(41,150)	33,787	72,314	(38,527)	33,787
Family Planning	224		549,197	579,171	575,827	(575,827)	-	608,202	(608,202)	-
Birth-to-Three	225		146,974	145,532	138,090	(89,200)	48,890	153,202	(94,312)	58,890
WIC	226		115,328	122,426	115,513	(115,513)	-	122,426	(122,426)	-
State Grants (Public Health)	227		204,597	219,750	270,412	(254,726)	15,686	206,499	(190,813)	15,686
Car Seat	229		110	3,600	3,600	(3,600)	-	3,600	(3,600)	-
Office on Aging	231		577,450	646,056	673,970	(515,902)	158,068	771,240	(609,969)	161,271
Snowmobile Trails	242		60,946	127,414	55,900	(55,900)	-	55,900	(55,900)	-
Jail Maintenance Fund	251		-	77,000	-	-	-	26,000	(26,000)	-
Mediation Fund	252		-	3,500	8,000	(8,000)	-	8,000	(8,000)	-
Fines & Forfeiture Fund	253		-	40,000	45,000	(45,000)	-	45,000	(45,000)	-
Data Processing Equipment Fund	262		78,667	94,412	94,412	(94,412)	-	46,089	(46,089)	-
Debt Service Fund	301		476,233	452,575	452,625	-	452,625	452,425	-	452,425
Facility Improvement Fund	411		1,010,953	2,303,340	-	-	-	-	-	-
Dog License Trust Fund	805		12,414	20,464	18,800	(18,800)	-	19,700	(19,700)	-
WI Fund-Zoning Aids Fund	806		18,928	15,000	15,000	(15,000)	-	15,000	(15,000)	-
TOTAL GOVERNMENTAL FUNDS			33,240,941	32,383,744	31,786,827	(9,615,283)	22,171,544	32,927,102	(10,471,558)	22,455,544
<i>variance with above</i>										
HIGHWAY FUND BUDGET	701		9,452,398	9,218,878	8,287,492	(8,287,492)	-	7,512,504	(7,512,504)	-

BUDGET OF GENERAL REVENUES AND OTHER SOURCES FOR 2010

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Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Budget		
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted
Forest Crop Tax	101 01 41150	223	17,317	8,000	17,000		17,000	12,000	-	12,000
Retained Sales Tax	101 01 41220	223	120	120	120		120	120	-	120
County Sales Tax	101 01 49xxx	223	1,512,151	1,475,000	1,535,000		1,535,000	1,525,000	-	1,525,000
Ag Land Penalties	101 01 41820	223	12,956	10,170	10,000		10,000	8,775	-	8,775
Interest on Taxes	101 01 41900	223	358,152	402,880	275,000		275,000	350,000	-	350,000
Shared Taxes	101 01 43410	223	1,316,272	1,317,911	1,314,509		1,314,509	1,276,776	-	1,276,776
Unclaimed Property	101 01 43504	223	1,634	-			-	-	-	-
Computer Exempt Aid	101 01 43592	223	11,787	9,830	11,000		11,000	10,000	-	10,000
Trash Hauler License	101 01 44101	223	1,630	1,656	1,775		1,775	1,775	-	1,775
Administration Fees	101 01 46100	223	1,218	1,600	775		775	1,300	-	1,300
County Directories	101 01 46101	223	264	275	375		375	300	-	300
County-Vending Machine Revenue	101 01 46102	223	94	100	100		100	100	-	100
Timber Sales Revenue	101 01 46810	223	-	-			-	20	-	20
CDL Revenue	101 01 47332	223	480	800	625		625	625	-	625
Reimbursement for Sewer Charges	101 01 48012	223	-	-			-	-	-	-
Reimbursement from Agencies										
Interest-Insurance Deductible	101 01 48115	223	2,958	1,500	1,500		1,500	1,500	-	1,500
Rent from County Offices	101 01 48210	223	74,995	72,800	70,000		70,000	72,000	-	72,000
Rent of County Owned Property	101 01 48211	223	968	900	900		900	900	-	900
Sale of County Property	101 01 48310	223	76	111	800		800	75	-	75
Flex Comp Refunds	101 01 48410	223	-	1,500	2,500		2,500	500	-	500
State Court Grant	101 02 43518	223	37,332	59,615	55,000		55,000	55,000	-	55,000
Ordinances & Forfeitures	101 02 45110	223	66,382	60,000	70,000		70,000	66,000	-	66,000
State Fines for County	101 02 45120	223	38,353	35,000	35,000		35,000	38,000	-	38,000
Circuit Court Fees	101 02 46140	223	70,860	65,000	65,000		65,000	65,000	-	65,000
Resitution GAL Fees	101 02 46141	223	14,950	10,000	10,000		10,000	10,000	-	10,000
Pop Machine Revenue	101 02 46149	223	460	600	600		600	600	-	600
Interest - Clerk of Courts	101 02 48112	223	2,931	736	4,500		4,500	1,000	-	1,000
Register of Probate State G.A.L.	101 03 43510	224	12,117	15,247	12,000		12,000	12,000	-	12,000
Register in Probate Fees	101 03 46150	224	9,325	10,000	10,000		10,000	10,000	-	10,000
Register in Probate - Rest. GAL	101 03 46151	224	1,570	200	500		500	-	-	-
Medical Examiner Fees	101 05 46108	224	7,790	6,500	5,610		5,610	6,085	-	6,085
DAWN-Drug Awareness Grant	101 05 47103	224	-	500	500		500	500	-	500
St Aid-Voter Registration	101 06 43505	224	-	2,000			-	-	-	-
Conservation Fees	101 06 44201	224	496	600	600		600	600	-	600
Clerk Fees	101 06 46110	224	6,543	7,000	6,500		6,500	7,000	-	7,000
Passport Fees	101 06 46115	224	20,661	18,000	15,000		15,000	15,000	-	15,000
Statewide Voter Registration	101 06 47331	224	4,601	4,000	900		900	4,000	-	4,000
Colored Copies Revenue	101 07 47413	224	3,360	3,500	3,500		3,500	3,500	-	3,500

BUDGET OF GENERAL REVENUES AND OTHER SOURCES FOR 2010

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					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted
Microsoft WI Settlement	101 07 48525	224	-	10,293			-	-	-	-
Payment in Lieu of Taxes-Districts	101 08 43690	224	9,589	9,300	8,500		8,500	9,000	-	9,000
Treasurer Fees	101 08 46120	224	3,712	1,800	1,800		1,800	1,800	-	1,800
Property Assessment Revenue	101 08 46121	224	-	100	100		100	100	-	100
Title Search Fees	101 08 46122	224	2,119	2,000	2,000		2,000	2,100	-	2,100
Lottery Credit Admin Refund	101 08 47290	224	-	10			-	-	-	-
Interest on Gen. Fund Investments	101 08 48110	224	847,155	600,000	800,000		800,000	550,837	-	550,837
Interest on Checking	101 08 48113	224	20,748	2,500	30,000		30,000	2,000	-	2,000
Victim/Witness	101 09 43514	224	35,565	31,459	31,459		31,459	33,408	-	33,408
District Attorney Fees	101 09 46165	224	4,892	3,500	3,300		3,300	3,500	-	3,500
Corporation Counsel Fees	101 10 46170	225	532	100	100		100	100	-	100
Real Estate Transfer Tax	101 11 41230	225	70,046	55,000	70,000		70,000	55,000	-	55,000
Register of Deeds Fees	101 11 46130	225	157,461	155,000	155,000		155,000	155,000	-	155,000
Land Records Modernization Fee (NL)	101 11 46131	225	30,764	34,000	34,000	(34,000)	-	34,000	(34,000)	-
Public Access Fees	101 11 46133	225	7,691	8,500	9,000		9,000	8,500	-	8,500
Monumentation Fees	101 12 46180	225	10,525	8,000	12,000		12,000	8,000	-	8,000
Surveyor Fees	101 12 47410	225	-	-			-	-	-	-
State Aid - GIS	101 13 43534	225	1,359	15,500	2,628		2,628	2,628	-	2,628
County Fines/Violations	101 13 45102	225	-	-	500		500	500	-	500
GIS Revenue	101 13 46190	225	2,668	3,500	3,500		3,500	3,500	-	3,500
Zoning Fees	101 14 44401	225	55,332	50,000	75,000		75,000	50,000	-	50,000
Sanitation Fees	101 14 44402	225	28,565	30,000	50,000		50,000	30,000	-	30,000
Land Record Fees-Zoning	101 14 46132	225	3,015	5,000	5,000		5,000	2,500	-	2,500
Restitution-Fairgrounds	101 15 45223	225	-	1,209			-	-	-	-
Winter Storage	101 15 46747	225	19,121	18,000	18,000		18,000	18,000	-	18,000
Fairgrounds Rental	101 15 46749	225	15,754	13,746	13,000		13,000	13,000	-	13,000
Insurance Recovery	101 15 48400	225	3,760	-			-	-	-	-
Focus on Energy Rebate	101 15 48610	225	5,294	-			-	-	-	-
State Aid-Training & Standards	101 16 43507	225	-	10,000	10,000		10,000	8,000	(8,000)	-
State Aid-TRACS Project Grant	101 16 43508	226	7,035	-			-	-	-	-
State Aid-911 Wireless Software	101 16 43520	226	86,955	84,576	45,000		45,000	-	-	-
State Aid - Law Enforcement	101 16 43521	226	10,012	9,800	3,000		3,000	10,000	-	10,000
State Aid - Water Patrol	101 16 43524	226	26,050	30,000	30,000		30,000	37,000	-	37,000
State Aid - Snowmobile Patrol	101 16 43525	226	4,351	6,000	6,000		6,000	4,000	-	4,000
State Aid - ATV Safety	101 16 43529	226	7,257	3,000	3,000		3,000	3,000	-	3,000
State Aid - Custodial Digital Record	101 16 43549	226	-	49,556			-	-	-	-
Sheriff Fees Accident Photo Fees	101 16 46210	226	2,844	2,800	3,000		3,000	3,000	-	3,000
Sheriff Fees - Paper Services	101 16 46211	226	61,404	53,000	40,000		40,000	40,000	-	40,000
Board of Prisoners	101 16 46241	226	62,746	44,800	60,000		60,000	50,000	-	50,000

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					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted
Home Monitor Revenue	101 16 46242	226	2,628	2,500	3,000		3,000	3,000	-	3,000
Canteen Fund Revenue (NL)	101 16 46243	226	11,960	15,000	10,000		10,000	10,000	(10,000)	-
Car Tow Reimbursement	101 16 46244	226	5,256	3,500	5,000		5,000	5,000	-	5,000
License Fees	101 16 46245	226	17,956	14,400	11,000		11,000	11,000	-	11,000
Reimbursement for Services	101 16 46246	226	6,505	5,000	3,000		3,000	3,600	-	3,600
Bond Refund	101 16 46249	226	4,711	6,000			-	5,000	(5,000)	-
Farm Technology Days	101 16 46250	226	-	-			-	28,000	-	28,000
Reimbursement Federal Gov	101 16 47101	226	1,000	2,000	800		800	1,200	-	1,200
Homeland Security Grant	101 16 47102	226	-	115,240	120,000		120,000	375,000	(375,000)	-
Law Enforcement Public Safety	101 16 47220	226	2,145	2,000	1,000		1,000	1,000	-	1,000
Drug Abuse Grant	101 16 47320	226	55,826	50,000	50,000		50,000	55,000	(55,000)	-
D.A.R.E. Program	101 16 47422	226	3,444	10,000	10,000		10,000	7,000	-	7,000
Radio Tower Lease Revenue	101 16 48240	226	22,892	25,000	25,000		25,000	25,000	-	25,000
Sale of Squad Cars	101 16 48311	226	15,000	8,500	10,000		10,000	18,000	-	18,000
DARE-Sale of County Property	101 16 48315	226	-	822			-	500	-	500
Sheriff-Insurance Recovery	101 16 48400	226	12,112	3,500			-	-	-	-
Donations From Organizations	101 16 48500	226	-	500	500		500	500	-	500
Donations from D.A.R.E.	101 16 48505	226	-	350			-	1,000	-	1,000
Donations-K9 Unit	101 16 48517	226	829	6,000			-	-	-	-
Pierce Co. Consortium Grant	101 16 48521	226	32,241	4,500	4,500		4,500	-	-	-
BNSF Foundation Grant	101 16 48524	226	-	5,000			-	-	-	-
Rebate of Telephones	101 16 48608	226	5,396	5,500	4,000		4,000	6,000	-	6,000
Dog Insurance Refunds	101 16 48611	226	-	250			-	200	-	200
State Aid - L.E.P.C.	101 17 43527	226	15,432	8,770	8,770		8,770	9,014	-	9,014
State Aid - Emergency Mgmt	101 17 43528	226	43,712	33,186	33,186		33,186	34,346	-	34,346
State Aid-Bio-Terrorism Grant	101 17 43533	226	19,280	24,293	31,250	(31,250)	-	171,000	(171,000)	-
Emergency Management Fees	101 17 46220	226	330	400	400		400	400	-	400
EMS Revenue	101 17 46221	226	-	29			-	-	-	-
XCEL Energy - Reimbursement	101 17 48010	226	57,163	65,500	65,500	(65,500)	-	72,800	(72,800)	-
Reimbursement from Agencies	101 17 48013	226	-	8,484	10,417	(10,417)	-	56,945	(56,945)	-
State Aid-Fall Prevention	101 19 43502	227	-	-			-	10,000	-	10,000
Licensing fees - Restaurant	101 19 44102	227	61,397	59,134	56,898		56,898	60,000	-	60,000
Hepatitis B Revenue	101 19 46523	227	36,079	41,000	41,000		41,000	45,250	-	45,250
Public Health Revenue	101 19 46524	227	14,116	18,845	14,978		14,978	17,250	-	17,250
Chippewa Co. Childrens Health	101 19 47335	227	2,850	2,850	2,850		2,850	2,850	-	2,850
Hugh Andersen Grant	101 19 48515	227	9,964	-			-	-	-	-
Donation-Kinnic Health Foundation	101 19 48607	227	1,370	1,575	1,750		1,750	2,000	-	2,000
State Aid - Child Support	101 20 43516	227	326,577	417,149	425,118		425,118	426,409	-	426,409
Child Support Fees	101 20 46161	227	9,557	10,469	2,500		2,500	2,500	-	2,500

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State Aid - C.V.S.O.	101 23 43562	227	15,445	13,000	13,000		13,000	10,000	-	10,000
C.V.S.O. Transportation	101 23 46601	227	5,225	4,800	5,800		5,800	5,800	-	5,800
Donations-Veteran Relief Fund	101 23 48506	227	60	-			-	-	-	-
Library Grant	101 24 43701	227	4,969	2,966	2,723		2,723	-		-
State Aid for County Fair	101 25 43571	227	4,359	6,141	6,000		6,000	6,000		6,000
Motocross Revenue/Sponsors	101 25 46740	227	15,406	15,500	17,500		17,500	15,000		15,000
Fair Admission & Use Fees	101 25 46741	227	96,534	86,600	95,500		95,500	95,500		95,500
Grandstand	101 25 46742	227	12,146	13,000	15,500		15,500	12,500		12,500
Sponsors/Trophies	101 25 46743	227	2,041	7,567	6,750		6,750	1,800		1,800
Space/Priv/Rides	101 25 46744	227	54,983	55,000	55,500		55,500	55,500		55,500
Contest Entry Fees	101 25 46745	227	3,475	3,500	4,750		4,750	4,750		4,750
Exhibitor Fees	101 25 46746	227	2,235	6,205	2,250		2,250	2,250		2,250
Fair Administrative Income	101 25 46748	227	5,159	3,000	4,000		4,000	4,000		4,000
Fair-Insurance Reimbursement	101 25 48400	227	1,110	1,200	1,200		1,200	1,200		1,200
Park Revenues	101 26 46720	228	79,009	101,000	101,000		101,000	102,500	-	102,500
Park Canteen	101 26 46723	228	7,394	5,800	5,800		5,800	5,800	-	5,800
Park-Sale of County Equipment	101 26 48316	228	250	-			-	-	-	-
Park-Donations & Contributions	101 26 48500	228	-	500	500		500	500	-	500
Park-Turkey Federation Grant	101 26 48518	228	2,083	-			-	-	-	-
State Aid-Extension Special Grants	101 27 43513	228	1,300	-	1,800		1,800	-	-	-
State Aid-Penalty Mail Allotment	101 27 43596	228	3,684	3,684	3,684		3,684	3,684	-	3,684
Pesticide Certification	101 27 44900	228	4,381	3,200	1,600		1,600	2,450	-	2,450
Sale of UW-Ext. Supplies	101 27 46771	228	-	200	200		200	200	-	200
UW Extension Revenues	101 27 46773	228	991	1,000	3,000		3,000	3,000	-	3,000
Farm Technology Days Refund	101 27 46774	228	-	-			-	20,000	-	20,000
State Aid - Land Conservation	101 28 43580	228	118,424	126,000	126,000	(63,922)	62,078	125,000	-	125,000
State Aid-Kinnickinnic Administration	101 28 43581	228	-	-			-	-	-	-
State Aid - Kinnickinnic CostShare(NL)	101 28 43582	228	172,907	80,128	80,128	(80,128)	-	10,000	(10,000)	-
State Aid-LWRMP Practices	101 28 43583	228	70,988	69,100	69,100	(69,100)	-	289,600	-	289,600
State Aid-DATCAP	101 28 43584	228	2,631	-			-	-	-	-
State Aid - Deer Damage (NL)	101 28 43585	228	51,711	35,813	26,500	(26,500)	-	26,500	(26,500)	-
State Aid - Eau Galle	101 28 43591	228	-	-			-	-	-	-
Tree Sales	101 28 46812	228	14,376	12,000	18,000		18,000	18,000	-	18,000
Land Conservation Fees	101 28 46828	228	1,084	1,200	1,200		1,200	1,200	-	1,200
Subdivision Review Fees	101 28 46830	228	-	1,000	5,000		5,000	5,000	-	5,000
USDA NRCS Agreement	101 28 47120	228	-	7,590	7,590		7,590	12,570	-	12,570
Donations & Contributions	101 28 48500	228	2,500	2,000	2,000		2,000	2,000	-	2,000
State Aid - Fish & Game (NL)	101 29 43586	228	-	1,595	1,595		1,595	1,595	-	1,595
Shooting Range Revenue	101 29 46827	228	4,169	2,500	2,500		2,500	2,500	-	2,500

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State Aid - Recycling	101 30 43543	228	336,827	302,431	310,000		310,000	279,576	-	279,576
State Aid - Clean Sweep	101 30 43544	228	36,260	15,000	22,740		22,740	12,000	-	12,000
Restitution-Solid Waste	101 30 45224	228	793	-			-	-	-	-
Clean Sweep Revenues	101 30 46430	228	55,357	49,726	53,500		53,500	50,500	-	50,500
Sale of Recycled Materials	101 30 46431	229	373,724	250,000	300,000		300,000	250,000	-	250,000
Solid Waste Revenue	101 30 46432	229	898	11,401	6,300		6,300	11,700	-	11,700
Drug Court Fees	101 31 46239	229	2,450	-			-	-	-	-
State Transportation Aids	101 01 43531		1,101,547	1,095,621	1,095,621	(1,095,621)	-	1,080,000	(1,080,000)	-
CHIP Hwy Grants/Other	101 01 43538		9,255	-			-	129,000	(129,000)	-
Transfer to Gen Fd-Solid Waste Fd	101 01 49xxx				299,040		299,040	514,504		514,504
Transfer to Gen FdCounty Sales Tax Re	204 01 41211		1,512,151	1,475,000	1,475,000	(1,475,000)	-	1,525,000	(1,525,000)	-
Solid Waste User Fees	205 01 46400	230	383,994	365,104	299,040	(299,040)	-	361,000	(361,000)	-
Revolving Loan-Interest	207 01 48110	231	6,126	1,571			-	1,800	(1,800)	-
Revolving Loan-Refunds	207 01 48	231	219,940	160,136	150,423	(150,423)	-	156,189	(156,189)	-
CDBG Intergovernmental	208 01 43576	232	-	-			-	-	-	-
CDBG Interest	208 01 48110	232	36	100			-	100	(100)	-
Community Development-Housing Ref.	208 01 48513	232	12,323	6,900			-	8,900	(8,900)	-
Human Services Rev-Intergovernment	212 51 43	233-267	6,390,091	3,447,297	3,546,959	(3,546,959)	-	3,532,342	(3,532,342)	-
Human Services Refunds	212 51 46	233-267	581,623	388,040	350,000	(350,000)	-	328,512	(328,512)	-
Home Care-Foot Care Program Rev	221 19 46511	268	-	-			-	-	-	-
Home Care-Misc. Revenue	221 19 46511	268	-	17			-	-	-	-
Home Care-Medicare	221 19 46511	268	285,781	240,908	271,150	(271,150)	-	260,000	(260,000)	-
Home Care-Medical Assistance	221 19 46511	268	69,998	62,382	65,879	(65,879)	-	64,000	(64,000)	-
Home Care-VA	221 19 46511	268	16,404	42,635	11,000	(11,000)	-	25,000	(25,000)	-
Home Care-COP	221 19 46511	268	3,268	6,007	6,200	(6,200)	-	6,000	(6,000)	-
Home Care-Insurance	221 19 46511	268	46,712	21,274	16,800	(16,800)	-	30,000	(30,000)	-
Home Care-Self Pay	221 19 46511	268	9,648	7,620	10,300	(10,300)	-	8,500	(8,500)	-
Home Care-Supply Purchase	221 19 46511	268	52	-			-	-	-	-
Home Care Community Health	221 19 46535	268	6,399	19,712			-	15,000	(15,000)	-
Prenatal Care Coord-Med. Assistance	222 19 46512	269	28,159	26,379	30,000	(30,000)	-	27,527	(27,527)	-
Prenatal Care Coord.-Patient Donation	222 19 46512	269	400	-	150	(150)	-	-	-	-
Prenatal Care Coord.-United Way	222 19 48504	269	2,000	2,000			-	2,000	(2,000)	-
St. Aid-Family Planning	224 19 43552	270	71,342	71,102	71,102	(71,102)	-	71,102	(71,102)	-
Family Planning UWRF Student Health	224 19 46509	270	15,229	20,100			-	21,600	(21,600)	-
Family Planning-Gen. Income	224 19 46513	270	318,444	400,000	443,890	(443,890)	-	400,000	(400,000)	-
Family Planning Self Pay	224 19 46514	270	57,123	51,000			-	65,000	(65,000)	-
Family Planning Insurance	224 19 46534	270	170	138			-	500	(500)	-
Family Planning UW-RF Rent	224 19 48214	270	1,357	3,000	25	(25)	-	3,000	(3,000)	-
Family Planning Donations	224 19 48502	270	24	-	810	(810)	-	-	-	-

BUDGET OF GENERAL REVENUES AND OTHER SOURCES FOR 2010

10/19/09 5:02 PM

Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Budget		
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted
Family Planning Refunds	224 19 48523	270	1,221	-			-	-	-	-
St. Aid-Birth to Three	225 19 43519	271	69,768	68,612	60,000	(60,000)	-	78,612	(78,612)	-
Birth to Three Revenue	225 19 46519	271	3,509	5,335	4,700	(4,700)	-	5,300	(5,300)	-
Parental Cost Program	225 19 46520	271	1,100	1,320	2,000	(2,000)	-	1,300	(1,300)	-
MA Speech Therapy	225 19 46522	271	2,104	5,693	2,500	(2,500)	-	5,500	(5,500)	-
Speech Therapy Insurance	225 19 46536	271	-	3,682			-	3,600	(3,600)	-
State Aid- WIC	226 19 43558	272	115,328	122,426	115,513	(115,513)	-	122,426	(122,426)	-
State Aid-H1N1	227 19 43503	273	-	-			-	13,380	(13,380)	-
State Aid-School Fluoride/Mouth	227 19 43509	273	1,125	910	1,125	(1,125)	-	910	(910)	-
State Aid-First Breath	227 19 43515	273	-				-			-
State Aid-PH Emergency Preparednes	227 19 43533	273	33,778	36,122	36,122	(36,122)	-	34,345	(34,345)	-
State Aid-DNR Environmental Health	227 19 43546	273	7,665	7,920	7,370	(7,370)	-	8,640	(8,640)	-
State Aid-Radon	227 19 43548	273	3,000	-	3,500	(3,500)	-	5,100	(5,100)	-
Other	227 19 43557	273	14,758	-	36,144	(36,144)	-	-	-	-
State Aid-Cities Readiness	227 19 43559	273	6,906	18,639	16,639	(16,639)	-	16,000	(16,000)	-
State Aid-WI WINS	227 19 43569	273	5,616	3,276	5,616	(5,616)	-	-	-	-
State Aid-Consolidated Contract	227 19 43579	273	48,549	48,419	48,549	(48,549)	-	55,335	(55,335)	-
State Aid-Tobacco Coalition	227 19 43594	273	33,015	32,347	33,015	(33,015)	-	-	-	-
MA Childhood Lead Testing	227 19 46510	273	274	1,173	1,200	(1,200)	-	2,000	(2,000)	-
Radon Revenue	227 19 46521	273	826	-	1,600	(1,600)	-	-	-	-
Medicaid Dental Health	227 19 46527	273	16,340	24,162	23,500	(23,500)	-	24,500	(24,500)	-
DNR Revenue	227 19 46529	273	2,566	2,740	2,546	(2,546)	-	2,880	(2,880)	-
Dental Health Self Pay	227 19 46533	273	880	700	700	(700)	-	823	(823)	-
Dental Donations	227 19 48510	273	5,132	2,700	5,000	(5,000)	-	3,600	(3,600)	-
Private Foundation Grant	227 19 48512	273	-	-	23,100	(23,100)	-	-	-	-
State Aid-Car Seat	229 19 43506	274	-	3,600	3,600	(3,600)	-	3,600	(3,600)	-
Car Seat Revenue	229 19 46511	274	13	-			-	-	-	-
Car Seat Donation	229 19 48508	274	44	-			-	-	-	-
Office on Aging Grant Funds/Intergov.	231 22 43	275	268,755	271,127			-	288,044	(288,044)	-
Office on Aging Program Income	231 22 46	275	182,110	294,000	515,902	(515,902)	-	321,925	(321,925)	-
Office on Aging Other	231 22 48	275	6,483	-			-	-	-	-
Snowmobile Trails	242 26 43573	276	60,946	127,414	55,900	(55,900)	-	55,900	(55,900)	-
Snowmobile Trail Revenue	242 26 46736	276	-	-			-	-	-	-
Jail Maintenance Fund	251 16 45190	277	33,414	29,270			-	26,000	(26,000)	-
Family Mediation Fund	252 06 46111	278	4,160	3,990	4,500	(4,500)	-	4,500	(4,500)	-
Mediation Fund-Courts	252 02 46143	279	3,070	3,070	3,500	(3,500)	-	3,500	(3,500)	-
OWI Surcharge-Fines/Forfeiture	253 02 45121	280	48,571	52,000	45,000	(45,000)	-	45,000	(45,000)	-
Data Processing Equipment Fund	262 07 47411	281	41,600	41,600	41,600	(41,600)	-	41,600	(41,600)	-
Dog License Collection	805 06 44202	283	15,449	15,000	18,800	(18,800)	-	19,700	(19,700)	-

BUDGET OF GENERAL REVENUES AND OTHER SOURCES FOR 2010
10/19/09 5:02 PM

Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Budget		
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted
WI Zoning Aids	806 14 43587	284	18,928	20,464	15,000	(15,000)	-	15,000	(15,000)	-
Transfer from Human Services	101 01 49220				100,000		100,000			-
FUNDS APPLIED-Land Records Modernization					38,064	(38,064)	-	48,400	(48,400)	-
FUNDS APPLIED-Park Development					5,000	(5,000)	-			-
FUNDS APPLIED-LE Equipment Outlay								2,025	(2,025)	-
FUNDS APPLIED-Sales Tax Fund					60,000	(60,000)				
FUNDS APPLIED-Solid waste Fund								153,507	(153,507)	-
FUNDS APPLIED-Home Care								28,500	(28,500)	-
FUNDS APPLIED-Prenatal Care					11,000	(11,000)		9,000	(9,000)	-
FUNDS APPLIED-Family Planning					60,000	(60,000)		47,000	(47,000)	-
FUNDS APPLIED-Family Planning					20,000	(20,000)		-	-	-
FUNDS APPLIED-State Grants					9,000	(9,000)		23,300	(23,300)	-
FUNDS APPLIED-Data Processing Fund					52,812	(52,812)		4,489	(4,489)	-
TOTAL GOVERNMENTAL FUNDS			19,786,789	16,396,047	17,028,209	(9,615,283)	7,412,926	17,773,280	(10,471,558)	7,301,722

BUDGET OF GENERAL REVENUES AND OTHER SOURCES FOR 2010
10/19/09 5:02 PM

Account Name	Account No.	Page	2008 Actual	6 Month Curr / Est 2009	2009 Budget			2010 Budget		
					Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted	Gross Amounts	Prgm Rev/ Carryovers	Net Budgeted

GOVERNMENTAL FUNDS - SUMMARY

General Fund - Operations	101		7,178,841	6,854,914	6,955,324	(1,476,438)	5,478,886	7,297,488	(2,035,270)	5,262,218
General Fund - Highway Operations	101a		-	-	-	-	-	-	-	-
General Fund - Funds Applied	101b		-	-	43,064	(43,064)	-	48,400	(48,400)	-
General Fund - Transfer from HS	101c		-	-	100,000	-	100,000	-	-	-
General Fund - Trans - Sales Tax Fd	101d		1,512,151	1,475,000	1,535,000	-	1,535,000	1,525,000	-	1,525,000
General Fund - Trans - Solid Waste Fd	101e		-	-	299,040	-	299,040	514,504	-	514,504
General Fund - Totals			8,690,992	8,329,914	8,932,428	(1,519,502)	7,412,926	9,385,392	(2,083,670)	7,301,722
County Sales Tax Fund	204		1,512,151	1,475,000	1,535,000	(1,535,000)	-	1,525,000	(1,525,000)	-
Solid Waste Development Fund	205		383,994	365,104	299,040	(299,040)	-	514,507	(514,507)	-
CDBG Revolving Loan Fund	207		226,066	161,707	150,423	(150,423)	-	157,989	(157,989)	-
WI CDBG Housing Fund	208		12,359	7,000	-	-	-	9,000	(9,000)	-
Human Services	212		6,971,714	3,835,337	3,896,959	(3,896,959)	-	3,860,854	(3,860,854)	-
Home Care	221		438,262	400,555	381,329	(381,329)	-	437,000	(437,000)	-
Prenatal Care Coordination	222		30,559	28,379	41,150	(41,150)	-	38,527	(38,527)	-
Family Planning	224		464,910	545,340	575,827	(575,827)	-	608,202	(608,202)	-
Birth-to-Three	225		76,481	84,642	89,200	(89,200)	-	94,312	(94,312)	-
WIC	226		115,328	122,426	115,513	(115,513)	-	122,426	(122,426)	-
State Grants (Public Health)	227		180,430	179,108	254,726	(254,726)	-	190,813	(190,813)	-
Car Seat	229		57	3,600	3,600	(3,600)	-	3,600	(3,600)	-
Office on Aging	231		457,348	565,127	515,902	(515,902)	-	609,969	(609,969)	-
Snowmobile Trails	242		60,946	127,414	55,900	(55,900)	-	55,900	(55,900)	-
Jail Maintenance Fund	251		33,414	29,270	-	-	-	26,000	(26,000)	-
Mediation Fund	252		7,230	7,060	8,000	(8,000)	-	8,000	(8,000)	-
Fines & Forfeiture Fund	253		48,571	52,000	45,000	(45,000)	-	45,000	(45,000)	-
Data Processing Equipment Fund	262		41,600	41,600	94,412	(94,412)	-	46,089	(46,089)	-
Debt Service Fund	301		-	-	-	-	-	-	-	-
Facility Improvement Fund	411		-	-	-	-	-	-	-	-
Dog License Trust Fund	805		15,449	15,000	18,800	(18,800)	-	19,700	(19,700)	-
WI Fund-Zoning Aids Fund	806		18,928	20,464	15,000	(15,000)	-	15,000	(15,000)	-
TOTAL GOVERNMENTAL FUNDS			19,786,789	16,396,047	17,028,209	(9,615,283)	7,412,926	17,773,280	(10,471,558)	7,301,722

variance with above

HIGHWAY FUND BUDGET

701			9,452,398	9,218,878	8,287,492	(8,287,492)	-	7,512,504	(7,512,504)	-
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FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Thursday, October 1, 6:30 p.m.

Highway Department Conference Room

621 Cairns St., Ellsworth, WI 54011

#	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 9/21/09	
3	Present and review 2010 department and agency budgets	Barkla/Brickner and requesting departments
4	Review new position requests	Members
5	Discuss and take action on 2010 budget recommendations to Board	Members
6	Future agenda items	Members
7	Next meeting date	Members
8	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(9/25/09)

REVISED 10/2/09
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, October 5, 6:30 p.m.
Courthouse Annex – Sheriff’s Conference Room
124 N. Oak St., Ellsworth, WI 54011

#	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. Treasurer’s report	
3	Discuss and take action on Library Board recommendations regarding library services for 2010	Baier
4	Discuss and take action on per diems for county board supervisors and committee members	Purdy
5	Discuss and take action to approve Pierce County participation in the NACo Prescription Drug Discount Card Program	Hass/White
6	Discuss and take action of offer to re-purchase tax deed property in Town of Spring Lake	J. Feuerhelm
7	Discuss and take action to amend Ord. 01-11 Pierce County Code Redistricting to amend supervisory districts	J. Feuerhelm
8	Discuss and take action on Disallowance of Claim –Anita Greenhaw	Barkla
9	Future agenda items	Members
10	Next meeting date	Members
11	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(10/2/09)

FINANCE AND PERSONNEL COMMITTEE Monday, October 5, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-17	
The Pierce County Finance and Personnel Committee met in the Emergency Operations Center of the Pierce County Courthouse, Annex, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:30 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Ron Lockwood John Kucinski Dan Reis Jeff Holst Rich Purdy Paul Barkla	District #2 District #7 via Polycom District #8 District #13 District #16 District #3 District #5	Those present
Vice Chair Holst called for public comment. There was none.			Public comment
Motion by Kucinski/Reis to approve consent calendar items: 2a Establish and approve agenda 2b Treasurer’s report with fund balances in the amount of \$24,367,312.97 effective August 2009. <i>Motion passed.</i>			Consent calendar
County Library Director Joanne Baier addressed the committee regarding the Library Board recommendations for library services for 2010. Baier stated she has been the sole manager of the Library since it was formed in 1975 and she will be retiring at the end of 2009. As a result of the financial limitations under which the County is operating, the Library Board proposes that the County Library be discontinued effective 12/31/09 but recommends that the Books-by-Mail program should be continued. She acknowledged that the program is not mandated, however, it is funded to provide services to County residents who do not reside in an area where there is a public library. In 2008 they provided services for approximately 500 residents at a cost of approximately \$60,000. IFLS is capable of providing the Books-by-Mail program but already has a deficit for 2010 operating.			Library Services for 2010
The Library Board suggests that when the Library is discontinued the management of Act 150 funds go to the County Clerk. To eliminate the Books-by-Mail program will result in the loss of \$300,000 worth of inventory used in the program. Baier also stated that the building landlord has indicated that if the Books-by-Mail program continues in its current			

location he will reduce the rent.	
Motion by Reis/Kucinski to discontinue the Library Department effective 12/31/09 and continue the Books-by-Mail program. <i>Motion passed with Camery opposed.</i>	
Motion by Kucinski/Reis to defer action on per diems for county board supervisors and committee members until the next meeting. <i>Motion passed.</i>	Per diems
Human Services Director Tammy Kincaid addressed the proposal before the committee to approve participation in the NACo Prescription Drug Discount Card Program. She indicated the discounts are the result of group purchases. There is no cost to the County to participate but they will need to continue their NACo Membership. Motion by Kucinski/Reis to authorize Pierce County to participate in the NACo prescription drug program and forward a resolution to the County Board for adoption. <i>Motion passed.</i>	NACo Discount Drug Card Program
County Clerk J. Feuerhelm requested the committee take action to offer re-purchase of tax deed property. The bidder is responsible for all costs associated with the transfer. Motion by Kucinski/Reis to approve Offer of Purchase on parcel #023-01025-0310 received from Daniel & Christy Rabitoy and provide them with a Quit Claim Deed, contingent upon receipt of full bid amount of \$22,491.81 within 72 hours of this acceptance. <i>Motion passed.</i>	Re-purchase of Tax Deed property
Motion by Camery/Lockwood to approve the resolution to disallow the claim of Anita Greenhaw and forward to the County Board with a recommendation for approval of the resolution on a first reading. <i>Motion passed.</i>	Disallowance A. Greenhaw
Future agenda items: Amending of supervisory districts; CDBG; Land Use Coordinator position description; claims for care of soldier's graves; claims for listing of dogs; dog damage claims, and per diems.	Future agenda items
Future meeting dates: 10/19 and 11/2 at 6:30 p.m.	Meeting dates
Motion by Lockwood/Camery to adjourn at 7:00 p.m. <i>Motion passed.</i>	Adjourn

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, October 19, 6:30 p.m.

Courthouse Annex – Sheriff’s Conference Room

124 N. Oak St., Ellsworth, WI 54011

#	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 10/1/09 2c. Approve minutes of 10/5/09 2d. Approve out-of-state travel for Emergency Management Director	
3	Discuss and take action on resolution to authorize application for Community Development Block Grant (CDBG) Emergency Assistance Program grant for flood damage	Brown
4	Discuss and take action to approve the 2009 Citizen Participation Plan	Brown
5	Discuss and take action on Land Management Director/Land Use Coordinator (LUC) position description	Holst
6	Discuss and take action to amend Ord. 01/11 <u>Pierce County Code – Redistricting</u> to amend supervisory districts	J. Feuerhelm
7	Discuss and take action on claims for care of soldiers graves	J. Feuerhelm
8	Discuss and take action on claims for listing dogs	J. Feuerhelm
9	Discuss and take action on claims for dog damage	J. Feuerhelm
10	Discuss and take action on advisory resolution regarding tax reciprocity with the State of Minnesota	Barkla
11	Discuss and take action on per diems for county board supervisors and committee members	Purdy
12	Discuss and take action on refinancing bond	Camery
13	Future agenda items	Members
14	Next meeting date	Members
15	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(10/15/09)

FINANCE AND PERSONNEL COMMITTEE Monday, October 19, 2009 – 6:30 p.m. EOC Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-18	
The Pierce County Finance and Personnel Committee met in the Emergency Operations Center of the Pierce County Courthouse Annex, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Excused: Also present:	Jim Camery Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst Rich Purdy Mel Pittman Don Rohl	District #2 District #5 District #7 via Polycom District #8 District #13 District #16 District #3 District #17 District #11	Those present
Chair Barkla called for public comment. Supervisor Pittman reported on the Farm Technology Days (FTD) Farm Festival held on October 18 th at the FTD site. The event was planned to raise funds for the FTD, educate people on upcoming FTD and enlist volunteers. He stated approximately 200 people attended the event.			Public comment
Members reviewed consent calendar items. Motion by Holst/Camery to approve consent calendar items: 2a. Establish and approve agenda 2b. Approve minutes of 10/1/09 2c. Approve minutes of 10/5/09 <i>Motion passed.</i> Motion by Holst/Kucinski to approve out-of-state travel for Emergency Management Director to Lisle, IL, for Scheduling Meeting leaving November 4 th and returning November 5 th . All costs for travel to be taken from 101-17-52520-338. <i>Motion passed.</i>			Consent calendar Out-of-state travel – EMD
Emergency Management Director Brown and Wendy Sander, Cedar Corp. were present to address the request from the Emergency Management Committee to approve application for Community Development Block Grant (CDBG) Emergency Assistant Program grant for flood damage that occurred in the Elwood/Plum City area in an August 13 th storm. Motion by Kucinski/Reis to adopt resolution Authorizing Submission of the Application Relating to Pierce County’s Participation in the Wisconsin Small Cities Community Development Block Grant – Emergency Assistance Program. Approval on a first reading is requested. <i>Motion passed.</i>			CDBG – Emergency Assistance Program

<p>Brown and Sander also requested approval of the 2009 Citizen Participation Plan that was presented to address Pierce County’s plan to comply with State and Federal regulations regarding the Community Development Program. This was approved by the Emergency Management Committee. Motion by Reis/Holst to approve a resolution Adopting the 2009 Citizen Participation Plan. Approval on first reading is requested. <i>Motion passed.</i></p>	<p>2009 Citizen Participation Plan: CDBG</p>
<p>Supervisor Holst addressed a request from the Land Management Committee to approve a change in the Land Management Director/Land Use Coordinator position description to require a minimum of 8 years of relevant experience. He noted that the intent of creating the LUC position was to provide coordination and oversight of land uses through the Land Management, Park and Land Conservation activities, however, the current position description indicates a need for 3 years of experience which is less than consistent with the positions that report to the LMC/LUC. Motion by Camery/Kucinski to approve a change in the Land Management/Land Use Coordinator position to reflect the need for a minimum of 8 years of relevant work experience. <i>Motion passed.</i></p>	<p>LMD/LUC</p>
<p>County Clerk J. Feuerhelm presented an ordinance that would amend some supervisory district’s descriptions so that the municipal boundaries coincide with county board supervisory districts. He stated that annexations in the City of River Falls, City of Prescott and Village of Ellsworth had changed the boundaries since the last decennial census and current districts were drawn. These changes made it confusing for election workers and voters. It was also recommended that the districts be finalized prior to the upcoming elections.</p> <p>Motion by Camery/Kucinski to defer action on the proposed amendments until the 11/2/09 meeting when members would be provided with maps of the areas impacted by the revisions. <i>Motion to defer passed.</i></p>	<p>Amend supervisory district boundaries</p>
<p>J. Feuerhelm addressed the resolution for care of soldier’s graves. Motion by Holst/Reis to approve the resolution for care of soldier’s graves in the amount of \$6,393 and forward to the County Board. <i>Motion passed.</i></p>	<p>Care of Soldier’s Graves</p>
<p>J. Feuerhelm addressed the resolution for claims for listing of dogs. Motion by Kucinski/Camery to approve the claims for listing dogs in the amount of \$2,062.50 and forward to the County Board. <i>Motion passed.</i></p>	<p>Claims for Listing Dogs</p>
<p>County Clerk Feuerhelm stated that no dog damage claims had been received by his office.</p>	<p>Dog Claims</p>
<p>Members considered legislation relating the State of Minnesota’s recent action to terminate the long-standing agreement between Minnesota and Wisconsin relating tax reciprocity. This agreement has been in place for more than 40 years. Motion by Holst/Kucinski to approve the Resolution Supporting the Restoration of the State Reciprocity Agreement between Wisconsin and Minnesota with a recommendation to approve the resolution on a first reading. <i>Motion passed.</i></p>	<p>Restoration of the State Tax Reciprocity Agreement</p>
<p>Members discussed Supervisor Purdy’s request for approval to increase</p>	<p>Per diem</p>

<p>the per diems for county board supervisors and committee members. The proposed increase was based upon wage increases awarded to bargaining unit employees since the most recent per diem adjustment in 1998. Motion by Lockwood/Kucinski to approve increasing per diems from \$35 to \$47 for meetings and from \$70 to \$90 for a county board meeting or a full day meeting, and also to make a comparable increase to the \$50 per diem and forward an ordinance to the county board for adoption. The increase would become effective at the beginning of the next term in April 2010. <i>Motion passed with Holst and Barkla voting no.</i></p>	<p>adjustment</p>
<p>Chair Barkla stated that in response to Supervisor Camery's request to discuss potential refinancing of the Bond, he and Finance & Budget Director Brickner had contacted Springsted, Inc. for additional information. He provided members with an email from Brenda Krueger, Springsted, Inc. in which she stated the issue for 10 years is not callable. She further stated that even if the refund were possible the existing bond rate is excellent. <i>No action taken.</i></p>	<p>Refinancing Bond</p>
<p>Future agenda items: Public Health items: out-of-state travel; Amended 2009 WIC budget; Create Healthy Homes '09-10 budget, take action on Assistant Director/Health Officer position description and revised organizational chart; lease of county-owned property, amend supervisory districts; litigation update.</p>	<p>Future agenda items</p>
<p>Chair Barkla provided a brief update on the status of H1N1 planning and control.</p>	<p>IAC Update</p>
<p>Meeting dates: 11/2 and 11/16 at 6:30 p.m. Plunkett arrived.</p>	<p>Meeting dates</p>
<p>Motion by Holst/Kucinski to adjourn at 7:10 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, November 2, 6:30 p.m.****Courthouse Annex – Sheriff’s Conference Room****124 N. Oak St., Ellsworth, WI 54011**

#	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 10/19/09 2c. Treasurer’s report	
3	Discuss and take action on out-of-state conference travel	Galoff
4	Discuss and take action on the Women, Infant & Children 2009 amended budget	Galoff
5	Discuss and take action on accepting the Healthy Homes grant funds and create 2009-2010 budget	Galoff
6	Discuss and take action on Assistant Director/Health Officer position description and corresponding revisions to the organizational chart	Galoff
7	Discuss and take action on bids to purchase tax deed property: 7. City of River Falls TDF411 7b. Village of Spring Valley TDF406	J. Feuerhelm
8	Discuss and take action on resolution to order issuance of tax deed on parcel in the Town of Salem; Tax Deed File #413; PIN: 026-01058-0610	J. Feuerhelm
9	Discuss and take action on Ordinance amending County Board Supervisory Districts	J. Feuerhelm
10	Discuss and take action on resolution to authorize Pierce County to be a Recovery Zone for purposes of the American Recovery and Reinvestment Act of 2009	Barkla
11	Discuss and take action on request to extend lease on County- owned property	Lawrence
12	Committee will convene into closed session pursuant to §19.85 (1)(g), WI Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: litigation update	Lawrence
13	Committee will return to open session and take action on closed session items, if requires	Members
14	Future agenda items	Members
15	Next meeting date	Members
16	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(10/23/09)

FINANCE AND PERSONNEL COMMITTEE Monday, November 2, 2009 – 6:30 p.m. Emergency Operations Center - Courthouse Annex			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-19	
The Pierce County Finance and Personnel Committee met in the Emergency Operations Center, Annex of the Pierce County Courthouse, Ellsworth, WI. Vice-Chair Holst called the meeting to order at 6:30 p.m.			Meeting convened
The Vice-Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present: Also present:	Jim Camery Rich Purdy Paul Barkla Ron Lockwood John Kucinski Dan Reis Jeff Holst Bradley Lawrence Jamie Feuerhelm Sue Galoff	District #2 District #3 District #5 via Polycom District #7 via Polycom District #8 District #13 District #16 Corporation Counsel County Clerk PH Director/Health Officer	Those present
Vice-Chair Holst called for public comment. There was none.			Public comment
Motion by Camery/Kucinski to approve consent calendar items: 2a. Establish and approve agenda 2b. Approve minutes of 10/19/09 2c. Treasurer’s report with fund balances in the amount of \$22,399,173.48 as of September 2009. <i>Motion passed.</i>			Consent calendar
PH Director/Health Officer Sue Galoff addressed the request for approval for out-of-state travel for two employees to attend a Preparedness Training regarding Pandemic Influenza in Alabama. Funds from Preparedness grant are required for meals outside of conference time and travel. Motion by Reis/Purdy to approve the out-of-state conference travel for two Public Health Nurses as presented. <i>Motion passed.</i>			Out-of-state travel – PH
PH Director/Health Officer Sue Galoff addressed the request for approval of amendment to the Women’s, Infant & Children 2009 budget. Motion by Purdy/Kucinski to approve the Women, Infant & Children 2009 budget increase of \$8,762 and amended budget as presented. <i>Motion passed.</i>			2009 WIC budget increase
PH Director/Health Officer Sue Galoff addressed the request for approval to accept Health Homes grant funds. The grant funds will be used to identify families who would benefit from a healthy home assessment and to provide education and outreach on the Healthy Home concept at the Farm Technology Days event in July 2010. The grant amount is \$6,000 and not the \$10,000 that was originally projected. Motion by Reis/Purdy			Health Homes grant

<p>to accept the Health Homes grant funds and budget in the amount of \$6,000. <i>Motion passed.</i></p>	
<p>PH Director/Health Officer Sue Galoff addressed the request for approval of the revised Assistant Health Director/Health Officer II position description and the corresponding organizational chart. She explained that the major revision was to move supervision of the PH Secretary and the Grants Clerk from the Business Manager to the Assistant Director. Supervisor Purdy suggested the importance of a back-up health officer and the need for two people. Galoff stated the supervision and consultation responsibilities required in the department take more time than she has to give. Members discussed the possibility of contracting for the position and Galoff agreed to explore this option and other possible solutions. Supervisor Camery stated he did not think contracting was appropriate for the Assistant position. Motion by Barkla/Lockwood to defer action on the matter until the next meeting. <i>Motion passed with Camery and Kucinski opposed.</i></p>	<p>Revised Assist PH Dir/HO position description and org chart</p>
<p>County Clerk Jamie Feuerhelm addressed a request for approval of bids received for purchase of tax deed property in City of River Falls. Motion by Purdy/Kucinski to approve bid on parcel #276-01182-0950 received from Tom Maier in amount of \$251 and provide to the bidder a Quit Claim Deed for said property. <i>Motion passed.</i></p>	<p>Tax deed parcel TDF406</p>
<p>County Clerk Jamie Feuerhelm addressed a request for approval of bids received for purchase of tax deed property in Village of Spring Valley. Motion by Purdy/Reis to approve bid on parcel #181-01015-0500 received from Dennis & Sandy Wood in the amount of \$600 and provide to the bidder a Quit Claim Deed for said property. <i>Motion passed.</i></p>	<p>Tax deed parcel TDF411 Warner arrived</p>
<p>County Clerk Jamie Feuerhelm addressed a request for action to order issuance of tax deed on parcel in the Town of Salem, Tax Deed File #414; PIN: 026-01058-0610. Motion by Barkla/Lockwood to approve Resolution to Order Issuance of Deed to Pierce County for Property Subject to Tax Certificate in Town of Salem and forward to the County Board for approval. <i>Motion passed.</i></p>	<p>Tax Deed #413</p>
<p>County Clerk Jamie Feuerhelm addressed a request for approval of legislation to amend County Board supervisory districts. Corporation Counsel Bradley Lawrence noted the revisions reflect changes resulting from annexations in Village of Ellsworth, City of Prescott and City of River Falls. Members were provided with maps that showed the proposed district boundaries. There was discussion about the number of citizens in the various annexed properties. It was noted that it was in the best interest of the voters to adopt the revisions prior to the April elections. Following the next census full County redistricting will take place. Motion by Camery/Purdy to approve an ordinance amending the County Board Supervisory district and forward to the full board recommending approval. <i>Motion passed.</i></p>	<p>Amend Supervisory Districts</p>
<p>Economic Development Director Bill Warner addressed a proposal for Recovery Zone Bond Program. Designating the County as a “Recovery</p>	<p>Recovery Zone Bond</p>

Zone” will provide a new, tax-advantaged program for financing eligible private development and certain public/school district capital projects. Motion by Reis/Camery to recommend the approval of the Recovery Zone Bond Authorization resolution for consideration by the full County Board of Supervisors. <i>Motion passed.</i>	Program
Motion by Reis/Camery to approve the extension of leases of 15.8 acres of County-owned property to Mr. Dennis Olson for one year, from December 17, 2009 through December 16, 2010, at a rate of \$55 per acre. <i>Motion passed.</i>	Lease of county-owned land D. Olson
Motion by Reis/Camery to convene into closed session at 7:22 p.m. pursuant to §19.85(1)(g), WI Stats for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely become involved: litigation update. <i>Roll call vote unanimously approved. Corporation Counsel Bradley Lawrence present.</i>	Closed session: litigation update
Motion by Reis/Purdy to return to open session at 7:39 p.m. <i>Roll call vote unanimously approved. No action taken.</i>	Open session
Future agenda items: Public Health Assistant Director position description and Theis disallowance.	Future agenda items
Meeting date: November 16, 2009 at 6:30 p.m.	Meeting date
Motion by Camery/Reis to adjourn at 7:40 p.m. <i>Motion passed.</i>	Adjourn

Location Revised: County Board Room!

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA Monday, November 16, 6:30 p.m. County Board Room Courthouse Ellsworth, WI 54011		
#	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 11/2/09 2c. Treasurer’s report	
3	Discuss and take action on request to purchase 20 acres of property in the Town of Trimbelle with non-budgeted expenditure from the Park Development Fund	Schoepp
4	Discuss and take action on request to purchase printers and add-ons from 2009 Human Services funds	Kincaid
5	Discuss and take action on options for staffing core functions of Assistant Health Director/Health Officer II	Galoff
6	Discuss and take action to approve Assistant Health Director/Health Officer II position description and organizational chart	Galoff
7	Discuss and take action on request to purchase equipment with BNSF donation	Sheriff
8	Discuss and take action on request to purchase equipment with Federal Forfeiture funds	Sheriff
9	Discuss and take action on Disallowance of Claim – Mark A. Theis and Lori A. Theis	Barkla
10	Future agenda items	Members
11	Next meeting date	Members
12	Adjourn	Members
Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.		
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 715-273-6851.		

A quorum of County Board supervisors may be present.

(11/13/09)

<p>purchase of office equipment. Kincaid explained that the Information Services Department's plan is to reduce the number of printers throughout the County to save energy costs. Human Services some of the current printers are old and can not be consolidated so new computers need to be purchased. Motion by Barkla/Reis to approve expenditure of up to \$10,000 from the 2009 Human Services budget for the purchase of 4 printers, 3 envelope feeders, and 2 network switches. <i>Motion passed.</i></p>	
<p>Public Health Director/Health Officer Galoff addressed the Public Health Department and Board of Health recommendations regarding the Assistant Director/Health Officer position as well as options for consideration in filling the position. With regard to contracting for the performance of the core functions, a memo from Personnel Coordinator Langer indicated that use of an independent contractor would not meet the needs of the County.</p>	<p>Assistant Health Director/Health Officer</p>
<p>Galoff reviewed Option #1 that was recommended by the Board of Health which is to fill the Assistant position with a regular employee. She explained it is a large position and the department needs the position to maintain the department programs and Level III status.</p>	<p>Option #1</p>
<p>At the request of Supervisor Barkla, Galoff explained Option #2 which proposes filling the position from within and then not filling a .5FTE of PHN. She indicated this proposal would result in reduced services and the Board of Health would need to talk further about that impact.</p>	<p>Option #2</p>
<p>Funding of the Assistant Director position was discussed. Galoff explained that \$22,000 of the cost would be tax levy along with additional funds from PHER and other grant dollars and program generated income. She noted that none of the funding for the position was specifically marked for the Assistant position but those funds do need to be used on the grant program activities. Motion by Purdy/Camery to approve Option #1 which would fill the Assistant Health Director/Health Officer as a regular employee. <i>Motion passed with Barkla and Holst opposed.</i></p>	
<p>Members reviewed the proposed Assistant Public Health Director/Health Officer position description and organizational chart. Galoff explained a notable change was to move two clerical positions under the supervision of the Assistant Director. They are currently being supervised by the Business Manager who would focus on financial supervision. Other language was updated to coincide with the Public Health organizational chart. Motion by Barkla/Reis to approve Assistant Public Health Director/Health Officer position description and organizational chart and send on to BCC for review with instructions to be completed prior to first of year. <i>Motion passed with Kucinski and Lockwood opposed.</i></p>	
<p>Sheriff Hove was present to address the department's request for approval to purchase equipment from a \$5,000 BNSF donation. Motion by Camery/Kucinski to approve and authorize purchase of computer,</p>	<p>BNSF Donation purchases</p>

<p>installation, printer and flashlights with funds donated by Burlington Northern/Santa Fe Railway, and said funds to be transferred from revenue account #101-16-48524-000 into expenditure line item #101-16-52130-819. <i>Motion passed.</i></p>	
<p>Sheriff Hove was present to address the department's request for approval to purchase equipment from Federal Forfeitures funds. Motion by Camery/Kucinski to approve and authorize the purchase of GPS units and weapons kits in 2009 out of funds from the Federal Forfeiture revenue line item in the amount of \$4,109.94, and transfer said funds to the appropriate expenditure line item. <i>Motion passed.</i></p>	<p>Federal Forfeitures funds purchases</p>
<p>Motion by Reis/Camery to approve the resolution to disallow the claim of Mark A. Theis and Lori A. Theis and forward to the County Board with a recommendation for approval of the resolution on a first reading. <i>Motion passed.</i></p>	<p>Disallowance of claim: Theis</p>
<p>Future agenda items: 2010 non-represented employee wages; Recovery Zone discussion; Broadband update</p>	<p>Future agenda items</p>
<p>Future meeting dates: 12/7/09 at 6:30 p.m. Supervisor Purdy stated he will be traveling and will call in.</p>	<p>Future meeting dates</p>
<p>Motion by Reis/Kucinski to adjourn at 7:07 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**Monday, December 7, 2009 - 6:30 p.m.****Courthouse - County Board Room****414 W. Main St. – Ellsworth, WI**

#	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 11/16/09	
3	Discuss and take action on purchase of fleet vehicle and transfer funds from Contingency to Administration Budget	Barkla
4	Discuss and take action to enter into agreement with VitalChek Network, Inc. to accept debit & credit card payments	J. Feuerhelm
5	Discuss and take action on use of insurance funds from totaled squad	Hove
6	Discuss and take action on responses to Broadband Requests for Proposals	Roy
7	Discuss and take action on Pierce County issuance and/or sub-allocation of Recovery Zone bonds: 7a. Recovery Zone Economic Development Bonds 7b. Recovery Zone Facility Bonds	Holst
8	Discuss and take action on continued LOA and PTO for Veterans Service Officer	Holst/Langer
9	Discuss and take action on non-represented wages and benefits for 2010	Members
10	Discuss and take action on Disallowance of Claim – Tracey Bohmbach	Barkla
11	Discuss and take action on meeting dates for 2010	Members
12	Future agenda items	Members
13	Next meeting date	Members
14	Adjourn	Members

Questions regarding this agenda may be made to Paul Barkla at 715-273-3531.

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 715-273-6851.

A quorum of County Board supervisors may be present.

(12/02/09)

FINANCE AND PERSONNEL COMMITTEE Monday, December 7, 2009 – 6:30 p.m. County Board Room			
STATE OF WISCONSIN COUNTY OF PIERCE		OFFICE OF ADMINISTRATION 2009-21	
The Pierce County Finance and Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Barkla called the meeting to order at 6:30 p.m.			Meeting convened
The Chair acknowledged those present and established there was a quorum.			Establish quorum
Members present:	Rich Purdy Paul Barkla Ron Lockwood John Kucinski Jeff Holst	District #3 Via polycom District #5 District #7 District #8 District #16	Those present
Excused:	Jim Camery Dan Reis	District #2 District #13	
Also present:	Julie Brickner	Finance & Budget Director	
Chair Barkla called for public comment. There was none.			Public comment
<p>Consent calendar items were reviewed. Motion by Holst/Kucinski to amend the agenda so that #7 <i>Discuss and take action on Pierce County issuance and/or sub-allocation of Recovery Zone bonds</i> can take place at 6:45 when Springsted representative Joe Murray will be calling in to the meeting to address the issue. <i>Motion passed.</i></p> <p>Motion by Kucinski/Holst to approve consent calendar items: 2a. Establish and approve agenda as revised. 2b. Approve minutes of 11/16/09 <i>Motion passed.</i></p>			Consent calendar: Revise agenda
Chair Barkla addressed the request from Administration to purchase an additional fleet vehicle. Barkla stated the two vehicles currently in use were purchased in 2004 and maintenance has increased on both vehicles. Money was budgeted in 2006 for a fleet vehicle and is still available. The County will retain both of the current vehicles and purchase a new vehicle. Motion by Purdy/Lockwood to approve purchasing a 2010 Fleet Vehicle with funds being transferred from Contingency into the Administration budget. <i>Motion passed.</i>			Purchase fleet vehicle
County Clerk Jamie Feuerhelm addressed the request for approval to use a debit and credit card system for business transactions in his office. There are no costs to the County because fees are paid by the customers. Motion by Kucinski/Lockwood to approve and authorize entering into an agreement between the Pierce County Clerk and VitalCheck, Inc. to accept debit and credit card payments and forward a resolution to the County Board. <i>Motion passed.</i>			VitalCheck: credit/debit service
Sheriff Hove addressed the departments request to use insurance funds from the totaled squad car for the transfer/installation of radios into the new command post. The command post is being ordered from Homeland			Insurance payment: transfer

<p>bonding activities. The application fee would offset costs to compensate a consultant to manage the bonding process or to the County if they choose to manage the project internally.</p>	
<p>There was discussion as to how much competition for bonds the County might expect. It was noted there is no penalty if the County applies and there is no interest in the community. In that case bonds can be waived and the funds go back to the State. It is not like a grant program. Motion by Kucinski/Lockwood to move ahead on both the Economic Development Bonds and Facility Bonds. <i>Motion passed.</i></p>	
<p>Brad Roy addressed the responses to the Broadband Request for Proposals seeking an Internet Service Provider (ISP) for the County to partner with to secure American Recovery and Reinvestment Act of 2009 (ARRA) funds for a countywide mobile broadband network. He indicated there was one response and that was received from Rassbach Communications of Eau Claire responded. He introduced Jim and Bryan Rassbach who were in attendance.</p> <p>Roy stated the ARRA grant application deadline has not been set yet but he is expecting something early next year. He stated that to move project forward we need to work with a provider who would construct, maintain and operate the network for users. Motion by Kucinski/Holst to authorize staff to work with Rassbach Communications to further countywide broadband project efforts. <i>Motion passed.</i></p>	<p>Broadband RFP/ARRA Project</p>
<p>Roy also advised the committee that he had attended a recent Metropolitan Council meeting in which the West Central Regional Planning Commission presented what their function is and their activities. He noted that Pierce County is a member of the Mississippi River Regional Planning Commission and both groups have taken a strong position on route for a proposed rail system from Madison to the Minnesota metro area.</p>	<p>Regional Planning Commission</p>
<p>Non-represented employee wages for 2010 were discussed. A memo was presented on behalf of the employees in which they made their request. A 2.5% adjustment to the salary matrix would cost \$91,203.79. It was also noted that the County had eliminated 2 non-represented positions for 2010 at a savings that exceeds the cost of proposed adjustments. A draft resolution presented for consideration also included a 1% increase in employee contributions for health insurance effective for coverage 1/1/20. Supervisor Kucinski stated he doesn't think the County has any money. Supervisor Holst noted the County should take care of people we have and not fill some future vacancies. Motion by Holst/Kucinski to pass a pay increase on to the Board. <i>Motion passed with Purdy opposed.</i></p>	<p>Non-represented employee 2010 compensation</p>
<p>Committee reviewed a list of proposed committee meeting dates for 2010. Motion by Kucinski/Lockwood to approve the dates as presented subject to modification by the new board in April. <i>Motion passed.</i></p>	<p>2010 meeting dates</p>
<p>Future agenda items: Memorandum of Understanding between the Fairgrounds and Public Health department addressing use of the grounds facilities for public health activities.</p>	<p>Future agenda items</p>
<p>Next meeting date: January 4th at 6:30 p.m.</p>	<p>Next meeting</p>
<p>Motion by Holst/Kucinski to adjourn at 7:28 p.m. <i>Motion passed.</i></p>	<p>Adjourn</p>