

**Waupaca County Finance and Human Resource Committee
Minutes – May 13, 2015**

Chr. Federwitz called the meeting to order at 9:00 a.m. and gave the opening meeting statement.

Roll Call: Chr. Federwitz, Suprs. Barrington, Craig, Flease, G. Murphy, Penney, Neumann and Co. Bd. Chr. Koeppen, all members present. Others present: Mary Robbins, Heidi Dombrowski, Clyde Tellock, Diane Meulemans, Megan Feirtag, Joel Mikulski, Robert Reath, Brent Wyland, Dean Steingraber, Andy Carlin, Brad Hardel.

Review and Approve Agenda. Motion: Supr. Flease moved and Supr. Barrington seconded the motion to approve the agenda as amended. The motion carried without a negative vote.

Minutes of the previous meetings, April 8, 2015. Motion: Co. Bd. Chr. Koeppen moved and Supr. G. Murphy seconded the motion to approve the minutes of the previous meetings. The motion carried without a negative vote.

Public Input. – None.

Finance Director's Report – Heidi Dombrowski. 2015 Budget– Financial Review was presented to the committee. Reviewed the 2014 General Fund – Fund Balance Analysis, we are keeping within policy we are over by \$6,538,171. She would like to prepare a 5 yr. Financial Management Plan and work with all Department Heads. Consensus of the committee was that she should go ahead they think it is a great plan.

Res. No. 8 Budget Amendment Jail Improvement Fund. Motion: Supr. Craig moved and Supr. Murphy seconded the motion to approve forwarding Res. No. 8, Budget Amendment for HVAC Controls in the Jail of the LEC to the full County Board for approval. Motion carried without a negative vote.

Res. No. 9 Budget Amendment Road Improvement at the Lakeview Manor property. Motion: Supr. Craig moved to amend the amount of \$45,000 to \$50,000 for the back road improvement for better and safer access to Lakeview. The amendment carried. **Motion:** Supr. Craig moved and Supr. Barrington seconded the motion to approve the main motion as amended and pass this on to the full county board. The motions carried without a negative vote.

Vouchers. Motion: Supr. Craig moved and Supr. Penney seconded the motion to approve the monthly vouchers. The motion carried with Co. Bd. Chr. Koeppen abstaining from the vote.

Treasurer's Report- Treasurer Clyde Tellock. Treasurer's Report was distributed and placed on file. Cash on hand of \$883,842.03. Reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments. Foreclosure court hearings are scheduled on tax properties next week Tuesday, May 19th on 20 to 30 properties. One in Clintonville 124 N. Main St. they are working on deeding it to the City as is for a nominal fee (\$1) and with no cost to us.

Information Systems – Director's Report-Robert Reath. I.S. Monthly report was given by Bob Reath. Joe Mikulski, MC & E explained the process of the Fiber Optic bid. The Material bid was awarded to Millennium in the amount of \$93,701.48 and the Labor bid was awarded to Michaels in the amount of \$477,657.21. They should have a start date of June and ending sometime in September, they have the permit fees of \$7,500.00 budgeted.

Motion to pay monthly bills: Supr. Craig moved and Supr. Barrington seconded the motion to pay the bills. The motion carried without a negative vote.

Highway Dept. Annual Financial Report – Hwy. Commissioner Dean Steingraber. Dean presented his annual report he will be bringing this to the full County Board next Tuesday.

Human Resource Director Amanda Welch. Mandy presented her monthly report; recruitment & terminations, wage/benefit issues, labor relations; which is on file in the Clerk's office.

Res. No. 7 (15-16) DHHS – Comprehensive Community Services Coordinator. Presented to the committee it will be a licensed therapist at Labor Grade 12 and will be billable to pay for itself. **Motion:** Supr. G. Murphy moved and Supr. Flease seconded the motion to forward to the full County Board for approval. The motion carried without a negative vote.

Amend Personnel Policy Manual, Section 4, 1.05 Determination of Hiring Salaries/Wages. Add: Newly hired employees receiving a wage rate below step 4 of their classification who demonstrate exceptional performance/skills during their introductory period may receive a step increase(s) prior to the end of their introductory period. In no case shall the adjustment exceed step 4 of the wage schedule.

Motion: Supr. Craig moved and Supr. Flease seconded the motion to approve the added paragraph as stated above to the Personnel Policy Manual, Section 4, 1.05. The motion carried without a negative vote.

Implementation of Revised Section 1.05 at the Highway Department. Highway Commissioner would like to proceed with implementing this new provision immediately for Highway Dept. individuals in the amount of \$17,481.18. They need to look at retaining good employees. Supr. Flease mentioned that they have lost 5 employees in recent months. **Motion:** Supr. Flease moved and Supr. Barrington seconded the motion to approve proceeding. The motion carried without a negative vote.

Res. No. 10 (15-16) Highway Equipment Operators. Motion: 6 Equipment Operators I be moved to Equipment Operators II for approximately \$8,993.12. **Motion:** Supr. Craig moved and Supr. Flease seconded the motion to approve forwarding the resolution to the full county board for action. The motion carried without a negative vote.

County Clerk – Mary Robbins.

Per Diem & Mileage expense: Per Diem and Mileage total for the month of March is \$16,133.49. **Motion:** Supr. Craig moved and Co. Bd. Chr. Koeppen seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

Clerk Robbins informed the committee that we will need to be looking at bids for a property insurance carrier, Local Government Property Insurance will be ending in 2016.

Next meeting will be Wednesday, June 10, 2015.

Mary A. Robbins, County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.