

MINUTES OF THE
FINANCE/ADMINISTRATION COMMITTEE

MEMBERS PRESENT: Terry Rose, Ron Frederick, Edward Kubicki, Jeffrey Gentz, Rick Dodge, Daniel Esposito, and Greg Retzlaff, YIG Member Dutkiewicz

YIG MEMBER EXCUSED: Andrew Koroly

OTHER SUPERVISORS
PRESENT: County Board Chairman Breunig, Supervisors Berg, Blough,
Gillmore, Goebel, Grady, Hallmon, and Skalitzky

PLACE: KCAB, Committee Conference Room

DATE: October 25, 2015

Chairman Rose called the meeting to order at 6:00 p.m.

COUNTY CLERK (0:12)

Mary Schuch-Krebs, County Clerk, presented this item. Motion by Gentz to tentatively approve. Second by Kubicki. All aye, motion carried, including YIG Member.

REGISTER OF DEEDS (1:10)

JoEllyn Stohr, Register of Deeds, presented this item. Motion by Gentz to tentatively approve. Second by Kubicki. All aye, motion carried, including YIG Member.

TREASURER (3:02)

Teri Jacobson, County Treasurer, presented this item. A question had been raised whether funding for temporary staff and a part time employee was needed. The Committee requested the part time staff funding be eliminated. The Treasurer was directed to present a report around April 2017 regarding temporary support staff funding as to whether additional funding would be required at that time. Motion by Gentz to tentatively approve. Second by Kubicki. All aye, motion carried, including YIG Member.

DIVISION OF PERSONNEL SERVICES (5:37)

Includes Insurances & Civil Service

Robert Riedl, Director of Personnel Services, presented the Personnel Services budget. Motion by Gentz to tentatively approve. Second by Retzlaff. All aye, motion carried, including YIG Member.

Civil Service (7:50) – page 327 Mr. Riedl noted this budget had no change other than a bi-annual expense of \$5,000 for deputy sheriff testing scheduled to take place February 2017. Motion by Kubicki to tentatively approve. Second by Esposito. All aye, motion carried, including YIG Member.

Worker's Comp. (8:45) – Mr. Riedl noted insurances started on page 370. Motion by Gentz to tentatively approve. Second by Frederick. All aye, motion carried, including YIG Member.

Employee Health Benefit (12:37) – employee premiums were proposed for an increase: Platinum level from 1 to 2%; Gold level from 2% to 4%; Silver level from 3% to 6%; Bronze Level 12% and Blue Level 10% to 15%. Changes to copays for inpatient hospital stay (\$350 up to 3 days), maximum out of pocket (\$6,300 single/\$13,200 family). A new smoking surcharge was proposed of \$48/mo. single or \$100/mo. family netting a savings of \$192,039. Total contribution from employees will total \$1,113,000 for FY2017. Motion by Retzlaff to tentatively approve. Second by Gentz. Roll call vote: Gentz – yes; Esposito – abstain; Frederick – yes; Kubicki – yes; Retzlaff – yes; Dodge – abstain; Rose - yes. YIG Dutkiewicz - yes.

Liability Insurance (25:22) – noted an increase of \$1,000 as suggested by the insurance provider as liability claims have gone up and this should cover the difference for FY2017. Motion by Gentz to tentatively approve. Second by Kubicki. All aye, motion carried, including YIG Member.

Summary of Personnel Changes (26:56) – Mr. Riedl highlighted changes to the personnel policy for 2017.

Motion by Dodge to amend language on page 19 to delete reference to “hired on an at-will basis” insert regarding terminations “for just cause”. Second by Frederick. Discussion ensued.

Motion by Gentz to table Personnel Policy until the next regular meeting of the Finance/Administration Committee (November 17). Second by Esposito. Motion carried on the following roll call, including YIG Member; Gentz – aye; Esposito – aye; Frederick – aye; Kubicki – aye; Retzlaff – aye; Dodge – aye; Rose - aye.

Motion by Dodge not to remove language on verbal and written reprimands as presented. Motion failed for lack of a second.

It was so noted that the Discipline Policy will be placed on the November agenda for further discussion.

Mr. Riedl noted personnel changes page 26. Motion by Gentz to tentatively approve. Second by Kubicki. All aye, motion carried, including YIG Member.

Mr. Riedl presented information regarding the Clean Indoor Air ordinance, page 49 of the budget resolution in reference to prohibiting smoking on county property. It was the consensus of the committee to discuss this item on November 17, as well, and obtain corporation counsel opinion on this item and bonding questions at Thursday, November 10 County Board meeting.

Supervisor Frederick excused himself from the meeting at this time.

ADMINISTRATIVE SERVICES (1:13:47)
Purchasing, Financial Services (Includes Non Departmental, Debt Service, Administrative Services, etc.) Information Technology (Includes Land Information)

Purchasing Division (1:13:47) - Carol O'Neal, Director of Purchasing, presented the Purchasing Division information noting she would be retiring in 2017. As part of succession planning the director of Purchasing of Portage County will start November 15. The purchasing specialist is also retiring in 2017 will bring in someone early to replace that position. Motion by Gentz to tentatively approve. Second by Kubicki. All aye (6-0), motion carried, including YIG Member.

Land Information Office (1:16:43) – Al Brokmeier, Director Division of Land Information, presented. Motion by Gentz to tentatively approve. Second by Kubicki. All aye (6-0), motion carried, including YIG Member.

Information Technology (1:18:26) - Martin Lacock, Chief Information Officer, presented. Motion by Gentz to tentatively approve. Second by Kubicki. All aye (6-0), motion carried, including YIG Member.

Finance and Administrative Services and Economic Development (1:33:05) - Laura Klemm, Senior Financial Analyst, presented. Motion by Gentz to tentatively approve the Finance and Administrative Services and Economic Development budgets as presented. Second by Kubicki. All aye, motion carried (6-0), including YIG Member.

Non Departmental Budget (1:36:37) - Laura Klemm, Senior Financial Analyst, presented. FY2017 is budgeted at forecast \$13,650,000. Sales Tax revenue is about \$726,000 short of projected and there are three months to go for FY2016 yet. The decrease in personnel funding is because the monies that were budgeted in previous years has been removed as the studies have been completed. Motion by Gentz to tentatively approve the Non Departmental budget as presented. Second by Kubicki. All aye, motion carried (6-0), including YIG Member.

Debt Service (1:39:40) - Laura Klemm, Senior Financial Analyst, presented; of note the overall debt service went down \$320,610. Mr. Geertsen further explained governmental reserves; not drawing out of general fund; it comes out of fund 300. Motion by Kubicki to tentatively approve the Debt Service budget as presented. Second by Gentz. All aye, motion carried (6-0), including YIG Member.

Motion by Kubicki to adjourn. Second by Esposito. All aye, motion carried, including YIG Members. The Committee adjourned at 7:42 p.m.

Respectfully Submitted,

Recording of the minutes is available.

Prepared by: April Webb, Senior Administrative Assistant

Submitted by:



Laura Klemm, Senior Financial Analyst