



MINUTES

Finance and Insurance Committee

August 19, 2013
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Kathy Just, Don Pazynski, Vilas Schroeder and Connie Seefeldt
MEMBERS EXCUSED: Supervisor Melissa Christiansen
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, County Administrator Ellen Sorensen, Finance Director Pat Kass, and Peshtigo Times

1. Call to order

Chair Schroeder called the meeting to order at 9:00 a.m.

2. Agenda

Motion (Seefeldt/Just) to approve agenda in modified order. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Just/Seefeldt) to approve minutes of July 22, 2013. Motion carried.

5. IT Report

Commendations to the IT Department for recovery work after a direct lightning strike to the Courthouse as well as the Library wireless network. Damage estimates are in excess of \$100,000, there will be a \$25,000 deductible, and the claim has been filed with the insurance company. With 45% of the county servers on the virtualization network, no department was completely inoperable.

6. Creation of Two Additional Microcomputer Specialist Positions

Motion (Seefeldt/Just) to recommend County Board approve creation of two (2) additional Microcomputer Specialist positions and job description and eliminate the Software Support Training Specialist as well as the Help Desk Microcomputer Support specialist upon filling the Microcomputer Specialist positions. Motion carried. Exhibit A

7. Health Insurance Administration

Motion (Seefeldt/Pazynski) to approve administration implementing the following health insurance options. Motion carried.

- 100% payee retirees
- Medi-gap Allowances
- Non-employee insurance healthcare participants

8. Amendment to Marinette County Code of Ordinances Chapter 3

Motion (Just/Pazynski) to recommend the County Board approve an ordinance amending Chapter 3 Finance and Taxation - Section 3.01 Purchasing Policy related to the furnishing of materials and supplies of any nature which in any one case may exceed \$5,000 in value shall be let by advertised bid to the lowest responsible bidder. Motion carried. Exhibit B

9. FCC Rule to Limit the Amount of Money Inmates May be Charged for Calls

Motion (Seefeldt/Pazynski) authorize administration to draft a resolution regarding inmate phone charges for presentation at the next Finance Committee meeting. Motion carried.

10. Finance Director's Report

July Monthly Investment Report – \$49,746,676.86

11. Appropriation Entries

Motion (Just/Seefeldt) to approve Schedule of Appropriation Entries and recommend to the County Board approval of those indicated. Exhibit C

12. Schedule of Invoices

Committee reviewed July Schedule of Invoices totaling \$122,899.31.

13. Future Agenda Items

- Resolution on Inmate Phone Charges

14. WCA Legislative Position Resolutions for 2013 Annual Conference

Motion (Pazynski/Seefeldt) to recommend County Board approve WCA Legislative Position Resolutions #1 thru #45, with the exception of Resolution #7, for 2013 Annual Conference. Motion carried.

15. Adjournment

Motion (Pazynski/Seefeldt) to adjourn at 10:53 a.m. Motion carried.

Next meeting date: September 9, 2013 at 9:00 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 8-19-13

Personnel Committee 8-16-13

Finance Committee 8-19-13

County Board 8-27-13

Permission to proceed: [Signature]

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Information Services

Department Head: Larry Schultz

Supervisor: IS Director

Position Title: Microcomputer Specialist

Old Position Title: See Below:

Hours per Week/Year: 40

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): Create two additional Microcomputer Specialist positions and eliminate current Helpdesk Microcomputer Support Specialist and Software Support Training Specialist positions upon filling new positions.

Funding taken from: Salaries with fringes (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Courthouse

Pay Rate/Salary: \$20.85 Step 0, both positions are currently @ 36 step 23.77

Pay Level: N

Human Resources Initials: [Signature]

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____ Workers Comp: \$ _____

FICA: \$ _____ Life Insurance: \$ _____

Retirement: \$ _____ Longevity: \$ _____

Other (explain): _____

Total Cost: \$ SFE Attached

Finance Initials: PK

Approval*

Department Head: [Signature] 8/13/13

County Administrator: [Signature] 8/15/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for the eliminate and create of Micro-Computer Specialist

Presently there are two positions in Information Services the Software Training Support Specialist and the Helpdesk Analyst positions that would be best served if changed to the Microcomputer position. This will allow for redundant staff coverage as well as staff rotation and coverage in the absence of staff due to vacation or sick leave. I thought with the vacancy of the Help Desk Analyst position this was the most appropriate time to make this transition to all 3 positions having the same title.

**2013 - POSITION REQUEST
INFORMATION SERVICES**

12 Month Analysis
2013 WRS Rates and Health & Dental Rates

	PAY RATE	HRS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	HEALTH & DENTAL	0.17% WORKER'S COMP	TOTAL
ELIMINATE CURRENT POSITIONS (35 hr wk/Step 36):									
Helpdesk Microcomputer Supp Specialist	\$ 23.77	1827	\$ 43,428	\$ 270	\$ 3,343	\$ 2,887.95	\$ 31,410	\$ 74	\$ 81,412
Software Support Training Specialist	\$ 23.77	1827	\$ 43,428	\$ 315	\$ 3,346	\$ 2,887.95	\$ 17,908	\$ 74	\$ 67,959
			\$ 86,856	\$ 585	\$ 6,689	\$ 5,775.90	\$ 49,317	\$ 149	\$ 149,372

CREATE POSITIONS (40hr wk/Step 0):

Microcomputer Specialist	\$ 20.85	2088	\$ 43,535	\$ 270	\$ 3,351	\$ 2,895.06	\$ 31,410	\$ 74	\$ 81,535
Microcomputer Specialist	\$ 20.85	2088	\$ 43,535	\$ 315	\$ 3,355	\$ 2,895.06	\$ 17,908	\$ 75	\$ 68,082
			\$ 87,070	\$ 585	\$ 6,706	\$ 5,790.13	\$ 49,317	\$ 149	\$ 149,617

Difference: \$ (245)

NEW POSITION (40hr wk/Step 0):

Receptionist	\$ 15.39	2088	\$ 32,134	\$ -	\$ 2,458	\$ 2,136.93	\$ 30,371	\$ 55	\$ 67,155
			\$ 32,134	\$ -	\$ 2,458	\$ 2,136.93	\$ 30,371	\$ 55	\$ 67,155



Job Title: Microcomputer Specialist

Department: Information Services

Position Reports to: Director of Information Services

Pay Grade Level: N

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include the maintenance of the hardware and software for all computer equipment located in the various locations within and outside of Marinette County. Additional responsibilities include assisting with issues regarding network administration, help desk and AS/400 operations.

ESSENTIAL JOB FUNCTIONS

- A. Install, update and troubleshoot Personal Computer (PC) hardware, PC application software and AS/400 devices.
- B. Assist with AS/400 operating functions regarding printer operations and dispensing supplies.
- C. Assist with Help Desk functions for the department including answering questions regarding PC and AS/400 hardware as well as software.
- D. Report serious problems to the appropriate person.
- E. Troubleshoot in-house and remote communications for the department.
- F. Maintain warranty cards, registration certificates and maintenance logs.
- G. Assess and recommend PC hardware and software for applicable locations/departments.
- H. Provide technical assistance with the use of hardware and software of computer systems within and outside of the County.
- I. Maintain County integration with State computer systems.

REQUIRED ABILITIES

- A. Maintain professional working relationships with users.
- B. Work as team player in the absence of little or no supervision.
- C. Apply procedures and interpret instructions accurately.
- D. Communicate effectively orally and in writing.
- E. Memorize and retain information over long and short periods of time.
- F. Remain calm under pressure.
- G. Possess troubleshooting and problem solving skills.
- H. Maintain security of confidential matters and materials.
- I. Explore and research problems.
- J. Requires working knowledge of DOS, Windows and AS/400 operations, word processing, spreadsheet and database software packages, PC, printer and other hardware devices and workstation emulation and communications packages.
- K. Must possess outstanding flexibility in order to shift focus of priority on a moment's notice.

QUALIFICATIONS

- A. Requires an Associate's degree from an accredited school in computer science or related field.
- B. Requires CompTIA A+ Certification within six months of hire.
- C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Work with vibrating tools or equipment.
- C. Work in a confined workspace.
- D. Lift and/or carry up to 50 pounds frequently, occasionally in excess.
- E. Stretch, bend, twist and work in awkward positions.
- F. Crawl into, under or around confined spaces.

ADDITIONAL DUTIES

- A. Perform system backups on IBM AS/400, Network servers and personal computers.
- B. Work outside of normal hours when necessary.
- C. Perform additional duties as assigned.
- D. Carry a mobile device for contact outside of business hours in case of an emergency.
- E. Travel to any county working environment for emergency or training situations or general travel as needed.
- F. Possess and maintain all required certifications/licenses within specified time periods.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 07/01
Approved: 08/01
Revised: 04/06
Approved: 05/05/2006
Revised: 01/07
Approved: 02/01/2007
Revised: 07/2013
Approved: 07/16/2013

ORDINANCE NO. 368 - 13

**AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE
COUNTY – CHAPTER 3 FINANCE AND TAXATION****Section 3.01 Purchasing Policy**

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Section 3.01 is amended as follows:

3.01 PURCHASING POLICY.

...
Absent specific Committee authority, as set forth in duties of committees, all public works contracts and public contracts for furnishing materials and supplies of any nature which in any one case may exceed ten five thousand dollars (\$~~105~~,000.00) in value shall be let by advertised bid to the lowest responsible bidder. ~~If the estimated cost of any public work is between \$5,000 and \$10,000, the County Board shall give a class 1 notice before contracting for the work unless the county contracts with a \$66,000(2) qualified bidder.~~
(Ord #335 1/26/10)

Section Two: This ordinance shall be effective immediately upon passage and publication.

ADOPTED:

Vilas Schroeder, Chairperson

Katherine K. Brandt, County Clerk

Recommended: Finance Committee August 19, 2013

