

AD HOC COMMITTEE
For the Study of
Richland County Administration
April 24, 2019

The Ad Hoc Committee met on Wednesday, April 24, 2019 at 1:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Melissa Luck, Marty Brewer, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Larry Sebranek, Kerry Severson, James Bindl, Darin Gudgeon, Tom Rislw, Barb Scott, Jo Ann Krulatz and Chris Storer.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; Tracy Thorsen, Health and Human Services Director.

Chair Luck called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members and WRCO, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Murphy-Lopez, second by Scott that the agenda be approved. Motion carried.

Motion by Marshall, second by Gentes that the printed copies of the minutes for the March 27th meeting be approved. Motion carried.

Murphy-Lopez announced that he would be audio recording the meeting.

Pam Hansen, Pepin County Finance Director, reviewed the duties of her position. Her responsibilities include preparing and monitoring the budget as well as providing internal auditing of the County's records. Ms. Hansen also serves as the County Auditor, Information Technology liaison and provides all financial functions to meet the reporting requirements established by the County, State and Federal Government. Ms. Hansen also serves as the Administrative Coordinator, Affirmative Action Officer, Safety Coordinator and ADA Coordinator. As Administrative Coordinator, Ms. Hansen is responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions or in other elected offices. Ms. Hansen's position reports to the Pepin County Finance Committee.

Brent Miller, Shawano County Administrative Coordinator, reviewed the duties of his position. Mr. Miller's position as Administrative Coordinator is full-time. The Administrative Coordinator is the primary professional advisor to the County Board and administers the day to day operations of the County including the development, supervision and operation of the County, its departments, personnel and facilities. The Administrative Coordinator is accountable

to the County Board for the administration of its policies and programs and acts under the direction of the Administrative & Insurance Committee and the County Board. The Administrative Coordinator supervises and directs department heads and staff consistent with the County's Personnel and Administrative Handbooks, and applicable resolutions and law. The Administrative Coordinator is responsible for overseeing all aspects of finance and accounting for the County including budgeting, spending, investing, revenue streams, debt, insurance, contracts, leases, auditing and safeguarding funds.

Copies of the County Board Supervisor's survey were distributed to Committee members and reviewed by Chair Luck.

The Department Head survey will be distributed to department heads when they meet on April 30th.

Chair Luck and Gudgeon will participate in the WRCO Morning Show on April 30th.

The next meeting is scheduled for May 14th at 1:00 p.m.

Motion by Scott, second by Gentes to adjourn. Motion carried. The meeting adjourned at 3:13 p.m.

Victor V. Vlasak
Richland County Clerk