

AD HOC COMMITTEE
For the Study of
Richland County Administration
May 29, 2019

The Ad Hoc Committee met on Wednesday, May 29, 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, Shaun Murphy-Lopez, Larry Sebranek, Kerry Severson, James Bindl, Darin Gudgeon, Tom Rislow, Barb Scott, Jo Ann Krulatz, Chris Storer. Buford Marshall was absent.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; Don Seep, County Board Supervisor; and Joel Rewald.

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 Krulatz, second by Gentes for approval of the agenda. Motion carried.

Chair Luck reported that she did send out emails to department heads asking them to forward a message from Chair Luck to say if any employees would like to have input they could contact Chair Luck. Department Heads were to provide the information to any employees who do not have email. A notice was placed on WRCO asking the public to contact Chair Luck if they had any input. Four phone calls were received. Two calls were from employees and two calls were from citizens. Ten emails were received. Four emails were from the public and six emails were from employees. Chair Luck read the responses received.

Below is a listing of what the committee wants administration to be able to accomplish.

1. Financial oversight of all departmental budgets. Work with departments to develop budgets and possibly identify areas to improve efficiency.
2. Evaluate the county as a whole and identify possible areas of redundancy/deficiency and formulate plans to improve efficiency.
3. Strategic planning implementation/capital expense plan.
4. Human relations management to create uniform human relations policy across departments.
5. Supervise department heads.
6. Create communication plan to disseminate information to employees and public.
7. Create centralized services (where appropriate) to increase buying power and create efficiencies.
8. Eliminate siloes.
9. Facilitation of coordination between county board and departments.

The pros and cons of the position of part-time Administrative Coordinator, full-time Administrative Coordinator and full-time County Administrator were discussed. The duties of the County Administrator are defined in the statutes. Motion by Murphy-Lopez, second by Gudgeon to bring back for discussion the position of County Administrator. Motion carried.

Motion by Krulatz, second by Storer to take from consideration the part-time Administrative Coordinator position. Motion by Krulatz, second by Storer to cancel their motion. Motion carried.

Motion by Gudgeon, second by Murphy-Lopez to consider the positions of part-time Administrative Coordinator, full-time Administrative Coordinator and full-time County Administrator when making the final decision. Motion carried.

First roll call vote.

Part-time Administrative Coordinator: None

Full-time Administrative Coordinator: Marty Brewer, Linda Gentes, Larry Sebranek, Kerry Severson, Jim Bindl, Christine Storer,

Full-time County Administrator: Melissa Luck, Shaun Murphy-Lopez, Darin Gudgeon, Tom Rislow, Jo Ann Krulatz, Barb Scott.

Discussion continued on the positions of full time Administrative Coordinator and full time Administrator.

Second roll call vote.

Full-time Administrative Coordinator: Linda Gentes, Kerry Severson, Jim Bindl.

Full-time County Administrator: Marty Brewer, Melissa Luck, Shaun Murphy-Lopez, Larry Sebranek, Darin Gudgeon, Tom Rislow, Barb Scott, Jo Ann Krulatz, Chris Storer.

Motion by Severson, second by Krulatz to recommend to the County Board the creation of the full time position of County Administrator. Motion carried.

Krulatz left the meeting at this point.

The draft report prepared by Chair Luck was discussed. Chair Luck will add the recommendation of the committee to the report. The committee will meet on June 3rd at 1:00 to review the report.

Motion by Storer, second by Brewer to adjourn. Motion carried. The meeting adjourned at 2:58 p.m.

Victor V. Vlasak
Richland County Clerk