

# Richland County Rules and Resolutions Committee

## Agenda Item Cover

**Agenda Item Name:** *Policy Establishment*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	06 August 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	03 August 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to, "approve Richland County Establishment Policy and recommend resolution by the Richland County Board of Supervisors at their August 18<sup>th</sup>, 2020 meeting."

**Background:** *(preferred one page or less with focus on options and decision points)*

This establishment policy is to set the blueprint and format for future Richland County policy development. It is intended to promote consistency and helps define roles in policy maintenance and revisions. Following additional revisions with Corporation Counsel it is returning to the committee for consideration.

### Attachments and References:

Policy Review Form	
Policy Establishment - Policy	

### Financial Review:

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

No anticipated financial impacts

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Policy of Richland County

Policy Cover	
<b>Title:</b> Policy Establishment	<b>Effective Date:</b> 21 July 2020
	<b>Adoption/Revision Date:</b> 21 July 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b><u>Authority BodySponsoring Committee, Board or Commission:</u></b> Rules and Resolutions

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

## 3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

## 5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
  - i. A policy typically addresses questions of "who," "what" and "why."
  - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
    1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
  - i. An administrative policy establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.
  - ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

# Policy of Richland County

## 6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## Policy Content

## 7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
  - i. A “Title” that provides a brief description of the policy.
  - ii. An “Effective Date” that states the date the policy took effect.
  - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed.
  - v. An “Approving Body” that states which Richland County governing body shall approve the policy before the policy takes effect.
  - vi. An ~~“Authority Body”~~ “Sponsoring Committee, Board or Commission” that states which Richland County governing body is delegated with jurisdiction and authority to make future changes to the make interpretation of the policy and make recommendations to the board for amendments.
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:
  - i. An “Authority” section that states the state and/or federal law that supports the policy creation.
  - ii. A “References” section that states:
    1. The resolution number, ordinance number, and/or meeting minutes stating the governing body and date;
    2. The date when the action was taken to approve the policy; and
    3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.

# Policy of Richland County

- iii. A “Purpose” section that states the intent of the policy.
- iv. A “Scope” section that states what and who the policy applies to.
- v. A “Policy Overview” section that gives context to the need for the policy.
- vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
  - i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
    - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or authority body.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

## **8. Policy Process**

- a. A policy shall be established when:
  - i. Directed by the RCBS.
  - ii. Required by state and/or federal law.
  - iii. Requested by an elected official or Richland County employee and approved by RCBS or other Richland County governing body, in accordance with the board rules.
- b. All policies that apply to all Richland County operations shall ~~originally~~ be approved by the RCBS. ~~Authority to revise, amend, or discontinue the policy may then be delegated to supervisory committee at the discretion of the RCBS.~~
- c. All policies that are specific to certain operations and/or departments may be approved by the responsible governing body provided they are not in conflict with established county policy, ordinance, or state and federal regulations. Governing bodies may defer action to the RCBS if deemed appropriate by such body.

# Policy of Richland County

d. Each policy shall be assigned to a custodian. The custodian shall update the assigned policy as needed. The custodian shall, at a minimum, review the assigned policy annually.

~~e. All policies, excluding ordinances, may be revised administratively to make format changes; corrections to reflect organizational changes or typos; or similar non-material, non-substantive changes without RCBS or governing body approval.~~

f.e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and approve the policy. The proposed policy shall be submitted with the “Policy Review Form” as set forth in Attachment A for review and approval.

g.f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible governing body with assistance from the County Administrator, County Clerk, and Corporation Counsel.

h.g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk’s office and the County Administrator.

## 9. Attachments

a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

### **Policy Review Form**

#### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

#### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

#### **Completed by Corporation Counsel**

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	

# Richland County Rules and Resolutions Committee

## Agenda Item Cover

**Agenda Item Name:** *Procedure Establishment*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	6 Aug 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	3 Aug 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to, “approve Richland County Establishment Procedure and recommend resolution to the Richland County Board of Supervisors at their August 18<sup>th</sup>, 2020 meeting.”

**Background:** *(preferred one page or less with focus on options and decision points)*

This procedure establishment is to set the blueprint and format for future Richland County procedure development. It is intended to promote consistency and helps define roles in procedure maintenance and revisions. Following additional revisions with Corporation Counsel it is returning to the committee for consideration.

### Attachments and References:

Policy Review Form	
Establishment Procedure - Policy	

### Financial Review:

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

No anticipated financial impacts

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Policy of Richland County

Policy Cover	
<b>Title:</b> Procedure Establishment	<b>Effective Date:</b> 21 July 2020
	<b>Adoption/Revision Date:</b> 21 July 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors
	<b><u>Authority BodySponsoring Committee, Board or Committee:</u></b> Rules and Resolutions

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Policy Establishment Policy

## 3. Purpose

- a. To establish a format and revision methodology for Richland County employees to establish procedures to promote consistent and uniform operations in compliance with County policy.
- b. To establish when a procedure is required and to set standards for updating and maintaining procedures.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County procedures that impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific procedures, including procedures that adhere to state or federal uniformity regulations, are exempt from this policy.
  - ii. Committee, Board, or Commission specific procedures directed by ordinance, resolution or county board rules are exempt from this policy.

## 5. Policy Overview

- a. A procedure is a written description of specific steps or tasks necessary to implement and achieve the intent of a policy, or in support a policy, as established by the Richland County Board of Supervisors (RCBS) or Richland County governing bodies.
  - i. A procedure typically addresses questions of "how" and "when."
  - ii. Refer to "Policy Establishment" on establishing a policy.
- b. A procedure is intended to be rigid in nature by providing clear definition to a defined process.
- c. A procedure is not intended to replace management decision authority or discretion, but to promote consistent practices in implementing policy.

# Policy of Richland County

## **6. Policy Performance**

- a. All future Richland County procedure development and revisions shall comply with this policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County procedures, except as described in 4(a)(i).

## **Policy Content**

## **7. Procedure Format and Standards**

- a. All procedures shall have the same format as set forth in the “Procedure Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each procedure shall contain the following sections: 1) Procedure Cover; 2) Procedure Content; 3) Attachments; and 4) Revision History.
- c. Each procedure shall contain the following components in a table format as part of the “Procedure Cover”:
  - i. A “Title” that provides a brief description of the procedure.
  - ii. An “Effective Date” that states the date the procedure took effect.
  - iii. An “Adoption/Revision Date” that states when the procedure was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the procedure when needed.
- d. Each procedure shall contain the following components in a numbered format on the first page of the procedure as part of the “Procedure Cover”:
  - i. An “Authority” section that states the county policy, state and/or federal law that the procedure supports.
  - ii. A “References” section that states the associated policies and other procedures that may be impacted.
  - iii. A “Purpose” section that states the intent of the procedure.
  - iv. A “Scope” section that states what and who the procedure applies to.
  - v. A “Procedure Overview” section that gives context to the need for the procedure.
  - vi. A “Procedure Performance” section that states procedure expectations and quantifiable performance indicator(s) to gauge the effectiveness of the procedure.
- e. Each procedure shall contain a “Procedure Content” section that provides detailed steps in systematic sequence (when appropriate) for an activity or task.

# Policy of Richland County

- f. Each procedure shall contain an “Attachment” section that lists all attachments that are referred to in the procedure itself. Referred to attachments shall be attached to the procedure under “Procedure Attachments”.
- g. At the end of the procedure, a “Revision History” table shall be included that tracks historical changes to the procedure by tracking: 1) the adoption or revision date; and 2) an overview of the adoption or revision.
- h. Depending on the length and complexity of the procedure, the procedure may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each procedure shall include page numbers in the footer.

## **8. Procedure Process**

- a. A procedure shall be established when:
  - i. Required by state and/or federal law.
  - ii. Directed by the RCBS or other Richland County ~~governing body~~Committee Board, or Commission.
  - iii. Directed by an elected official with authority of service function
  - iv. Directed by Richland County administration or management.
- b. A procedure shall be based on an approved or proposed policy, or in support of a policy, or in support of an approved function or service.
- c. A procedure shall be developed by gaining a detailed understanding of the process that is being defined as well as an understanding of risks associated with the process.
- d. A procedure shall be approved by the custodian of the policy in which the procedure supports, and the responsible subject matter expert of the procedure. A procedure does not require RCBS or Richland County ~~governing body~~Committee, Board or Commission approval. The proposed procedure shall be submitted with the “Procedure Review Form” as set forth in Attachment A for review and approval.

## **9. Attachments**

- a. Attachment A — Procedure Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Procedure Review Form**

##### **Completed by Procedure Subject Matter Expert**

Procedure Title	
Overview of Adoption/Revision	
Procedure Submitted By	
Procedure Submitted To	
Anticipated Date of Procedure Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by Policy Custodian:**

Procedure Received On	
Procedure Approved/Denied On w/ Reason	
Procedure Approved/Denied By	
Procedure Storage Location	
Procedure Circulated to Employees –date/method	

## Richland County Rules and Resolutions Committee

### Agenda Item Cover

**Agenda Item Name:** (Authority of Management, Roles of Members and Chairs of Committees Boards and Commissions)

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	6 Aug 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	3 Aug 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** (summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)

Recommend motion to, “approve Authority of Management, Roles of Members and Chairs of Committees Boards and Commissions and recommend resolution by the Richland County Board of Supervisors at their August 18<sup>th</sup>, 2020 meeting.”

**Background:** (preferred one page or less with focus on options and decision points)

This item is recommended in the ongoing efforts to define the authorities of management, roles of individual members and the role of presiding body members. This policy is intended as a visionary policy to help define roles and guide future policy development and revision.

#### Attachments and References:

Policy language with markups Attached	

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

No anticipated financial impacts

#### Approval:

\_\_\_\_\_  
Department Head

#### Review:

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Policy of Richland County

Policy Cover	
<b>Title:</b> Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> 18 Aug 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b><u>Authority Body Sponsoring Committee, Board or Commission:</u></b> Rules and Resolutions

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx;
- b. Establishment Policy: Resolution 20-xxxx;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

## 3. Purpose

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.

## 4. Scope

- a. Applies to ~~the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations~~Richland County management, members of committees, boards and commissions and chairs of committee, boards and commissions.
  - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

## 5. Policy Overview

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.

# Policy of Richland County

- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

## **6. Policy Performance**

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## **Policy Content**

## **7. Management Authorities:**

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
  - i. Manage and direct employees;
  - ii. Ensure compliance with all regulations and laws impacting operations;
  - iii. Enforce policies and standards of performance;
  - ~~iii-iv.~~ Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - ~~iv-v.~~ Hire, promote, schedule, transfer and assign employees;
  - ~~v-vi.~~ Lay off and recall employees;
  - ~~vi-vii.~~ Investigate workplace actions and direct administrative leave;
  - ~~vii-viii.~~ Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
  - ~~viii-ix.~~ Authorize and restrict access to department properties and equipment;
  - ~~ix-x.~~ Schedule overtime as required;
  - ~~x-xi.~~ Develop job descriptions and assign work duties;
  - ~~xi-xii.~~ Introduce new or improved operation methods or change existing operation methods;
  - ~~xii-xiii.~~ Prepare and present operating budgets;
  - ~~xiii-xiv.~~ Contract for goods and services;
  - ~~xiv-xv.~~ Discontinue unrequired operations of services;
  - ~~xv-xvi.~~ Partner with other counties, agencies or organizations;

# Policy of Richland County

~~xvi~~.xvii. Educate oversight committee, county board and interested parties on department services;

~~xvii~~.xviii. Direct operations of Richland County; and delegate management authorities as appropriate.

## **8. Roles of Individual Members of Committee, Boards and Commissions:**

- a. The Richland County Board of Supervisors and members of Richland County committee, board or commission are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
  - i. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - ~~i~~.ii. Take part in activities of the board and/or serving on one or more standing committees or commissions;
  - ~~ii~~.iii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
  - ~~iii~~.iv. Provide oversight and advice to the management of county regarding delivery of county services
  - ~~iv~~.v. Respond to the needs of constituents and informing administration of community service concerns;
  - ~~v~~.vi. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes;
  - vii. Request information needed to make informed decisions;
  - ~~vi~~.viii. May consult on projects at the request of administration, in a voluntary capacity;
  - ~~vii~~.ix. Consult on projects of expertise at the request of administration; Discuss appropriate county matters with fellow members but avoid walking quorums.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

# Policy of Richland County

## **9. Roles of the Chairs of Committees, Boards, or Commissions:**

- a. The following duties and responsibilities are placed on the presiding member of the committee, board or commission:
  - i. Approve placement of items of the body's meeting agenda;
  - ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
  - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
  - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
  - v. Restrain the members while engaged in debate within the rules of order;
  - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the Clerk, Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;
  - vii. Clear the meeting floor when adjourning or moving into closed session;
  - viii. Use discretion in the order of addressing agenda items;
  - ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
  - x. Appoint/ensure that minutes are recorded;
  - xi. Use discretion in the seating configuration for meetings;
  - xii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)
- b. Succession of the presiding official:
  - i. In the event the Body Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
    1. Vice Chair
    2. Secretary
    3. Longevity of service on the committee, board or commission
    4. Alphabetical by last name

## **10. Roles of the County Board Chair:**

- a. The following duties and responsibilities are placed on the County Board Chair:
  - i. May alter the seating arrangements of the county board meeting (Rule #2)
  - ii. Shall assign proposed resolutions and ordinances to the appropriate

# Policy of Richland County

committee when in doubt (Rule #19)

- iii. Provide determination of need for teleconferencing meetings (Rule #3)

## **11. Implementation of Policy:**

- a. All current rules, ordinances, policies and procedures (at the time of adoption) that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
Adoption	Original	Resolution 20-XXX

# Policy of Richland County

## Policy Attachments

### Attachment A

#### Policy Review Form

##### Completed by Policy Custodian

Policy Title	Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions
Overview of Adoption/Revision	This will be the initial adoption of the policy to set in place vision and directives for future policy and management consideration.
Policy Submitted By	County Administrator — Clinton Langreck
Policy Submitted To	Corporation Counsel — Benjamin Southwick
Anticipated Date of Policy Final Approval	August 6 <sup>th</sup> Rules and Resolutions. August 18 <sup>th</sup> County Board
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	Richland County Board Rules; and Richland County Board Committee Structure

##### Completed by County Administrator

Policy Received On	N/A
Policy Approved/Denied On w/ Reason	Approved
Policy Approved/Denied By	Approved by Clinton Langreck
Policy Storage Location	Official copy will be stored on the county website at: <a href="https://co.richland.wi.us/departments/administrator/index.shtml">https://co.richland.wi.us/departments/administrator/index.shtml</a> Word document stored at Clinton.Langreck(H:) > Policy > Authority of Management
Policy Forwarded to Corporation Counsel	28 July 2020

##### Completed by Corporation Counsel

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	

## Richland County Rules and Resolutions Committee

### Agenda Item Cover

**Agenda Item Name:** Amendments to County Covid-19 Plan

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	6 Aug 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Meeting	<b>Authority:</b>	Committee Structure E
<b>Date submitted:</b>	5 Aug 2020	<b>Referred by:</b>	F+P Committee 04Aug20

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to, “recommend proposed changes of the Richland County COVID-19 plan to the Health and Human Services Board for consideration and referral to the County Board for resolution.”

**Background:** *(preferred one page or less with focus on options and decision points)*

This Plan was adopted by the Personnel and Finance Committee on March 17, 2020, revised on May 12th 2020, (proposed revisions on August 4th, 2020) and initially adopted by the County on May 19th 2020. Revisions to the plan may be made by the County Administrator in collaboration with the Public Health Manager/Local Health Officer. The plan may be brought back before the County Board upon request of the Board or chair, or at the discretion of the administrator. Nature of the changes would impact the public and constituents.

The proposed revisions address:

Amendments to method of spread

Amendments to identified symptoms of COVID-19

Amendments to Non-Pharmaceutical Interventions

Amendments to Public Meetings:

- requiring those in attendance to wear face coverings
- availability of teleconferencing in meetings
- directive to specified committee, boards and commissions to make teleconferencing available

Amendments to travel restrictions

---

#### Attachments and References:

COVID-19 Plan (with mark-ups)	

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

---

## Richland County Rules and Resolutions Committee

### Agenda Item Cover

Increases in teleconferencing availability will require more attention and service time from our MIS department. Future needs for more supporting technology (software and hardware) may occur pending the quality of teleconferencing interface we can achieve at the multiple locations. Additional expenses TBD, funding to be determined.

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County, Wisconsin COVID-19 & Viral Contagion Plan

12 May 2020 [17 Mar 2020 original release]



1. **Purpose.** The purpose of this plan is to provide guidance to Richland County department heads and employees on responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency.

### 2. Intentions

It is Richland County's intentions to continue the delivery of all essential services to the community to maintain order, health and guidance during this period of medical emergency. Likewise, it is our intentions to keep our governmental offices open with employees working onsite and adhering to all hygiene, sanitation, social distancing and symptoms monitoring measures. If onsite work is determined to be a public health threat, or staff shortages occur, remote work and office closures will be made by departments in collaboration with the county administrator and Public Health Manager/Local Health Officer.

### 3. About COVID-19 and Its Spread<sup>1</sup>

- 3.01 On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
- 3.02 There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
- 3.03 COVID-19 is a new disease and the CDC is still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person to person as follows:
  - A. Between people who are in close contact with one another (within about 6 feet);
  - B. Through respiratory droplets produced when an infected person coughs or sneezes;
  - C. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
  - D. People are thought to be most contagious when they are most symptomatic (the sickest);
  - E. ~~Some spread might be is~~ possible before people show symptoms; ~~there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads;~~ and

---

<sup>1</sup> Source: Wis. Dept. of Administration, FAQ for Wis. State Employees, March 11, 2020.

## Richland County COVID-19 Plan [original release]

---

- F. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

4. **COVID-19 Symptoms.** COVID-19 presents with flu-like symptoms (fever, loss of smell and taste, cough, runny nose or sore throat, headache or body aches, and in some cases diarrhea and vomiting) or acute respiratory illness symptoms (i.e. cough, shortness of breath), etc.
5. **Risk and Complications.** Elderly people with chronic conditions are currently the most at risk from complications from COVID-19. Given the vulnerable populations within the County's care, careful adherence to this plan and guidance provided by the Richland County Public Health Manager/Local Health Officer is essential.
6. **Limiting Risk/Non-Pharmaceutical Interventions.** The first line of defense to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers include the following:
  - 6.01 Staying home when sick;
  - 6.02 Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
  - 6.03 Washing hands often using hot water and soap for 20 seconds or longer, and immediately washing your hands with soap and water for at least 20 seconds after coughing or sneezing;
  - 6.04 Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label, such as: Peroxide, Hypochlorite (bleach), Alcohol based germicidal, as through CDC guidance.
  - 6.05 Avoid touching your eyes, nose, and mouth with unwashed hands;
  - 6.06 Not shaking hands with others;
  - 6.07 Avoiding close contact with people who are sick, and keeping a ~~six~~-six-foot distance between yourself and other people if COVID-19 is spreading in the community;
  - 6.08 Cleaning and disinfecting tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
  - 6.09 Avoiding travel to areas with verified COVID-19 infections (see Travel Restrictions below);
  - 6.10 Avoiding non-essential large gatherings in accordance with guidance from federal, state and local officials;
  - 6.11 Avoiding non-essential visits to long term care facilities; and  
6.116.12 Wearing a face (nose and mouth) covering.
7. **Response Coordination.** The Public Health Manager/Local Health Officer for Richland County shall be the lead officer; the Richland County Emergency Management Director shall be responsible for coordinating Richland County's response to COVID-19 – under the

## **Richland County COVID-19 Plan [original release]**

---

direction of the Public Health Manager/Local Health Officer and the County Administrator. The scope of that coordination shall include, but is not limited to:

- 7.01 Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- 7.02 Distributing official communications concerning the virus, its spread, and the County's response to it;
- 7.03 Providing recommendations to personnel on enhanced cleaning and sanitation not otherwise addressed in this plan;
- 7.04 Providing recommendations on office closures, and travel limitations and restrictions; and
- 7.05 Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.
- 7.06 WebEOC will be utilized to establish a virtual Emergency Operations Center. EOC staff will be provided login credentials: <https://wi.webeocasp.com/wi/> Richland County's incident page is "2020-03-12 Richland County; COVID-19 Planning & Response"

## **8. Communication Protocol**

- 8.01 All e-mails, public health bulletins, and press releases concerning the County's overall response to COVID-19 shall be issued by the Public Health Manager/Local Health Officer's designated PIO.
- 8.02 With the exception of the Public Health Manager/Local Health Officer and Emergency Management Director, all employees shall refrain from publically distributing group e-mails, notices, pamphlets, brochures or other forms of correspondence concerning COVID-19 so as not to confuse, contradict or in any other way interfere with official communications issued by the Public Health Manager/Local Health Officer. Employees that are concerned with receiving the most recent and credible information concerning COVID-19 are encouraged to go to the Centers for Disease Control, State of Wisconsin and Richland County's COVID-19 websites: <http://www.cdc.gov/coronavirus/2019-NCOV/cases-in-us.html> (<https://www.dhs.wisconsin.gov/covid-19/index.htm>), <https://covid.co.richland.wi.us/>
- 8.03 The County Administrator and County Clerk shall serve as the liaisons between department heads, elected officials and the Public Health Manager/Local Health Officer.
- 8.04 The County's Emergency Management Director may periodically issue e-mails and NIXLE alerts concerning COVID-19 in order to provide site-specific information or to counter (factualize) mixed-messaging at the local level.
- 8.05 All the information to be disseminated to the public must first be vetted and approved by the Public Health Manager/Local Health Officer, Emergency Management Director and County Administrator, and will be sent out by the designated PIO.

## **Richland County COVID-19 Plan [original release]**

---

- 8.06 At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.
- 8.07 MIS will periodically post information on Facebook and the County's Health and Human Services webpage (<https://co.richland.wi.us/departments/hhs/publichealth>) concerning COVID-19. County departments that have Facebook sites are encouraged to post links to either the Public Health Manager/Local Health Officer's Facebook page or County site.
- 8.08 Department heads and employees are urged to remain vigilant for scams related to COVID-19.
  - A. Avoid clicking on links in unsolicited emails and be wary of email attachments;
  - B. Use trusted sources—such as legitimate, government websites—for up-to-date, fact-based information about COVID-19;
  - C. Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
  - D. Notify MIS of suspected electronic spam activity.

### **9. Cleaning and Disinfecting**

- 9.01 Each of Richland County's building environmental services staff will be responsible for cleaning and disinfecting all county run facilities utilizing standards proven effective against COVID-19.
- 9.02 To the extent that employees are capable of doing so safely, they shall assist environmental services staff with disinfecting porous and non-porous, touch surfaces.
- 9.03 Department heads shall place posters that encourage cough & sneeze etiquette, staying home when sick and hand hygiene at the entrance to their workplace and in other workplace areas where they are likely to be seen. Where practical, tissues, sanitizers and disinfectants will be provided for staff and/or public use.

### **10. Quarantines, Exposure, Sick Leave and Emergency Leave**

- 10.01 Government Ordered. This Plan does not prescribe the manner in which government-ordered quarantine decisions are to be made. An order to quarantine would likely be issued or recommended by the Wisconsin Department of Health Services and/or Richland County Public Health for Richland County residents.
- 10.02 Exposure and returning to work:
  - A. Non-critical county employees who have come into direct contact with individuals who are infected with COVID-19 or are experiencing symptoms shall report such to their supervisors and self-quarantine at home. Employees who are quarantined are expected to periodically contact their healthcare provider and provide updates to their supervisors.
  - B. Critical government employees, Law enforcement employees, emergency response employees, healthcare employees and employees providing essential services who come in direct contact with individuals who are infected with

## **Richland County COVID-19 Plan [original release]**

---

COVID-19 or are experiencing symptoms will report such to their supervisors. With assessment guidance provided by the Public Health Manager/Local Health Officer, employees will follow PPE (personal protective equipment) and self-monitoring protocols until such time as the employee can be tested in compliance with CDC guidance and our Public Health Manager/Local Health Officer consent

### **C. Returning to work:**

- 1) Test-based strategy. Employees will be excluded from returning to work until:
  - a) Resolution of fever without the use of fever-reducing medications and
  - b) Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - c) Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens) [1]. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).
- 2) Non-test-based strategy. Employees will be excluded from work until:
  - a) At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - b) At least 7 days have passed since symptoms first appeared.
- 3) Employees living in the same household as a symptomatic person, or caring for a symptomatic family member, will be excluded from work until the employee has completed a 14-day self-quarantine following the symptomatic person meeting criteria A or B of this section; or
- 4) Cleared by local health official.

10.03 Emergency Leave/Sick Leave. Employees not utilizing PSLA or EFMLEA will be required to use their available leave balances for the duration of their illness or to provide care for a family member's illness (including available compensatory, sick, vacation and floating holiday). Employees exceeding all paid benefit time available will be allowed to enter a negative balance on their sick leave accrual bank until they can safely return to work. Once they have returned, all future paid time off (including compensatory, sick, vacation, and floating holiday) will be recouped at time earned to offset any remaining negative balance. Employees who begin

## Richland County COVID-19 Plan [original release]

experiencing symptoms are urged to call a healthcare provider first before proceeding to a healthcare facility so that healthcare providers can prepare for their arrival. Requirements for filing FMLA paperwork is in effect for leaves not covered by the PLSA and EFMLEA. Richland County policy regarding voluntary sick leave donation remains in effect if illness/condition meets catastrophic level as defined by policy.

- 10.04 Employees with a suppressed or compromised immune system, or employees living with a person with a suppressed or compromised immune system are encouraged to communicate the need for an accommodation.
- 10.05 To the extent possible, remaining staff shall cover the duties and responsibilities of staff on emergency leave or sick leave.
- 10.06 Department heads and supervisors are required to protect their employees' right to privacy under the Americans with Disabilities Act (ADA) and Health Insurance Portability and Protection Act (HIPPA).

**11. Office Closures.** Suspension of services, office closures, and building closures may be necessary. Departments will communicate with Elected Officials and the County Administrator who will take action upon the recommendation of the Public Health Manager/Local Health Officer. Pine Valley Community Village administration reserves the right to make their own building closure determinations based on State and Federal statutes and regulations.

## 12. Public Meetings

12.01 County committees, ~~and~~ boards and commissions are strongly encouraged to postpone non-essential, in person, meetings if it all possible.

12.02 If meetings must be conducted in person, face coverings and social distancing and shall be required of members, employees and the public in attendance.

12.03 Committee, Board and Commission meetings may be conducted via teleconferencing, as allowable under Rule 3 of the County Board rules, during the state of emergency, remote attendance should be exercised, with considerations given to open meetings law.

12.04 The following Committee, Boards and Commissions will make teleconferencing attendance available to members, employees and the public during the state of emergency:

- Richland County Board (with posted recording)
- Finance and Personnel Committee (with posted recording)
- Rules and Resolutions Committee (with posted recording)
- Committee on Committees
- Law Enforcement and Judiciary Committee (with posted recording)

Formatted: Outline numbered + Level: 2 + Numbering Style: 01, 02, 03, ... + Start at: 1 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.9"

Formatted: Font: (Default) Tahoma

Formatted: Font: (Default) Tahoma

Formatted: Font: (Default) Tahoma

Formatted: Font: (Default) Tahoma

Formatted: Bulleted + Level: 1 + Aligned at: 1.15" + Indent at: 1.4"

- Health and Human Services
- Veterans Services Commission
- Land Information Council
- Symons Natatorium Board
- Land Conservation Committee
- County Parks Commission
- Fair and Recycling Committee
- Property, Buildings and Grounds Committee
- Emergency Management Committee
- Joint Ambulance Committee and Sub Committee

Formatted: Font: (Default) Tahoma

Formatted: Indent: Left: 0.9"

### 13. Telecommuting

13.01 Office workers may be allowed to work from home in accordance with the Remote Work Policy.

14. **Backup Site.** This plan does not recommend a backup site for continuity of operations given limitations of space and technology infrastructure.

### 15. Travel Restrictions

~~15.01 All airline travel is restricted until further notice.~~

~~15.02~~15.01 All non-essential travel to trainings, seminars, and conferences is restricted.

~~15.03 Travel to meetings in areas of the State with confirmed COVID-19 infections is restricted.~~

~~15.04~~15.02 Trainings required to obtain or maintain licensing or credentialing may be allowed but only if the training cannot be postponed.

~~15.05~~15.03 Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.

~~15.06~~15.04 All employees are strongly encouraged to reduce all personal and leisure travel.

~~15.07~~15.05 The Public Health Manager/Local Health Officer may relax these restrictions on a case-by-case basis.

### 16. Personal Protective Equipment:

## Richland County COVID-19 Plan [original release]

---

- 16.01 Personal protective equipment may help prevent the spread of infection in the public. Employees may be required to wear protective equipment in community areas and when engaging with members of the public.
- 16.02 Pine Valley Community Village, Richland County EMS, Health & Human Services and the Sheriff's Department will be responsible for meeting their own protective equipment requirements. These four departments should coordinate with each other to make sure inventories-on-hand are adequate to cover their immediate needs and share resources as requested, when possible. None of the four departments are a PPE Stock Supply Source.
- 17. Department Specific Plans.** Each department should enact or develop supplemental COOP/COG continuity of operations / continuation of government plans specific to their service area, provided that they do not conflict with the guidance and direction contained in this Plan.
- 18. AAR Exercise.** We are activating a Virtual EOC in response to this public health emergency. When the emergency is concluded, an after-action report will be compiled and distributed.
- 19. Funding.** Requests for contingency funding shall be made by the County Administrator to the Personnel and Finance Committee. Supplemental appropriations are subject to recommendation by the Personnel and Finance Committee and the County Board of Supervisors.
- 20. Compliance Monitoring.** The Public Health Manager/Local Health Officer and/or Emergency Management Director shall be responsible for ensuring department heads and employees are complying with this plan. Violations shall be forwarded to the County Administrator and Personnel and Finance Committee for administrative review.
- 21. Emergency Declaration.** The Public Health Manager/Local Health Officer and/or Emergency Management Director may recommend to the County Administrator and County Board of Supervisors to declare a state of emergency. In the event of an Emergency Declaration, all department heads shall begin carefully tracking all expenses relating to COVID-19 planning and preparedness.
- 22. Approval.** This Plan was adopted by the Personnel and Finance Committee on March 17, 2020, revised on May 12<sup>th</sup> 2020, revised on August 4<sup>th</sup>, 2020 and initially adopted by the county on May 19<sup>th</sup> 2020. Revisions to the plan may be made by the County Administrator in collaboration with the Public Health Manager/Local Health Officer. The plan may be brought back before the County Board upon request of the Board or chair, or at the discretion of the administrator.

Formatted: Superscript

# Richland County Rules and Resolutions Committee

## Agenda Item Cover

**Agenda Item Name:** Resolutions expressing appreciation for the service of former County Board Supervisors

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	6 August 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure D
<b>Date submitted:</b>	3 Aug 2020	<b>Referred by:</b>	

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to present resolution to the Richland County Board, at the August 18<sup>th</sup> 2020 meeting, expressing appreciation for the service of former County Board Supervisors:

Jeanetta Kirkpatrick – District #1      James Huffman – District #3  
Jayme Walsh – District #9      Gary Peters – District # 10  
Edward Pulvermacher – District # 15      Larry Sebranek - District # 20  
Budford Marshall – District # 21

**Background:** *(preferred one page or less with focus on options and decision points)*

To show appreciation for these members' years of services to Richland County, and in accordance with past practice, it is recommended that resolutions be drafted recognizing these former supervisors' services.

### Attachments and References:


### Financial Review:

*(please check one)*

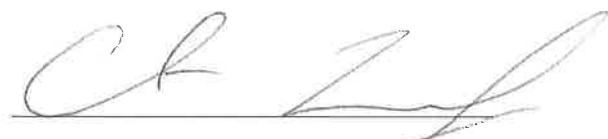
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

### Approval:

### Review:

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Rules & Resolutions Committee

### Agenda Item Cover

**Agenda Item Name:** Proposed Changes to Finance & Personnel and Rules & Resolutions Committee Responsibilities

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	August 6 <sup>th</sup> , 2020	<b>Action Needed:</b>	Vote on a Motion
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure page 14D
<b>Date submitted:</b>	August 3 <sup>rd</sup> , 2020	<b>Referred by:</b>	Finance & Personnel Committee (pending)

#### Recommendation and/or action language:

Recommend a motion, to present a resolution to the County Board to make changes to the Committee Structure resolution, last amended on July 21, 2020 through Resolution No. 20-74.

#### Background:

At the August 4, 2020 meeting of the Finance & Personnel Committee, a motion was passed (pending) to recommend changes to the Administrative Manual of Richland County. See Attachment A, Administrative Manual. These changes reflect the supervisory changes approved by the Richland County Board on July 21, 2020, shifting several related responsibilities from the Administrative Coordinator and supervisory committees to the Administrator.

Three changes directly impact the responsibilities of the Finance & Personnel Committee, which are currently listed in the Committee Structure document as:

*M. The Personnel Committee shall have the authority to suspend and relieve personnel of duties, providing a majority of the Personnel Committee and a majority of the respective committee responsible for the individual's department agree.*

*N. The committee shall from time to time conduct or cause to be conducted Job Analysis and Evaluations, review of job descriptions, and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.*

*W. Investigate all complaints of sexual harassment and endeavor to handle such matters expeditiously in a professional manner so as to protect the offended individual.*

Due to proposed changes in the Administrative Manual, it is anticipated that the Administrator or their designee will have the authority to handle suspension of employees, job description changes, and sexual harassment investigations. Therefore, it is recommended that letters "M" and "W" be removed from the Finance & Personnel Committee section of the Committee Structure document, and that the phrase "review of job descriptions" be removed from letter "N". See Attachment B, Committee Structure.

Additionally, it has been brought to attention by Corporation Counsel Ben Southwick that the Rules & Resolutions Committee has not expressly been given the authority to recommend changes to the Committee Structure document. Attachment B also makes this function of the Rules & Resolutions Committee more clear.

---

#### Attachments and References:

Attachment A: Administrative Manual
-------------------------------------

## Richland County Rules & Resolutions Committee

### Agenda Item Cover

Attachment B: Committee Structure

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

#### Approval:

#### Review:



\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## **RICHLAND COUNTY BOARD COMMITTEE STRUCTURE**

(Amended July 21, 2020)

### **AGRICULTURE AND EXTENSION EDUCATION COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
  - 1. To make available the necessary facilities and conduct programs in:
    - a. Professional and liberal education.
    - b. Human resources development.
    - c. Economic and environmental development.
    - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
    - e. Any other extension work authorized by local, State or Federal legislation.
    - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

### **AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE**

- 1. 7 members composed as follows:
  - (a) the County Board Chair;
  - (b) the Vice Chair of the County Board;
  - (c) one Supervisor;
  - (d) one disabled individual;
  - (e) a representative from the business or non-profit community;
  - (f) a representative from education;
  - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

## **AUDIT COMMITTEE**

- A. This committee shall consist of three people.
- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

## **CHILD SUPPORT COMMITTEE**

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

## **CITY LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **COMMISSION ON AGING AND DISABILITY BOARD**

1. This committee shall consist of eleven members as follows:
  - a. At least 51% of the members shall be at least 60 years old;
  - b. At least 2 members representing adults with disabilities;
  - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
  - d. At least 1 member representing disabled youth transitioning into adult services;
  - e. At least 1 member representing service providers;
  - f. At least 2 members shall be County Board Supervisors.
2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.

4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.
5. The Powers and Duties of the Commission on Aging and Disability are:
  - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
  - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
  - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
  - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
  - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
  - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
  - g. Educate older people and adults with disabilities on issues of importance to them.
  - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
  - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
  - j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
  - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
  - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
  - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
  - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
  - o. Serve on committees as needed.
  - p. Attend regular Commission on Aging and Disability meetings.

## **COMMITTEE ON COMMITTEES**

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

## **COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE**

1. Nine members.
2. The Committee shall consist of the following members:
  - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
  - b. 1 service provider(s);
  - c. 1 community mental health and substance abuse advocate(s);
  - d. 4 consumers;
  - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
5. The Committee shall meet at least quarterly.
6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

## **CONTINUUS**

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

## **CRIMINAL JUSTICE COORDINATING COMMITTEE**

- A. Thirteen member consisting of the following:

Circuit Court Judge  
Director of the Department of Health and Human Services  
District Attorney  
Sheriff  
Chief of Police of the City of Richland Center  
One County Board Supervisor  
Mayor of the City of Richland Center  
Public Defender  
Probation Agent  
Director of Passages  
Child Support Administrator  
Clerk of Circuit Court  
President of the Richland County Ministerial Association

- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;  
Mayor of the City of Richland Center;  
Director of Passages;  
President of the Richland County Ministerial Association.

## **ECONOMIC DEVELOPMENT**

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

## **ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD**

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

#### **EMERGENCY MANAGEMENT COMMITTEE**

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.

#### **FAIR AND RECYCLING COMMITTEE**

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. Provide oversight and advice on all Clean Sweep Programs to be carried out in Richland County.

#### **FINANCE AND PERSONNEL COMMITTEE**

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.

- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
- ~~M. The Personnel Committee shall have the authority to suspend and relieve personnel of duties, providing a majority of the Personnel Committee and a majority of the respective committee responsible for the individual's department agree.~~
- ~~N.M.~~ The committee shall from time to time conduct or cause to be conducted Job Analysis and Evaluations, ~~review of job descriptions~~, and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
- ~~O.N.~~ The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- ~~P.O.~~ The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- ~~Q.P.~~ This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- ~~R.Q.~~ Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- ~~S.R.~~ Administer County's Federal and State Family and Medical Leave Act policies and forms.
- ~~T.S.~~ The Committee will administer the County's deferred compensation program.
- ~~U.T.~~ Maintain a written self evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- ~~V.U.~~ Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act.
- ~~W. Investigate all complaints of sexual harassment and endeavor to handle such matters expeditiously in a professional manner so as to protect the offended individual.~~
- ~~X.V.~~ The Committee shall administer the personnel aspects of Courthouse security.
- ~~Y.W.~~ Study and make recommendations to the County Board regarding future telephone needs of all County departments.
- ~~Z.X.~~ Authorize all expenditures from the Video-Conferencing Fund.

## **HEALTH AND HUMAN SERVICES BOARD**

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

## **HIGHWAY & TRANSPORTATION COMMITTEE**

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

## **HOUSING AUTHORITY**

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

## **JOINT AMBULANCE COMMITTEE**

1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
2. Provide oversight and advice regarding the operation of the County Ambulance Service.

## **LAND CONSERVATION COMMITTEE**

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
- A. The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- B. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.
- C. Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
  1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
  2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
  3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
  4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
  5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
  6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
  7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- D. Manage the Ash Creek Community Forest.

- E. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

#### **LAND INFORMATION COUNCIL**

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

#### **LAW ENFORCEMENT AND JUDICIARY COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. To confer with and supervise the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. To service and maintain all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Have charge of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Supervise the operations of the Coroner's Office.
- L. Supervise the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Supervise the operation of the County's 911 emergency telephone response system.

#### **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official  
Elected local official
- Group 2: Law enforcement  
Civil defense  
Firefighting  
First aid  
Health service  
Hospital  
Transportation  
Local environmental organizations
- Group 3: Broadcast media  
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara  
Title III

#### **LONE ROCK LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

#### **MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION**

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County's representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

#### **NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN**

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

#### **NUTRITION ADVISORY COUNCIL**

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

#### **PARK BOARD/CITY**

- A. One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

#### **PARKS COMMISSION/COUNTY**

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. One County Board Supervisor member of the Parks Commission would be the representative on the Hidden Valleys Board.
- H. Attend to all security matters relating to County Parks.

#### **PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES**

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

## **PROPERTY, BUILDING AND GROUNDS COMMITTEE**

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.
- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

## **REVOLVING LOAN FUND COMMITTEE**

- A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.
- A. Members shall be appointed by the Finance Committee.
- B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.
- C. Three members shall constitute a quorum of the Committee.

- D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.
- E. This Committee is not subject to the 6 years-of-continuous service rule.

#### **RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board and Committee Structure resolution.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. To study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.
- F. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- G. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

#### **SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC**

- 1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
- 2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

#### **SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM**

Two County Board Supervisor shall be appointed to serve on this Board.

#### **SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD**

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.

#### **SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION**

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.

- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

#### **SYMONS NATATORIUM BOARD**

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

#### **TRANSPORTATION CO-ORDINATING COMMITTEE**

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers’ public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
  - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
  - 2. Review passenger transportation plans for service areas.
  - 3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
  - 4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
  - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
  - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
  - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
  - 8. Assists the establishment of goals, priorities and objectives for the
    - a. transportation planning process in Richland County.
  - 9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.

10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

#### **TRI-COUNTY AIRPORT COMMISSION**

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

#### **U.W. PLATTEVILLE-RICHLAND COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Provide oversight and advice regarding the operation and maintenance of the Food Service System.

#### **VETERANS SERVICE COMMISSION**

- A. 5 member, at least 3 of whom shall be Supervisors.

- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding the Veterans Service Department, and

## **VIOLA LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **ZONING AND LAND INFORMATION COMMITTEE**

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
  - 1. Richland County Zoning Ordinance
  - 2. Richland County Land Division Ordinance
  - 3. Shoreland/Wetland Ordinance
  - 4. Floodplain Ordinance
  - 5. Tri-County Airport Ordinance
  - 6. County Addressing Ordinance
  - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.