

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

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To: Richland County Board, Chair Marty Brewer

Subject: County Administrator's Monthly Report — Jan 2021

19-Jan-21

COVID-19 Response:

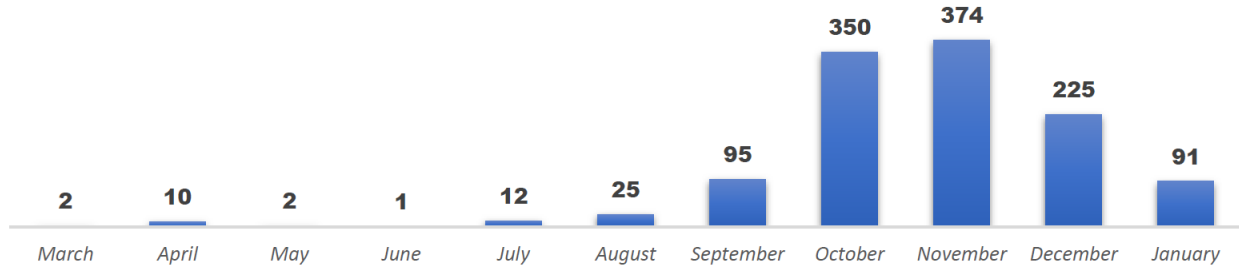
Emergency Operations Center —briefings are held every Tuesday and Thursday. We continue to exchange information with community regarding:

- 1) Down-trend in local in COVID-19 positive tests: as seen through our community testing statistics

The charts below represent the COVID-19 cases among Richland County residents reported as of January 18, 2021.

Time Period	Total Individuals	Positive Cases	Positive Case Percentage	CURRENT Active COVID Cases	TOTAL Recovered / Released from Isolation	TOTAL Related Deaths	OVERALL TOTAL COVID CASES	TOTAL Ever Hospitalized
Last 14 days	162	70	43.2%	81	+ 1,093	+ 13	= 1,187	68

POSITIVE CASES BY MONTH



~Data provided through HHS Director Tracy Thorsen as of January 19th, 2020.

- 2) Local Healthcare Capacity: Our local healthcare providers are reporting available capacity in their intensive care units. They continue to strongly encourage the community to abide by public health safety protocols.

COVID-19 Community Testing:

The Richland County Emergency Medical Services and Public Health will continue Monday testing at the Richland County Fairgrounds until March 1st. The WI National Guard will continue Thursday testing at the Richland County Fairgrounds until March 4th. Testing demands have trended down, but a community need remains.

To learn more: <https://covid.co.richland.wi.us/free-community-testing/>

COVID-19 Vaccine Information:

The Vaccination process has begun. For the most accurate and up-to-date information please visit:

<https://covid.co.richland.wi.us/vaccine-information/>

Policy Development in 2020: Review

Declaration of Disaster	Adopted in May
COVID-19 Plan	Adopted in May
Video Teleconferencing	Adopted in May
Remote Work Policy	Adopted in May
Families First Act	Adopted in June
Policy Establishment	Adopted in August
Procedure Establishment	Adopted in August
Authority and Roles	Adopted in August
2021 Budget	Adopted in October

Policy Development in 2021: Progress

Temporary COVID-19 Leave	Anticipated for Jan 2021
Short-Term Borrowing	Anticipated for Jan 2021
Complaints and Mismanagement	Anticipated for Jan 2021
Authorization Table	Anticipated for Feb 2021
Compensation Classification and	
Authorization Policy	Anticipated for Feb 2021
Purchasing Policy	Under development
Tax Deed Property	Under development

Leadership Changes:

Leadership change at UW Richland Center — Dr. Brandon Fetterly has become the Interim Assistant Dean for the College of Engineering, Mathematics, and Science effective January 11, 2021. Communications Manager John Christensen will continue to help with outreach with the local communities and operations on both branch campuses—

christensjoh@uwplatt.edu phone 608.355.5365; cell 608.561.1774

Strategic Planning:

Resolution No. 21-107 approved the County Administrative Strategic Plan and Administrative Priorities. The Administrator reports to the Finance and Personnel Committee regarding the status and progress of these goals.

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Strategic Plan Tracking and Reporting: 2020-2021					
Items:	Actions:	Status:			
Challenges for the County Administrator (18 month goals for		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21
1. Develop a long-term strategic		Preliminary	Developing	Developing	Developing
	Meeting with SW Regional planning 28 Sep 2020				
	Utilization of WI Statute 75.69(2) for strategic land development Ordinance / Policy Change to Follow				
	Received EAD Grant for Development Resiliency				
	Began Marketing and Tourism Focus Team Meetings				
	Scheduled dates for planning session				
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Preliminary	Developing	Developing	Developing
	Preliminary Discussion with Clerk 16 Sep 2020				
	Administrator moved office to Courthouse 23 Oct 2020				
	Administrative Transition Team has begun meeting: Nov 6th				
	Administrative Transition recommendation to F+P Dec 16th				
3. Make resolutions and ordinances available and organized on the		Preliminary	Preliminary	Preliminary	Preliminary
	HTML Richland CTY Website search tool -by MIS				
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions
5. Implement a uniform performance review program		Preliminary	Developing	Developing	Developing
	Legal Research Defining relationships of Dept. Heads				
	Probation Review Administrator				
	Probation Review Economic Development Dir				
	Looking to confirmation of appointed department heads in Nov				
	Department Heads Confirmed on 17 Nov 2020				
6. Develop plan and funding for more broadband		Preliminary	Preliminary	Preliminary	Preliminary
	Meeting with SW Regional planning 28 Sep 2020				
	Scheduling meeting with John Bertz				
7. Develop finance and purchasing policy (increase admin authority on		Preliminary	Preliminary	Preliminary	Preliminary
	Investigating other counties				
	Amendment to Rle #14 expanding authority				
8. Develop new county board member orientation program		Preliminary	Preliminary	Preliminary	Preliminary
	Discussion and drafts				
9. Full review of county employee handbook, addendums and administrative manual		Preliminary	Preliminary	Preliminary	Preliminary
	Reviews in adjusting to Administrator Model				
10. Partner with Southwest Regional Planning in developing a county strategic plan		Developing	Developing	Developing	Actions Taken
	Meeting with SW Regional planning 28 Sep 2020				
	Plan on moving forward with EAD Grant Study				
	Received EAD Grant for Development Resiliency				
	Began Marketing Focus Team Meetings				
	Released Survey				
	Proposed Agreement Language to Administer Gran				
11. Develop policy and procedure to address complaints and investigations (Proposed by		Preliminary	Preliminary	Actions Taken	Complete?
	Discussion and draft with several supervisors				
	Department Review: Taking to County Board in January				
12. Develop compensation and classification plan (Proposed by Administrator)		Preliminary	Preliminary	Preliminary	Preliminary
	Policy draft for discussion 05 Jan 2021				

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2022 Budget Planning with Finance and Personnel – Proposed Timeline:

Richland County 2022 Budget Development Process — 8 Dec 2020	
The following tentative time-line is amended in addressing current needs and strategic goals:	
Adopt plan and timeline the 2022 budget process:	1-Dec-20
Initiatives and timeline	
Affirm commitments to prior resolutions:	5-Jan-21
Amend and Affirm Res 15-98 General Fund Balance	
Discussion and guidance on Res 19-89 Compensation Plan	
Capital Improvements and Projects:	Feb and Mar 2021
Develop forecast plan	
Adopt a plan	
<u>IT projects and funding</u>	
Review and affirm partnerships:	2-Mar-21
<u>Goals and Planning for Union Negotiations</u>	2-Mar-21
Closed Session on Goals for 2021- CBA	
<u>Review Fund Assignments:</u>	2-Mar-21
Placement Fund - 2022 Plan	
Staffing and Spacing	April thru June 2021
Review Functions	
Determine needs and possible adjustments	
Collective Bargaining	May through July 2021
Health insurance and benefits	6-Jul-21
Review current package	
Explore options	
Operating budget	August – September 2021
Preliminary Guidance	
Review by Line item w/ Administrator and F+P Committee	
Presentation to Supervisory Committees	
Finalization by F+P Committee	
Posting	
Hearings and adoption	26-Oct-21

Current Administrative Projects/Support:

List of current projects the Administrator is assisting/tracking development:

- Strategic Planning through SW Regional Planning
- 2022 Budget Process
- Capital Improvement/Project Planning
- Emergency Response Radio/Tower Assessment
- Courtroom Improvements
- Courthouse Roof Repair
- County Grass Cutting Assessment
- Cazenovia Demolition
- Land Conservation Relocation
- New Ambulance Garage
- Kayak Landing Project
- Administrator Transition Committee

Current County Board, Committee and Commission Meetings Tracker:

(Please see attachment below.) This Schedule is only a tracker and is not policy, meetings may deviate based on needs of the bodies or discretion of the chairs. Please always reference agendas. Please report discrepancies or changes to me and I will do my best to update and redistribute the tracker with future monthly reports.

Clinton Langreck
Richland County — Administrator

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RICHLAND COUNTY					
MONTHLY MEETING SCHEDULE FOR COMMITTEES, COMMISSIONS AND BOARDS					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1			Ag and Extension Edu - 1PM		
		Finance and Personnel - 1PM		Rules and Resolutions - 1PM	
	Zoning and Land Info-3PM		Transportation Cord (Qrt) - 3PM	Board of Adjustments - 1PM	
	County Parks-5:30PM		Highway and Transportation - 5PM	Property, Buildings, Grounds - 3PM	
WK 2				Health+Human Services - 10:30AM	Law Enforcement Judiciary 8:30AM
	UW Platt.-Richland-1:15PM		COUNTY BOARD MAIL-OUT		
	Land Conservation - 4PM		(Wednesday before Board Meeting)		
	Symons Natatorium - 7PM	City Park Board - 5PM			
		County Board -December	Comm on Aging and Dis - 1PM		
WK 3	Auditing Committee - 9AM		Hidden Valleys Board - 11AM		
	RED Economic Dev - 1PM	County Board - 7PM	Fair and Recycling - 5PM		
	City Library Board - 5PM	(except: October is last Tuesday	SW WI Library System - 5PM	Veterans Service Commission- 10am	
	Pine Valley - 6PM	, and no meeting in November and	Joint Ambulance - 7PM (Quarterly	Tri-County Airport - 11AM	
		December is 2nd Tuesday)	Feb, May, Aug and Nov)		
WK 4/5		County Board -October			
	OFF WEEK	OFF WEEK	OFF WEEK	OFF WEEK	OFF WEEK
COMMITTEES, COMMISSIONS AND BOARDS THAT MEET AS NEEDED					
Americans with Disability Act Compliance Committee			Joint Ambulance Subcommittee		
Child Support Committee			Mississippi Valley Health Services Commission		
City/County Ad Hoc Committee			Neighborhood Housing Services of Southwest Wisconsin		
Committee on Committees			Nutrition Advisory Council		
Community Development Block Grant Housing Regional Board			Richland County Housing Authority		
Community Development Block Grant Revolving Loan Regional Board			Southwest Wisconsin Community Action Program		
Courthouse Security Committee			Viola Library Board		
Criminal Justice Coordinating Committee					
CST Coordinating Committee					
Emergency Management Committee					
ALL MEETING TIMES AND DATES ARE SUBJECT TO CHANGE					