

February 1, 2021

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel will convene at 1:00 p.m., Tuesday, February 2nd, 2021, via teleconferencing at the webex.com link found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/4795814f797641f48fb5ffc396ba0c17?siteurl=richlandcounty.my&MTID=md3c5324a6e2240fdcd4c3cc107ad0091>

Tuesday, February 2nd, 2021; 1:00 pm Central Time (US & Canada)

Meeting number: 126 877 1786

Password: richland

Join by phone: +1-408-418-9388 United States Toll

Access code: 126 877 1786 ##

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. *Previous Meeting Minutes
5. Treasurer's Annual Report
6. Register of Deeds - System Maintenance Bills
7. Radio / Tower Analysis Contract
8. Change Order with Marco - Large Courtroom Project
9. *MIS – Licensing Contract for Encrypted Email
10. Capital Improvements and Projects Planning
 - a. Format and request guidance language
 - b. County IT plan format and funding considerations
11. Capital Improvement Request Highway Salt Shed
12. *Health and Human Services Fund Transfer from Children's Community Options Program (CCOP) Risk Reserve Fund 40 to Health & Human Services Fund 56
13. *Health and Human Services Fund Transfer from the Transportation Program- Fund 63 to Health & Human Services Fund 56 for administration costs
14. Health and Human Service Amendments to Addendum
15. Health and Human Services Creation of a Supervisor in Child and Youth Services Unit
16. Health and Human Services New Position Description APS/Crisis Professional
17. Seasonal Patrolmen for Highway Department
18. Child Support Restructuring and Reclassification of the Lead Caseworker
19. Administrator Transition Committee Transition Plan and Recommendations
20. Treasurer Revenue Reports
21. Future Agenda Items
22. Adjournment

*Amended February 1st, 2021 @ 11:00am

CC: Committee Members, Richland Observer, WRCO, Valley Sentinel, Bulletin Board and Our Files

FINANCE AND PERSONNEL COMMITTEE

January 22, 2021

The Finance and Personnel Committee met on Friday, January 22, 2021, at 1:00 p.m., virtually.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Linda Gentes, Melissa Luck, Shaun Murphy-Lopez, Don Seep, and David Turk.

Committee Chair Murphy-Lopez called the meeting to order.

The Administrator verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.

Motion by Seep, second by Gentes for approval of the Agenda. Motion carried.

Motion by Brewer, second by Luck for approval of the minutes for the January 5, 2021 meeting of the Finance and Personnel Committee.

Agenda Item #5: Letter of Engagement with Labor Law Attorney – Motion by Brewer, second by Luck to enter into a 2021 agreement for Legal Services with Attorney Jon Anderson, Husch Blackwell LLP. Motion carried.

Agenda Item #6: Letter of Engagement with Auditor – Motion by Turk, second by Gentes to recommend a resolution to the County Board to enter an engagement with Johnson Block for 2020 single audit. Motion carried.

Agenda Item #7: Payment from Fund #75 Regarding Taser Purchase – Motion by Turk, second by Brewer to approve the year 3 payment to Axon (Taser Program). Motion carried.

Agenda Item #8: Amendment to Administrative Manual Regarding Hiring Process and Filling Vacancies – Motion by Luck, second by Seep to 1) recommend an amendment to the Richland County Handbook of Personnel Policies and Work Rules and the Richland County Administrative Manual regarding internal promotions; and 2) remove current redundant language from the Employee Handbook, giving reference to the Administrative Manual. AYES: Melissa Luck, Shaun Murphy-Lopez, David Turk, Marty Brewer. NOES: Marc Couey, Linda Gentes, Don Seep. Motion carried.

Agenda Item #9: Amending 2022 Plan for Budget Process – Motion by Brewer, second by Couey to adopt proposed changes in timeline and initiatives in preparation for the 2022 County Budget. Motion carried.

Agenda Item #10: Amendment to Resolution No. 15-98 General Fund Balance – Motion by Gentes, second by Luck to 1) Amend Resolution No. 15-98 changing “25% of total expenditures” to “25% of total general fund operating expenditures,” 2) Affirming the committee’s commitment to maintaining the minimum balance in the general fund through the 2022 budget process. Motion carried.

Agenda Item #11: Richland County Authorization Table – Motion by Brewer, second by Seep to accept and file the Richland County Authorization Table. Motion carried.

Agenda Item #12: Pay Plan Report – Motion by Murphy-Lopez, second by Gentes to receive and file the County’s Pay Plan Report. Motion carried.

Agenda Item #13: Strategic Goals and Tracking – Motion by Couey, second by Turk to accept report. Motion carried.

Agenda Item #14: Treasurer Stale Checks – Motion by Couey, second by Turk to approve the cancelling of stale checks that have been outstanding for more than one year. Motion carried.

Agenda Item #15: Treasurer Cancelling of Tax Certificates – Motion by Couey, second by Gentes to approve the cancelling of tax certificates that remain unpaid for 11 years. Motion carried.

Agenda Item #16: Treasurer Revenue Reports – Treasurer Keller presented reports on cash balance, interest on investment, and sales tax.

Agenda Item #17: Future Agenda Items – Ideas from committee members included merit-based performance pay raises (Luck)

Motion by Turk, second by Couey to adjourn to Tuesday, February 2nd at 1:00 p.m., virtually. Motion carried.

The meeting adjourned at 2:32 p.m.

Shaun Murphy-Lopez, Finance & Personnel Committee Chair

JULIE KELLER
RICHLAND COUNTY TREASURER
DECEMBER 31, 2020

TO THE HONORABLE COUNTY BOARD OF SUPERVISORS:

I HEREBY SUBMIT THE ANNUAL REPORT OF THE COUNTY TREASURER'S OFFICE FOR THE PERIOD BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020

MONTH	RECEIPTS	DISBURSEMENTS
JANUARY	\$10,217,337.98	\$10,171,676.54
FEBRUARY	\$9,875,662.87	\$9,325,034.47
MARCH	\$6,999,251.56	\$7,280,034.12
APRIL	\$2,423,304.63	\$2,877,017.33
MAY	\$3,100,312.73	\$2,437,754.84
JUNE	\$2,815,765.35	\$3,483,578.33
JULY	\$8,181,900.48	\$7,253,010.99
AUGUST	\$8,588,223.46	\$9,041,722.13
SEPTEMBER	\$2,737,609.26	\$3,034,845.69
OCTOBER	\$2,841,707.58	\$2,454,547.89
NOVEMBER	\$3,770,761.23	\$4,064,949.87
DECEMBER	\$2,478,818.68	\$2,834,615.33
	<hr/>	<hr/>
	\$64,030,655.81	\$64,258,787.53

CASH BALANCE JANUARY 1, 2020	\$1,691,158.97
RECEIPTS 1/1/20 THROUGH 12/31/20	<u>\$64,030,655.81</u>
	\$65,721,814.78

DISBURSEMENTS 1/1/20 THROUGH 12/31/20	\$64,258,787.53
AVAILABLE CASH BALANCE	<u>\$1,463,027.25</u>
	\$65,721,814.78

RICHLAND COUNTY BANK BALANCE	\$1,778,648.20
POINT & PAY DEBITS DEDUCT JANUARY	-\$444.69
	-\$389.94
	-\$1,511.36
DENTAL INS-DEDUCT ON JAN. 1	-\$15,702.35
DEC WAGE ATTACH DEDUCT 1/4/21	-\$913.95
CASH IN OFFICE	<u>\$1,297.16</u>
	\$1,760,983.07
LESS OUTSTANDING CHECKS - RICHLAND COUNTY BANK	<u>\$297,955.82</u>
	\$1,463,027.25

TREASURER'S REVOLVING FUND -----	\$100.00
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GENERAL INVESTMENTS	12/31/2020
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LOCAL GOVERNMENT INVESTMENT FUND	\$10,300,914.06
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TOTAL GENERAL INVESTMENTS	\$10,300,914.06
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INTEREST EARNED ON INVESTMENTS

LOCAL GOVERNMENT INVESTMENT FUND	\$50,106.11
CERTIFICATES OF DEPOSIT	\$0.00

INTEREST EARNED ON DELINQUENT TAXES	\$117,742.82
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INTEREST EARNED ON CHECKING ACCOUNTS

RICHLAND COUNTY BANK	\$2,731.80
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TOTAL INTEREST EARNED	\$170,580.73
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CHECKING ACCOUNT BALANCE	12/31/2020	\$1,463,027.25
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TOTAL INVESTMENTS	12/31/2020	<u>\$10,300,914.06</u>
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TOTAL CHECKING ACCOUNT AND INVESTMENTS	\$11,763,941.31
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COLLATERAL: (AS OF 12/31/2020) On Working Checking Account

RICHLAND COUNTY BANK	FDIC	\$250,000.00
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U.S. TREASURY NOTE:

3130A6AP2	BANK OF OKLAHOMA	\$1,000,000.00	Matures 9/9/2022
912828B58	BANK OF OKLAHOMA	\$500,000.00	Matures 1/31/2021
912828C57	BANK OF OKLAHOMA	\$500,000.00	Matures 3/31/2021

JULIE KELLER
RICHLAND COUNTY TREASURER

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: **Resignation of Deputy Register of Deeds**

Department	ROD	Presented By:	Susan Triggs
Date of Meeting:	2/2/2021	Action Needed:	Payment of Maintenance Invoices for ROD computer systems
Disclosure:	Open Session	Authority:	Board Rule 14
Date submitted:	01/19/2021	Referred by:	

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 pay maintenance invoices for Register of Deeds computer systems. Bills as follows:

ImageTek, Inc. \$2,613.65 (\$2,010.50 ROD Budget & \$603.15 Land Records Budget)

LandNav/GCS \$6,040.00 (\$4,290.00 ROD Budget & \$1,750.00 Land Records Budget)

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

Attachments and References:

Financial Review:

(please check one)

X	In adopted budget	Fund Number	5171-0000-5214 & 5480-0000-5815
	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:

Review:

Susan Triggs

Register of Deeds

Department Head

Administrator, or Elected Office (if applicable)



Proposal for Consulting Services
for
Communication System Study and Upgrade

December 4, 2020

Prepared for:
Richland County, Wisconsin

Prepared by:
Mike Day

Firm's Name:
True North Consulting Group



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TAB 1: Cover Letter

140 Third Street South, Stillwater, Minnesota 55082
888.650.4580 • 651.430.2772 • www.tncg.com

December 4, 2020

Mr. Clinton Langreck, Richland County Administrator
Richland County
221 West Seminary
Richland Center, WI 53581

Dear Mr. Langreck:

True North Consulting Group, LLC (TNCG) is pleased to provide our proposal in response to Richland County's Request For Proposal for a Communications System Study and Upgrade.

TNCG understands that Richland County seeks a consultant to analyze the County's current communications systems and recommend improvements or eliminate deficiencies.

TNCG is an independent technology consulting firm. We specialize in public sector operations (focus on public safety and IT services), public safety communications studies and radio system interoperability issues, technology, CAD/RMS, E911, consolidated or regional PSAPs, Emergency Operations Centers (EOCs), and affiliated facilities and technology infrastructure design. TNCG has no affiliation with any manufacturer or vendor.

True North Consulting Group's company and contact information are:

Company Information

Name: True North Consulting Group, LLC
Address: 140 Third Street South, Stillwater, MN 55082
Telephone Number: (651) 430-2772

Contact Information

Contact Person: Mike Day, Senior Technology Consultant
Address: 1206 North 7th Street, Indianola, IA 50125
Telephone Number: (651) 705-1256
Email: mike.day@tncg.com

We have included five copies of our proposal and one electronic copy on a flash drive, as requested.

Please feel free to contact Mike Day if you have any questions regarding this proposal or if he can be of assistance in any other way at (651) 705-1256 or mike.day@tncg.com.

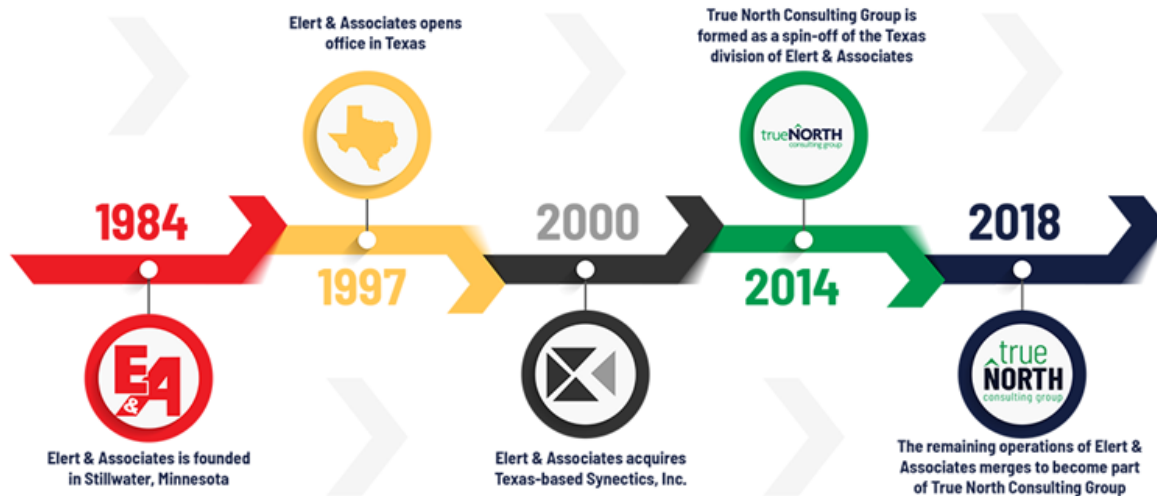
Sincerely,



Tony Chojnowski, Chief Operating Officer
True North Consulting Group

TAB 2: Company Overview

Background Information



True North Consulting Group (True North) was founded from the Texas Division of Elert & Associates (E&A), a 35-year-old independent technology consulting firm headquartered in Stillwater, MN. True North is based in Texas and has seamlessly continued to maintain E&A-Texas client accounts and to serve most states in the southern part of the country. In 2018, True North Consulting Group and Elert & Associates merged and became one company – True North Consulting Group. True North now includes a consulting staff of 45+ specialists.

Our experienced and knowledgeable teams of professional consultants offer a wide range of services in various markets. Hundreds of clients throughout the United States have trusted our support in their projects to provide unique solutions to their challenges. Our past and ongoing clients' list is extensive and diverse, ranging from schools and businesses to research facilities and entire municipalities.

Public safety has been a focus of TNCG from the beginning, and we have continued to grow our team and expand our expertise in this area. Our consultants have had extensive exposure and experience with all areas of public safety operations, agency administration, services planning, staffing, budgeting, and technology needs.

TNCG's public safety team specializes in wireless public safety communications and interoperability issues, alerting, E911, CAD/RMS, consolidated or regional PSAPs & Emergency Operations Centers (EOCs), and affiliated facilities infrastructure design. Our services encompass several areas, including assessments, planning, design requirements, equipment procurement specifications, system implementation, and acceptance testing.

With True North's vast array of technical expertise, the public safety team always has additional resources that can be relied on to solve any challenging situations. Expertise in the areas of telephone systems, low voltage cabling, computer network design, in-building wireless, broadband wireless, CCTV/security, access control, network security, and video teleconferencing is always available.

Why True North Consulting Group

Both technical and operational expertise are necessary to accomplish each phase of any project adequately and effectively. One without the other can result in gaps in understanding and missed opportunities. Our blend of technical and public safety practitioner experience within our consultant team ensures that we will look at the project strategically with a full understanding of the desired goals and objectives.

Our experience with other similar projects across the country demonstrates we have a proven track record of supporting our clients in a manner that accomplishes their needs and objectives. This experience provides us with the necessary knowledge and understanding of current systems and technological trends, which will allow us to provide the best advice and recommendations. Our team approach to public safety projects enables all our consultants to participate and understand various sizes and scopes of the most recent equipment implementations. As a team, we invest in attending regional and national conferences and events to get in front of the equipment and manufacturers to expand our knowledge base. Our public safety consulting team members also participate in training events hosted by various major manufacturers, including Motorola, Harris, Alcatel, EF Johnson, and Tait.

TNCG provides every client with custom written report documents intended to meet the client's specific requests and will work to address all concerns before finalizing any report. Although these are customized reports, they are constructed with fundamental building blocks of crucial information understood to be needed through the years of the TNCG consulting experience. With these processes' technical nature, those blocks are generally standard data collection tables quickly identified and understood. Wrapped around the building blocks are our experienced consultants' many observations and insights throughout the project processes.

Statement of Objectivity

True North Consulting Group declares:

1. We are an independent technology and public safety consulting firm.
2. We sell no hardware or software or any tangible products, including but not limited to networking devices, wireless equipment, security systems, telecommunications equipment, cabling, multimedia displays, or projection systems/devices.
3. We are not aligned with any manufacturers of the above-listed products or any products.
4. We are not aligned with any vendors, distributors, or representative firms who sell, market, install program, subcontract work for the above-listed products, or any products or services.
5. We are paid only on a fee basis by our clients for whom we are contractually committed to providing independent consulting and design engineering services.
6. We receive no commissions, salaries, or payoffs of any kind from any business entity for services performed on behalf of our clients.

Methodologies TNCG will Employ for this Project

To help ensure project success, True North Consulting Group follows standard project management practices as promulgated by the Project Management Institute (PMI). Key activities and processes within a public safety project will include:

- Communications – gathering and disseminating project information
- Adequate scheduling processes – identifying activities, establishing logical relationships, estimating durations, and determining critical path activities
- Project team roles – defining the project manager/project sponsor/functional manager/team member roles and responsibilities and understanding the impact of different organizational structures
- Procurement – supporting the procurement process; understanding and managing its impact on completing projects successfully
- Risk management – identifying potential risk factors and developing response strategies and risk control techniques
- Scope control – understanding the need to establish variance and change thresholds for scope, time, and cost control (controlling scope creep)
- Budget and estimating – applying sound evaluating methodologies and budgeting practices
- Focus on quality – distinguishing and use quality planning, assurance, and control methods

Our public safety consulting team members have received training in various related areas from many major manufacturers, including Motorola, Harris, Alcatel, EF Johnson, and Tait.

Areas of Public Safety Expertise

- | | |
|---|---|
| • VHF/UHF/700 & 800 MHZ Radio | • Network Communications |
| • APCO P25 Conventional Systems | • Digital Microwave Systems |
| • Shared Radio Systems | • MPLS Networks |
| • P25 Digital Trunked Radio Systems | • Redundant Strategies & Backup Systems |
| • Mobile Data (Broadband Wireless) Systems | • SAFECOM and NFPA Standards |
| • Land Based & Wireless Automated | • Dispatch Center & EOC |
| • Fire Station Alerting and Control Systems | • PSAP's and Radio Systems |
| • Paging & Siren Control Systems | • CAD/RMS Systems |
| | • Project Management |

Voice Radio Systems

The technology of the public safety two-way radio system took an exciting turn to standards with the advent of the APCO standard. As the standard has evolved, the various manufacturers have finally determined the best way for their designs is to follow and support APCO Project 25. Systems have even migrated from the Phase 1 specifications, and quickly it is becoming the standard to implement most systems into the bandwidth-friendly Phase 2 specification. The choice of which solution works best can be driven by the chosen frequency band and a system choice of conventional vs. trunked operations. This P25 specification means the possibilities of fleet radios being interchangeable between manufacturers, though proprietary vendor designed services of unique features need to be considered.

Not completely left behind, analog radio can still serve the needs of many agencies in daily operations and interoperability solutions. With any solution, reaching higher performance levels must be every public safety agency's goal and assuring communications in those critical moments of need. A robust, well-designed network built with the reliability and support needed to keep it operational is the answer to all users.

Alerting Control Systems

Getting the first responder started towards the event in need is the job of every sound alerting control system. This once meant sending out a simple encoded paging call on the voice radio to the local volunteer Fire and EMS, which continues to be a need for many departments. Alerting has seen its share of new opportunities as well, and decisions on how to best effectively deliver that first alert that is needed. TNCG consultants have been involved in various paging and siren control system designs, both analog and digital, using either voice or message delivery services. If properly planned, this need can be met using the same infrastructure as needed for the public safety radio system. Sometimes, it makes more sense to place a separate system to do the job more effectively.

Redundant Strategies and Backup Systems

Once the basic system design is completed, every system design must have a review to determine its weak points and then determine how best to improve the chances of survival during a failure. This review needs to start with the shelter and environmental systems and then move through the antenna systems, repeaters, controllers, and supporting network systems. The goal, of course, is attempting to meet the five 9's of reliability. Two areas that do not typically receive enough attention are grounding technology and the power system design. TNCG is ready to develop the necessary strategies for redundancy and backup systems. The concepts will be thoroughly discussed during the design phase, with options explored.

Digital Microwave Systems

Radio system site connectivity is always an important design consideration. Microwave links are a preferred solution for many systems. In addition to past microwave projects, TNCG staff are currently engaged in multiple public safety microwave system enhancement projects. Our consulting engineers regularly attend seminars hosted by the major microwave manufacturers and come away with a detailed understanding of the industry's latest trends and developments. This knowledge is key to developing system designs that can support the need for the latest technology, including the integration of MPLS routing in the core of the network.

Network Communications & MPLS Networks

Interconnection of radio facilities can be accomplished with other radio channels, microwave, leased circuits, or fiber optics. Even the supporting microwave system has become an IP platform, and no longer is TDM-based. A critical device in this system has become an MPLS router, and its integration is key to the way bandwidth and Quality of Service are offered to the radio systems. This MPLS router can also serve to provide secure radio services over the same network, which was unheard of in the past. This is extremely important for mobile data transport and other applications such as video.

Dispatch Center and EOC Experience

TNCG has provided several previous clients with consulting services to support their consideration of combined public safety dispatching models and planning for new dispatch centers. Our projects have included conducting a feasibility study for a consolidated dispatch center, including staffing study, dispatch center design, communications interoperability radio system planning, and associated cost estimates. TNCG carefully follows FEMA guidelines and NFPA standards related to these facilities.

911 Dispatch Operation Systems

TNCG has been designing administrative and emergency telephone systems for cities and counties for over 30 years. Our experience in supporting city and county governments in this area was one of our core areas of competence right from the beginning. Today's 911 center is quickly evolving into something much more significant than those original telephone systems and has taken on the network design, much like the P25 trunked radio system. These systems look to consolidate models into a robust software architecture running on a single core network.

Rationale for Methodology

The completion of numerous successful projects has honed the methodology utilized by True North Consulting Group. As the consultant for this project, TNCG will collect needed information about the Client's needs while also providing technical information and understanding to the Client's staff such that a knowledge transfer occurs. The intent is to ensure the team making the final decisions to understand all the issues, options, and budgetary considerations.

TNCG believes a successful project is one that:

- When completed, meets the client's goals and objectives
- Is completed on schedule and within budget
- Communicates project progress to keep participants informed and engaged
- Engages the critical project participants in the project, thus building project ownership that results in successful completion and long-term cooperation
- Avoids common pitfalls through careful planning and implementation
- Manages the unique dynamics of an organization, addressing the needs and concerns of all stakeholders, reaching out to inform and to gather input from participants to ensure that they are heard and understood
- Is open to unique and creative solutions to meet client needs best

Statement of Independence

True North Consulting Group has built its reputation on vendor neutrality and goes out of its way to make valid comparisons in an impartial way for all projects. It is our belief the client should be shown the greatest detail of possible solutions to allow the identified team to make the determination which technology works best to meet the defined goals. TNCG is not in any way affiliated with any product vendors.

TNCG discloses that its consultants attend many vendor-hosted training and information sessions each year. Most of these sessions are open to numerous consultants, vendor representatives, and vendor clients. Online portfolio-specific sessions are also provided at various times by vendors either in a group or one-on-one.

All the vendor-provided training is accepted and attended by TNCG without any stipulations or requested agreements of responsibility on our behalf. They serve the purpose of informing TNCG's consultants of company trends and product capabilities. Any specific system design discussions with vendors are kept generic.

Certifications & Professional Affiliations

- ◆ AICP American Institute of Certified Planners
- ◆ APCO Association of Public-Safety Communications Officials
- ◆ ASIS American Society for Industrial Security
- ◆ BICSI Building Industry Construction Services International
- ◆ CBCP Certified Business Continuity Planner
- ◆ CHS-III Certified Homeland Security Professional
- ◆ CPTED Crime Prevention Through Environmental Design Certification
- ◆ CTS-D Certified Technology Specialist – Design
- ◆ EE Electrical Engineer
- ◆ FCC General Class Radiotelephone License
- ◆ FEMA Federal Emergency Management Agency
- ◆ IEEE Institute of Electrical & Electronic Engineers. Senior Member
- ◆ LEED AP Leadership in Energy and Environmental Design, Accredited Professional
- ◆ 911 ENP Emergency Number Professional
- ◆ PMP Project Management Professional
- ◆ PSP Physical Security Professional
- ◆ RCDD Registered Communications Distribution Designer

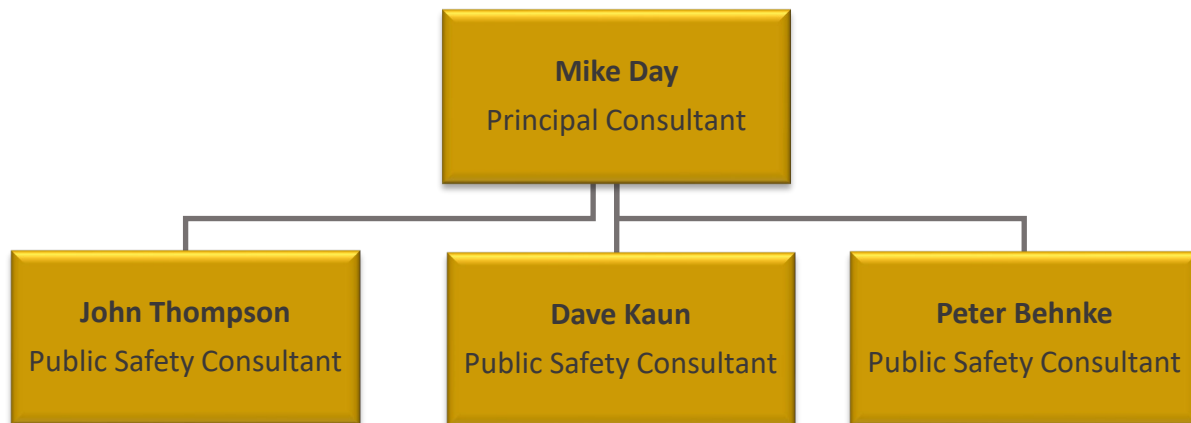
TAB 3: Team

True North's team of public safety consultants has over 100 combined years of experience in designing and implementing land mobile radio systems. Our expertise comes from hands-on design, acquisition, and implementation of all aspects of a modern public safety network. Our public safety consulting team members also dedicate time to attending numerous training opportunities every year from many major manufacturers and keeping up to date on industry guidelines and practices.

Our supported public safety projects can cover all phases of analysis, design, testing, implementation, and contract administration on both large and small-scale systems. Other projects take unique customized processes creating a customized fit to the client's needs. Projects are always conducted using a team approach of discussion, support, and review by the TNCG public safety group. Our team approach also gives the public safety group access, when needed, to the greater technology consultant resources at True North.

Leading this project would be Mike Day, who has managed numerous public safety projects and has over 30 years in the two-way radio market. As the lead, Mike will serve to organize project processes and be the key to understanding project timelines, communication exchanges, and assuring work completion. Peter Behnke and John Thompson would provide the crucial additional team support completing client discussions and equipment analysis. Peter and John bring a wealth of public safety background in varying areas and will be used strategically to best support the project. The team will work to complete the tasks identified in the project scope and detail the information needed to provide the County with a complete understanding of planning decisions.

Dave Kaun, as Executive Consultant, provides a lifetime of public safety experience and consulting knowledge. Dave will support the work of the entire project team and recommend project processes as identified or needed.



Areas of Expertise

Mike Day – Principal Consultant and Project Manager

Mike Day has returned to True North as a senior public safety consultant after working for the firm in the 1990s. Mike's experience includes over 25-plus years as a radio systems contractor supporting numerous public safety and commercial client needs. Working in all commercial radio industry areas, he has the system-level knowledge and implementation experience to understand what it takes to create quality solutions. He has worked in the two-way radio industry in one aspect or another since entering the military after high school. Mike worked in the Des Moines area for various vendor shops, first as a systems technician, service manager, and then to general manager. His background also includes extensive knowledge and support of trunked radio systems, P25 network design and support, and digital mobile radio (DMR) systems. Working with both systems and subscriber equipment support, Mike brings a unique understanding of what the end-user is looking to have in a useful radio configuration and the needed reliable support structure.

Peter Behnke – Public Safety Systems Consultant

Peter Behnke is a Senior Consultant and Emergency Number Professional with experience in all areas of 9-1-1 center operations. Peter's 34-year career has included both public sector experience, including managing a 9-1-1 center and private sector experience, including training and project management roles with 9-1-1 technology companies. During his time in the public sector, Peter experienced operations at PSAPs, large and small. In addition, he worked through both consolidation and deconsolidation of a 9-1-1 dispatch center. Training experience includes serving as an adjunct instructor for the APCO Institute and leading a regional training program at Capital Area Council of Governments (CAPCOG) Emergency Communications Division. He served for three years as Assistant Director. While at CAPCOG, Peter also served as the project manager for implementing a ten-county emergency notification system and provided direct oversight and coordination for the construction of a 90-position back-up PSAP.

John Thompson – Public Safety Systems Consultant

John Thompson is a senior public safety consultant with significant public safety radio system design and implementation experience. He has worked previously as a systems design engineer and engineering manager with a major public safety radio system provider (EF Johnson). As a consulting engineer, John has supported numerous projects and dozens of counties and cities as they worked to develop short- and long-range plans for enhancing public safety radio communications and regional interoperability. John has been with TNCG for ten-plus years and works both out of his home office and the Stillwater corporate office. John's latest public safety design and project management efforts include support for four different 800 MHz trunked radio system implementations by Harris and Motorola plus a conventional analog simulcast system in Western Wisconsin.

Dave Kaun – Public Safety Systems Consultant

Dave is True North's Chief Technology Officer with 40 years in communications technology systems. He joined E&A in 1996, after an accomplished career with the State of Wisconsin, where his last position was Director of Telecommunication and Networking for UW-Stout, one of the 26 UW campuses. His background includes television broadcasting, telecommunications, network design, ITV, distance learning, video conferencing, broadband wireless systems, and public safety communications. Dave maintains his knowledge of the latest technologies, including wireless, multimedia, fiber optics, networking, VoIP, cellular/radio communications, business continuity, public safety, and project management. Dave holds licenses from the Federal Communications Commission (FCC) and is a senior member of the IEEE. Dave's recent and current projects are focused on Public Safety and interoperable communications systems.

Other Resources

This project team also has vast technical expertise within TNCG. If needed, this expertise can be used to better understand or answer a technical question outside the typical radio project areas. The TNCG team has specialized networking, security, fiber optics, access control, and multimedia expertise.

Point of Contact

True North Consulting Group always operates in a backup leadership model with a team approach. Like many companies today, some of our consultants work from their home office, and all are interconnected by an extensive IP wide area network, telephone system, and redundant servers. Mike Day will be assigned as the principal in charge of this project. Mike works out of the Stillwater, Minnesota office though he lives in central Iowa and works from his home office location.

Contact Information

<u>Company Name:</u>	True North Consulting Group
<u>Address:</u>	140 Third Street South, Stillwater, MN 55082
<u>Telephone Number:</u>	(651) 430-2772
<u>Contact Person:</u>	Mike Day, Senior Technology Consultant
<u>Address:</u>	1206 North 7 th Street, Indianola, IA 50125
<u>Telephone Number:</u>	(651) 705-1256
<u>Email:</u>	mike.day@tncg.com

Resumes

Please see the project team resumes on the following pages.

Mike Day
Public Safety Consultant



Education

DeVry Institute, Irving, Texas

- AASE Diploma

Areas of Expertise

- Large two-way radio systems support, including design recommendations and implementations and optimizations.
- General management of public safety radio system support company including all field technicians.
- Complete system experience and support for 911 dispatch communications centers.
- Distributed antenna system network design, implementation, and optimization of both, small and large scale, building projects.
- Implementation and optimization of analog and digital trunked radio systems and networks.

Training and Certifications

- Experienced in technical system solutions design, installation, and optimization.
- Completed FEMA ICS 100, 200, 700 and 800
- Electronics Technician Association (ETA) certifications.
- Extensive classroom and online Motorola equipment training.
- Completed Motorola R56 training and ETA certification.

Significant Projects

Dubuque County, Iowa

Provided technology consulting services for a radio system including 7-Site Simulcast LMR.

Green County, Wisconsin

Provided technology consulting services for a Radio Systems Upgrade assessment and recommendation study.

Benton County, Iowa

Provided technology consulting services for a Radio Systems Upgrade assessment and recommendation study followed by supporting direct acquisition process.

Black Hawk County, Iowa

Provided technology consulting services for an 800 MHz Trunked Radio System including 7-Site Simulcast with 11 channels.

Washington County, Iowa

Provided technology consulting services for a Radio Systems Upgrade assessment and recommendation study followed by development of an RFP.

Sheboygan County, Wisconsin

Provided technology consulting services for an 800 MHz P25 Trunked Radio System including 7-Site Simulcast LMR.

Experience

2018 – Present True North Consulting Group

- Senior Technology Consultant

2016 – 2018 Elert & Associates

- Public Safety Consultant

2014 – 2016 Electronic Engineering Co

- Field Service Technician

1998 – 2014 ILLOWA Communications

- General/Service Manager

1996 – 1998 Elert & Associates

- Public Safety Consultant

1994 – 1996 ILLOWA Communications

- Service Technician

1990 – 1994 Electronic Engineering Co

- Bench Service Technician

1989 – 1990 Motorola, Inc

- Pager Technician

1983 – 1987 U.S. Army

- Aircraft Avionics Technician



Education

- Columbia Southern University
- MS – Emergency Services Management
Columbia Southern University
- MBA – Project Management Emphasis
Columbia Southern University
- Bachelor of Science – Criminal Justice
Administration

Areas of Expertise

- CAD/RMS Systems
- 9-1-1 Center Operations
- National Level Sales & Marketing
- Technology Use and Implementation
- 9-1-1 Center Consolidation
- Training
- 800 MHz Radio System Implementation

Certifications/Training

- Center Manager Certification Program (CMCP) – NENA
- Emergency Number Professional (ENP) – NENA
- Advanced Professional Series – FEMA
- Courses in Emergency Management and Project Management

Civic / Volunteer Service

- Director of Security - Deltona Alliance Church
- Technical Advisory Board – National Emergency Number Association
- PSAP Service Capability Rating Scale Revision Workgroup – APCO International
- Firearm Safety Instructor / Merit Badge Counselor – Boy Scouts of America
- Volunteer Docent – Deltona Veteran's Museum
- Secretary – ASIS Orlando Chapter

Significant Projects

Capital Area Council of Governments

Provided Project Management for a ten-county emergency notification system including RFP development, vendor selection, deployment, and training.

Capital Area Council of Governments

Provided project management for a ninety position, regional backup 9-1-1 center supporting the ten-county greater Austin, TX region.

Rutgers University

Provided project management for a complete 9-1-1 upgrade to NG9-1-1 CPE including replacement of all back-room equipment and console workstations.

Wright County, MN

After a comprehensive assessment, developed an RFP for Computer Aided Dispatch system. Served as project manager for county-wide implementation through go-live.

Mall of America, MN

Provided training, configuration, and project management services with Computer Aided Dispatch.

Rosebud Sioux Tribe, Rosebud SD

Provided training, project management services for full upgrade to Computer Aided Dispatch, Records Management and Jail Management Systems.

Deltona, FL

Worked as a 9-1-1 operator and division commander. Provided management, training, administration in planning, staffing, and opening an Emergency Operations Center to operational status. Including Computer Aided Dispatch, EMD and E9-1-1.

Experience

- 2019 – Present True North Consulting Group
 - Senior Technology Consultant
- 2017 – 2019 Capital Area Council of Governments
 - Assistant Director of Emergency Communications – Administration
- 2016 – 2016 Carousel Industries
 - Project Manager
- 2015 – 2016 Civica CMI
 - Account Executive
- 2012 – 2014 Elert & Associates
 - Public Safety & Security Consultant
- 2001 – 2012 CISCO Public Safety Software / Global Software
 - Adjunct Instructor for Fire / EMS Emergency Telecommunications
- 1987 – 2001 City of Deltona, Florida
 - 9-1-1 Communications Division Commander



Education

University of St. Thomas, St. Paul, MN

- Marketing Management Degree Program

Capitol Radio Engineering Institute,
Washington, D.C.

- General Electronics Engineering Course

Austin Community/Technical College, Austin,
MN

- Liberal Arts and Electronics Courses

Areas of Expertise

- Public Safety Communication Systems
- RFP Development
- RF Engineering
- RF Trunking Systems
- RF Telemetry Systems
- Project Management

Training and Certifications

- FEMA ISC 100, 200, 700
- Aviat Microwave Training
- Cisco Certified Network Associate (CCNA)
- FCC General Radiotelephone License
- FCC Extra Class Amateur Radio License
- APCO

Significant Projects

Lincoln, Nebraska

Provided technology consulting services for an 800 MHz Phase 2 P25 trunking system including 3-Site Simulcast and 3 Dispatch Centers.

Dubuque County, Iowa

Provided a Radio System Assessment and project management including developing options for an 800 MHz land mobile radio (LMR) upgrade.

Walworth County, Wisconsin

Provided technology consulting services for a Radio Systems Upgrade assessment and recommendation study.

Mahaska County, Iowa

Provided technology consulting services for a Radio Systems Upgrade assessment and recommendation study followed by development of an RFP.

Black Hawk County, Iowa

Provided technology consulting services for an 800 MHz trunked radio system including 7-Site Simulcast with 11 Channels following a complete and comprehensive assessment study.

Monroe County, Iowa

Provided technology consulting services for VHF Multi-channel Conventional radio system with 7-Site Analog Simulcast System.

Sheboygan County, Wisconsin

Provided technology consulting services for an 800 MHz P25 trunked radio system including 7-Site Simulcast LMR.

La Crosse, Wisconsin

Provided technology consulting services for an 800 MHz P25 trunked radio system with 3-Site Simulcast LMR.

Linn County and Cedar Rapids, Iowa

Provided technology consulting services for an 800 MHz P25 trunked radio system including 6-Site Simulcast with 3 Dispatch Centers.

Experience

2018 – Present True North Consulting Group

- Technology Consultant

2005 – 2018 Elert & Associates

- Public Safety Systems Consultant

2002 – 2004 NextNet Wireless Inc.

- Director, International Sales

1997 – 2002 Dataradio COR Ltd.

- 2001-2002 Manager, Marketing
- 1997-2001 Senior Product Manager

1996 – 1997 Sprint PCS

- Senior RF Engineer

1995 – 1996 Self-Employed Telecom Consultant



Education

University of Wisconsin

- Master of Science, Management Technology
- Bachelor of Science, Industrial Technology – Electronics, Magna Cum Laude

Milwaukee Area Technical College

- Associate of Science, Electrical Technology – Communications

Madison Area Technical College

- Associate of Science, Electronics Technology

Areas of Expertise

- Planning, Design and Implementation Management
- Public Safety Radio
- Microwave
- Video and Data
- Wireless Broadband
- Fiber Optics
- Land Mobile Radio Systems
- Network Integration
- EOC/Conference Room Design
- Strategic & Long-Range Planning
- Technology Presentations
- Project Management

Training and Certifications

- FEMA ICS 100, 200, 300, 700, 800
- EADS Radio Communications Training
- Motorola Radio Communications Systems Training
- Harris RAPTR & Digital Radio/Network Training
- Harris Microwave Systems Training
- Fundamentals of Cellular & PCS Communications

Significant Projects

Quad Cities, Iowa

Provided technology consulting services and project management for a radio upgrade project including 20-site simulcast trunking system.

Lincoln, Nebraska

Provided technology consulting services and project management for an 800 MHz Phase 2 P25 trunking system including 3-Site Simulcast with 3 PSAPs & Emergency Operations Center.

Black Hawk County, Iowa

Provided technology consulting services and project management for an 800 MHz trunked radio system including 7-Site Simulcast with 11 Channels.

Sheboygan County, Wisconsin

Provided technology consulting services for an 800 MHz P25 trunked radio system with 7-Site Simulcast LMR.

Minot, North Dakota

Provided technology consulting and design services, as well as project management for the Wireless Metropolitan Area Network (WMAN) including the Wireless Data System for SCADA.

La Crosse, Wisconsin

Provided technology consulting services and project management for an 800 MHz P25 trunked radio system with 3 Site Simulcast LMR.

Linn County and Cedar Rapids, Iowa

Provided technology consulting services and extensive project management for an 800 MHz P25 trunked radio system including 6-Site Simulcast with 3 PSAPs & Emergency Operations Center

Germantown, Tennessee

Provided technology consulting services for an 800 MHz P25 LMR with 2-Site Simulcast Conventional to be later upgraded to trunking.

Experience

2018 – Present True North Consulting Group

- Senior Technology Consultant

1995 – 2018 Elert & Associates

- Chief Technology Officer

1988 – 1995 University of Wisconsin – Stout

- Director, Telecommunications and Networking

1975 – 1988 University of Wisconsin – Stout

- Teleproduction Center Chief Engineer

1973 – 1974 WMVS/WMTV-TV, Channel 10/36

- Television Technician

1969 – 1973 US Navy – Electronics/Radar Systems

Memberships

- Institute of Electrical and Electronic Engineers (Senior Member)
- FCC Radiotelephone License
- APCO

TAB 4: Project Approach

Scope of Work

True North Consulting Group has developed the following range of services for consideration by Richland County detailing a standard assessment study (Phase 1) project. With this scope model, TNCG would complete an assessment and provide a detailed report to Richland County within Phase 1 and then provide the County technical support. At the same time, decision-makers determine the most effective business process to pursue upgrading the County's radio system. When properly completed, an assessment study and report document bring both the County's team and technology consultant to the detailed understanding needed to conduct comprehensive discussions of any replacement options.

Only with this understanding and discussions can any expertly tailored additional phases be provided to meet the County's needs. True North provides a general understanding of the possible scope of services for any other phases to follow a basic model. TNCG would use a Phase 2 project to develop a request for any replacement systems. Phase 3 provides the processes for identifying vendor-specific project options (likely through an open request) completing an agreement to achieve an identified solution. Finally, Phase 4 sees the client through the implementation processes of the project and successful completion.

Phase 1 – Analysis of Public Safety Radio System

1. Our anticipated project plan would begin with a project kick-off meeting.
(True North is in full support of remote meeting organization relying on Microsoft Teams.)
 - a. Discuss and establish project highlights, such as contacts and schedules.
 - b. Gather an understanding from the group of the land mobile radio systems installed and presently in use at the County. Identify system changes.
 - c. Review the preliminary discussions and any internal needs assessment that has been conducted.
 - d. Review present radio support systems such as sites, backhaul, dispatch, etc.
 - e. Identify stakeholders and vendors currently supporting the County.
 - f. Identify needed documentation to exchange.
2. Review issues related to interoperability within the County and adjacent public safety operations.
3. Collect and interpret data relative to frequencies, interference, stakeholders, and governance.
4. Compile background information and develop a site visit plan to review and interview identified technical and stakeholders effectively. Schedule site visit.
5. Conduct a detailed physical site survey of all existing voice radio system sites to determine needs for upgrades of physical facilities and available space for future use.

○ Base stations	○ Transmission lines
○ Antennas	○ Transmitter combiners
○ Receiver multi-couplers	○ Microwave sites connectivity
○ Dispatch consoles	○ Site shelters and tower

6. Meet with the present supporting vendor(s) to gain detailed technical information on current system performance and options the vendor recommends.
7. Conduct necessary interviews with leadership and user groups to obtain an understanding of the existing system operation and effectiveness and identify future needs.
 - Interoperability Needs
 - Paging operations
 - System shortcomings
 - Voice radio operations
 - Coverage performance levels
 - Technology improvements
8. Conduct exit discussion with the County contact.
9. Develop comprehensive findings document-based on-site visit and collected information and present to the County for review. The County will ensure an accurate account of systems and operational understanding.
10. Develop an understanding of the present voice systems, adequacies, and inadequacies. During this process, coverage analysis will also be conducted to validate areas where improvements are needed, including:
 - RF coverage
 - System loading and usage
 - Subscriber terminal features
 - Equipment lifecycle and reliability
 - RF sites and facilities
 - System deficiencies
11. Provide existing coverage analysis detail generated for review and verification by the County.
12. Develop and provide options for improvement of the County systems that all meet the identified objectives and provide the County with a range of understanding implementation considerations. (Options will include anticipated coverage expectations and budgetary estimates to accomplish.)
 - a. Analyze the available frequencies spectrum now in use and possibly for use in the area and review the future capacity needed to support system expansion.
 - b. Review and gain a detailed understanding of the radio console capability and support for IP-based radio repeater technology.
 - c. Consider the possible use of existing radio sites and review other potential sites as appropriate to serve the required coverage area.
 - d. Develop a review of the systems that each of the major manufacturers offers today, how they are the same, and their differences when the report is developed.
 - e. Evaluate the financial structure of system implementation, civil costs, and on-going maintenance and upgrade support over a new system's life cycle.
13. Develop a draft report summarizing the technical systems assessment findings, the operational evaluation findings, and the developed options.
 - a. Summary of the technical analysis of the current systems hardware, software, and supporting infrastructure for voice and paging
 - b. Backbone equipment inventory and condition
 - c. Lifecycle and support issues
 - d. Site and facility conditions and issues

- e. Subscriber equipment inventory and status
 - f. Summary of findings on available frequency spectrum and recommendations for capacity expansion
 - g. Recommendations for prioritization to address the problems and gaps identified through these assessments
 - h. Recommendations and alternatives for system/equipment upgrade or replacement needed to address the areas of concern
14. Present the draft report findings and identified potential options and recommendations.
 - a. Conceptual design detail for voice radio, paging, interconnect, and site improvements
 - b. System conceptual drawings
 - c. Anticipated coverage using propagation analysis
 - d. Estimated system cost
 - e. The expected timeline for a phased approach
 15. Assist the team in understanding the communications infrastructure recommendations that interconnect the various radio systems elements, including microwave, fiber optics, and how-to future-proof network technology.
 - a. A discussion of voice radio system options available for consideration
 - b. A discussion of tone/voice vs. digital paging solutions
 - c. A discussion and recommendation regarding analog vs. digital P25 technology
 - d. A discussion of standards-based vs. proprietary solutions and impacts
 - e. A discussion of backhaul requirements
 - f. A discussion of the use of national interop channels for backup and interoperability
 - g. A discussion of the merits of how to best acquire an upgrade specifically addressing options
 - h. Document inputs and feedback from this presentation for incorporation into the report.
 16. Update and expand report document to address questions and concerns developed with the draft presentation.
 17. Identify with the County the presentation processes needed to bring the report to a final version and meet defined goals.
 18. Implement presentation processes to ensure a complete understanding from stakeholders and address feedback and questions.
 19. After reviewing the final draft report and accepting the “best option,” TNCG will finalize the report to meet the needs of the County.
 - a. TNCG will provide the final report document.
 - b. A PowerPoint presentation will be developed, summarizing the selected conceptual design option for TNCG to present the best option.

Deliverables

TNCG provides every client with a custom-written communications assessment study report to meet the client's specific needs. However, these reports are constructed with fundamental building blocks assuring known information identified through years of experience. With the technical nature of these processes, those blocks are generally standard data collection tables. These tables provide precise locations within the report to identify essential information quickly. Wrapped around the building blocks are the many thoughts and insights identified by our experienced consultants.

Just as diverse as public safety radio systems are from entity to entity, so are the analysis reports needed to detail their setup and operation. Each report created by TNCG is custom built to best feature the information in an appropriate chronology to meet the client's needs. As every technology report assessment would likely incorporate similar reports and/or presentations throughout the project life cycle, they are used at various times when appropriate to convey information effectively.

Documents and presentations used by TNCG during a project are created when the needs to meet client goals are identified, with the final goal of a successful project in mind.

Listed below are a few of the everyday items used by TNCG:

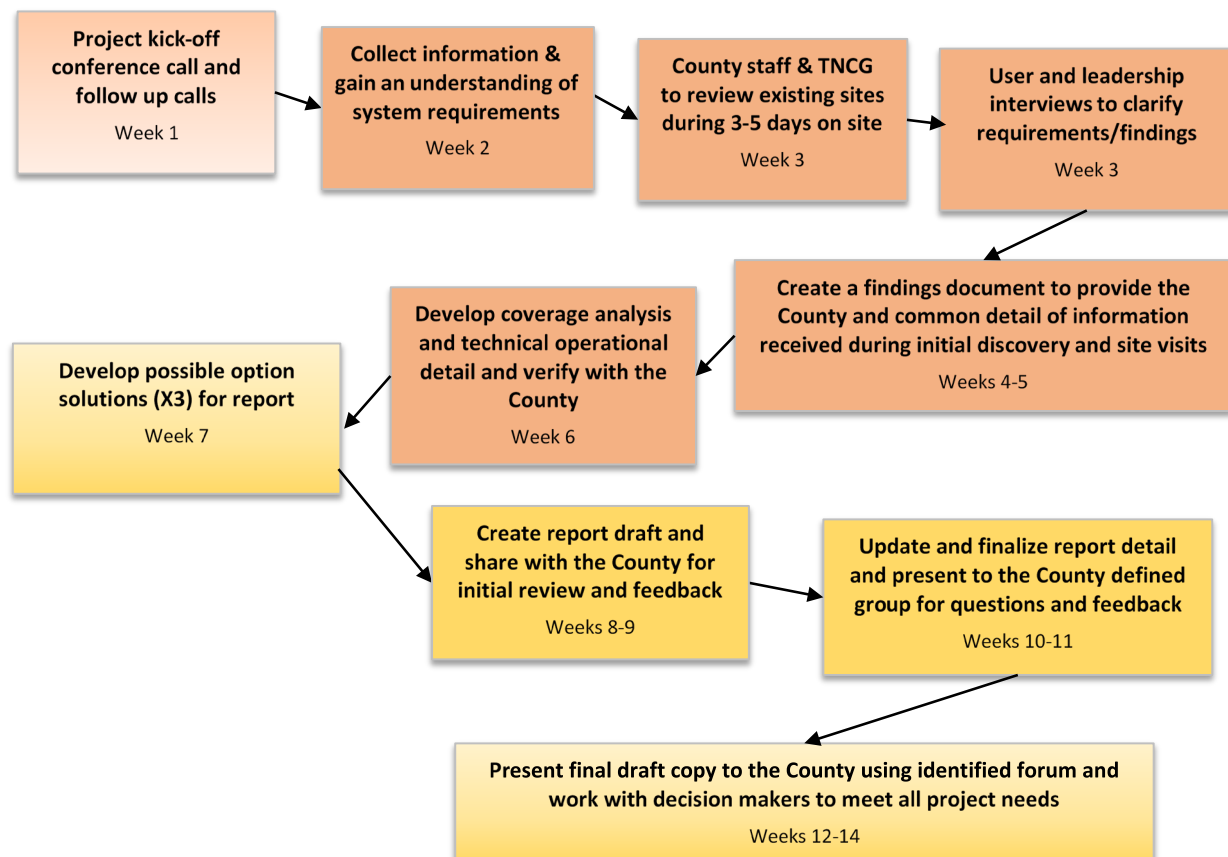
- **Notes**
Sometimes meeting notes may seem like an insignificant process to most discussions, but when used and reviewed, they can more effectively assure operations are moving in an understood direction and effort is not being wasted on misdefined tasks.
- **General System Technology Presentation and Discussion during the initial visit**
This discussion would be a short presentation plus a Q&A period to bring all participants up to date on the present state of public safety radio system technology.
- **Findings Report Upon Completion of all Fact Gathering**
This document will be a report describing the collected information from interviews, surveys, and site visits. This report will become part of the final report and is expected to be verified by the County before the next step.
- **Design Options Presented in Report for Consideration**
TNCG will develop multiple options for discussion based on the Findings Report, where all input has been summarized and presented. A debate among County Leadership is expected to result in the selection of the best solution to develop as the selected option.
- **Draft Report**
The final report will be created as a draft to be presented to leadership for review. Comments will be received, and appropriate modifications made to ensure all requested areas have been fully developed and answers obtained for any leadership questions.
- **Final Report & Presentation**
TNCG's report remains in draft form until all questions and input from the County are completed. The written report is finalized when the County provides it as complete, and acceptance is approved.

Project Schedule

TNCG provides the following Phase 1 timeline model as a baseline understanding of standard processes that are usually developed to meet the County's specific needs. The initial fact-gathering portion and report assembling work generally require about two months to be completed and another 3-4 weeks for the client to review with details and adjustments made to meet any specific needs. A specific schedule is developed based on Richland County's identified goals, timelines, and anticipated presentation meetings in mind during the initial kickoff meeting.

The anticipated March 12th meeting date is understood and would line up with True North's findings document presentation timeline to the County. The findings document is a verification step to ensure a complete and accurate understanding of the existing information.

True North is committed to beginning the Richland County project immediately upon completion of any contract agreement, and consultant availability is open for an initial site visit.



Assistance from the County

A successful project can best be achieved by any consultant when an open and honest exchange of information is implemented into the project processes. The County being the client in this relationship, needs to provide guidance and desires to True North Consulting Group assuring needs are met. As TNCG receives those requests, it has the responsibility of guaranteeing questions to get answered and topics get fully understood and addressed while looking out for the technical pitfalls.

TNCG will expect Richland County to assign a project manager/coordinator to work closely with the consultant team throughout the project. This critical contact individual will be consulted to provide input about the County's desires or point us in the right direction to speak with other individuals.

If the County wishes to provide additional contacts or designate areas of responsibility for various connections, the primary project manager needs to be included in the exchange of information.

Following are some of the support tasks needed from the County:

1. Correspondence with TNCG on project questions and concerns
2. Assistance scheduling necessary project meeting with stakeholders
3. Assistance arranging site tours of existing facilities
4. Assistance arranging meeting locations throughout the project
5. Assembling technical/licensing information of existing systems:
 - Past radio system records
 - Recent dispatch center logs of system technical concerns and history (if they exist)
 - Any prior system studies that may have an impact on the system upgrade
 - Assist TNCG to gather subscriber equipment types and quantities.

TAB 5: Project Experience

Recent Radio System Consulting Projects

The following table demonstrates many of TNCG's ongoing Public Safety team project experience. Many of these projects began with the assessment phase of the True North team and the development of focused options to consider. Additional phases are tailored to the identified opportunity and supported by our team approach but directed by the designated consultant.

Our team brings these projects to successful completion for delighted clients.

Project/Location	Description	System/Actions	Dates	Consultants
Jackson County IA VHF Radio System Assessment/Study all county radio system users	County operates on multiple repeaters with a single dispatch center.	Phase II – Working to acquire County design improvement to State of Iowa 700 MHz P25 system	2019 - Present	Mike Day PM John Thompson
Jefferson County WI VHF Radio System Assessment/Study all county radio system users	County operates on multiple repeaters with a single dispatch center.	Phase IV – Currently entering the contract administration stage of a VHF P25 conventional system	2018 - Present	John Thompson PM Mike Day Dave Kaun
Newton County IN Radio System Assessment/Study all county radio system users	County operates on multiple repeaters and the Indiana State radio system with a single dispatch center.	Phase I – An initial communication study of the County's systems was completed, and a report was developed.	2018	Mike Day PM John Thompson
Benton County IA VHF Radio System Assessment/Study all county radio system users	County operates on multiple repeaters with a single dispatch center.	Phase II – Working to acquire standalone paging system and then seeking a replacement radio system in 800 MHz	2018 - Present	Mike Day PM John Thompson Dave Kaun
Kenosha County WI PSAP dispatch center evaluation	County operates a single dispatch center needing console system upgrade.	Acquired dispatch radio console system from County's radio vendor	2019	John Thompson PM Mike Day
Green County WI VHF Radio System Assessment/Study all county radio system users	County operates on multiple repeaters with multiple dispatch centers and is considering an upgrade.	Phase IV – In the contract administration stage of a VHF P25 conventional system	2017 - Present	Mike Day PM John Thompson Dave Kaun
Washington County IA VHF Radio System Assessment/Study, all county radio system users	County operates on multiple repeaters with a single dispatch center and is considering an upgrade.	Phase IV – In the contract administration stage of a 5-site 800 MHz P25 trunked system	2017 - Present	Mike Day PM John Thompson Dave Kaun Pete Gray
Juneau County WI VHF Radio System WISCOM add-on project revision	County operates a multi-site trunked system integrated with the WISCOM network.	Currently in contract to provide technical assistance in the system buildout and cutover	2017 - Present	John Thompson PM

Project/Location	Description	System/Actions	Dates	Consultants
Walworth County WI VHF Radio System Assessment/Study, all county radio system users	County operates on multiple repeaters with multiple dispatch centers and desired to upgrade.	Assessment/ study completed and presented to County. The next step will be an RFP in 2020.	2017 - Present	John Thompson PM Mike Day Dave Kaun
Quad Cities Area of Iowa and Illinois plus Scott and Rock Island County. Study and now RFP.	The area operates on leased EDACS trunked radio system, multiple dispatch centers. Study complete an RFP on the street.	Completed the study, provided three options ranging in cost from \$14M to \$24M. The system under contract.	2017 - Present	Dave Kaun PM John Thompson Mike Day
Lincoln, NE P25 800 MHz trunking system serving all city and county public safety users	800 MHz, 3 site, 11 channel, Phase 2 P25 trunk system with 1500 radios, dispatch center, and an EOC. Replacing EDACS with ASTRO25	This \$20M project is now in its final stages with construction completion in early 2018 due to dispatch update project timing.	2014 - Present	Dave Kaun PM John Thompson Pete Gray Mike Day
Dubuque County IA 800 MHz EDACS Radio System Assessment/ Study, all county radio system users	County operates on leased EDACS trunked radio system with a single dispatch center and is considering an upgrade.	Completed the study. County decided to build off Black Hawk County RFP and award. A system under construction.	2015 - Present	John Thompson PM Mike Day Dave Kaun
Black Hawk County IA P25 800 MHz trunking system serving all county public safety users replacing EDACS	800 MHz, 5 Site, 7 channel, P25 trunk system supporting over 1000 radios, dispatch center, and an EOC.	~\$9.5M project awarded to RACOM via a full RFP process. Construction underway and at ~70%.	2014 - Present	Dave Kaun PM John Thompson Mike Day
Monroe County WI VHF analog simulcast with paging system upgrade	VHF multichannel simulcast system with 9 sites and 5 channels, one dispatch center.	Final system cost was \$3.1M, awarded to local Motorola dealer. Reused all radios.	2014-2018	John Thompson PM Dave Kaun

TAB 6: References

Reference No. 1

Client's name: **Green County, Wisconsin**

Address: 2827 Sixth Street, Monroe, WI 53566

Point of contact: Mr. Tom Moczynski, Chief Deputy, (608) 328-9400, tmoczynskit@greensheriff.com

Description of services provided: Green County, Wisconsin, retained the services of True North Consulting Group (TNCG) to conduct a detailed public safety radio system study for the County. The completed report document of the existing multi-site voted receive VHF radio system identified a lack of talkout coverage and provided various options. The study focused on the existing VHF voice radio system and separate paging simulcast system using a common transmit site and multiple voted receive sites. TNCG worked to identify the County's tower site investments' characteristics and provide new understandings of the county's numerous PSAP operations. The County pursued upgrade options using a Request For Proposal (RFP) document process and identified a vendor solution with Baycom (Motorola). Currently, the project is working through the civil (tower) support processes and plans for implementation in 2021.

Time period of the project or contract: 2017 – current client

Reference No. 2

Client's name: **Walworth County, Wisconsin**

Address: 1770 County Road NN, Elkhorn, WI 53121

Point of contact: Lt. Todd Neumann, Dispatch Supervisor, (262) 741-4680, tneumann@co.walworth.wi.us

Description of services provided: Walworth County retained True North Consulting Group (TNCG) in an open request for three project phases (system study, RFP development, and procurement) to update their public safety radio systems. Upon completion of the study of the County's various disparate agency system operating in numerous frequency bands, the County chose to move forward with a 700/800 MHz countywide design. The County also needed a pause as budgetary processes and plans were set in motion to follow a designed process in the acquisition. The County is currently finalizing the RFP document for release, completing Phase 2, and working on completing the acquisition process in the first half of 2021. Implementation support will take the County a number of years, and current estimates would see a project completion in 2023.

Time period of the project or contract: 2017 – current client

Reference No. 3

Client's name: **City of La Crosse, Wisconsin**

Address: 400 La Crosse Street, La Crosse, WI 54601

Point of contact: Ms. Jacky Greschner, Director of Information Services, (608) 789-8225,
greschnerj@cityoflacrosse.org

Description of services provided: The City of La Crosse was supported by Elert & Associates (True North) for the assessment and ultimate replacement of their public safety radio system. The project also supported the County radio system and dispatch center needs, which were separated out during the contract negotiation processes. The City implemented a three-site, five-channel P25 trunked radio network supporting over 900 radio users and multiple dispatch centers. The RFP process was used to acquire the solution, and contract administration supported the complete implementation to requested standards.

Time period of the project or contract: 2011 – 2014

TAB 7: Project Cost

Pricing Page

Pricing Sheet	Price for item/service listed
Hourly rate for work within scope of proposal	See the "Hourly Rate Structure" table on the next page.
Estimated hours required to complete work within scope of proposal	Estimate 138 hours and providing not to exceed pricing.
Administrative cost (documents, reports, printing for above work)	Estimate 5 hours and providing not to exceed pricing.
Hourly rate for work outside of scope of proposal	See the "Hourly Rate Structure" table on the next page.
Other costs related to project	Expenses are estimated at \$1,500 for three (3) separate trips to the County and providing not to exceed pricing.
Total Cost to Complete Study and Scope of Work as proposed	\$24,500 billed monthly as work and expenses are incurred.

Phase 1 – Evaluation Estimate

• Kick-off and initial fact-gathering	5 Hours
• Review frequency utilization	2 Hours
• System/Site review and stakeholder meetings	40 Hours
• Propagation analysis of existing systems	6 Hours
• Findings report development	8 Hours
• Develop recommended system options	14 Hours
• Report development	30 Hours
• Options vetting	6 Hours
• Routine conference calls, emails, and WebEx sessions as required	8 Hours
• Report finalization	16 Hours
• Presentation processes	8 Hours

Travel time and per diem Expenses..... Included

Total Not to Exceed for Phase 1 \$24,500

Notes:

1. Invoicing is anticipated to be monthly as percent completed following work and travel elements.
2. Travel time and per diem cost estimates are based on three consultant trips to Richland County. If the County requests additional trips, added expense fees will be negotiated.
3. A visual assessment will be made of existing facilities, though no fees have been included for a detailed look by an appropriate civil or structural engineer.
4. TNCG can perform all services as outlined in this proposal and will not be using any subcontractors.
5. The price offered is based on the envisioned scope of work in the RFP. Final pricing is negotiable and dependent upon the final agreed-upon scope of work and based on published rates.

Hourly Rate Structure

Consultants' Services per Hour:	Standard
Principal	\$185
Director/Vice President	\$175
Senior Technology Consultant	\$165
Technology Consultant	\$150
Project Manager	\$150
System Designer	\$115
Drafter	\$ 70
Administrative	\$ 60

True North Consulting agrees to the provided pricing estimate under the enclosed scope of work for Richland County with no changes through the contract period. These included hourly rates will not change even with adjustments to the scope of services.

TAB 8: Additional Information

Subsequent Phases

The following information is provided to the County for context of a potential process completing any needed subsequent phases following a system study. Specific client and project needs are likely not easily known and understood until each previous phase is completed. Many clients may also need to impress their unique business practices on a phase and customize the scope of work to fit those needs, which True North fully supports.

Price ranges are provided to give context to a common scope of work but vary based on the anticipated hours needed due to project size. Site visit time and expense estimates are also provided to help factor in consultant visits within the scope. Phase 4 services are much more difficult to project and are loosely based on the client's anticipated project budgets. When able to understand the project, they are heavily tailored toward a vendor's anticipated implementation timeline for completion. Most radio system projects are considered to need a twelve to twenty-four-month implementation likely.

Additional project phases are proposed from TNCG to consider when the scope of services is clearly defined and tailored to fit the client's needs ensuring accurate costs. True North believes this provides a more accurate understanding of both parties and makes the need for change order requests less likely.

Phase 2 – Design Development

1. Detailed technical specifications ready for competitive bidding.
2. Final design proposals for potential site locations and connectivity recommendations.
3. Budget costing for the proposed system.
4. Potential phased approach for the installation, including prioritization of key equipment and cost analysis of phased versus simultaneous installation.
5. Documents ready for frequency coordination and licensing if required.
6. Provide an oral and written presentation of this phase to the County and any other parties deemed appropriate.
7. Provide site visits as needed or requested. The cost of site visits is to be specified as part of the bid package.

Scope of Work\$14,000 - \$26,000

Site visit per consultant for 3-day visit (Expenses included) \$1,800

Phase 3 – Procurement Processes

1. Bidding process for the specified equipment.
2. Competitive selection following the bidding process.
3. Oversight of delivery, installation, and testing of the new system.
4. Provide an oral and written presentation to the County and any other parties deemed appropriate.
5. Provide site visits as needed or requested. The cost of site visits is to be specified as part of the bid package.

Scope of Work\$17,000 - \$28,000

Site visit per consultant for 3-day visit (Expenses included) \$1,800

Phase 4 – Contract Administration

1. Review of the final installation to determine if goals have been met.
2. Review of required training of personnel.
3. Provide a final oral and written presentation outlining all phases of the project to the County and any other parties deemed appropriate.
4. Provide site visits as needed or requested. The cost of site visits is to be specified as a part of the bid package.

Scope of Work	4.5% - 7.0% of project total
Site visit per consultant for 3-day visit (Expenses included)	\$1,800

Signature Page

Bidder



Authorized Agent for Bidder

Chief Operating Officer
Title

12/04/2020
Date

Tony Chojnowski

Printed Name

Richland County

Authorized Agent for County

Title

Date

Printed Name

Richland County Committee

Agenda Item Cover

Agenda Item Name: Radio Tower Analysis Contract

Department	Administration	Presented By:	Administrator Langreck
Date of Meeting:	02 Feb 2021	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Rule 14
Date submitted:	28 Jan 2021	Referred by:	LEJC January 9 th , 2021

Recommendation and/or action language:

Motion to ... recommend resolution by the Richland County Board to accept the proposal for consulting services from True North Consulting Group, regarding the County Radio and Tower analysis and improvement, in the amount of \$24,500, from Short-term Capital Fund #92 line 8.

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

Richland County emergency radio and tower infrastructure is aging, with multiple components past recommended lifespan. The Radio Tower system also has significant dead spots due to topography and limitation of current equipment. The limitations impact our communication with patrol, emergency response and fire-fighting partners and overall jeopardizes public safety when communications fail.

\$45,000 is currently appropriated through our Short-term Capital Fund #92 line 8 for "Tower/Radio (Assessment and Specification Design)." The proposed \$24,500 bid would allow us to undergo a phase one "Evaluation Estimate." (Ref True North Bid, page 28). Phase one is the completion of an analysis identifying our problems and our options to remedy. The second phase of "Design Development" estimates at \$14,000-\$26,000 and may fit into our current apportionment. The completion of phases two will give us an estimate on solution costs and a specification design to put out for construction and implementation bid.

Three vendors solicited bids and interviewed before the LEJC Committee on January 8th: Evans, TUSA, True North; with True North selected by unanimous decision of the LEJC Committee.

Attachments and References:

True North Proposal – Prepared by Mike Day	Additional information available in LEJC committee folder 2021/01 Jan/Com. System
--	---

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund # 92; Line 8
<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)

\$24,500 of allotted \$45,000 line.

Approval:

Review: Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Marco: Change Order: Purchase of 2 x floor boxes

Department	Administration	Presented By:	Administrator Langreck
Date of Meeting:	02 February 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Proposed Borrowing Policy
Date submitted:	29 Jan 2021	Referred by:	

Recommendation and/or action language:

Motion to ... accept the change order authorized by Administrator Langreck, executed under contingency authority granted by Res No. 20-163, and to appropriate \$596.92 from #92 to cover added expense.

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

During the carpentry and conduit phase of the Large Courtroom Improvement project configuration required the purchase of two additional floor boxes to allow safe access for wiring to desk and tables. These two boxes were authorized through Administrator Langreck, shipped express, and installed. The added expense to the project is \$596.92. The Administrator is authorized a \$5,000 contingency under Res. No 20-163 however the funding is coming from Capital Short Term Borrowing Fund #92 and appropriation is requested from the Finance and Personnel Committee. [Please reference spread sheets below.

Attachments and References:

Appropriations and Tracking below	Res No. 20-163 https://www.co.richland.wi.us/pdfs/2020/CountyBoard/minutes/20201208minutes.pdf
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Financial Review:

(please check one)

X	In adopted budget	Fund Number	Short Term Capital Borrowing Fund # 92
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

(summary of current and future impacts)

Added expense = \$596.92

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Approved:

2021 Capital Improvement / Capital Project List (Appendix B)					
<u>Purpose Language:</u>					
Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design.					
2021 Projects & Equipment					
		Total Available:	\$ 1,032,132	Deposit of Project Construction Fund	
<u>Line:</u>	<u>Department:</u>	<u>Project or Improvement:</u>	<u>Allocation:</u>	<u>Notes on intentions of use:</u>	<u>Reappropriation:</u>
1	Courthouse	Old courthouse / window replacement and facility improvements	\$ 75,000	2019 capital borrowing allocated to carpet and improvements	\$ -
2	Courthouse	Replacement of Heat Exchangers (estimating 3 units)	\$ 24,000	\$20K reduction in "Courthouse Repair" operations budget	\$ -
3	Courthouse	Large Courtroom Improvement Project	\$ 30,000	Carpentry to install DARS and Teleconferencing Upgrades	\$ -
4	Courthouse	Old Courthouse Roof Repair	\$ 30,000	Needed to patch current leaks	\$ -
5	MIS	Network Infrastructure Improvement	\$ 20,000	Reduced "New equipment over \$5,000" in operating budget	\$ -
6	HHS	Heating /Cooling Unit Replacement	\$ 6,000	Reduction in operations budget	\$ -
7	Sheriff	2 Patrol Vehicles (est. 2 units with configuration)	\$ 130,000	\$0 allocation for "new vehicles" in 2021 operating budget.	\$ -
8	Sheriff	Tower/Radio (Assessment and Specification Design)	\$ 45,000	Funds for an assessment on current system and spec design	\$ -
9	UW Campus	Humidifier replacements in Library, HVAC controls in Wallace and Melville, facility improvements	\$ 20,000	\$20K reduction in operations budget	\$ -
10	Highway	County Trunk Road Improvements	\$ 650,000	\$150,000 reduction in operations budget	\$ -
11	Administration	Contingent	\$ 2,132	Line to hold contingent funds for purpose allocation	\$ -
		Subtotal	\$ 1,032,132		\$ -

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Agenda Item Cover

2021 Capital Improvement / Capital Project List (Appendix B)									
Purpose Language:									
Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design.									
2021 Projects & Equipment									
		Total Available:	\$ 1,032,132	Deposit of Project Construction Fund					
Line:	Department:	Project or Improvement:	Allocation:	Notes on intentions of use:	Reappropriation:	Item Use:	Project / Item:	Total Use:	Remain
1	Courthouse	Old courthouse / window replacement and facility improvements	\$ 75,000	2019 capital borrowing allocated to carpet and improvements	\$ -	\$ 2,259.87	Part of Marco L court overage on 2.9	\$ 2,822.79	\$ 72,177.21
						\$ 562.92	Marco Change Order; boxes		
2	Courthouse	Replacement of Heat Exchangers (estimating 3 units)	\$ 24,000	\$20K reduction in "Courthouse Repair" operations budget	\$ -				
3	Courthouse	Large Courtroom Improvement Project	\$ 30,000	Carpentry to install DARS and Teleconferencing Upgrades	\$ -	\$19,600.00	Marshall Carp. Elect	\$30,000.00	\$ -
						\$10,400.00	Part of Marco L court overage on 2.9		
4	Courthouse	Old Courthouse Roof Repair	\$ 30,000	Needed to patch current leaks	\$ -				\$ 30,000.00
5	MIS	Network Infrastructure Improvement	\$ 20,000	Reduced "New equipment over \$5,000" in operating budget	\$ -				\$ 20,000.00
6	HHS	Heating /Cooling Unit Replacement	\$ 6,000	Reduction in operations budget	\$ -				\$ 6,000.00
7	Sheriff	2 Patrol Vehicles (est. 2 units with configuration)	\$ 130,000	\$0 allocation for "new vehicles" in 2021 operating budget.	\$ -				\$130,000.00
8	Sheriff	Tower/Radio (Assessment and Specification Design)	\$ 45,000	Funds for an assessment on current system and spec design	\$ -				\$ 45,000.00
9	UW Campus	Humidifier replacements in Library, HVAC controls in Wallace and Melville, facility improvements	\$ 20,000	\$20K reduction in operations budget	\$ -	\$17,925.99	Heat Exchanger Melvill	\$17,925.99	\$ 2,074.01
10	Highway	County Trunk Road Improvements	\$ 650,000	\$150,000 reduction in operations budget	\$ -				\$650,000.00
11	Administration	Contingent	\$ 2,132	Line to hold contingent funds for purpose allocation	\$ -				\$ 2,132.00
		Subtotal	\$ 1,032,132		\$ -			\$50,748.78	\$957,383.22

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Barracuda Essentials Security Edition Purchase

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	February 2, 2021	Action Needed:	Resolution
Disclosure:	Open	Authority:	Board Rule 14
Date submitted:	1/29/2021	Referred by:	MIS

Recommendation and/or action language: Approve purchase of Barracuda Essentials Security Edition for 290 users from J Comp Technologies for the cost of \$7864.80.

Background: The Barracuda Essentials Security license allows Richland County to send secure encrypted emails. It also will act as a junk mail filter and security level to protect the county and its data. We currently have subscriptions for each user that requires encrypted email that cost \$100.00 per year/user. This subscription will cost only \$27.12 per year/user. We will be able to allow all users to have encrypted email access which has become an increasingly normal requirement of daily work. This will be an annual expense and will need to be budgeted for. There is currently room in the 2021 MIS Budget for this item, discussion and planning for future payments of this annual reoccurring expenses may be appropriate in the anticipated agenda item to discuss of how, how and where should organizational IT expenses be housed in the County Budget.

Attachments and References:

Financial Review:

(please check one)

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

See Above

Approval:



Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Capital Improvements and Projects Planning

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 February 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D,E,F
Date submitted:	02 February 2021	Referred by:	

Recommendation and/or action language:

Motion to ... accept the Capital Improvement and Capital Project plan format and guidance language (as presented / with amendment).

Motion to accept the county IT plan and funding consideration format (as presented/ with amendment).

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

In meeting the goals of 2022 Budget Process Plan, efforts are underway to bring forward requests for Capital Improvements and Capital Projects as well as planning our future IT needs and findings. Please see the attached documents. We are looking for approval of report formats and discussion on additional information the committee needs to support the decision process.

Attachments and References:

Capital Improvement and Projects Plan	MIS 5 year Plan
Proposal Guidance	

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)

Touches many budgets.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

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

E-Mail: clint.langreck@co.richland.wi.us

To: Richland County Departments and Partners

Subject: 2022 Capital Improvements and Projects Planning — Guidance

2-Feb-21

Richland County Department Heads and Partner Representatives,

In our ongoing efforts to track and plan our capital improvements and capital projects, I am asking that all Richland County departments and partners (that receive funding through Richland County) please submit your plans and requests for capital improvements and capital projects.

The goals of this project include:

- Maintaining the county's infrastructure to ensure that future boards do not have to react to aging and broken systems causing frequent sharp rises in property tax levy and rate; and
- Continuing our annual short-term loan financing for a capital improvements and capital outlay program that identifies and prioritizes projects and equipment (defined as costing over \$5,000 and a lifespan in excess of 3 years); and
- Keeping a recorded plan of proposed and authorized improvements and projects to help identify needs, balance solutions and shape future borrowing capacity; and
- Monitoring our investment into county infrastructure.

Departments are asked to review, amend and submit proposals on the attached Capital Improvement and Capital Projects planning spreadsheet. Please indicate your changes in by highlighting in yellow and include a note or narrative explanation. The attached copy includes items that were brought to the Administrator's attention. I am hoping to make a proposal to the Finance and Personnel Committee for adoption in March. This will be an adoption of a plan and not a guarantee of project undertaking. Undertaking requires components of approving a budget, possible lending resolution and purchasing under County Board Rules. This is a plan that is susceptible to change as needs and opportunities shift.

Timeline:

02 February 2021	Approval of request for improvement and project proposals
10 February 2021	Have requests submitted to the County Administrator
11 February 2021	Discussion and review at the monthly Department Head Meeting
24 February 2021	Have refined requests with vendor/ contractor estimates
09 March 2021	Proposal to Finance and Personnel; Discussion with Departments
?? March 2021	Finalization and possible special Finance and Personnel meeting as appropriate; adopt a tentative plan for 2022 budgeting coordination

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

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

E-Mail: clint.langreck@co.richland.wi.us

Please have your responses back to me no later than February 10th. Supporting information and, as appropriate, summarized narratives depicting the project, history/ context, problems driving needs, solutions/options, anticipated costs (quotes from vendors and contractors preferred), funding solutions, general timeline, risk of delay, etc. would also be most helpful in weighing the merits of each project. In context of our short-term capital borrowing, I am anticipating the County to have access to \$1,050,000 in borrowing in 2022 without further raising the millage rate. Currently we have roughly \$1,422,500 in requests for 2022 putting us roughly \$372,500 over. Please review and assess needs and help me understand which projects could potentially be delayed until 2023, but what risks are associated with the delays. Likewise, if we have significant risk in not taking action on items slotted for later years or on the “undesignated list” please bring these concerns to my attention. Please also factor a contingency for unforeseen expenses in project cost estimates.

Thank you for your support and participation in this process. Please let me know if you have any questions.

Clinton Langreck
Richland County — Administrator

Cc:

Capital Improvements / Capital Project Planning

(Preliminary)

2021 planning efforts was focused on appropriation for proposed short-term borrowing to fund capital improvements and capital projects. Future plans will incorporate more projects from other funding sources for greater overview.

Total

Revenues Sources**2021 Projects & Equipment**

		Revenues Sources					
		Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long Term Fund #75	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
Courthouse	Old courthouse / window replacement and facility improvements	\$ 75,000	\$ 75,000				
Courthouse	Replacement of Heat Exchangers (estimating 3 units)	\$ 24,000	\$ 24,000				
Courthouse	Large Courtroom Improvement Project	\$ 30,000	\$ 30,000				
Courthouse	Old Courthouse Roof Repair	\$ 30,000	\$ 30,000				
Courthouse	AV Improvements in the Large Courtroom	\$ 72,000		\$ 72,000			
Courthouse	Wiring and IP Telephone Upgrade for Court Offices (Through DOJ Grant)	\$ 58,000				\$ 58,000	
Emergency Mgt/ Ambulance	New Emergency Mangement / Ambulance Gargage Project	\$ 600,000		\$ 600,000			
MIS	Network Infrastructure Improvement	\$ 20,000	\$ 20,000				
HHS	Heating /Cooling Unit Replacement	\$ 6,000	\$ 6,000				
HHS	Roof Replacement	\$ 212,433		\$ 212,433			
Pine Valley	Computer replacements - 10	\$ 8,500					\$ 8,500
Pine Valley	Patient lift	\$ 5,500					\$ 5,500
Pine Valley	Bladder Scanner	\$ 13,000					\$ 13,000
Sheriff	2 Patrol Vehicles (est. 2 units with configuration)	\$ 130,000	\$ 130,000				
Sheriff	Tower/Radio (Assessment and Specification Design)	\$ 45,000	\$ 45,000				
UW Campus	Humidifier replacements in Library, HVAC controls in Wallace and Melville, facility improvements	\$ 20,000	\$ 20,000				
UW Campus	Rubber Roofing: Miller Library, Melvin Hall, East Hall, Science Hall	\$ 277,899		\$ 277,899			
Symons Roof	Roof Replacement (Shared with City)	\$ 130,233		\$ 65,116.50	\$ 65,117		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000				
Administration	Contingent on Shor-term	\$ 2,132	\$ 2,132				
Subtotal		\$ 2,409,697	\$ 1,032,132	\$ 1,227,449	\$ 65,117	\$ 58,000	\$ 27,000

Future plans will incorporate more projects from other funding sources for greater overview.
Looking to incorporate projects from all funding sources; \$5,000 and above.

Total

Revenues Sources					
Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long /Term Fund #75	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
2022 Projects & Equipment					
Administration	Administrator's Office (Scratch)	\$ 10,000			
Register in Probate	Paint / Fix Ceiling Tile / New Carpet	\$ 5,000	\$ 5,000		
MIS	New Phone System Courthouse (Partial by 2021 DOJ)	\$ 50,000			
HHS	HVAC Community Services Building	\$ 100,000	\$ 100,000		
Courthouse	AC/Chiller/Sheriff's Side building	\$ 100,000	\$ 100,000		
Courthouse	Replacement of Exchanger (x3)	\$ 25,000	\$ 25,000		
Courthouse	Repurposing Emergency Managements / Ambulance Space	\$ 20,000	\$ 20,000		
Pine Valley	Computer replacements - 10	\$ 8,750			\$ 8,750
Pine Valley	Patient lift	\$ 5,750			\$ 5,750
Sheriff	4 Squad Cars (with est. 4 unit configuration)	\$ 260,000	\$ 260,000		
Sheriff	Tower/Radio (Project Design, Construction, Oversight)		Likely require bonding or referendum		
Symons Center	Re-modeling of the locker rooms	\$ 25,000	\$ 12,500	\$ 12,500	
Highway	Salt Shed	\$ 250,000	\$ 250,000		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000		
Subtotal		\$ 1,509,500	\$ -	\$ 1,422,500	\$ -

Future plans will incorporate more projects from other funding sources for greater overview.
Looking to incorporate projects from all funding sources; \$5,000 and above.

Total

Revenues Sources					
Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long Term	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
2023 Projects & Equipment					
Administration	Administrator's Office	\$ 10,000	\$ 10,000		
Courthouse	Replacement of Heat Exchangers (x 3)	\$ 26,000			
Pine Valley	Computer replacements - 10	\$ 9,000			\$ 9,000
Sheriff	3 Squad Cars	\$ 200,000	\$ 200,000		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000		
Subtotal		\$ 895,000	\$ -	\$ 860,000	\$ 9,000

Future plans will incorporate more projects from other funding sources for greater overview.
Looking to incorporate projects from all funding sources; \$5,000 and above.

Total

Revenues Sources					
Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long Term	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
2024 Projects & Equipment					
Courthouse	Replacement of Heat Exchangers (x 3)	\$ 27,000	\$ 27,000		
Pine Valley	Computer replacements - 10	\$ 9,250			\$ 9,250
Sheriff	3 Squad Cars	\$ 210,000	\$ 210,000		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000		
		\$ -			
Subtotal		\$ 896,250	\$ -	\$ -	\$ 9,250

Future plans will incorporate more projects from other funding sources for greater overview.
Looking to incorporate projects from all funding sources; \$5,000 and above.

Total

Revenues Sources					
Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long Term	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
2025 Projects & Equipment					
Courthouse	Replacement of Heat Exchangers (x 3)	\$ 28,000	\$ 28,000		
Pine Valley	Patient lift	\$ 6,500			\$ 6,500
Pine Valley	Floor Scrubber	\$ 12,000			\$ 12,000
Sheriff	3 Squad Cars	\$ 210,000	\$ 210,000		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000		
Subtotal		\$ 906,500	\$ -	\$ -	\$ 18,500

Future plans will incorporate more projects from other funding sources for greater overview.
Looking to incorporate projects from all funding sources; \$5,000 and above.

Total

Revenues Sources					
Annual Operations Levy	G.O. Debt / Short Term Fund #92	G.O. Debt Long Term	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
2026 Projects & Equipment					
Courthouse	Replacement of Heat Exchangers (x 3)	\$ 29,000			
Sheriff	3 Squad Cars	\$ 210,000	\$ 210,000		
Highway	County Trunk Road Improvements	\$ 650,000	\$ 650,000		
Subtotal		\$ 889,000	\$ -	\$ -	\$ -

Future and Undesignated Project Requests:

[illegible]

Departments	Number of Computers	Windows Licensing	Office Licensing
Child Support	5	5	5
Classroom	20	20	0
Coroner	1	1	1
County Clerk	7	7	6
Court Room	1	1	0
Emergency Services	12	12	11
Fairgrounds	2	2	2
HHS	98	98	85
Highway	9	9	5
Land Information	7	7	6
Maintenance	3	3	2
MIS	9	9	6
Miscellaneous	9	9	0
Pine Valley	50	50	25
Register of Deeds	5	5	3
Sheriff	41	41	35
Symons	6	6	5
Treasurer	5	5	3
UW Extension *	9	9	3
Veterans	3	3	3
	302	302	206
Physical Servers	12		
Server Licenses	22		
DA Office*			
Clerk of Court*			
Land Conservation*			
UW Food Service*			

* Some Office provided by State

** Office Standard - \$295.25

All pricing subject to change / General Office Supplies, etc. not included.

	Cost Per PC	Cost Overall for current number of PC's	Replace every 6 Years Minimum
Windows Licensing	\$ 155.00	\$ 46,810.00	\$ 7,801.67
Office Licensing **	\$ 402.98	\$ 83,013.88	\$ 13,835.65
Anti-virus Licensing	\$ 50.00	\$ 16,200.00	\$ 16,200.00
New PC / No OS or Monitor	\$ 675.00		\$ 33,975.00
Budgeted cost per year for Staff Computers			\$ 71,812.31
Costs Per Year Estimated			
Barracuda Web Filter Per Year	\$ 933.00		
Servers Budget per Year	\$ 20,000.00		
Printers / Copiers			
Consulting	\$ 2,000.00		
iPad's	\$ 1,640.00		
SMARTnet's	\$ 6,606.00		
NAS Storage	\$ 2,000.00		
Telephone	\$ 5,225.00		
Parts - Hard Drives, etc...	\$ 2,000.00		
		Total Estimate per year budget	\$ 131,316.31
Security Camera's	\$ 2,500.00		
Security / Video Servers	\$ 2,000.00		
Monitors	\$ 3,933.33		
UPS / Batteries	\$ 4,000.00		
UPS for Workstations	\$ 4,166.67		
Generator Maintenance	\$ 500.00		
Wiring			
Phone Systems	\$ 2,000.00		
Fiber Infrastructure	\$ -		
	\$ 59,504.00		

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name:

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	02 Feb 2021	Action Needed:	Motion
Disclosure:	Open	Authority:	Structure K
Date submitted:	27 Jan 2021	Referred by:	Hwy Committee

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.)*

The Highway Commission has made recommendation to seek funds from the general fund for construction of a sand shed.

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

The Highway Commission has environmental concerns for containment of sand/salt mix. High winds will cause sand to blow off pile producing concerns of silica dust. Rain/Snow diluting salt causing ground contamination. The department has made every effort to cover pile with tarps but do not withstand the elements. Constructing a building will address these concerns. Approximate dollar amount for a building will be \$250,000.

Attachments and References:

Highway Minutes	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Roger Petrick

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance & Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve the Transfer of Funds from Fund 40 Children's Community Options Program Risk Reserve to Fund 56 Health & Human Services

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:		Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #14
Date submitted:	January 14, 2021	Referred by:	HHS Board

Recommendation and/or action language: Approve request to transfer \$199.90 from the Children's Community Options Program (CCOP) Risk Reserve Fund 40 to Health & Human Services Fund 56 for the purchase of a Zoom Business Account License, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: The CCOP Risk Reserve funds are funds from the State Department of Health Services that are used to assist with the costs of Children's Long Term Support Services. Unused funds from CCOP may be placed into an interest bearing account. The total amount in the account may not exceed 15% of the total annual amount allocated to Richland County.

During 2020, the risk reserve balance was exceeded by \$3.48. The purchase of the Zoom Business Account will allow the spend down of the risk reserve and will increase services to children with disabilities in Richland County.

Attachments and References:

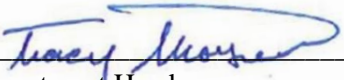
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Financial Review:

(please check one)

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

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Finance & Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve the Transfer of Funds from Fund 63 Transportation Program to Fund 56 Health & Human Services

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:		Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #14
Date submitted:	January 14, 2021	Referred by:	HHS Board

Recommendation and/or action language: Approve request to transfer \$10,000 from the Transportation Program- Fund 63 to Health & Human Services Fund 56 for administration costs, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: Each year 10% of the Transportation Program expenses are calculated and this figure/amount can be utilized to support the AMSO/indirect cost incurred by Health and Human Services. This amount can be charged to the Transportation Program (Fund 63) to cover the cost of the Administration of the program. Historically about \$20,000 a year goes to support Administration in Fund 56 from revenue received for Fund 63, and \$7,900 was already deposited into Fund 56 at the time of receiving the grant funds. In 2018/2019 this was not processed due to a transition of staff, so our auditors processed this transaction with the year-end transfers.

The balance of Fund 63 after the transfer of \$10,000 to Fund 56 does not go back to the General Fund at end of year, but to Fund 18 to fund future transportation expenses.

Attachments and References:

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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	63
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve Revision to the Health and Human Services Addendum

Department	Health & Human Services	Presented By:	Tracy Thorsen
Date of Meeting:	05 Jan 2021	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	*
Date submitted:	December 10, 2020	Referred by:	HHS Board

** Per page 5, paragraph 6 of the County Handbook of Personnel Policies and Work Rules, "Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee."*

Recommendation and proposed action: Health and Human Services proposes approval of a revision to the Health and Human Services Addendum by adding the underlined text shown below and forwarding the recommendation on to the Finance & Personnel Committee for approval.

Hiring and Employment Considerations – Page 4 of the Health and Human Services Addendum to the County Handbook of Personnel Policies and Work Rules

1. Hiring for Long-Term Vacancies (90 days or longer):

d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

Background: Certification or licensure of staff is important for assuring professional standards and is sometimes also required for certain services. It is most desirable to employ staff who hold professional certifications/licenses. There are times, however, when waiving the certification requirement allows Health and Human Services to fill a vacant difficult to recruit position with an otherwise qualified candidate and does not conflict with any other program requirements. There are times when making this exception is in the best interest of the agency and the services to be provided.

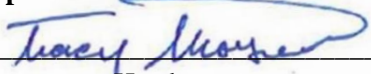
Attachments and References:

HHS Addendum – revise page 4	
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Financial Review:

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	No financial impact		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Health and Human Services

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn
or suspended at any time in the County's discretion.

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)
August 2020 (Amended)
December 2020 (Amended)

This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Definitions – refer to Employee Handbook

Introduction to Your Employee Handbook and Work Rules – refer to Employee Handbook

Extent of Handbook

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County employees, except those which are delegated to the Health and Human Services Board as listed in this Addendum.

Management Rights – refer to Employee Handbook

Equal Opportunity – refer to Employee Handbook

Terms and Condition of Employment

1. Office Hours – refer to Employee Handbook
- d. The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without Health and Human Services Board and Finance and Personnel Committee approval. Refer to the County Clerk's Office regarding the impact of benefit accrual on reduced hours.

2. Outside Employment – refer to Employee Handbook
3. Pay Period – refer to Employee Handbook
4. Time Paid – refer to Employee Handbook
5. Accidents and Injuries – refer to Employee Handbook
6. Health Examinations – refer to Employee Handbook
7. Breaks – refer to Employee Handbook
8. Leave of Absence – refer to Employee Handbook
 - a. Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the Health and Human Services Board, the Finance and Personnel Committee Chairperson, and the County Clerk's Office. Refer to the County Clerk's Office regarding benefit accrual.
9. Flexible Work Schedule – refer to Employee Handbook
10. Seniority or Length of Hire – refer to Employee Handbook
11. Performance Evaluations – refer to Employee Handbook

- a. Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to the Discipline, Suspension or Dismissal of an Employee section of the Health & Human Services Addendum for further action if needed.
12. Personnel Files – refer to Employee Handbook
13. Time Cards (Timekeeping) – refer to Employee Handbook

Compensation and Fringe Benefits

Salaries – refer to Richland County Salary Grades

1. Health Insurance and Dental Insurance – refer to Employee Handbook
2. Loss of Time Insurance – refer to Employee Handbook
3. Retirement Plan – refer to Employee Handbook
4. Life Insurance – refer to Employee Handbook
5. Section 125 Flex – refer to Employee Handbook
6. Paid Holidays – refer to Employee Handbook
7. Bereavement Leave – refer to Employee Handbook
8. Compensatory Time – refer to Employee Handbook
 - a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Clerk's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - i. On-call pay of \$1.25 per hour will be earned for on-call duty;
 - ii. On-call holiday pay of \$1.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
 - iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - iv. Payment for on-call duty will be made with each payroll.
 - v. In addition, an on-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and does not have to be taken prior to the end of the calendar year in which it was generated. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
 - vi. On-call compensatory time earned and used will be reported to the County Clerk's Office for each payroll period.

- vii. Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
- viii. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- 9. Overtime – refer to Employee Handbook
- 10. Sick Leave – refer to Employee Handbook
- 11. Voluntary Sick Leave Donation – refer to Employee Handbook
- 12. Vacation – refer to Employee Handbook
- 13. Family and Medical Leave – refer to Employee Handbook
 - a. All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.
- 14. Symons Employee Membership – refer to Employee Handbook
- 15. Military Leave – refer to Employee Handbook

Rules of Conduct

- 1. Department Heads' Responsibility – refer to Employee Handbook
- 2. Grounds for Termination or Suspension – refer to Employee Handbook
- 3. Harassment – refer to Employee Handbook
- 4. Violence in the Workplace – refer to Employee Handbook

Hiring and Employment Considerations

- 1. Hiring for Long-Term Vacancies (90 days or longer):
 - a. The Director shall notify the County Administrator of vacant County positions;
 - b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
 - c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, references checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
 - d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.
 - e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and

- condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
- f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
 - g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.
- 2. Hiring for Temporary Vacancies (Less than 90 days) – refer to Employee Handbook
 - a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.
 - 3. Probation Period:
 - a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:
 - i. If the employee is to continue in the position in regular status, or
 - ii. If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that

employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.
 - c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Clerk's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator. The County Clerk will then notify the Finance and Personnel Committee.
 - d. All decisions concerning whether employees at the end of their probation period shall be:
 - i. Terminated from County employment or
 - ii. Continue their employment in regular employment status with the County or
 - iii. Have their probation period extended,will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.
4. Reclassification – refer to Employee Handbook
5. Discipline, Suspension or Dismissal of an Employee:
- a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee's supervisor shall discuss all problems relating to the employee's job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee's personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.
 - b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
 - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or County Administrator.
 - d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.

- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. Refer to Appendix B of the Handbook of Personnel Policies.
- f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- 6. Non-Disciplinary Termination/Layoff
 - a. Elimination of Position – refer to Employee Handbook
 - b. Layoff – refer to Employee Handbook
 - c. Recall: Recall with be at the discretion of the Director unless the County Board initiated the layoff.
- 7. Resignation/Retirement - refer to Employee Handbook
- 8. Concerns – refer to Employee Handbook
- 9. Policy on Nepotism - refer to Employee Handbook

Reimbursements

- 1. Lodging – refer to Employee Handbook
- 2. Meals – refer to Employee Handbook
- 3. Mileage – refer to Employee Handbook
- 4. Other Expenses – refer to Employee Handbook
 - a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the Health & Human Services Board. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.
- 5. Registration Fees – refer to Employee Handbook
- 6. Expense Vouchers – refer to Employee Handbook

Miscellaneous Personnel Provisions

- 1. Change of Address or Status – refer to Employee Handbook
 - a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Office Supervisor immediately.
- 2. Official County Bulletin Board – refer to Employee Handbook
- 3. Employee Bulletin Board – refer to Employee Handbook
- 4. Equipment – refer to Employee Handbook
- 5. Telephone Policies – refer to Employee Handbook
 - a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.
- 6. Notification of Absence – refer to Employee Handbook
- 7. Weather Conditions – refer to Employee Handbook
- 8. Jury Duty – refer to Employee Handbook
- 9. Ambulance or Fire Department Volunteers – refer to Employee Handbook
- 10. Break Room – refer to Employee Handbook
- 11. Credit Union - refer to Employee Handbook
- 12. Deferred Compensation – refer to Employee Handbook
- 13. Use of Computers, Software & Internet – refer to Employee Handbook
- 14. Picture Identification Badge – All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.

15. Training Opportunities – refer to Employee Handbook
16. Gifts or Gratuities – refer to Employee Handbook
17. County Workspaces and Personal Property – refer to Employee Handbook

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Date

Position Title

Print Name

Sign Name

Finance and Personnel Committee
Agenda Item Cover

Agenda Item Name: Approve the Creation of a Child & Youth Services Supervisor Position
Agenda Item Tabled at August 4th Meeting

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	November 3, 2020	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #19 Committee Structure (<i>Finance & Personnel Committee/HHS Board</i>) Administrative Manual (<i>p.2 Job Description Requirements</i>)
Date submitted:	October 29, 2020	Referred by:	

This summary has been updated in the event that the Finance and Personnel Committee decides to consider this tabled agenda item from the August 4, 2020 meeting.

Recommendation: The Health and Human Services Board recommends creating a Child & Youth Services Supervisor position in order to address the supervisory needs in the Child and Youth Services Unit.

Action Language: Approve eliminating one of the existing Child & Youth Services Case Manager positions, create a Child and Youth Services Supervisor position, and name Kayla Williams to the position starting at step 2, grade K of the County Pay Plan. Also approve revising the Definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale to include the new position at Health & Human Services, and forward the recommendation onto the County Board for approval.

Background:

1. There is a need for a supervisor level position in the Child & Youth Services Unit.
2. Available funding will not support adding staff to the Unit. This is the reason for proposing to eliminate an existing position in order to create the supervisor position.
3. There is only one case manager in the Child & Youth Services Unit who holds the required experience and credentials for the supervisor position. This is the reason for recommending that a specific staff person be named to the position.

The Wisconsin Department of Children and Families requires that a supervisor conduct screening decisions on child abuse and neglect reports taken by child protection workers. A supervisor is always on-call to conduct supervision, screening decisions, and provide consultation. The Child & Youth Services Manager cannot reasonably be available to cover all daytime and afterhours supervisory responsibilities. Management staff from the Behavioral Health Unit currently fill in for the Child & Youth Manager, but their time needs to be dedicated to their unit responsibilities.

Attachments and References:

Child & Youth Services Supervisor position description (<i>attached</i>)	Carlson Dettmann Job Classification Review Letter (<i>attached</i>)
Richland County Wage Scale – insertion Grade K	County Handbook of Personnel Policies and Work Rules – revise page 4

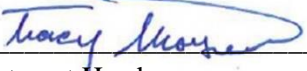
Finance and Personnel Committee
Agenda Item Cover

Financial Review: Carlson Dettmann conducted a job classification review and recommends the position be placed on Grade K of the Richland County Pay Plan. If approved, the financial impact would not be more than \$1,200 in 2020. The increased cost will be covered by existing funds the 2020 budget. The supervisor position expense is included in the 2021 budget.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	56
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact:		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)



July 16, 2020

MEMORANDUM

TO: Tracy Thorsen, Health and Human Services Director
Clinton Langreck, County Administrator
FR: Patrick Glynn, Senior Consultant
RE: Job Classification Review

The County requested we evaluate job documentation provided for the classification of Child & Youth Services Supervisor. As the title implies, this classification is a supervisory position with responsibilities for the day-to-day oversight of employees, assisting with the management duties of the division, and other matters associated with ensuring effective service delivery. Our recommended placement is Grade K of the wage structure.

Please let me know if you any questions.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Child & Youth Services Supervisor **Department:** Health and Human Services

Reports to: Child & Youth Services Manager **Pay Grade:** K

Date: November 17, 2020

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to assist the Child & Youth Services Manager to monitor the workload of the unit, support the staff as needed, and to meet the goals and standards of the Child & Youth Services Unit of Richland County Health and Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Assist the Child & Youth Services (CYS) Manager in administering the Child & Youth Services Unit using a strength-based family centered approach.
- Encourage families and individual to become full participants in the planning and delivery of services of the unit.
- Promote early identification and intervention to enhance the opportunity for positive outcomes.
- Assist in developing a comprehensive array of services that promote physical, emotional, and mental health of children and families.
- Assist in developing an integrated service coordination to ensure that multiple services are developed and delivered in a coordinated, collaborative, and confidential manner.
- Provide direction and supervision to CYS staff as directed by the CYS Manager.
- Participate in supervisory and regular after hours on-call rotation.
- Assist in training new Child and Youth Services staff on court protocols, procedures, and mandates.
- Conduct screening decision on CPS access calls received by the unit, assign workers to investigate the abuse/neglect cases and offer services to service intakes, which are screened.
- Provide approvals in eWiSACWIS as directed by the CYS Manager.
- Assist in updating policies, procedures and MOU's that pertain to the Child and Youth Services Unit.
- Conduct investigations and initial inquiries into child protection reports and youth justice referrals in accordance with the standards set out in Wisconsin State Statutes 48 and 938 and any other practice guidance in local or State Policy.
- Carry out targeted case management activities for children, youth and families actively receiving services on assigned case load.

- Conduct comprehensive assessments of clients' strengths and needs to determine safety and treatment plan outcomes (CANS Assessments). Ensure that CANS assessments are conducted using a multidisciplinary team approach, inclusive of biological parents' input.
- Utilize assigned legal counsel and the District Attorney's office to consult on legal action required in case management. Ensure that acting attorney is kept apprised of case development and need for legal action in a timeline and professional manner.
- Ensure that all assessments, plans, and third party documentation are entered timely into eWiSACWIS. Where paper files are kept, ensure the accurate maintenance and storage of confidential client files.
- Provide written documentation to the District Attorney and the Courts and tis acceptable for court submission.
- Be able to give evidence in a court of law that demonstrates practice standards that maintain integrity during cross examination, that reflects consideration to both the rights and the responsibilities of the client, and that represents the department and the County as a responsible authority on matters of child protection and youth justice case management.
- Demonstrate the ability to consistently risk assess situations regarding personal safety, client safety and liability for the department and County.
- Maintain a commitment to the promotion of safe and stable families in Richland county, acting timely on voluntary child welfare case and requests for support from the public.
- Strive to achieve permanency for all children placed in out of home care in a timely manner, participating in Permanency Roundtables, where determined by the State Permanency Consultant (SPC) and direct supervisors.
- Ensure that permanency plan hearings are conducted timely according to State requirements to ensure that the department is complaint with Title IV-E determinations.
- Follow the State protocol for ongoing standards, including but not limited to the confirming of safe environments, for children under the supervision and protection of the agency.
- Commit to keeping all administrative case work up to date and accurate for the purpose of safe intervention by any case worker who may be called to act on behalf of a child, youth or family in crisis or emergency.
- Develop a good understanding of the local service providers and their systems of delivery. Collaborate with provider to arrange coordinated client services.
- Assess cases for appropriate closure and provide discharge-planning service. Follow Wisconsin Model standards and close cases with proper documentation in eWiSACWIS.
- Participate in State required training events, maintain current legal practice in both child welfare and youth justice, and seek out development and training in specialist areas that relate to meeting client need.
- Arrange work schedule to meet program and client needs, within reason, and in accordance with the Department and unit policies and supervisor's direction.
- Provide client services as needed within the unit.
- Work cooperatively with law enforcement, the County's appointed legal counsel and Court System to help ensure safety of children in the community and the community itself.
- Represents Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996, except where State statute allows otherwise.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or related field with Social Work certification.
- Experience in the field of Child protection and Youth Justice Programs with knowledge of state and federal statutes and standards in Child Protective Services and Youth Justice, in addition to knowledge of normal Child Protection and Youth Justice Protocols.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the WiSACWIS child welfare automated tracking system.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with supervisor during the intake, investigative and ongoing case management process.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve the Adult Protective Services/Crisis Professional Position Description

Department	Health & Human Services	Presented By:	Tracy Thorsen
Date of Meeting:	05 Jan 2021	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #19 Committee Structure (<i>Finance & Personnel Committee/HHS Board</i>) Administrative Manual (<i>p.2 Job Description Requirements</i>)
Date submitted:	December 10, 2020	Referred by:	HHS Board

Recommendation and/or action language: We recommend a motion to approve the Adult Protective Services (APS)/Crisis Professional position description. Approval of the position description will allow the department to move forward with the hiring process of the APS/Crisis Professional in 2021.

Also approve adding the proposed position description and title to the Definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: During the 2021 budget approval process, funding was approved within the Health and Human Services budget to add an additional APS/Crisis Services staff. There is a need for an additional staff person in both program areas due to an increased need in crisis services over the previous four years and due to frequent case overlap in the program areas.

Attachments and References:

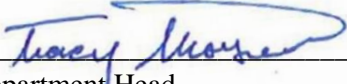
County Handbook of Personnel Policies and Work Rules – revise page 4	APS/Crisis Worker position description
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Financial Review:

(please check one)

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

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Adult Protective Services
(APS)/Crisis Professional

Department: Health and Human Services

Reports to: Behavioral Health Services Manager

Pay Grade: H

Date: January 3, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The Adult Protective Services (APS)/Crisis Professional is responsible for providing Emergency Mental Health Services and for providing Elder Abuse and Adult-at-Risk services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Conduct assessments for emergency detentions, voluntary hospitalizations and Chapter 51 Commitments and Settlement Agreements with masters level staff oversight. Coordinate with court systems, clients, client's natural supports and community stakeholders to insure adequate crisis treatment services are established.
- Maintain communications with crisis contract agencies, hospitals and other providers related to emergency mental health services.
- Maintain a client treatment caseload including: coordinating team meetings, case management activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, and coordination with other staff and client's families.
- Develop and maintain guardianship and protective placement services/programming, including recruiting volunteer guardians, representative payees, completing appropriate paperwork, related court processes, and conducting reviews according to Federal, State, or County requirements.
- Work in collaboration with the Richland County Corporation Counsel to maintain guardianships/protective placements/protective services.
- Complete annual protective placement reviews timely and related court work to include WATTS reviews.
- Adhere to legal structure for Elder Abuse and Adult-at-Risk in Wisconsin, to include State Statute 46.90.
- Investigate complaints of Elder Abuse and Neglect and Adult-at-Risk and be responsible for the related reporting. Arrange voluntary services, when possible. Refer to appropriate agencies, including law enforcement and the Court, as deemed necessary. Discuss available services and make referrals when appropriate.

- Insert documentation into State reporting systems and process electronic filing through the court systems.
- Participate in 24-hour emergency coverage rotation as directed.
- Assist with agency/community public relations and educational efforts about Elder Abuse and Neglect and Adult-at-Risk programming. Participate in various workgroups & committees as needed and coordinate with the RCCR/I-Team.
- Attend staff meetings and participate in training opportunities, as may be appropriate and assigned.
- Provide Elder Abuse and Neglect and Adult-at-Risk summaries of reports received to management staff annually. Follow all other policies and procedures.
- Other duties as assigned.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date.
- Current training in recovery concepts, mental illness and substance abuse disorders.
- Experience working with consumers with mental illness and substance use disorders.
- Two years of experience working with elders or persons with disabilities preferred.
- Previous experience in working with the frail elderly & developmentally and/or physically disabled individuals is required with two years of experience preferred.
- Experience with Chapter 54 and 55 of the Wisconsin Statutes (protective services for adults) preferred.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to read, analyze, and interpret a variety of documents including court orders, State statutes and policy manuals, service provider contracts, texts, papers and periodicals, Health & Human Services' agency documents/memos, treatment plans.
- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.

- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, client's guardians and family members, Corporation Counsel and other attorneys, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Seasonal Patrolmen for Highway

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	05 Jan 2021	Action Needed:	Update Highway Addendum and County payplan
Disclosure:	Open	Authority:	Employee Handbook Authority
Date submitted:	21 Dec 2020	Referred by:	Highway Commission

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 updates to the County pay plan to include seasonal patrolmen and amend the Highway Addendum, Seasonal Hiring section to include —

The Highway Commissioner may recruit and maintain a pool of seasonal patrolmen to augment regular full-time patrolmen in seasonal operations. Seasonal patrolmen will be paid at the same grade as HWY EQUIP OPER/PATROLMEN (currently grade “G”) and the commissioner may recruit and offer up to step three in the paygrade for seasonal patrolmen. The Highway Commissioner will be responsible for ensuring seasonal patrolmen do not surpass hour thresholds that would entitle them to county benefit packages.

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

At the December 9th meeting of the Highway Commission, the Commission and I discussed adding the availability of hiring seasonal patrolman in the event of staff shortages due to unforeseen circumstances. This will allow for reduced overtime and quicker response time in snow events. Additional concerns of maintaining staffing levels are brought on by the pandemic and possible requirements of quarantines, isolations, and sickness.

It is envisioned that the department will be able to recruit qualified and possibly former patrolmen whom have all necessary qualifications, licensing and experience. The current “Highway Seasonal” employee position is at pay grade “A” \$10.92-\$11.41. This wage rate aligns with our summer seasonal help most typically used as flaggers and laborers. Requesting the ability to utilize the “HWY Equipment OPER/PATROLMAN” grade at “G” with ability to recruit up to Step 3; with the understanding that we are hoping to recruit experienced operators, for often undesirable snow removal hours, without a benefits package.

Attachments and References:

Highway Minutes	

Financial Review:

(please check one)

X	In adopted budget	Fund Number	Highway
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

Richland County Finance and Personnel Committee

Agenda Item Cover

(summary of current and future impacts)

Hoping to reduce time-and-a-half benefited with seasonal unbenefited hours.

Fulltime OT = Grade G, Step 3 = \$19.42 x 1.5 (time and one half) x 1.067 (WRS contribution) = \$31.08

Reserve Hour = Grade G, Step 3 = \$19.42

Difference = \$11.66

Consideration that weekend snow fall can quickly add 4 to 16+ hours of overtime to a regular full-time patrolman / equipment operator. Utilization of a reserve pool has the potential of saving approximately \$11.66 in wages per hour of plowing.

Approval:

Review:

Roger Petrick

Department Head

Administrator, or Elected Office (if applicable)

— From Addendum —

1. Seasonal Hiring.

- a. The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.
- b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further Step increases shall be determined by the County Board.
- c. The Highway Commissioner may recruit and maintain a pool of seasonal patrolmen to augment regular full-time patrolmen in seasonal operations. Seasonal patrolmen will be paid at the same grade as HWY EQUIP OPER/PATROLMEN (currently grade "G") and the commissioner may recruit and offer up to step three in the paygrade for seasonal patrolmen. The Highway Commissioner will be responsible for ensuring seasonal patrolmen do not surpass hour thresholds that would entitle them to county benefit packages.

Richland County Finance and Personnel Committee

Agenda Item Cover

GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A			11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
	CLERICAL TEMPORARY \$10.92 & \$11.41	FAIR								
	CLERICAL TEMPORARY \$10.92 & \$11.41	SHERIFF								
	CUSTODIAN WEEKEND MAINTENANCE \$10.92 & \$11.41	SYMONS								
	HHS DRIVER/ESCORT DRIVER \$10.92 & \$11.41	HHS								
	HHS NUTRITION DRIVER \$10.92 & \$11.41	HHS								
	HHS NUTRITION SITE WORKER \$10.92 & \$ 11.41	HHS								
	HIGHWAY SEASONAL \$10.92 & \$11.41	HIGHWAY								
	RECEPTIONIST \$10.92 & \$11.41	SYMONS								
GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
G	LEGAL ASSISTANT	CH DISTRICT ATTORNEY	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
	ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK								
	CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
	CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
	HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
	HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
	HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
	HHS SW DISABLT BEN SPE	HEALTH & HUMAN SERVICES								
	HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
	HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
	HWY EQUIP OPER/PATROLMN	HIGHWAY								
	HWY MECHANIC	HIGHWAY								
	HWY SIGN FOREMAN	HIGHWAY								
	PROPERTY TAX LISTER	CH PROPERTY LISTER								
	SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
	SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
	SYMONS MAINTENANCE	SYMONS								
	VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
	VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
	ZONING GIS TECH/ASSTNT	CH ZONING								

Richland County Committee

Agenda Item Cover

Agenda Item Name: Restructure of Child Support Department

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure D, E, L
Date submitted:	17 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to... 1) Restructure the Child support office to reflect the change in staffing levels from 3.2 to 2.2 positions; 2) approve recommended reclassification for the “Lead Caseworker, Grade H” position to “Child Support Director, Grade K”, effective March 1st 2021, at step 4) to change the Employee Handbook and Authorization Table.

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

Through the 2021 Budget process the County has adopted a budget that includes planned changes to the Child Support Office. These changes include:

1. Not funding 1 Fulltime Equivalent Clerical Assistant II position.
2. Additional financial duties placed on the Child Support Caseworker
3. Reclassification of the “Lead Caseworker” to the title of “Supervisor” with added DH functions
4. Title change of “Asst. Corp Counsel/Child Support Administrator” to “Child Support Staff Attorney”

Patrick Glynn of Carlson Dettman (Cottingham and Butler) was sent a packet of proposed changes to the “Lead Caseworker” job description. The proposal sent was a change from “Lead Caseworker” to “Child Support Supervisor.” After review, Patrick’s recommendation based on the changes in position description is the position should be titled, “Child Support Director,” and placed on Grade K of the Richland County, General wage schedule.

With changes from 3.2 to 2.2 positions questions and concerns arose regarding the department’s ability to continue with keeping a worker classified as “dedicated” vs. “mixed.” Notification through regional leadership affirms we will be able to keep one position classified as “dedicated” which supports higher reimbursement rates from the state.

Amy Hoffman currently serves as the Lead Caseworker. Amy has been serving in the department since 2015, and as in the position of Lead Case Worker since 2018.

Attachments and References:

Restructure (Below)	Letter of Recommendation (Attached)
Changes to Position Description (Attached)	

Financial Review:

(please check one)

X	In adopted budget	Fund Number	10: Child Support Budget
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Lead Child Support — Grade H, Step 4 = \$21.62
Child Support Director — Grade K, Step 4 = \$26.90
Impact: = \$5.28 x 2080 = \$10,982.40

Through our 2021 Budget process the Clerical Assistant II position was unfunded for 2021. Knowing that a restructuring effort was needed for the Lead position, guidance was given on a \$30,000 reduction. The department has roughly \$11,165.53 in wages and benefits space with consideration after reduction.

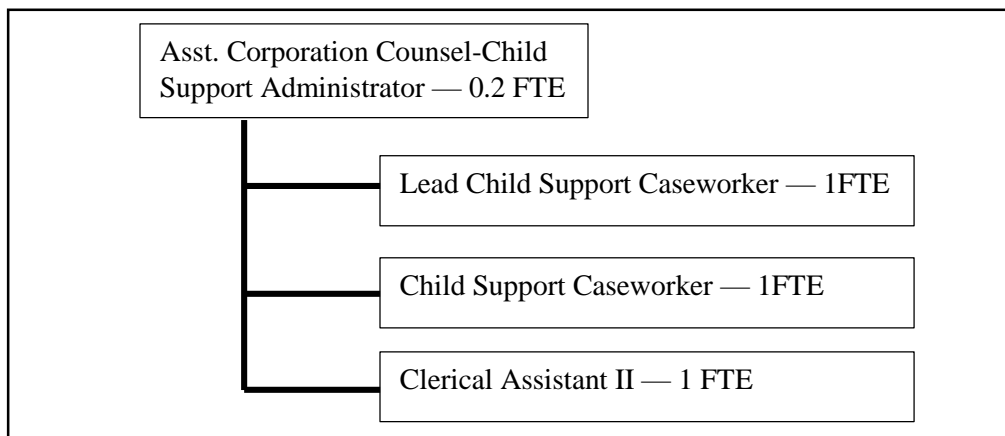
Approval:**Review:**

Clinton Langreck

Department Head

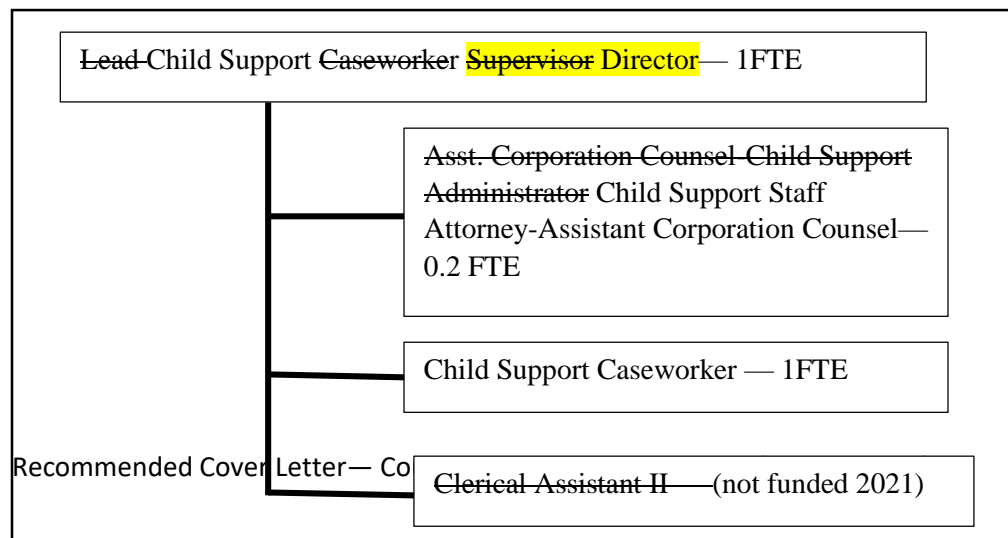
Administrator, or Elected Office (if applicable)

The Child Support Departments 2020 staffing level and hierarchy:



...proposed change to...

The Child Support Departments 2021 staffing level and hierarchy:





January 7, 2021

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Patrick Glynn, Senior Consultant
RE: Job Classification Review

The County requested we evaluate job documentation provided for the classification of Child Support Supervisor. This classification is being revised to reflect a much stronger leadership and management role relating to the child support functions. Further, the duties align very closely with what would traditionally be viewed as a Child Support Director, and the County may want to consider adjusting the job title accordingly. Another alternative title might be Child Support Administrator.

After reviewing the documentation provided by the County, we recommend revising the job evaluation ratings for thinking challenges, decision-making, interactions and communications, and formal preparation and experience.

Our recommended placement is Grade K of the wage structure.

Please let me know if you any questions.

Richland County Position Description

Position Title: Child Support Director	Department: Child Support Agency
Reports to: County Administrator	Pay Grade: K
Date: 01 March 2021	Hours Per Week: 40 (FLSA Exempt)

Purpose of Position

Administer the State of Wisconsin/Richland County contract covering the administration of child support and establishment of paternity and medical support liability program under the advisement of the County Administrator and the Richland County Board of Supervisors Child Support Committee. Supervise and oversee agency operations. Provide IV-D child support management services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative and Supervisory

Program Operations:

- Develop and implement operating policies and procedures for the department that are consistent and complimentary to state and federal laws and procedures.
- Develop, negotiate and monitor cooperative agreements with process servers, Family Court Commissioner, the Child Support Enforcement Attorney, and other county departments as needed.
- Develop, negotiate and implement inter-agency agreements with other public agencies that may be required to effectively operate the child support program.
- Recommend for approval and implement contractual agreements with the State of Wisconsin.
- Provide reports of agency operations and performance to the Child Support Enforcement Committee of the county board of supervisors and County Administrator.
- Attend a minimum of (2) two continuing education classes, roundtables, meetings and trainings required to maintain knowledge of existing and new state and federal laws and policies related to child support enforcement on an annual (calendar year) basis.
- Encouraged to serve on state-sponsored workgroup and committees to provide county advice in the development of state policy and procedures. Act as liaison between agency and other public and private entities.
- Maintains communication with State Child Support Agency to clarify policies.

Fiscal Management and Oversight:

- Responsible for Annual Agency Budget, Monthly Core Reporting and Billing, Quarterly Reimbursement Reconciliation, FTE Staff Reporting, IRS annual reporting, Federal, Regional and Indirect Audits.
- Monitor expenditures and recommend to board approval of expenditures.

- Monitor agency income including agency performance and collections to maximize income and incentive payments.
- Submit monthly expenditures to the State of Wisconsin, Department of Workforce Development for community aid reimbursement.

Personnel Management and Case Management Supervision

- Hire, train and direct agency personnel in the elements of their assignment duties.
- Supervise and assess performance of staff to ensure work is in keeping with child support laws and policies
- Intervene in situations where program participant behavior becomes violent or abusive to staff
- Hold regular staff meetings to disseminate program and policy information and assess employee performance.
- Provide education and support to staff.

Caseworker Duties

- Manage child support caseload as the primary contact for assigned cases using Federal and State Laws and Regulations.
- Must learn KIDS (Kids Information Data System) for case management duties.
- Must learn CARES (Client Assistance and Re-employment and Economic Support system interface; ECF: Vital Records; Credit Bureau Reporting; DOT, DCF Workweb, Kidstar; CCAP; and Clear.
- Must learn CSENET (Child Support Enforcement Network) that allows the agency to share information electronically with other States.
- Analyzes IVD cases and determines appropriate action.
- Interviews program participants to collect information and facts for the establishment of paternity on behalf of children whose parents were not married to each other at the time of the child's birth.
- Schedules genetic testing through the medical center or long arm.
- Establish court orders obligating parents to pay child support and provide health insurance coverage for their children.
- Print Case Management and Financial Reports (monthly, daily, after end of month processing) and work as appropriate or distribute to the appropriate worker.
- Drafts and types a variety of legal documents including: civil process letters, genetic test orders, affidavit of mailing, court notices, Stipulations, Findings of Fact, Conclusions of Law and Judgments, Motions, Dismissal Orders, Default Judgments, Contempt notices, Warrants, general correspondence and memos and other documents as required.
- Monitors payer compliance and takes administrative and legal actions necessary to enforce a support order when parents fail to pay court ordered support.
- Assess chronically delinquent cases based on established guidelines and independently determines if a criminal referral may be appropriate to the District Attorney's Office for criminal court action.
- Prepares outgoing Unified Interstate Family Support Act (UIFSA) actions. Registers Foreign Judgments.
- Must perform review and adjustment services every three years according to Federal regulations established under Section 467(a) of the Social Security Act; or at the request of either party if a party demonstrates a substantial change in circumstances since the last review or adjustment of the support order. Must notify participants of findings and schedules court hearings if the parties do not stipulate.

- Provides case management support to the Child Support Enforcement Attorney in cases in which an agreement cannot be negotiated
- Schedules child support hearings for court.
- Calculates Sheriffs' service fees, genetic test costs and birth costs.
- Negotiates child support Stipulations with case participants and drafts such agreements.
- Works with the Child Support Enforcement Attorney to review Stipulations and Court related documents.
- Assembles documents and evidence for presentation at court hearings and assists Child Support Attorney with information during hearings.
- Sends Summons, Petition and Order to Show cause notices to Sheriff's Department for service.
- Performs reception duties including answering telephone and routing calls, greet visitors and responds to routine questions and correspondence.
- Maintains knowledge of contemporary child support rules, laws, programs and policies.
- Assess and determine cases eligible to be placed on the Administrative Enforcement Lien Docket.
- Review cases and determine eligibility for financial account seizure, determine if the case is appropriate for account seizure and take appropriate action to seize financial accounts, following due process guidelines.
- Work with payers to reach payment agreements that will suspend certain enforcement actions.
- Initiate lien releases and satisfaction procedures as determined by a case by case analysis.
- Work with title companies, Register of Deeds office, and payers through the due process procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational College with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to utilize data and information such as KIDS data system, enforcement manuals, accounting methods and a wide variety of other data and information regarding child support administration.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to communicate effectively with Clerk of Court and personnel, Social Service staff, Family Court Commissioner, law enforcement personnel, probation and parole, State Bureau of Child Support, Judges, general public, employers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools.
- Ability to operate computer keyboard/typewriter, photocopier, fax machine, calculator, telephone.
- Ability to recognize and identify individual characteristics of colors, forms, sounds, tastes, odors, textures, etc associated with objects, materials and ingredients.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

Environmental Adaptability

- Ability, in regard to violence, noise, vibration, etc, to work under occasionally unsafe conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Current

Richland County
Position Description

Grade "H"

Position Title: Lead Child Support Caseworker

Department: Child Support Agency

Reports to: Child Support Administrator

Date:

Purpose of Position

The purpose of this position is to provide casework services for clients for the Richland County Child Support Agency.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage child support caseload as the primary contact for assigned cases using Federal and State Laws and Regulations.
- Must learn KIDS (Kids Information Data System) for case management duties.
- Must learn CARES (Client Assistance and Re-employment and Economic Support system interface; ECF: Vital Records; Credit Bureau Reporting; DOT, DCF Workweb, Kidstar; CCAP; and Clear.
- Must learn CSENET (Child Support Enforcement Network) that allows the agency to share information electronically with other States.
- Analyzes IVD cases and determines appropriate action.
- Interviews program participants to collect information and facts for the establishment of paternity on behalf of children whose parents were not married to each other at the time of the child's birth.
- Schedules genetic testing through the medical center or long arm.
- Establish court orders obligating parents to pay child support and provide health insurance coverage for their children.
- Assist in training and directing agency personnel
- Print Case Management and Financial Reports (monthly, daily, after end of month processing) and work as appropriate or distribute to the appropriate worker.
- Drafts and types a variety of legal documents including: civil process letters, genetic test orders, affidavit of mailing, court notices, Stipulations, Findings of Fact, Conclusions of Law and Judgments, Motions, Dismissal Orders, Default Judgments, Contempt notices, Warrants, general correspondence and memos and other documents as required.
- Monitors payer compliance and takes administrative and legal actions necessary to enforce a support order when parents fail to pay court ordered support.
- Assess chronically delinquent cases based on established guidelines and independently determines if a criminal referral may be appropriate to the District Attorney's Office for criminal court action.

- Prepares outgoing Unified Interstate Family Support Act (UIFSA) actions. Registers Foreign Judgments.
- Must perform review and adjustment services every three years according to Federal regulations established under Section 467(a) of the Social Security Act; or at the request of either party if a party demonstrates a substantial change in circumstances since the last review or adjustment of the support order. Must notify participants of findings and schedules court hearings if the parties do not stipulate.
- Provides case management support to the Child Support Enforcement Attorney in cases in which an agreement cannot be negotiated
- Schedules child support hearings for court.
- Calculates Sheriffs' service fees, genetic test costs and birth costs.
- Negotiates child support Stipulations with case participants and drafts such agreements.
- Works with the Child Support Enforcement Attorney to review Stipulations and Court related documents.
- Assembles documents and evidence for presentation at court hearings and assists Child Support Attorney with information during hearings.
- Sends Summons, Petition and Order to Show cause notices to Sheriff's Department for service.
- Performs reception duties including answering telephone and routing calls, greet visitors and responds to routine questions and correspondence.
- Maintains communication with State Child Support Agency to clarify policies.
- Maintains knowledge of contemporary child support rules, laws, programs and policies.
- Assess and determine cases eligible to be placed on the Administrative Enforcement Lien Docket.
- Review cases and determine eligibility for financial account seizure, determine if the case is appropriate for account seizure and take appropriate action to seize financial accounts, following due process guidelines.
- Work with payers to reach payment agreements that will suspend certain enforcement actions.
- Initiate lien releases and satisfaction procedures as determined by a case by case analysis.
- Work with title companies, Register of Deeds office, and payers through the due process procedure.
- Attend a minimum of (2) two trainings per year required to maintain knowledge of existing and new State and Federal laws and policies related to child support

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational College with one year related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count,

differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.

- Ability to utilize data and information such as KIDS data system, enforcement manuals, accounting methods and a wide variety of other data and information regarding child support administration.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to communicate effectively with Clerk of Court and personnel, Social Service staff, Family Court Commissioner, law enforcement personnel, probation and parole, State Bureau of Child Support, Judges, general public, employers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools.
- Ability to operate computer keyboard/typewriter, photocopier, fax machine, calculator, telephone.
- Ability to recognize and identify individual characteristics of colors, forms, sounds, tastes, odors, textures, etc associated with objects, materials and ingredients.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

Environmental Adaptability

- Ability, in regard to violence, noise, vibration, etc, to work under occasionally unsafe conditions.

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Employee's Signature

Supervisor's Signature

Date

Date

Proposed

Richland County Position Description

Grade _____

Position Title: Child Support Supervisor

Department: Child Support Agency

Reports to: County Administrator

Date:

Purpose of Position

Change } Administer the State of Wisconsin/Richland County contract covering the administration of child support and establishment of paternity and medical support liability program under the advisement of the Richland County Board of Supervisors Child Support Committee. Supervise and oversee agency operations. Provide IV-D child support management services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative and Supervisory

(+)

Program Operations:

- Develop and implement operating policies and procedures for the department that are consistent and complimentary to state and federal laws and procedures.
- Develop, negotiate and monitor cooperative agreements with process servers, Family Court Commissioner, the Child Support Enforcement Attorney, and other county departments as needed.
- Develop, negotiate and implement inter-agency agreements with other public agencies that may be required to effectively operate the child support program.
- Recommend for approval and implement contractual agreements with the State of Wisconsin.
- Provide reports of agency operations and performance to the Child Support Enforcement Committee of the county board of supervisors and County Administrator.
- Attend a minimum of (2) two continuing education classes, roundtables, meetings and trainings required to maintain knowledge of existing and new state and federal laws and policies related to child support enforcement on an annual (calendar year) basis.
- Encouraged to serve on state-sponsored workgroup and committees to provide county advice in the development of state policy and procedures. Act as liaison between agency and other public and private entities.
- Maintains communication with State Child Support Agency to clarify policies.

(+)

Fiscal Management and Oversight:

- Responsible for Annual Agency Budget, Monthly Core Reporting and Billing, Quarterly Reimbursement Reconciliation, FTE Staff Reporting, IRS annual reporting, Federal, Regional and Indirect Audits.
- Monitor expenditures and recommend to board approval of expenditures.
- Monitor agency income including agency performance and collections to maximize income and incentive payments.

- Submit monthly expenditures to the State of Wisconsin, Department of Workforce Development for community aid reimbursement.

Personnel Management and Case Management Supervision

- Hire, train and direct agency personnel in the elements of their assignment duties.
- Supervise and assess performance of staff to ensure work is in keeping with child support laws and policies
- Intervene in situations where program participant behavior becomes violent or abusive to staff
- Hold regular staff meetings to disseminate program and policy information and assess employee performance.
- Provide education and support to staff.

Caseworker Duties

- Manage child support caseload as the primary contact for assigned cases using Federal and State Laws and Regulations.
- Must learn KIDS (Kids Information Data System) for case management duties.
- Must learn CARES (Client Assistance and Re-employment and Economic Support system interface; ECF: Vital Records; Credit Bureau Reporting; DOT, DCF Workweb, Kidstar; CCAP; and Clear.
- Must learn CSENET (Child Support Enforcement Network) that allows the agency to share information electronically with other States.
- Analyzes IVD cases and determines appropriate action.
- Interviews program participants to collect information and facts for the establishment of paternity on behalf of children whose parents were not married to each other at the time of the child's birth.
- Schedules genetic testing through the medical center or long arm.
- Establish court orders obligating parents to pay child support and provide health insurance coverage for their children.
- Print Case Management and Financial Reports (monthly, daily, after end of month processing) and work as appropriate or distribute to the appropriate worker.
- Drafts and types a variety of legal documents including: civil process letters, genetic test orders, affidavit of mailing, court notices, Stipulations, Findings of Fact, Conclusions of Law and Judgments, Motions, Dismissal Orders, Default Judgments, Contempt notices, Warrants, general correspondence and memos and other documents as required.
- Monitors payer compliance and takes administrative and legal actions necessary to enforce a support order when parents fail to pay court ordered support.
- Assess chronically delinquent cases based on established guidelines and independently determines if a criminal referral may be appropriate to the District Attorney's Office for criminal court action.
- Prepares outgoing Unified Interstate Family Support Act (UIFSA) actions. Registers Foreign Judgments.
- Must perform review and adjustment services every three years according to Federal regulations established under Section 467(a) of the Social Security Act; or at the request of either party if a party demonstrates a substantial change in circumstances since the last review or adjustment of the support order. Must notify participants of findings and schedules court hearings if the parties do not stipulate.
- Provides case management support to the Child Support Enforcement Attorney in cases in which an agreement cannot be negotiated

- Schedules child support hearings for court.
- Calculates Sheriffs' service fees, genetic test costs and birth costs.
- Negotiates child support Stipulations with case participants and drafts such agreements.
- Works with the Child Support Enforcement Attorney to review Stipulations and Court related documents.
- Assembles documents and evidence for presentation at court hearings and assists Child Support Attorney with information during hearings.
- Sends Summons, Petition and Order to Show cause notices to Sheriff's Department for service.
- Performs reception duties including answering telephone and routing calls, greet visitors and responds to routine questions and correspondence.
- Maintains knowledge of contemporary child support rules, laws, programs and policies.
- Assess and determine cases eligible to be placed on the Administrative Enforcement Lien Docket.
- Review cases and determine eligibility for financial account seizure, determine if the case is appropriate for account seizure and take appropriate action to seize financial accounts, following due process guidelines.
- Work with payers to reach payment agreements that will suspend certain enforcement actions.
- Initiate lien releases and satisfaction procedures as determined by a case by case analysis.
- Work with title companies, Register of Deeds office, and payers through the due process procedure.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational College with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
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- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to communicate effectively with Clerk of Court and personnel, Social Service staff, Family Court Commissioner, law enforcement personnel, probation and parole, State Bureau of Child Support, Judges, general public, employers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

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- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable and judgmental criteria.

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Environmental Adaptability

- Ability, in regard to violence, noise, vibration, etc, to work under occasionally unsafe conditions.

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Employee's Signature

Supervisor's Signature

Date

Date

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrator Transition Committee Recommendations

Department	Administration	Presented By:	Administrator Langreck
Date of Meeting:	02 Feb 2021	Action Needed:	Resolution and Ordinance
Disclosure:	Open Session	Authority:	Structure E and H
Date submitted:	29 Jan 2021	Referred by:	Administrator Transition Com.

Recommendation and/or action language:

Motion to ... recommend amend of Ordinance 20-26 by striking section 3(b). [27 Jan]

Motion to ... to recommend resolution the Transition Plan and Directives with removal of sections regarding function found in pages 6 -11. The County administrator will rework the plan to reflect these changes. [01 Feb]

Motion to ... include resolution language to affirm there is no current changes in the Accounts Payable position with expectations that all functions stay in place and that the position remains as a direct report to the County Clerk, and the committee intends to further review. [01 Feb]

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

The Administrator Transition Committee met on Wednesday, January 27th, 2021. The committee engaged in discussion regarding the timeline and transition of functions and the establishment of the number of positions of positions in the County Clerk's Office and County Administrator's Office. The Committee was presented with a Transition Plan and Directives which was reviewed. One action came from the Committee:

Motion Glasbrenner, seconded Frank to recommend amend of Ordinance 20-26 by striking section 3(b). This action is an amendment to previous Ordinance tasking the County Clerk with daily financial and insurance management. [The proposed changes are seen below].

The committee met on Monday 01 Feb 2021. Additional recommendations included the second two found above. The committee intends to meet again on February 23rd, 2021 to investigate the following: 1) Review report from Chair Luck provided to the County Board on January 19th, 2021; 2) Discussion on how much support the added position can off to administrative functions; 3) Position Description for the Deputy Clerk; 4) Discussion with departments on available hours they may have in financial and administrative staff support

Attachments and References:

Ordinance with highlighted section to strike (below)	Amended Transition Plan (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 type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Approval:**Review:**

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

ORDINANCE NO. 20 - 26

An Ordinance Amending Ordinances # 86-6 and # 88-3 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Sections 1, 2, 5, and 6 of Ordinance # 86-6, which was adopted on September 16, 1986, as amended by Ordinance No. 88-3, which was adopted on June 21, 1988, relating to designating the County Clerk Victor V. Vlasak as the Administrative Coordinator of the County, are repealed.

2. Section 3 and 4 are amended by repealing the following crossed-out words and adopting the following underlined words.

3. Section 3: The ~~Administrative Coordinator~~ County Clerk shall ~~also~~, exercise the following duties:

(a) Administer the various insurance programs of the County. Work with the ~~Insurance~~ Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.

(b) Assist the ~~Finance Committee~~ County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.

(c) ~~Serve as Courthouse building Manager.~~

(d) ~~Provide general leadership to County Departments and assure that County Board policies are implemented.~~

(d) ~~Act as liaison to the public to resolve problems and answer citizens questions about county services.~~

4. ~~Section 4: The administrative coordinator County Clerk shall at all times be fully accountable to the County Board in the management of his or her responsibilities under this Ordinance.~~

Richland County Committee

Agenda Item Cover

5. This Ordinance shall be effective retroactive to March 9, 2020, the day on which County Administrator Clinton Langreck started work.

Dated: August 18, 2020 ORDINANCE OFFERED BY THE FINANCE AND

Passed: August 18, 2020 PERSONNEL COMMITTEE

Published: August 27, 2020

FOR AGAINST

Marty Brewer, Chair

Richland County Board of Supervisors Shaun Murphy-Lopez X

Linda Gentes X

ATTEST: Marc Couey X

Victor V. Vlasak Donald Seep X

Richland County Clerk Marty Brewer X

Melissa L. Luck X

Outcome Statement:

Be it therefore resolved that Richland County Administrator's Office, and Richland County's Clerk Office, with help of supporting offices, departments and organizations will transfer the Human Resources (HR) and Financial Functions from the Clerk's Office to the Administrator's Office, **NLT _____ 2021**, in accordance with this Transition Plan and Directives, in efforts to support the County's strategic goal and vision of changing to an Administrator form of County Government.

Intentions of the Board:

County Board's Intention Statement — With adoption of this plan, it is the intentions of the Richland County Board to have the organizational functions of the County Financials and HR currently managed by the Richland County Clerk transferred to the management of the County Administrator. The end state of this transition will be a system that reflects daily oversight and management of Financial and Human Resources (HR) performed by the County Administrator, with established access for the County Clerk to ensure all statutory duties can be fulfilled in the keeping of accurate records, necessary authorizes payment, apportion of taxes, etc. It is the County Board's intentions to adjust personnel assignments, work areas, equipment, authorizations, etc. to carry out this transition. It is the intentions of the County Board that the following principles are prioritized in the execution of this transition:

- Minimize disruption to financial and HR operations;
- Retain all employees assigned to these functions, and utilize their knowledge;
- Transfer functions, personnel, work area etc. in a responsible manner;
- Monitor progress by committee; and
- Report problems accompanied with recommended solutions.

The board passed resolutions for an administrator model and has tasked financial and HR functions via job description: **Follow-on Action:** Resolution language that adopts this plan.

Initiatives of Committee and Board Actions to Guide the Transition:

This section is intended to help define Committee/ Board initiatives in guiding the project, proposing changes by resolution and monitoring the implementation of the changes:

1. **Investigation and Planning Initiative; Administrative Transition Committee** — By Resolution No. 20 -126 The Administrator Transition Committee was formed and tasked to:
 - a. identify the staffing needs of the County Administrator;
 - b. evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office;
 - c. identify what office space the County Administrator and his staff will occupy;
 - a. present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators

Transition Plan and Directives — HR and Financial Functions to the County Administrator

In efforts to gather needed information and make recommendations the Administrative Transition Committee will conduct public meetings to discuss transition items and may reach out to elected officials, employees and consultants as needed.

*Meetings held in December 2020 and January 2021 uncovered the need to: 1) extend the existence of the committee to June, 2) add additional members to the committee (from 3 to 5), and 3) prepare a detailed and comprehensive plan to the Finance and Personnel Committee and Rules and Resolutions for consideration. — This “Transition Plan and Directives,” is intended to fulfill Initiative #1.

This initiative will be complete when all recommendations have been made by the Administrator Transition Committee to the standing the committees, but this initiative may be revisited as needs arise, or as requested by Finance and Personnel and Rules and Resolutions.

2. Recommendations and Resolutions; Finance and Personnel and Rules and Resolutions —

Finance and Personnel Committee — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(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.”*

Rules and Resolutions Committee — By the Richland County Committee Structure Resolution the Rules and Resolutions Committee is task with, *“(E) 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.”*

These committees will consider recommendations made and will offer a proposed plans and recommendations to the County Board for resolution.

This initiative will be complete when all recommendation resolutions and plans are advanced and adopted by the County Board, but this initiative may be revisited as needs arise.

3. Transition and Monitoring Phase; Finance and Personnel — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(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.”*

The Finance and Personnel Committee will monitor the transition efforts through monthly reports delivered from the Administrator and County Clerk. Advice will be given as needed and actions can be taken by the committee to redirect efforts or modify this plan, within the intentions of the County Board.

Transition Plan and Directives — HR and Financial Functions to the County Administrator

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned.

4. Completion and Reporting; Finance and Personnel, and Rules and Resolution — (Reference tasks indicated in initiative 2, above)

The Finance and Personnel Committee will notify the Rules and Resolutions Committee when the transition has been complete. The Rules and Resolutions Committee may request information from committee and staff as appropriate to fulfill role of studying and reporting to the County Board on this operational and organizational change along with any recommendations it sees fit.

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned and a final report is presented to the counting board from Rules and Resolution.

Objective and Directives:

Objective: Office Space for the County Administrator Staff

In efforts to meet the principles described in the Board's intentions statement, this plan directs the County Clerk Computer Room to be reassigned to the County Administrator as office space. The County Clerk work floor will be reassigned as joint space to accommodate both the Clerk and Administrator's staff. It is intended that this arrangement will keep both offices adjacent to the County Treasurer; and this allows for mutual aid in supporting functions, training and collaboration.



~Diagram of 3rd Floor, indicating reassigned office space and shared floor space:

Office Space: Sub-tasks to move into Computer Room

Sub-Task:	Purpose	Party(ies)	NLT Date
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Transition Plan and Directives — HR and Financial Functions to the County Administrator

Recommendation Transition Committee	Recommendation to reassign computer room and share floor for staff	Adm Trans- Committee	16 Dec 2020
Recommendation Finance and Personnel	(same) — 05 Jan 2021 to Property	F+P	05 Jan 2021
Recommendation Property	(same) — 07 Jan 2021 to Board	Property	07 Jan 2021
Board Resolution	Res No. 21-13	Board	19 Jan 2021
Subtask: AS400 alternate storage	Administrator works with MIS, and Clerk to identify alternative storage of AS400 system	Admin	03 May 2021
Subtask: AS400 access or alternate backup	Administrator works with contracted vendor and MIS to implement a cloud/VEEAMS backup to county cold site at Pine Valley	Admin	05 April 2021
Make space available	Relocate Clerk records, supplies and equipment	Clerk	03 May 2021
Move Computer/phone equipment	MIS configures Office, moves computer / phone equipment	MIS	03 May 2021
Administrator occupies Computer Room	County Administrator has dedicated office space to perform functions.	Admin	03 May 2021

The county board passed Res No. 21-13 to assign the Computer Room to the Administrator: **Follow-on Action:** Adoption of this plan directs the joint use of the open work floor may be appropriate.

Objective: Reestablishment of County Employee Positions

Reestablishment of county Employees Positions: Subtask (Recruit Accounting Supervisor)

Sub-Task:	Purpose	Party(ies)	NLT Date
Posting	Posting in compliance with handbook	Admin	10 Feb
Interviews	Administrator will assemble an advisory panel	Admin w/ Panel	19 Feb
Start Date	Anticipated Start Date	Admin	18 Mar

Transition Plan and Directives — HR and Financial Functions to the County Administrator

Objective: Additional Directives Regarding Continuity and Transition of Functions:

In efforts to meet the principles described in the Board's intentions statement relating to the "transfer functions, personnel, work area etc. in a responsible manner," the following directives are intended to help ensure continuity of operations remains and that authority and responsibility of these functions transitions with minimal disruptions:

Directive to the County Clerk — The County Clerk will continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator. The County Clerk will report to the Finance and Personnel Committee regarding the status of transitioning the functions.

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information needed. The Administrator will report give to the Finance and Personnel Committee regarding the status of ensuring access, and any system changes.

Directive to the County Clerk — The County Clerk will maintain role in supporting data entry into the financial system until the arrival of a new Accounting Supervisor.

Directive to the Administrator —the County Administrator will work with the County Clerk to provide staffing support for the elections processes.

Directive to the Administrator — the County Administrator will work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring that supporting agencies are made aware of these changes and that all necessary changes are made regarding signature authorities: Johnson Block (Auditing), Cooper Wallace Elliot (Health Insurance Broker), WRS (Retirement Plan), ACS / Avenue Insight (Financial and Payroll System), Employee Benefits Corp (Flex and HRA), Quartz (Health Insurance), Delta Dental (Dental Insurance), Wisconsin Access, E-Grants and SAM.gov, ESS Portal, Management of purchased revolving loan, EFTP Website (tax payments), Norton (Anti-virus), Differed Comp, Tax Exempt, etc.

Directive to the County Clerk — The County Clerk will retain current ancillary office functions not covered in this plan, and will work with the Administrator to transition these functions as appropriate.

Resources/References:

Authority of the County Board to amend position assignments within the County:

Wis. Statute 59.22(2)(c)(1)(b) *“Except as provided in subd. 2. and par. (d), the board may do any of the following: ... (b) Establish the number of employees in any department or office including deputies to elective officers.”*

Richland County Employee Handbook: MANAGEMENT RIGHTS The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

Mandate of Deputy County Clerk:

(1) Deputies; salaries; vacancies.

[59.23\(1\)\(a\)](#)**(a)** Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. [\(c\)](#), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

County Clerk Statutorily Duties:

<https://docs.legis.wisconsin.gov/statutes/statutes/59/iv/23>

Strategic Plan:

As part of Resolution No. 20 – 107 Approving The County Administrator's Strategic Plan And Administrative Priorities, Goal # 2 of the plan states, "Transition finance and HR from County Clerk's Office to the Administrator's Office." (Adopted on 15 Sep 2020)

Counsel:

Richland County Corporation Counsel, Attorney Benjamin Southwick

WCA Corporation Counsel, Attorney Andrew Phillips

Oversight and Communication:

The adopted plan will be overseen by the Finance and Personnel Committee, with the authority to administer this plan established through our to our structure (E) “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,” and (H) “Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.”

Issues that are not resolvable by staff will be brought to the Finance and Personnel Committee who may take action within their authority, request recommendation from the Administrator Transition Committee, or defer to the County Board.

The Finance and Personnel Committee will receive monthly reports regarding the transition and will give frequent reports to the County Board on progress and upon project completion.