

FINANCE AND PERSONNEL COMMITTEE

April 16, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Friday, April 16th, 2021, in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marty Brewer, Marc Couey (joined approx. 1:09pm), Linda Gentes, Melissa Luck, Don Seep (joined approx. 1:15pm), and David Turk.

1. **Call to Order:** Committee Chair Shaun Murphy-Lopez called the meeting to order.
2. **Proof of Notification:** The Committee Chair Shaun Murphy-Lopez 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.
3. **Agenda Approval:** Motion by Brewer, second by Gentes for approval of the Agenda. All Ayes. Motion carried.
4. **Previous Meeting Minutes:** Motion by Gentes, second by Luck for approval of the minutes for the April 6, 2021 meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
5. **Reduction in County Clerk salary for the 2025-28 Term:** Motion by Seep, second by Luck to approve a reduction in the County Clerk's salary for the 2025-28 term to match the salaries of the Register of Deeds and Treasurer, and forward this motion as a resolution to the County Board at its April 20th meeting. All Ayes. Motion carried. Motion by Luck, second by Gentes to amend the original motion to add "Whereas the decrease is appropriate due to the Clerk no longer performing the Administrator function". Amended motion All Ayes. Motion carried.
6. **Personnel for courthouse security:** Motion by Brewer, second by Luck to accept report on courthouse security, key control initiative report. All Ayes. Motion Carried.
7. **Capital projects planning process:** Motion by Seep, second by Brewer to request the county administrator come forward with a recommendation on capital improvements and capital projects by merit ranking. All Ayes. Motion carried.
8. **Committee meeting calendar for remainder of term:** Motion by Gentes, second by Turk to adopt the committee calendar, as presented at the meeting for the remainder of the term. All Ayes. Motion carried.
9. **Future agenda items:** HHS - New positions: Custodian, Mental Health therapists, Mental Health Case. Contract for Avenue - Resolution to Board. Parks Commission - Reallocation of Fund 75 money for viola well to Trail bridge project. Masking Mandate. General Fund Closeout and Deficiencies Report. New AS400. COVID-19 Plan Amendments. Consideration for Midyear

wage increase. 2022: Review Fund Assignments. 2022 Budget: Review Existing Partnerships. 2022 Budget: Review Decision Process. Compensation, Classification and Authorization Policy. Pine Valley - Reclassification of Fiscal Clerks. Bank Account at Royal Bank: Account Authority - Pop Money: Julie Keller Offered. FLSA Exempt Review for Management - request Couey. Richland County Handbook Changes

- 10. Adjournment:** Motion by Luck, second by Gentes to adjourn until 1:00 p.m., Tuesday, May 4th, 2021, in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference. All Ayes, motion carried.

Josh Bell
Richland County — Accounting Supervisor

Richland County Committee

Agenda Item Cover

Agenda Item Name: Fund Review

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure
Date submitted:	May 3 rd , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ...accept fund review investigation and identification report.

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

In efforts to investigate and update the county general ledger, there are ongoing efforts to review existing funds, identify purposes, authorities and responsibilities and assess possible future reconfigurations. A report is attached showing current progress and indications of future data to collect in support of possible changes.

Attachments and References:

05A Fund review matrix	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY-FUND REVIEW AND ASSIGNMENT - Preview Progress										
FUND #	FUND TITLE				PURPOSE	LAPS OR NON	EXPENDITURE AUTHORITY	BUDGETING RESPONSIBILITY	PROPOSED CHANGES 2021	
10	GENERAL					Non	Multiple Departments	Multiple Departments		
11	CONTINGENCY					Non	County Board	County Board		
12	ELECTIONS FUND					Non	County Clerk	County Clerk		
13	CDBG					Non	Finance and Personnel			
14	PURCHASING AGENT'S FUND				Office Supplies	Non	County Clerk	Multiple Departments		
15	JAIL ASSESSMENT FEES				Fines & Forfeitures	Non	Sheriff's Dept.	Sheriff's Dept.		
16	NEW AMBULANCE					Non	Ambulance Service	Ambulance Service		
17	NEW SHERIFF'S CARS					Non	Sheriff's Dept.	Sheriff's Dept.		
18	CAU-CAR REPLACEMENT				County Aging Unit(CAU)	Non	HHS	HHS		
19	SHERIFF'S DEPT UNIFORM ALLOWANCE					Non	Sheriff's Dept.	Sheriff's Dept.		
20	UW EXTENSION AGENCY ACCOUNT				Soil & Pesticides	Non	UW Extension	UW Extension		
21	COURT ORDERED JUVENILE OFFENDER RESTITUTION					Non	Clerk of Courts	Clerk of Courts		
22	REGISTER OF DEEDS REDACTION FEES					Non	Register of Deeds	Register of Deeds		
23	LAND RECORDS GRANT					Non	Zoning	Zoning		
24	REG DEEDS ELECTRONIC ACCESS					Non	Register of Deeds	Register of Deeds		
25	SPECIAL INVESTIGATIONS					Non	Sheriff's Dept.	Sheriff's Dept.		
26	SHERIFF'S GRANT DISBURSEMENT					Non	Sheriff's Dept.	Sheriff's Dept.		
28	TAX DELINQUENT PARCEL FUND					Non	Treasurer	Treasurer		
29	VIDEOCONFERENCING FUND					Non	MIS	MIS		
30	DEBT SERVICE FUND					Non	County Administrator	County Administrator		
31	MEDIATION SERVICE					Non	Clerk of Court	Clerk of Court		
32	UW CENTER-RICHLAND OUTLAY					Non	UW Richland	UW Committee		
33	COUNTY FAIRGROUNDS DONATIONS					Non	Fair and Recycling	Fair and Recycling		
34	HEALTH DEPT BLOCK GRANT					Non	HHS	HHS		
35	CANINE UNIT					Non	Sheriff's Dept.	Sheriff's Dept.		
36	SWIMMING POOL OPERATIONS					Non	Symons	Symons		
37	SWIMMING POOL PROJECTS					Non	Symons	Symons		
39	SYMONS CAPITAL IMPROVEMENT					Non	Symons	County Administrator		
42	COMPUTER OUTLAY					Non	Clerk's Office // Administrator		Change to MIS	
43	COURTHOUSE REPAIR					Non	Courthouse Maintenance	Courthouse Maintenance		
44	INSTITUTIONAL CHILDRENS COST FUND					Lap	Health and Human Services	Health and Human Services	Authority to Budget	
46	STATE CRIMINAL ALIEN ASSIST PROGRAM					Non	Sheriff's Dept.	Sheriff's Dept.		
47	AMBULANCE EQUIPMENT & TRAINING OUTLAY					Non	Ambulance Service	Ambulance Service		
48	LAND RECORDS					Non	Zoning	Zoning		
49	LOCAL EMERGENCY PLANNING					Non	Emergency Management	Emergency Management		
50	9-1-1 OUTLAY					Non	Sheriff's Dept.	Sheriff's Dept.		
51	AMBULANCE SERVICE FUND					Non	Ambulance Service	Ambulance Service		
52	PARKS DONATIONS					Non	Parks Commission	Parks Commission		
53	RESOURCE CENTER					Lap	HHS	HHS		
54	INSTITUTIONAL ADULT COSTS FUND					Lap	Health and Human Services	Health and Human Services	Authority to Budget	
56	HEALTH & HUMAN SERVICES					Non	Health and Human Services	Health and Human Services		
57	SOLID WASTE & RECYCLING					Non	Fair and Recycling	Fair and Recycling		
58	CAPITAL PROJECTS				No longer used	Non	Not Used	Not Used		
59	RICHLAND COUNTY NUTRITION PROGRAM					Non	Health and Human Services	Health and Human Services		
60	UW CENTER FOOD SERVICE					Non	UW Food Services	UW Food Services		
61	PINE VALLEY COMMUNITY VILLAGE					Non	Pine Valley	Pine Valley		
63	COUNTY AGING UNIT					Non	HHS	HHS		
64	WATERSHED MAINTENANCE					Non	Land Conservation	Land Conservation		
65	COUNTY PARKS					Non	Parks Commission	Parks Commission		
66	SOIL CONSERVATION COST SHARING					Non	Land Conservation	Land Conservation		
68	RICHLAND COUNTY FAIR					Non	Fair and Recycling	Fair and Recycling		
69	SNOWMOBILE TRAILS & AREAS					Non	Parks Commission	Parks Commission		
71	COUNTY HIGHWAY DEPT					Non	Highway	Highway		
72	CONSERVATION PLANNER TECHNICIAN					Non	Land Conservation	Land Conservation		
75	2020 CAPITAL PROJECTS					Non	Finance and Personnel	Finance and Personnel		
76	SHERIFF'S DEPT DONATIONS FUND					Non	Sheriff's Dept.	Sheriff's Dept.		
78	NURSERY STOCK FUND					Non	Parks Commission	Parks Commission		
79	ASH CREEK COMMUNITY FOREST					Non	Parks Commission	Parks Commission		
80	WILDLIFE DAMAGE MANAGEMENT					Non	Land Conservation	Land Conservation		
81	DOG LICENSE FUND					Non	County Clerk Office	County Clerk Office		
83	BURIAL TRUST					Non				
84	VETERANS SERVICE DONATIONS					Non	Veterans Service Office	Veterans Service Office		
85	LILLIAN CADDELL FOGO TRUST					Non				
89	FAMILY EMERGENCY LOAN					Non	Finance and Personnel	Finance and Personnel		
91	WORKING LANDS FUND					Non	Not Used			
92	SHORT-TERM LOAN FINANCING					Non	Finance and Personnel	Finance and Personnel		

Richland County Committee

Agenda Item Cover

Agenda Item Name: Capital improvement review of prioritization

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D, E, F,
Date submitted:	May 3 rd , 2021	Referred by:	
Action needed by no later than (date)	Prior to borrowing in September	Resolution	N/A, prepared, reviewed

Recommendation and/or action language:

Motion to ...accept capital improvement and capital projects review prioritization list (as presented / with amendments) with possible future action when stimulus funding is defined.

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

The Finance and Personnel Committee requested the County Administrator prepare a recommendation of projects by order of merit. Additional actions and considerations are anticipated as more guidance comes out on the American Rescue Plan and a possible federal infrastructure bill. As such a list has been drafted for the committee's consideration, discussion and approval.

Attachments and References:

Capital improvements merit and decision matrix	Capital improvement plan

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Multiple
<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)

Pending decisions and on projects and borrowing.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County 2022 Capital Improvement and Capital Projects - Administrator's Merit List and Decision Matrix

										Awaiting Approval								
										The project's alignment with strategic goals as set out in a County Strategic Plan	Incremental increase/decrease on operating budget as a result of the project	The project combines functions and services creating space efficiency and reduces staffing demands	The extent to which the project will address/mitigate risk to public health and/or occupational health and safety	Project will generate cost savings and/or revenue enhancements that will provide a positive return on investment	Impact on the service levels to the public as a result of the project	Impact on businesses and economy in terms of revenue generation (job creation, assessment growth, tourism etc.)		
#	Departments	Project	Total Cost	Merit Ranking	Notes	Mandated or Discretionary	Funding	Strategic Alignment	Operating Budget Impact		Consolidation of Services	Risk Assessment	Cost/Benefit (Payback)	Service Levels	Community and Economic Impact			
Capital Projects Outside Short-term Financing:																		
1	Emergency Mgt/ Ambulance	New Emergency Management / Ambulance Garage Project	\$ 600,000	Approved in 2019	We have already made the decision to borrow for this project.	Discretionary	G.O. Debt 75		Separate building will incur additional maintenance up keep	Separates functions from courthouse. Staffing demands will increase.	Eliminates risk of septic waist concerns from Jail flooding.	May facilitate a 2nd fulltime crew to take on more transports.	May facilitate a 2nd fulltime crew to take on more transports.	May facilitate a 2nd fulltime crew to take on more transports.				
2	MIS	REVOLVING AMOUNT FOR SERVER REPLACEMENT	\$ 25,000	Approve	Reassign Fund #42	Supports Both	Fund # 42 Carry over		Replacement	N/A	N/A	N/A	Needed to sustain support	N/A				
3	Sheriff	Tower/Radio (Project Design, Construction, Oversight)	\$ 3,000,000	Approve if funding becomes available		Mandated	ARP or Bond		Will increase costs to maintain	N/A	Reduces response and pursuit failures	N/A	Enhances response and pursuit to serve citizens	N/A				
4	Pine Valley	Computer replacements - 10	\$ 8,750	Approve		Discretionary	PV Operations		Replacement	N/A	N/A	N/A	Needed to sustain support	N/A				
5	Pine Valley	Patient lift	\$ 5,750	Approve		Discretionary	PV Operations		Replacement	N/A	Reduced injury risk	N/A	Needed to sustain support	N/A				
Short-term Loan Funding Impacts:																		
Running Total	6	Sheriff	4 Squad Cars (with est. 4 unit configuration) \$260,000, reduce to 3 units	\$ 190,000	High	Reduce to (3) \$190,000	Mandated	ST Fund #92		Replacement	N/A	Reduces Response and pursuit failure	N/A	Needed in response and pursuit to serve citizens	N/A			
\$ 490,000	7	Highway	Salt Shed	\$ 300,000	High		Mandated	ST Fund #92		Increase in building up keep, decrease in material loss.	N/A	Reduces leaching and contamination liability	Preserve Materials Loss	N/A	N/A			
\$ 840,000	8	Highway	County Trunk Road Improvements from Short-Term Borrowing (2021 was \$650,000) reduce to \$350,000. Consideration that operating budget held back in 2021.	\$ 350,000	High	Reduce to \$350,000	Mandated	ST Fund #92		Replacement	N/A	Reduces unsafe road conditions	N/A	Transportation	N/A			
\$ 860,000	9	MIS	County Board Room teleconferencing configuration	\$ 20,000	High		Supports Both	ST Fund #92		Increased maintenance, decrease labor	Consolidated Meeting Room	Configured room for teleconferencing	N/A	Consistent interface	N/A			
\$ 871,000	10	MIS	Buffalo Backup NAS	\$ 11,000	High		Supports Both	ST Fund #92		Contract cost	N/A	Data loss mitigation	N/A	N/A	N/A			
\$ 921,000	11	MIS	New Computers for County Departments	\$ 50,000	High		Supports Both	ST Fund #92		Replacement	N/A	Ensures hardware investment	N/A	N/A	N/A			
\$ 1,027,382	12	MIS	County Computer Infrastructure Maintenance	\$ 106,382	High		Supports Both	ST Fund #92		Replacement	N/A	Ensures network investment	N/A	N/A	N/A			
Funding Threshold																		
\$ 1,069,382	13	MIS	Phone system for rest of courthouse	\$ 42,000	Medium		Supports Both	ST Fund #92		Increased cost	N/A		N/A	N/A	N/A			
\$ 1,091,012	14	MIS	Wireless Access Points	\$ 21,630			Supports Both	ST Fund #92		Increased Cost	N/A		N/A	N/A	N/A			
\$ 1,101,512	15	MIS	County Board iPad replacements	\$ 10,500	H		Supports Both	ST Fund #92		Replacement	N/A		N/A	N/A	N/A			
\$ 1,251,512	16	HHS	HVAC Community Services Building	\$ 150,000	M		Mandated	ST Fund #92		Energy Savings	N/A	Mitigates concerns of system failure	N/A	Help climate control	N/A			
\$ 1,276,512	17	Courthouse	Replacement of Exchanger (x3)	\$ 25,000	H		Mandated	ST Fund #92		Replacement	N/A	Mitigates concerns of system failure	N/A	Help climate control	N/A			
\$ 1,326,512	18	Sheriff	Jail Camera System	\$ 50,000	H		Mandated	ST Fund #92		Increased Cost	N/A	Safety increase for staff and inmates	N/A	N/A	N/A			
	19	Tri-County Airport	Runway Rehabilitation (25% of local share)	\$ 42,500	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business			
	20	Tri-County Airport	Airfield Lighting (25% of local share)	\$ 5,625	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business			

\$ 1,445,887	21	Tri-County Airport	Taxiway Reconstruction (25% local of share)	\$ 5,000	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business
	22	Tri-County Airport	Airport drainage / ditching (25% of local share)	\$ 34,375	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business
	23	Tri-County Airport	Road drainage / ditching to Bear Creek (25% of local share)	\$ 28,125	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business
\$ 1,445,887	24	Tri-County Airport	Moving irrigation equipment (25% of local share)	\$ 3,750	M		Discretionary	ST Fund #92		Increased Maint	N/A	Mitigates flood impacts	Economic impact on area businesses	Increases risk of damages and shutdown	May sustain and promote business
\$ 1,545,887	25	Courthouse	AC/Chiller/Sheriff's Side building	\$ 100,000	M	Need to determine life of Courthouse	Mandated	ST Fund #92		Energy Savings	N/A	Mitigates concerns of system failure	N/A	Help climate control	N/A
\$ 1,570,887	26	Symons Center	Re-modeling of the locker rooms	\$ 25,000	L		Discretionary	ST Fund #92		Reduction in labor	N/A	Mitigates concerns of injury	Helps recruit and sustain patrons	Help climate control	May sustain and promote business
\$ 2,070,887	27	UW Campus	Fire Alarm System Replacement: Melville Hall, Library, Classroom Building, Wallace Student Center, Copertop, Gymnasium, East Hall and Science Building	\$ 500,000	L		Discretionary	ST Fund #92		Replacement	N/A	Mitigates concerns of system failure and injury	N/A	Help ensure safety in event of fire	N/A
\$ 2,120,887	28	UW Campus	Generator Repairs	\$ 50,000	L		Discretionary	ST Fund #92		Replacement	N/A	Mitigates concerns of system failure	N/A	N/A	N/A
Subtotal				\$ 2,120,887											

Capital Improvements / Capital Project Planning

(Preliminary)

This plan is intended to capture significant Capital Improvements / Capital Projects needed for delivery of services, as requested by departments. This list is a working document and not considered policy until adopted by Board Resolution.

				Revenues Sources					
Total				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
2021 Projects & Equipment									
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
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 Replacement (Shared with City)	\$	130,233			\$	65,116.50	\$	65,117
Symons	Replaster Swimming Pool	\$	20,000			\$	20,000.00		
!?	Tri-County Airport	Land or Easement Acquisitions (25% of estimated \$100,000)	\$	25,000	\$	25,000	(We may have local partner support on covering cost)		
Highway	County Trunk Road Improvements from Short-Term Borrowing	\$	650,000		\$	650,000			
Administration	Contingent on Shor-term	\$	2,132		\$	2,132			
Subtotal		\$	1,854,697		\$	1,032,132	\$	647,449	\$ 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

[illegible]

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

2023 Projects & Equipment

			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
Administration	Administrator's Office	\$	10,000	\$	10,000			
Courthouse	Replacement of Heat Exchangers (x 3)	\$	26,000	\$	26,000			
Courthouse	Repurposing Emergency Managements / Ambulance Space	\$	20,000	\$	20,000			
MIS	County Computer Infrastructure Maintenance	\$	156,382	\$	156,382			
MIS	REVOLVING AMOUNT FOR SERVER REPLACEMENT	\$	25,000	\$	25,000			
MIS	Office 365	\$	70,000	\$	70,000			
Pine Valley	Computer replacements - 10	\$	9,000					\$ 9,000
Sheriff	3 Squad Cars	\$	200,000	\$	200,000			
UW Campus	HVAC Upgrades to Melville Hall, Library and Classroom Buildings	\$	750,000	\$	750,000			
Highway	County Trunk Road Improvements from Short-Term Borrowing	\$	650,000	\$	650,000			
		\$	-					
	Subtotal	\$	1,916,382	\$	70,000	\$	-	\$ -
				\$	1,837,382			\$ 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
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2024 Projects & Equipment

Courthouse	Replacement of Heat Exchangers (x 3)	\$	27,000	\$	27,000								
MIS	County Computer Infrastructure Maintenance	\$	156,382	\$	156,382								
MIS	REVOLVING AMOUNT FOR SERVER REPLACEMENT	\$	25,000	\$	25,000								
Pine Valley	Computer replacements - 10	\$	9,250					\$	9,250				
Sheriff	3 Squad Cars	\$	210,000	\$	210,000								
UW Campus	Replace Concrete Walkways	\$	150,000	\$	150,000								
UW Campus	New Drainage System to Redirect Water from Hillside and Collect Water from Walkways	\$	450,000	\$	450,000								
Highway	County Trunk Road Improvements from Short-Term Borrowing	\$	650,000	\$	650,000								
		\$	-										
	Subtotal	\$	1,677,632	\$	-	\$	1,668,382	\$	-	\$	-	\$	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
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2025 Projects & Equipment

Courthouse	Replacement of Heat Exchangers (x 3)	\$	28,000	\$	28,000								
MIS	County Computer Infrastructure Maintenance	\$	156,382	\$	156,382								
MIS	REVOLVING AMOUNT FOR SERVER REPLACMENT	\$	25,000	\$	25,000								
Pine Valley	Patient lift	\$	6,500					\$	6,500				
Pine Valley	Floor Scrubber	\$	12,000					\$	12,000				
Sheriff	3 Squad Cars	\$	210,000	\$	210,000								
UW Campus	Exterior Building Repairs	\$	860,000	\$	860,000								
Highway	County Trunk Road Improvements from Short-Term Borrowing	\$	650,000	\$	650,000								
	Subtotal	\$	1,947,882	\$	-	\$	1,929,382	\$	-	\$	-	\$	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
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2026 Projects & Equipment

Future and Undesignated Project Requests:

[illegible]

\$ 119,375

change 31 March from \$250k

\$ (1,443,387) Gap

Richland County Committee

Agenda Item Cover

Agenda Item Name: Salary plan progression

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D, L
Date submitted:	May 4 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... implement (a step increase // aging the wage schedule to reflect CPI increases) with an effective date of (date).

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

During the 2021 budget process the decision to forgo salary/wage increases. This decision was made under projections of 2020 and 2021 revenue impacts related to the COVID-19 pandemic. This reaction to the situation was taken against previous County commitments established through Resolution 19-89, which adopted a compensation schedule and directed step progression.

In efforts to understand financial impacts of initiating salary/wage increases, the following options were cost projected for consideration by the Committee:

Option #1 — Age the wage schedule. The wage schedule was adopted with wage data from 2018. This scenario would age our existing wage schedules with consumer price index (CPI) averages for each year to bring our wage schedules up to 2022 projections. This option addresses keeping our wage schedules up to date.

General =	\$459,994.32
<u>Pine Valley =</u>	<u>\$251,400.90</u>
Total =	\$711,395.22

Option #2 — Initiate a step increase. Our goals established through the adoption of the Carlson Study, Resolution 19-89 was to have eventual access for employees to reach step 8 on the schedules, which at the time correlated with the market value of the position. Market value meaning the average cost of a fully functional and experienced employee from our comparable market. This option addresses our goal in allow advanced progression towards reaching step 8 = market value of 2018.

General =	\$147,046.64
<u>Pine Valley =</u>	<u>\$70,516.81</u>
Total =	\$217,563.45

Looking for possible commitment by the Finance and Personnel Committee to one of the increase options. A decision will help to set guidance for appropriation requests in the operations budgets, as well as put us back on course to help remedy identified compensation concerns.

Richland County Committee

Agenda Item Cover

Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Pending decision.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

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GRADE	JOB TITLE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
R	HHS DIRECTOR		36.67	37.52	38.38	39.23	40.08	40.93	41.79	42.64
		2.25%	\$ 0.83	\$ 0.84	\$ 0.86	\$ 0.88	\$ 0.90	\$ 0.92	\$ 0.94	\$ 0.96
			\$ 37.50	\$ 38.36	\$ 39.24	\$ 40.11	\$ 40.98	\$ 41.85	\$ 42.73	\$ 43.60
		2.07%	\$ 0.78	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.85	\$ 0.87	\$ 0.88	\$ 0.90
			\$ 38.28	\$ 39.15	\$ 40.05	\$ 40.94	\$ 41.83	\$ 42.72	\$ 43.61	\$ 44.50
		1.56%	\$ 0.60	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.65	\$ 0.67	\$ 0.68	\$ 0.69
			\$ 38.88	\$ 39.76	\$ 40.67	\$ 41.58	\$ 42.48	\$ 43.39	\$ 44.29	\$ 45.19
		1.00%	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.42	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.45
		6.88%	\$ 39.27	\$ 40.16	\$ 41.08	\$ 42.00	\$ 42.90	\$ 43.82	\$ 44.73	\$ 45.64
			7.09%	7.04%	7.03%	7.06%	7.04%	7.06%	7.04%	7.04%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Q			35.03	35.84	36.66	37.47	38.29	39.1	39.92	40.73
		2.25%	\$ 0.79	\$ 0.81	\$ 0.82	\$ 0.84	\$ 0.86	\$ 0.88	\$ 0.90	\$ 0.92
			\$ 35.82	\$ 36.65	\$ 37.48	\$ 38.31	\$ 39.15	\$ 39.98	\$ 40.82	\$ 41.65
		2.07%	\$ 0.74	\$ 0.76	\$ 0.78	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.84	\$ 0.86
			\$ 36.56	\$ 37.41	\$ 38.26	\$ 39.10	\$ 39.96	\$ 40.81	\$ 41.66	\$ 42.51
		1.56%	\$ 0.57	\$ 0.58	\$ 0.60	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.65	\$ 0.66
			\$ 37.13	\$ 37.99	\$ 38.86	\$ 39.71	\$ 40.58	\$ 41.45	\$ 42.31	\$ 43.17
		1.00%	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.41	\$ 0.42	\$ 0.43
		6.88%	\$ 37.50	\$ 38.37	\$ 39.25	\$ 40.11	\$ 40.99	\$ 41.86	\$ 42.73	\$ 43.60
			7.05%	7.06%	7.06%	7.05%	7.05%	7.06%	7.04%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
P	HWY COMMISSIONER		33.38	34.15	34.93	35.71	36.48	37.26	38.03	38.81
		2.25%	\$ 0.75	\$ 0.77	\$ 0.79	\$ 0.80	\$ 0.82	\$ 0.84	\$ 0.86	\$ 0.87
			\$ 34.13	\$ 34.92	\$ 35.72	\$ 36.51	\$ 37.30	\$ 38.10	\$ 38.89	\$ 39.68
		2.07%	\$ 0.71	\$ 0.72	\$ 0.74	\$ 0.76	\$ 0.77	\$ 0.79	\$ 0.81	\$ 0.82
			\$ 34.84	\$ 35.64	\$ 36.46	\$ 37.27	\$ 38.07	\$ 38.89	\$ 39.70	\$ 40.50
		1.56%	\$ 0.54	\$ 0.56	\$ 0.57	\$ 0.58	\$ 0.59	\$ 0.61	\$ 0.62	\$ 0.63
			\$ 35.38	\$ 36.20	\$ 37.03	\$ 37.85	\$ 38.66	\$ 39.50	\$ 40.32	\$ 41.13
		1.00%	\$ 0.35	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.40	\$ 0.41
		6.88%	\$ 35.73	\$ 36.56	\$ 37.40	\$ 38.23	\$ 39.05	\$ 39.90	\$ 40.72	\$ 41.54
			7.04%	7.06%	7.07%	7.06%	7.04%	7.09%	7.07%	7.03%

Richland County Committee

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
O			31.73	32.47	33.21	33.95	34.69	35.42	36.16	36.90
		2.25% \$	0.71	0.73	0.75	0.76	0.78	0.80	0.81	0.83
		\$	32.44	33.20	33.96	34.71	35.47	36.22	36.97	37.73
		2.07% \$	0.67	0.69	0.70	0.72	0.73	0.75	0.77	0.78
		\$	33.11	33.89	34.66	35.43	36.20	36.97	37.74	38.51
		1.56% \$	0.52	0.53	0.54	0.55	0.56	0.58	0.59	0.60
		\$	33.63	34.42	35.20	35.98	36.76	37.55	38.33	39.11
		1.00% \$	0.34	0.34	0.35	0.36	0.37	0.38	0.38	0.39
		6.88% \$	33.97	34.76	35.55	36.34	37.13	37.93	38.71	39.50
			7.06%	7.05%	7.05%	7.04%	7.03%	7.09%	7.05%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80		30.08	30.78	31.48	32.18	32.88	33.58	34.28	34.98
	HHS PUBLIC HEALTH MGR	2.25% \$	0.68	0.69	0.71	0.72	0.74	0.76	0.77	0.79
	CHIEF DEPUTY SHERIFF	\$	30.76	31.47	32.19	32.90	33.62	34.34	35.05	35.77
		2.07% \$	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74
		\$	31.40	32.12	32.86	33.58	34.32	35.05	35.78	36.51
		1.56% \$	0.49	0.50	0.51	0.52	0.54	0.55	0.56	0.57
		\$	31.89	32.62	33.37	34.10	34.86	35.60	36.34	37.08
		1.00% \$	0.32	0.33	0.33	0.34	0.35	0.36	0.36	0.37
		6.88% \$	32.21	32.95	33.70	34.44	35.21	35.96	36.70	37.45
			7.08%	7.05%	7.05%	7.02%	7.09%	7.09%	7.06%	7.06%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
M	MGMNT INFO SYSTM DIRCTR		28.44	29.10	29.76	30.42	31.09	31.75	32.41	33.07
	ECONOMIC DEVELOPMENT DIRECTOR	2.25% \$	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74
	HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101	\$	29.08	29.75	30.43	31.10	31.79	32.46	33.14	33.81
	HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97	2.07% \$	0.60	0.62	0.63	0.64	0.66	0.67	0.69	0.70
	HHS MANAGER OF OPERATIONS 19-80-20-97	\$	29.68	30.37	31.06	31.74	32.45	33.13	33.83	34.51
	SHERIFF RD PATROL LIEUT	1.56% \$	0.46	0.47	0.48	0.50	0.51	0.52	0.53	0.54
		\$	30.14	30.84	31.54	32.24	32.96	33.65	34.36	35.05
		1.00% \$	0.30	0.31	0.32	0.32	0.33	0.34	0.34	0.35
		6.88% \$	30.44	31.15	31.86	32.56	33.29	33.99	34.70	35.40
			7.03%	7.04%	7.06%	7.03%	7.08%	7.06%	7.07%	7.05%

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
L	COUNTY CONSERVATIONIST		26.80	27.42	28.04	28.67	29.29	29.91	30.54	31.16
	ZONING ADMINISTRATOR	2.25% \$	0.60	0.62	0.63	0.65	0.66	0.67	0.69	0.70
	HHS ARDC MANAGER	\$	27.40	\$ 28.04	\$ 28.67	\$ 29.32	\$ 29.95	\$ 30.58	\$ 31.23	\$ 31.86
	HHS CHILD & YOUTH SRVCS MGR 19-80	2.07% \$	0.57	0.58	0.59	0.61	0.62	0.63	0.65	0.66
	HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	\$	27.97	\$ 28.62	\$ 29.26	\$ 29.93	\$ 30.57	\$ 31.21	\$ 31.88	\$ 32.52
		1.56% \$	0.44	0.45	0.46	0.47	0.48	0.49	0.50	0.51
		\$	28.41	\$ 29.07	\$ 29.72	\$ 30.40	\$ 31.05	\$ 31.70	\$ 32.38	\$ 33.03
		1.00% \$	0.28	0.29	0.30	0.30	0.31	0.32	0.32	0.33
		6.88% \$	28.69	\$ 29.36	\$ 30.02	\$ 30.70	\$ 31.36	\$ 32.02	\$ 32.70	\$ 33.36
			7.05%	7.08%	7.06%	7.08%	7.07%	7.05%	7.07%	7.06%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
K	CH CHILD SUPPORT DIRECTOR RES 21-37		25.15	25.73	26.32	26.90	27.49	28.07	28.66	29.24
	EM MED SER/EM MGMT DIR	2.25% \$	0.57	0.58	0.59	0.61	0.62	0.63	0.64	0.66
	HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29	\$	25.72	\$ 26.31	\$ 26.91	\$ 27.51	\$ 28.11	\$ 28.70	\$ 29.30	\$ 29.90
	HHS ECON SUPPORT MANAGER 19-18	2.07% \$	0.53	0.54	0.56	0.57	0.58	0.59	0.61	0.62
	HHS MENTL HLTH THER LIC	\$	26.25	\$ 26.85	\$ 27.47	\$ 28.08	\$ 28.69	\$ 29.29	\$ 29.91	\$ 30.52
	HWY PATROL SUPERINTENDENT	1.56% \$	0.41	0.42	0.43	0.44	0.45	0.46	0.47	0.48
	HHS PSYCHIATRIC NURSE Res 20-27	\$	26.66	\$ 27.27	\$ 27.90	\$ 28.52	\$ 29.14	\$ 29.75	\$ 30.38	\$ 31.00
	HHS PUBLIC HLTH NURSE Res 20-27	1.00% \$	0.27	0.27	0.28	0.29	0.29	0.30	0.30	0.31
		6.88% \$	26.93	\$ 27.54	\$ 28.18	\$ 28.81	\$ 29.43	\$ 30.05	\$ 30.68	\$ 31.31
			7.08%	7.03%	7.07%	7.10%	7.06%	7.05%	7.05%	7.08%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
J	COUNTY CLERK DEP/ACCT SUPERVISR		23.50	24.05	24.60	25.14	25.69	26.24	26.78	27.33
	HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER 20-97	2.25% \$	0.53	0.54	0.55	0.57	0.58	0.59	0.60	0.61
	HHS ADMINISTRATIVE SUPERVISOR 18-18-20-97	\$	24.03	\$ 24.59	\$ 25.15	\$ 25.71	\$ 26.27	\$ 26.83	\$ 27.38	\$ 27.94
	HHS MENTL HLTH THER N/L RES 19-80	2.07% \$	0.50	0.51	0.52	0.53	0.54	0.56	0.57	0.58
	MGMNT INFO SYSTM ADMNST Res 18-97	\$	24.53	\$ 25.10	\$ 25.67	\$ 26.24	\$ 26.81	\$ 27.39	\$ 27.95	\$ 28.52
	SYMONS DIRECTOR	1.56% \$	0.38	0.39	0.40	0.41	0.42	0.43	0.44	0.44
		\$	24.91	\$ 25.49	\$ 26.07	\$ 26.65	\$ 27.23	\$ 27.82	\$ 28.39	\$ 28.96
		1.00% \$	0.25	0.25	0.26	0.27	0.27	0.28	0.28	0.29
		6.88% \$	25.16	\$ 25.74	\$ 26.33	\$ 26.92	\$ 27.50	\$ 28.10	\$ 28.67	\$ 29.25
			7.06%	7.03%	7.03%	7.08%	7.05%	7.09%	7.06%	7.03%

Richland County Committee

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I	CH MAINTENANCE SUPERVISOR		21.85	22.36	22.87	23.38	23.89	24.39	24.90	25.41
	HHS TREATMNT COURT COOR	2.25%	\$ 0.49	\$ 0.50	\$ 0.51	\$ 0.53	\$ 0.54	\$ 0.55	\$ 0.56	\$ 0.57
	HHS SUBSTNCE ABUSE COUN RES 19-80		\$ 22.34	\$ 22.86	\$ 23.38	\$ 23.91	\$ 24.43	\$ 24.94	\$ 25.46	\$ 25.98
	HWY LEAD GRADE FOREMAN	2.07%	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.51	\$ 0.52	\$ 0.53	\$ 0.54
	HWY LEAD PAVING FOREMAN		\$ 22.80	\$ 23.33	\$ 23.86	\$ 24.40	\$ 24.94	\$ 25.46	\$ 25.99	\$ 26.52
	HWY LEAD SHOP FOREMAN	1.56%	\$ 0.36	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.41
	REG PROBATE/REGISTRAR Res 18-97		\$ 23.16	\$ 23.69	\$ 24.23	\$ 24.78	\$ 25.33	\$ 25.86	\$ 26.40	\$ 26.93
	SHERIFF DISP/JAILR SGT Res 18-97	1.00%	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27
	SYMONS INTERIM DIRECTOR Res 20-83	6.88%	\$ 23.39	\$ 23.93	\$ 24.47	\$ 25.03	\$ 25.58	\$ 26.12	\$ 26.66	\$ 27.20
	VETERAN SERVICE OFFICER		7.05%	7.02%	7.00%	7.06%	7.07%	7.09%	7.07%	7.04%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
H	LEAD CHILD SPRT WORKER RES 21-37		20.21	20.68	21.15	21.62	22.09	22.56	23.03	23.50
	CONSERVATION TECHNICIAN	2.25%	\$ 0.45	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.53
	HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30		\$ 20.66	\$ 21.15	\$ 21.63	\$ 22.11	\$ 22.59	\$ 23.07	\$ 23.55	\$ 24.03
	HHS BUSINSS SYSTM SUPRV	2.07%	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50
	HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80		\$ 21.09	\$ 21.59	\$ 22.08	\$ 22.57	\$ 23.06	\$ 23.55	\$ 24.04	\$ 24.53
	HHS EARLY INTERVENTION SPCL EDUCATOR RES 19-80	1.56%	\$ 0.33	\$ 0.34	\$ 0.34	\$ 0.35	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.38
	HHS ECON SPRT LEAD WRK		\$ 21.42	\$ 21.93	\$ 22.42	\$ 22.92	\$ 23.42	\$ 23.92	\$ 24.42	\$ 24.91
	HHS HEALTH & WELLNESS COOR Res 18-97	1.00%	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25
	HHS SW ADULT PROT SRVCS	6.88%	\$ 21.63	\$ 22.15	\$ 22.64	\$ 23.15	\$ 23.65	\$ 24.16	\$ 24.66	\$ 25.16
	HHS SW CHILD & YOUTH CASE MGR 19-80		7.03%	7.11%	7.04%	7.08%	7.06%	7.09%	7.08%	7.06%
	HHS INFORMATION & SYSTEM SPECIALIST 19-101									
	HWY ASSTNT SHOP FOREMAN									
	HWY BOOKKEEPER									
	HWY PARTS MNGR/SHOP CLK									
	PAYROLL & BENEFITS SPCL									
	SHERIFF DISP/JAILER Res 18-97									
	SHERIFF OFFICE MGR/CONF									
	UW FOOD SER SUPERVISOR									

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
G	ACCOUNTS PAYABLE SPECIALIST Res 18-97		18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
	CLERICAL ASSISTANT II (DEPUTY) Res 18-97	2.25% \$	0.42	0.43	0.44	0.45	0.46	0.47	0.48	0.49
	CLERK OF COURT DEPUTY Res 18-97	18.98 \$	19.42	19.86	20.30	20.75	21.19	21.63	22.07	
	LEGAL ASSISTANT	2.07% \$	0.39	0.40	0.41	0.42	0.43	0.44	0.45	0.46
	HHS CONFID ADMIN SCRTRY	19.37 \$	19.82	20.27	20.72	21.18	21.63	22.08	22.53	
	HHS ELDERLY BENF SPCL	1.56% \$	0.30	0.31	0.32	0.33	0.34	0.34	0.35	
	HHS NUTRITION PROG COOR	19.67 \$	20.13	20.59	21.04	21.51	21.97	22.42	22.88	
	HHS SW DISABLT BEN SPE	1.00% \$	0.20	0.20	0.21	0.21	0.22	0.22	0.22	0.23
	HHS TEMP CERT SOC WORKR	6.88% \$	19.87	20.33	20.80	21.25	21.73	22.19	22.64	23.11
	HHS YOUTH AIDE WORKER		7.06%	7.06%	7.11%	7.05%	7.10%	7.09%	7.04%	7.09%
	HWY EQUIP OPER/PATROLMN									
	HWY SEASONAL PATROLMAN RES 21-20									
	HWY MECHANIC									
	HWY SIGN FOREMAN									
	PROPERTY TAX LISTER									
	SHERIFF DEPUTY - TEMP CASUAL									
	SHERIFF DISP/JAILER - TEMP CASUAL									
	SYMONS MAINTENANCE									
	VETERANS BENEFIT SPCLST									
	VICTM WTNS COOR/LEGAL S									
	ZONING GIS TECH/ASSTNT									
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
F	CHILD SUPPORT WORKER		16.92	17.31	17.70	18.10	18.49	18.88	19.28	19.67
	CLERICAL ASSISTANT	2.25% \$	0.38	0.39	0.40	0.41	0.42	0.42	0.43	0.44
	COUNTY TREASURER DEPUTY	17.30 \$	17.70	18.10	18.51	18.91	19.30	19.71	20.11	
	FISCAL SPECIALIST	2.07% \$	0.36	0.37	0.37	0.38	0.39	0.40	0.41	0.42
	HHS ECONOMIC SUPP SPECL	17.66 \$	18.07	18.47	18.89	19.30	19.70	20.12	20.53	
	HWY CLERK	1.56% \$	0.28	0.28	0.29	0.29	0.30	0.31	0.31	0.32
	MNGMNT INFO SYSTM ASST Res 18-97	17.94 \$	18.35	18.76	19.18	19.60	20.01	20.43	20.85	
	REGISTER OF DEEDS DEPUTY	1.00% \$	0.18	0.18	0.19	0.19	0.20	0.20	0.20	0.21
	SECRTRY/CERL ASST II	6.88% \$	18.12	18.53	18.95	19.37	19.80	20.21	20.63	21.06
	SYMONS ASSISTANT DIRECTR		7.09%	7.05%	7.06%	7.02%	7.08%	7.04%	7.00%	7.07%
	ZONING OFFICE SYS TECH									

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

Richland County Committee

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D	FAIR & RECYCLING COORDINATOR		14.04	14.36	14.69	15.01	15.34	15.67	15.99	16.32
	REAL PROPERTY LISTER ASSISTANT	2.25%	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.34	\$ 0.35	\$ 0.35	\$ 0.36	\$ 0.37
			\$ 14.36	\$ 14.68	\$ 15.02	\$ 15.35	\$ 15.69	\$ 16.02	\$ 16.35	\$ 16.69
		2.07%	\$ 0.30	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.34	\$ 0.35
			\$ 14.66	\$ 14.98	\$ 15.33	\$ 15.67	\$ 16.01	\$ 16.35	\$ 16.69	\$ 17.04
		1.56%	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27
			\$ 14.89	\$ 15.21	\$ 15.57	\$ 15.91	\$ 16.26	\$ 16.61	\$ 16.95	\$ 17.31
		1.00%	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.17	\$ 0.17	\$ 0.17
		6.88%	\$ 15.04	\$ 15.36	\$ 15.73	\$ 16.07	\$ 16.42	\$ 16.78	\$ 17.12	\$ 17.48
			7.12%	6.96%	7.08%	7.06%	7.04%	7.08%	7.07%	7.11%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
C	PRIVATE LESSONS		12.99	13.30	13.60	13.90	14.20	14.51	14.81	15.11
		2.25%	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31	\$ 0.32	\$ 0.33	\$ 0.33	\$ 0.34
			\$ 13.28	\$ 13.60	\$ 13.91	\$ 14.21	\$ 14.52	\$ 14.84	\$ 15.14	\$ 15.45
		2.07%	\$ 0.27	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31	\$ 0.32
			\$ 13.55	\$ 13.88	\$ 14.20	\$ 14.50	\$ 14.82	\$ 15.15	\$ 15.45	\$ 15.77
		1.56%	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25
			\$ 13.76	\$ 14.10	\$ 14.42	\$ 14.73	\$ 15.05	\$ 15.39	\$ 15.69	\$ 16.02
		1.00%	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16
		6.88%	\$ 13.90	\$ 14.24	\$ 14.56	\$ 14.88	\$ 15.20	\$ 15.54	\$ 15.85	\$ 16.18
			7.01%	7.07%	7.06%	7.05%	7.04%	7.10%	7.02%	7.08%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
*	AMB EMERGENCY MED TECH		12.73	13.03	13.32	13.62	13.91	14.21	14.50	14.80
		2.25%	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31	\$ 0.32	\$ 0.33	\$ 0.33
			\$ 13.02	\$ 13.32	\$ 13.62	\$ 13.93	\$ 14.22	\$ 14.53	\$ 14.83	\$ 15.13
		2.07%	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31
			\$ 13.29	\$ 13.60	\$ 13.90	\$ 14.22	\$ 14.51	\$ 14.83	\$ 15.14	\$ 15.44
		1.56%	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24
			\$ 13.50	\$ 13.81	\$ 14.12	\$ 14.44	\$ 14.74	\$ 15.06	\$ 15.38	\$ 15.68
		1.00%	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.16
		6.88%	\$ 13.64	\$ 13.95	\$ 14.26	\$ 14.58	\$ 14.89	\$ 15.21	\$ 15.53	\$ 15.84
			7.15%	7.06%	7.06%	7.05%	7.05%	7.04%	7.10%	7.03%

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
B	GROUNDSKEEPER		12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99
	BAILIFF	2.25%	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.30	\$ 0.30	\$ 0.31	\$ 0.31
	STORAGE COORDINATOR		\$ 12.30	\$ 12.59	\$ 12.87	\$ 13.16	\$ 13.45	\$ 13.73	\$ 14.02	\$ 14.30
		2.07%	\$ 0.25	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.30
			\$ 12.55	\$ 12.85	\$ 13.14	\$ 13.43	\$ 13.73	\$ 14.01	\$ 14.31	\$ 14.60
		1.56%	\$ 0.20	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23
			\$ 12.75	\$ 13.05	\$ 13.34	\$ 13.64	\$ 13.94	\$ 14.23	\$ 14.53	\$ 14.83
		1.00%	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.15	\$ 0.15
		6.88%	\$ 12.88	\$ 13.18	\$ 13.47	\$ 13.78	\$ 14.08	\$ 14.37	\$ 14.68	\$ 14.98
			7.07%	7.07%	6.99%	7.07%	7.07%	7.00%	7.08%	7.08%
A	CLERICAL TEMPORARY		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	CLERICAL TEMPORARY	2.25%	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.28	\$ 0.29	\$ 0.29
	CUSTODIAN WEEKEND MAINTENANCE		\$ 11.39	\$ 11.66	\$ 11.92	\$ 12.18	\$ 12.44	\$ 12.71	\$ 12.98	\$ 13.24
	HHS DRIVER/ESCORT DRIVER	2.07%	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27	\$ 0.27
	HHS NUTRITION DRIVER		\$ 11.63	\$ 11.90	\$ 12.17	\$ 12.43	\$ 12.70	\$ 12.97	\$ 13.25	\$ 13.51
	HHS NUTRITION SITE WORKER	1.56%	\$ 0.18	\$ 0.19	\$ 0.19	\$ 0.19	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21
	HIGHWAY SEASONAL		\$ 11.81	\$ 12.09	\$ 12.36	\$ 12.62	\$ 12.90	\$ 13.17	\$ 13.46	\$ 13.72
	RECEPTIONIST	1.00%	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.14
		6.88%	\$ 11.93	\$ 12.21	\$ 12.48	\$ 12.75	\$ 13.03	\$ 13.30	\$ 13.59	\$ 13.86
			7.09%	7.11%	7.03%	7.05%	7.07%	7.00%	7.09%	7.03%
aa	CAFETERIA WORKER		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	CPR INSTRUCTOR	2.25%	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27
	FIRST AID INSTRUCTOR		\$ 10.54	\$ 10.80	\$ 11.04	\$ 11.28	\$ 11.52	\$ 11.77	\$ 12.01	\$ 12.26
	RAQUETBALL INSTRUCTOR	2.07%	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25
	WATER SAFETY INSTRUCTOR		\$ 10.76	\$ 11.02	\$ 11.27	\$ 11.51	\$ 11.76	\$ 12.01	\$ 12.26	\$ 12.51
	WEIGHT TRAINING INSTRUCTOR	1.56%	\$ 0.17	\$ 0.17	\$ 0.18	\$ 0.18	\$ 0.18	\$ 0.19	\$ 0.19	\$ 0.20
			\$ 10.93	\$ 11.19	\$ 11.45	\$ 11.69	\$ 11.94	\$ 12.20	\$ 12.45	\$ 12.71
		1.00%	\$ 0.11	\$ 0.11	\$ 0.11	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.13
		6.88%	\$ 11.04	\$ 11.30	\$ 11.56	\$ 11.81	\$ 12.06	\$ 12.32	\$ 12.57	\$ 12.84
			7.08%	7.01%	7.04%	7.07%	7.01%	7.04%	6.98%	7.09%

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ab	LIFEGUARD		9.55	9.78	10.00	10.21	10.44	10.66	10.88	11.10
		2.25%	\$ 0.21	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25
			\$ 9.76	\$ 10.00	\$ 10.23	\$ 10.44	\$ 10.67	\$ 10.90	\$ 11.12	\$ 11.35
		2.07%	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.23
			\$ 9.96	\$ 10.21	\$ 10.44	\$ 10.66	\$ 10.89	\$ 11.13	\$ 11.35	\$ 11.58
		1.56%	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.17	\$ 0.17	\$ 0.17	\$ 0.18	\$ 0.18
			\$ 10.12	\$ 10.37	\$ 10.60	\$ 10.83	\$ 11.06	\$ 11.30	\$ 11.53	\$ 11.76
		1.00%	\$ 0.10	\$ 0.10	\$ 0.11	\$ 0.11	\$ 0.11	\$ 0.11	\$ 0.12	\$ 0.12
		6.88%	\$ 10.22	\$ 10.47	\$ 10.71	\$ 10.94	\$ 11.17	\$ 11.41	\$ 11.65	\$ 11.88
			7.02%	7.06%	7.10%	7.15%	6.99%	7.04%	7.08%	7.03%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ac	DAY CARE AIDE		8.84	9.06	9.26	9.45	9.67	9.87	10.07	10.28
		2.25%	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23
			\$ 9.04	\$ 9.26	\$ 9.47	\$ 9.66	\$ 9.89	\$ 10.09	\$ 10.30	\$ 10.51
		2.07%	\$ 0.19	\$ 0.19	\$ 0.20	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22
			\$ 9.23	\$ 9.45	\$ 9.67	\$ 9.86	\$ 10.09	\$ 10.30	\$ 10.51	\$ 10.73
		1.56%	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.17
			\$ 9.37	\$ 9.60	\$ 9.82	\$ 10.01	\$ 10.25	\$ 10.46	\$ 10.67	\$ 10.90
		1.00%	\$ 0.09	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.11	\$ 0.11
		6.88%	\$ 9.46	\$ 9.70	\$ 9.92	\$ 10.11	\$ 10.35	\$ 10.56	\$ 10.78	\$ 11.01
			7.01%	7.06%	7.13%	6.98%	7.03%	6.99%	7.05%	7.10%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ad			819	8.39	857	8.75	8.95	9.14	9.32	9.52
		2.25%	\$ 18.43	\$ 0.19	\$ 19.28	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.21
			\$ 837.43	\$ 8.58	\$ 876.28	\$ 8.95	\$ 9.15	\$ 9.35	\$ 9.53	\$ 9.73
		2.07%	\$ 17.33	\$ 0.18	\$ 18.14	\$ 0.19	\$ 0.19	\$ 0.19	\$ 0.20	\$ 0.20
			\$ 854.76	\$ 8.76	\$ 894.42	\$ 9.14	\$ 9.34	\$ 9.54	\$ 9.73	\$ 9.93
		1.56%	\$ 13.33	\$ 0.14	\$ 13.95	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15
			\$ 868.09	\$ 8.90	\$ 908.37	\$ 9.28	\$ 9.49	\$ 9.69	\$ 9.88	\$ 10.08
		1.00%	\$ 8.68	\$ 0.09	\$ 9.08	\$ 0.09	\$ 0.09	\$ 0.10	\$ 0.10	\$ 0.10
		6.88%	\$ 876.77	\$ 8.99	\$ 917.45	\$ 9.37	\$ 9.58	\$ 9.79	\$ 9.98	\$ 10.18
			7.05%	7.15%	7.05%	7.09%	7.04%	7.11%	7.08%	6.93%

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MINIMUM WAGE									
BATHROOM CLEANER	FAIR	\$	7.25						
CASHIER	FAIR	\$	7.25						
FOOD SERVICE WORKER	UW FOOD SERVICE	\$	7.25						
GRANDSTAND ORGANIZER	FAIR	\$	7.25						
MISCELLANEOUS WORKER	FAIR	\$	7.25						
TICKET TAKER	FAIR	\$	7.25						
SPECIAL NOTES									
County Board Members	County Board	\$	40.00	per County Board meeting					
Committee Members	County Board	\$	30.00	per Committee meeting					
Fair Judge - General	Fair			\$50 for the first 4 hours worked then \$9 p/hr					
Fair Judge - Beef	Fair			\$100 for the first 4 hours worked then \$9 p/hr					
Fair Species Group Work	Fair			\$100 for the first 4 hours worked then \$9 p/hr					
Fair Carcass Show Work	Fair			\$100 for the first 4 hours worked before noon then \$9 p/hr					
Translator	HHS, Sheriff	\$	35.00	per hour					
Coroner	Coroner			\$95 p/call, \$25 for cremation only, \$115 for call plus cremation					
Coroner Deputy	Coroner			\$95 p/call, \$25 for cremation only, \$115 for call plus cremation					
Ambulance Crew Member - volunteer	Ambulance	\$	20.00	per call					
Ambulance Driver - volunteer	Ambulance	\$	15.00	per call					
Ambulance Backup crew weekdays	Ambulance	\$	1.25	per hour					
Ambulance Primary crew weekends & holidays	Ambulance	\$	3.00	per hour					
Corporation Counsel	Courthouse	\$	75.00	per hour					
Corporation Counsel	HHS	\$	75.00	per hour	3/9/2021	3/9/2022			
County Administrator	CH	\$	95,000.00	annual	\$96,900.00	\$98,850.00			
Sheriff	Sheriff	\$	77,037.21	annual					
County Clerk	County Clerk	\$	77,026.95	annual					
County Treasurer	Treasurer	\$	62,327.61	annual					
Register of Deeds	Register of Deeds	\$	62,327.61	annual					
Clerk of Court	Clerk of Court	\$	62,327.07	annual					
Family Court Commissioner	Family Court Commissioner	\$	25,457.68	annual					
Child Supprt Administrator/Assis tant	D.A/Child Support	\$	21,991.16	annual					
BEYOND STEP 8 OF THE WAGE SCALE									
Victim Witness Coordinator/Legal Secretary	District Attorney	\$	21.73	Andrea Fields					
HHS Business System Analyst 20-97 Supervisor	HHS	\$	24.03	Sharon Pasold					
HHS Social Worker Disability Benefit Specialist	HHS	\$	23.27	Jodi Hines					
HWY Clerk	HWY	\$	20.24	Cerresa Rose					

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GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
P	PVH NURSING HOME & ASST LIVING ADMIN 18-36		39.16	40.08	40.99	41.90	42.81	43.72	44.63	45.54
		2.25%	\$ 0.88	\$ 0.90	\$ 0.92	\$ 0.94	\$ 0.96	\$ 0.98	\$ 1.00	\$ 1.02
			\$ 40.04	\$ 40.98	\$ 41.91	\$ 42.84	\$ 43.77	\$ 44.70	\$ 45.63	\$ 46.56
		2.07%	\$ 0.83	\$ 0.85	\$ 0.87	\$ 0.89	\$ 0.91	\$ 0.93	\$ 0.94	\$ 0.96
			\$ 40.87	\$ 41.83	\$ 42.78	\$ 43.73	\$ 44.68	\$ 45.63	\$ 46.57	\$ 47.52
		1.56%	\$ 0.64	\$ 0.65	\$ 0.67	\$ 0.68	\$ 0.70	\$ 0.71	\$ 0.73	\$ 0.74
			\$ 41.51	\$ 42.48	\$ 43.45	\$ 44.41	\$ 45.38	\$ 46.34	\$ 47.30	\$ 48.26
		1.00%	\$ 0.42	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46	\$ 0.47	\$ 0.48
			\$ 41.93	\$ 42.90	\$ 43.88	\$ 44.85	\$ 45.83	\$ 46.80	\$ 47.77	\$ 48.74
			7.07%	7.04%	7.05%	7.04%	7.05%	7.04%	7.04%	7.03%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
O			37.07	37.93	38.79	39.65	40.51	41.38	42.24	43.10
		2.25%	\$ 0.83	\$ 0.85	\$ 0.87	\$ 0.89	\$ 0.91	\$ 0.93	\$ 0.95	\$ 0.97
			\$ 37.90	\$ 38.78	\$ 39.66	\$ 40.54	\$ 41.42	\$ 42.31	\$ 43.19	\$ 44.07
		2.07%	\$ 0.78	\$ 0.80	\$ 0.82	\$ 0.84	\$ 0.86	\$ 0.88	\$ 0.89	\$ 0.91
			\$ 38.68	\$ 39.58	\$ 40.48	\$ 41.38	\$ 42.28	\$ 43.19	\$ 44.08	\$ 44.98
		1.56%	\$ 0.60	\$ 0.62	\$ 0.63	\$ 0.65	\$ 0.66	\$ 0.67	\$ 0.69	\$ 0.70
			\$ 39.28	\$ 40.20	\$ 41.11	\$ 42.03	\$ 42.94	\$ 43.86	\$ 44.77	\$ 45.68
		1.00%	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46
			\$ 39.67	\$ 40.60	\$ 41.52	\$ 42.45	\$ 43.37	\$ 44.30	\$ 45.22	\$ 46.14
			7.01%	7.04%	7.04%	7.06%	7.06%	7.06%	7.05%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
N	PVH DIRECTOR OF NURSING Res 19-135		34.96	35.77	36.59	37.40	38.21	39.02	39.84	40.65
		2.25%	\$ 0.79	\$ 0.80	\$ 0.82	\$ 0.84	\$ 0.86	\$ 0.88	\$ 0.90	\$ 0.91
			\$ 35.75	\$ 36.57	\$ 37.41	\$ 38.24	\$ 39.07	\$ 39.90	\$ 40.74	\$ 41.56
		2.07%	\$ 0.74	\$ 0.76	\$ 0.77	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.84	\$ 0.86
			\$ 36.49	\$ 37.33	\$ 38.18	\$ 39.03	\$ 39.88	\$ 40.73	\$ 41.58	\$ 42.42
		1.56%	\$ 0.57	\$ 0.58	\$ 0.60	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.65	\$ 0.66
			\$ 37.06	\$ 37.91	\$ 38.78	\$ 39.64	\$ 40.50	\$ 41.37	\$ 42.23	\$ 43.08
		1.00%	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.41	\$ 0.42	\$ 0.43
			\$ 37.43	\$ 38.29	\$ 39.17	\$ 40.04	\$ 40.91	\$ 41.78	\$ 42.65	\$ 43.51
			7.07%	7.05%	7.05%	7.06%	7.07%	7.07%	7.05%	7.04%

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
M			32.86	33.62	34.39	35.15	35.92	36.68	37.45	38.21
		2.25%	\$ 0.74	\$ 0.76	\$ 0.77	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.84	\$ 0.86
			\$ 33.60	\$ 34.38	\$ 35.16	\$ 35.94	\$ 36.73	\$ 37.51	\$ 38.29	\$ 39.07
		2.07%	\$ 0.70	\$ 0.71	\$ 0.73	\$ 0.74	\$ 0.76	\$ 0.78	\$ 0.79	\$ 0.81
			\$ 34.30	\$ 35.09	\$ 35.89	\$ 36.68	\$ 37.49	\$ 38.29	\$ 39.08	\$ 39.88
		1.56%	\$ 0.54	\$ 0.55	\$ 0.56	\$ 0.57	\$ 0.58	\$ 0.60	\$ 0.61	\$ 0.62
			\$ 34.84	\$ 35.64	\$ 36.45	\$ 37.25	\$ 38.07	\$ 38.89	\$ 39.69	\$ 40.50
		1.00%	\$ 0.35	\$ 0.36	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41
			\$ 35.19	\$ 36.00	\$ 36.81	\$ 37.62	\$ 38.45	\$ 39.28	\$ 40.09	\$ 40.91
			7.09%	7.08%	7.04%	7.03%	7.04%	7.09%	7.05%	7.07%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
L	PVH RN MANAGER-CBRF		30.76	31.48	32.19	32.91	33.62	34.34	35.05	35.77
	PVH RN MANAGER	2.25%	\$ 0.69	\$ 0.71	\$ 0.72	\$ 0.74	\$ 0.76	\$ 0.77	\$ 0.79	\$ 0.80
			\$ 31.45	\$ 32.19	\$ 32.91	\$ 33.65	\$ 34.38	\$ 35.11	\$ 35.84	\$ 36.57
		2.07%	\$ 0.65	\$ 0.67	\$ 0.68	\$ 0.70	\$ 0.71	\$ 0.73	\$ 0.74	\$ 0.76
			\$ 32.10	\$ 32.86	\$ 33.59	\$ 34.35	\$ 35.09	\$ 35.84	\$ 36.58	\$ 37.33
		1.56%	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.54	\$ 0.55	\$ 0.56	\$ 0.57	\$ 0.58
			\$ 32.60	\$ 33.37	\$ 34.11	\$ 34.89	\$ 35.64	\$ 36.40	\$ 37.15	\$ 37.91
		1.00%	\$ 0.33	\$ 0.33	\$ 0.34	\$ 0.35	\$ 0.36	\$ 0.36	\$ 0.37	\$ 0.38
			\$ 32.93	\$ 33.70	\$ 34.45	\$ 35.24	\$ 36.00	\$ 36.76	\$ 37.52	\$ 38.29
			7.05%	7.05%	7.02%	7.08%	7.08%	7.05%	7.05%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
K	PVH RN SUPERVISOR Res 19-135		28.66	29.33	30.00	30.66	31.33	32.00	32.66	33.33
		2.25%	\$ 0.64	\$ 0.66	\$ 0.68	\$ 0.69	\$ 0.70	\$ 0.72	\$ 0.73	\$ 0.75
			\$ 29.30	\$ 29.99	\$ 30.68	\$ 31.35	\$ 32.03	\$ 32.72	\$ 33.39	\$ 34.08
		2.07%	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.65	\$ 0.66	\$ 0.68	\$ 0.69	\$ 0.71
			\$ 29.91	\$ 30.61	\$ 31.32	\$ 32.00	\$ 32.69	\$ 33.40	\$ 34.08	\$ 34.79
		1.56%	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.53	\$ 0.54
			\$ 30.38	\$ 31.09	\$ 31.81	\$ 32.50	\$ 33.20	\$ 33.92	\$ 34.61	\$ 35.33
		1.00%	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.33	\$ 0.33	\$ 0.34	\$ 0.35	\$ 0.35
			\$ 30.68	\$ 31.40	\$ 32.13	\$ 32.83	\$ 33.53	\$ 34.26	\$ 34.96	\$ 35.68
			7.05%	7.06%	7.10%	7.08%	7.02%	7.06%	7.04%	7.05%

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J	PVH HUMAN RESOURCES DIR		26.57	27.18	27.80	28.42	29.04	29.65	30.27	30.89
	PVH SOCIAL SERVICE SUPR	2.25%	\$ 0.60	\$ 0.61	\$ 0.63	\$ 0.64	\$ 0.65	\$ 0.67	\$ 0.68	\$ 0.70
	PVH REGISTERED NURSE Res 19-135		\$ 27.17	\$ 27.79	\$ 28.43	\$ 29.06	\$ 29.69	\$ 30.32	\$ 30.95	\$ 31.59
		2.07%	\$ 0.56	\$ 0.58	\$ 0.59	\$ 0.60	\$ 0.61	\$ 0.63	\$ 0.64	\$ 0.65
			\$ 27.73	\$ 28.37	\$ 29.02	\$ 29.66	\$ 30.30	\$ 30.95	\$ 31.59	\$ 32.24
		1.56%	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50
			\$ 28.16	\$ 28.81	\$ 29.47	\$ 30.12	\$ 30.77	\$ 31.43	\$ 32.08	\$ 32.74
		1.00%	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31	\$ 0.32	\$ 0.33
			\$ 28.44	\$ 29.10	\$ 29.76	\$ 30.42	\$ 31.08	\$ 31.74	\$ 32.40	\$ 33.07
			7.04%	7.06%	7.05%	7.04%	7.02%	7.05%	7.04%	7.06%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
I	PVH MAINTENANCE SUPERVISOR (7-17-18)		24.47	25.04	25.61	26.17	26.74	27.31	27.88	28.45
		2.25%	\$ 0.55	\$ 0.56	\$ 0.58	\$ 0.59	\$ 0.60	\$ 0.61	\$ 0.63	\$ 0.64
			\$ 25.02	\$ 25.60	\$ 26.19	\$ 26.76	\$ 27.34	\$ 27.92	\$ 28.51	\$ 29.09
		2.07%	\$ 0.52	\$ 0.53	\$ 0.54	\$ 0.55	\$ 0.57	\$ 0.58	\$ 0.59	\$ 0.60
			\$ 25.54	\$ 26.13	\$ 26.73	\$ 27.31	\$ 27.91	\$ 28.50	\$ 29.10	\$ 29.69
		1.56%	\$ 0.40	\$ 0.41	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.44	\$ 0.45	\$ 0.46
			\$ 25.94	\$ 26.54	\$ 27.15	\$ 27.74	\$ 28.35	\$ 28.94	\$ 29.55	\$ 30.15
		1.00%	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.30	\$ 0.30
			\$ 26.20	\$ 26.81	\$ 27.42	\$ 28.02	\$ 28.63	\$ 29.23	\$ 29.85	\$ 30.45
			7.07%	7.07%	7.07%	7.07%	7.07%	7.03%	7.07%	7.03%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
H	PVH ADMINISTRATIVE ASST		22.37	22.89	23.41	23.93	24.45	24.97	25.49	26.01
	PVH ACTIVITY DIRECTOR	2.25%	\$ 0.50	\$ 0.52	\$ 0.53	\$ 0.54	\$ 0.55	\$ 0.56	\$ 0.57	\$ 0.59
	PVH SOCIAL WORKER		\$ 22.87	\$ 23.41	\$ 23.94	\$ 24.47	\$ 25.00	\$ 25.53	\$ 26.06	\$ 26.60
		2.07%	\$ 0.47	\$ 0.48	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.53	\$ 0.54	\$ 0.55
			\$ 23.34	\$ 23.89	\$ 24.44	\$ 24.98	\$ 25.52	\$ 26.06	\$ 26.60	\$ 27.15
		1.56%	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.41	\$ 0.42
			\$ 23.70	\$ 24.26	\$ 24.82	\$ 25.37	\$ 25.92	\$ 26.47	\$ 27.01	\$ 27.57
		1.00%	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25	\$ 0.26	\$ 0.26	\$ 0.27	\$ 0.28
			\$ 23.94	\$ 24.50	\$ 25.07	\$ 25.62	\$ 26.18	\$ 26.73	\$ 27.28	\$ 27.85
			7.02%	7.03%	7.09%	7.06%	7.08%	7.05%	7.02%	7.07%

Richland County Committee

Agenda Item Cover

			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
G	PVH FOOD SERVICE SUPERVISOR		20.26	20.73	21.20	21.68	22.15	22.62	23.09	23.56
	PVH MANAGER OF INFO SYSTEMS (Res 19-82)	2.25%	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.53
	PVH LPN Res 19-135		\$ 20.72	\$ 21.20	\$ 21.68	\$ 22.17	\$ 22.65	\$ 23.13	\$ 23.61	\$ 24.09
		2.07%	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.50
			\$ 21.15	\$ 21.64	\$ 22.13	\$ 22.63	\$ 23.12	\$ 23.61	\$ 24.10	\$ 24.59
		1.56%	\$ 0.33	\$ 0.34	\$ 0.35	\$ 0.35	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.38
			\$ 21.48	\$ 21.98	\$ 22.48	\$ 22.98	\$ 23.48	\$ 23.98	\$ 24.48	\$ 24.97
		1.00%	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25
			\$ 21.69	\$ 22.20	\$ 22.70	\$ 23.21	\$ 23.71	\$ 24.22	\$ 24.72	\$ 25.22
			7.06%	7.09%	7.08%	7.06%	7.04%	7.07%	7.06%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
F			18.16	18.59	19.01	19.43	19.85	20.28	20.70	21.12
		2.25%	\$ 0.41	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.45	\$ 0.46	\$ 0.47	\$ 0.48
			\$ 18.57	\$ 19.01	\$ 19.44	\$ 19.87	\$ 20.30	\$ 20.74	\$ 21.17	\$ 21.60
		2.07%	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.41	\$ 0.42	\$ 0.43	\$ 0.44	\$ 0.45
			\$ 18.95	\$ 19.40	\$ 19.84	\$ 20.28	\$ 20.72	\$ 21.17	\$ 21.61	\$ 22.05
		1.56%	\$ 0.30	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.34	\$ 0.34
			\$ 19.25	\$ 19.70	\$ 20.15	\$ 20.60	\$ 21.04	\$ 21.50	\$ 21.95	\$ 22.39
		1.00%	\$ 0.19	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.22
			\$ 19.44	\$ 19.90	\$ 20.35	\$ 20.81	\$ 21.25	\$ 21.72	\$ 22.17	\$ 22.61
			7.05%	7.05%	7.05%	7.10%	7.05%	7.10%	7.10%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
E	FISCAL CLERK		16.06	16.44	16.81	17.19	17.56	17.93	18.31	18.68
	PVH MAINTENANCE WORKER	2.25%	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40	\$ 0.40	\$ 0.41	\$ 0.42
	PVH MEDICATION AIDE (Res. No. 18-69)		\$ 16.42	\$ 16.81	\$ 17.19	\$ 17.58	\$ 17.96	\$ 18.33	\$ 18.72	\$ 19.10
	PVH UNIT CLERK (7-17-18)	2.07%	\$ 0.34	\$ 0.35	\$ 0.36	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39	\$ 0.40
	PVH NURSING ADMIN ASST Res 19-135		\$ 16.76	\$ 17.16	\$ 17.55	\$ 17.94	\$ 18.33	\$ 18.71	\$ 19.11	\$ 19.50
		1.56%	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.30
			\$ 17.02	\$ 17.43	\$ 17.82	\$ 18.22	\$ 18.62	\$ 19.00	\$ 19.41	\$ 19.80
		1.00%	\$ 0.17	\$ 0.17	\$ 0.18	\$ 0.18	\$ 0.19	\$ 0.19	\$ 0.19	\$ 0.20
			\$ 17.19	\$ 17.60	\$ 18.00	\$ 18.40	\$ 18.81	\$ 19.19	\$ 19.60	\$ 20.00
			7.04%	7.06%	7.08%	7.04%	7.12%	7.03%	7.05%	7.07%

Richland County Committee

Agenda Item Cover

			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
D	PVH CNA NURSING ASSISTANT		13.97	14.29	14.62	14.94	15.27	15.59	15.92	16.24
	PVH CLERICAL ASSISTANT I (7-17-18)	2.25%	\$ 0.31	\$ 0.32	\$ 0.33	\$ 0.34	\$ 0.34	\$ 0.35	\$ 0.36	\$ 0.37
	PVH HOUSEKEEPER LEAD		\$ 14.28	\$ 14.61	\$ 14.95	\$ 15.28	\$ 15.61	\$ 15.94	\$ 16.28	\$ 16.61
	PVH LEAD COOK (Res. No. 18-68)	2.07%	\$ 0.30	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.34	\$ 0.34
	PVH UNIT CLERK		\$ 14.58	\$ 14.91	\$ 15.26	\$ 15.60	\$ 15.93	\$ 16.27	\$ 16.62	\$ 16.95
		1.56%	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.25	\$ 0.25	\$ 0.26	\$ 0.26
			\$ 14.81	\$ 15.14	\$ 15.50	\$ 15.84	\$ 16.18	\$ 16.52	\$ 16.88	\$ 17.21
		1.00%	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.17	\$ 0.17	\$ 0.17
			\$ 14.96	\$ 15.29	\$ 15.66	\$ 16.00	\$ 16.34	\$ 16.69	\$ 17.05	\$ 17.38
			7.09%	7.00%	7.11%	7.10%	7.01%	7.06%	7.10%	7.02%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
C	PVH ACTIVITY AIDE		12.93	13.24	13.54	13.84	14.14	14.44	14.74	15.04
		2.25%	\$ 0.29	\$ 0.30	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.34
			\$ 13.22	\$ 13.54	\$ 13.84	\$ 14.15	\$ 14.46	\$ 14.76	\$ 15.07	\$ 15.38
		2.07%	\$ 0.27	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31	\$ 0.32
			\$ 13.49	\$ 13.82	\$ 14.13	\$ 14.44	\$ 14.76	\$ 15.07	\$ 15.38	\$ 15.70
		1.56%	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.23	\$ 0.24	\$ 0.24	\$ 0.24
			\$ 13.70	\$ 14.04	\$ 14.35	\$ 14.67	\$ 14.99	\$ 15.31	\$ 15.62	\$ 15.94
		1.00%	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16
			\$ 13.84	\$ 14.18	\$ 14.49	\$ 14.82	\$ 15.14	\$ 15.46	\$ 15.78	\$ 16.10
			7.04%	7.10%	7.02%	7.08%	7.07%	7.06%	7.06%	7.05%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
B	PVH COOK I		11.98	12.26	12.54	12.82	13.09	13.37	13.65	13.93
	PVH FOOD SERVICE WORKER II	2.25%	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.31
	PVH PERSONAL CARE WORKER		\$ 12.25	\$ 12.54	\$ 12.82	\$ 13.11	\$ 13.38	\$ 13.67	\$ 13.96	\$ 14.24
	RESIDENT ASSISTANT	2.07%	\$ 0.25	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.28	\$ 0.28	\$ 0.29	\$ 0.29
			\$ 12.50	\$ 12.80	\$ 13.09	\$ 13.38	\$ 13.66	\$ 13.95	\$ 14.25	\$ 14.53
		1.56%	\$ 0.20	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23
			\$ 12.70	\$ 13.00	\$ 13.29	\$ 13.59	\$ 13.87	\$ 14.17	\$ 14.47	\$ 14.76
		1.00%	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.15
			\$ 12.83	\$ 13.13	\$ 13.42	\$ 13.73	\$ 14.01	\$ 14.31	\$ 14.61	\$ 14.91
			7.10%	7.10%	7.02%	7.10%	7.03%	7.03%	7.03%	7.04%

Agenda Item Cover

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Process for developing a 2022 operating budget

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote to accept report
Disclosure:	Open Session	Authority:	Structure “D”
Date submitted:	May 3 rd , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... 1) accept report on 2022 operating budget process

2) looking for discussion and guidance on department operating review process.

a. Do you want departments to present preliminary budgets directly to the F+P committee?

b. Do you want supervisory committee approval, and when?

c. How do you want the county Administrator involved?

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

As our 2022 budget preparation process has grown, and continues to grow, in scope and design. I have been asked to help illustrate and purposes of the many steps captured in the detailed budget schedule. Please see below

Phase One — Preparation (Planning goals and processes):

~~Adopted Plan (with goals) and Tentative Timelines — DONE~~

~~Discussion on union negotiation goals — DONE~~

~~Adopt a Capital Improvement/Projects process — DONE~~

Review Fund Assignments —ONGOING

Review Benefits Package — ONGOING

Adopt an operations budget review process -

Phase Two — Commit to initiatives (Evaluate prior commitments and values):

~~Commit to general fund reserve — DONE~~

Commit to compensation wage plan –

Commit to partnerships -

Commit to a capital improvement/ capital projects plan –

Commit to estimated benefits package and financial impacts –

Commit to possible borrowing – By Resolution

Commit to Union Contract -

Phase Three — Operating Budget Preparation (Evaluation and funding service delivery)

! Releasing guidance on budget appropriations requests!

Review budgets, prioritize and make potential adjustments

Adoption of Union Budget

Changes in partnerships

Richland County Committee

Agenda Item Cover

Phase Four — County Board Hearings and Adoptions

I am looking for guidance on how the committee would like to have department operating budgets reviewed, in reference to the questions posed in the previous section. Last year's process and time can be found below.

Attachments and References:

2021 RC Budget Timeline	2022 Budget Calendar

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

2021 Budget Timeline

Phase 1: Preliminary Budget

7/7/2020	Finance and Personnel Committee — approves: 1) budget timeline, 2) budget packet, 3) budget objectives and 4) budget guidance
7/8/20	Administrator — distributes copies of the budget timeline, packet documents and budgeting guidance to all departments and County funded organizations
7/9/20	Administrator — Conducts a department head meeting to discuss 2021 budget
7/9/20 – 7/10/20	County Clerk’s Office — distributes department revenue and expenditure budget worksheets to department heads
7/23/20	Departments — submit their completed 2021 proposed budget documents to the County Clerk’s Office
7/29- 8/3/20	County Clerk’s Office — enters the budget numbers and summarizes the budget information for Administrator, Department Heads and the Finance and Personnel Committee (8/4/2020)
8/4/2020	Administrator — presents preliminary budget to the Finance and Personnel Committee

Phase 2: Budget Review

8/20/20	Health insurance information is released. County Administrator & Department Heads meet as a group to discuss the preliminary 2021 budget, health insurance rates, loan funding and adjustment to the pay plan (if any)
8/5 – 8/26/20	Administrator — meets with departments “as needed” to review and adjust preliminary budgets
09/01/20	Administrator — presents reviewed budgets to Finance and Personnel. Health insurance information (rates) presented to the committee, final recommendation on market adjustment to the pay plan matrix beginning 1/1/21 (if any). Personnel Committee is presented with loan funding options
9/02- 9/08/20	County Clerk’s Office and department staff — rework budgets to adjust for review changes in health insurance changes, pay plan, loan funding etc.

Phase 3: Hearings and Finalized Budget

Richland County Committee

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9/15/20	County Administrator — presents the reviewed budget summary with health insurance recommendation, loan financing recommendation and proposed market adjustments (if any) to the county Board
9/02 – 09/25/20	Departments — present reviewed budgets to their supervisory committee
09/29/20	Administrator —presents finalized budget proposal to the Finance and Personnel Committee
10/02/20	County Clerk’s Office compiles the budget information to be published in the October 8th edition of the Richland Observer
10/02/20	County Clerk’s Office — publishes 2021 proposed budget and levy information in the official newspaper (Richland Observer)
10/27/20	Administrator – presents the finalized budget and levy to the County Board for public hearing and adoption
11/14/20	County Clerk — submits the PC-400 State and County Apportionment Form
Dec/20	County Clerk’s Office files the County Tax Levy worksheet with the Department of Revenue (this is due 12/15/2020)

After the October 27th meeting, the County Clerk’s Office prepares the final 2021 budget documents, distributes it to County Departments and has the MIS Department put the document on the Richland County website.

Throughout the budget process as new information is generated, additional changes will be made to the proposed 2021 budget documents. Audit information, Net New Construction, anticipated grant revenues, sales tax projections, state shared revenue, utility payments, and general transportation aids all impact the budget and are all numbers generated throughout the process.

In future considerations, I am anticipating having a strategic plan in place for the County by early 2021 and incorporating a capital improvement planning period in May and June of 2021 prior to the beginning of the 2022 operations budget process.

Clinton Langreck
Administrator — Richland County

Richland County Committee

Agenda Item Cover

Richland County 2022 Budget Development Process						Dates of Meetings												Edition: 06 Apr 2021								
The following time-line is set to guide a process and discussion.						December	January		February	March			April		May		June		July		August		September		October	
Item:		Purpose:				20	5	22	2	2	15	25	6	16	4	21	1	18	6	16	3	20	7	17	5	15
Adopt Plan and Timeline the 2022 Budget Process:																										
Initiatives and timeline		Establish Tentative Plan				X																				
Amending plan and timeline		Revise plan based on needs and progress									X															
Additional amendments		As needed											O													
Affirm Commitment to General Fund Balance:																										
Amend and Affirm Res 15-98 General Fund Balance		Commit to 25% of Gen. Fund annual op.					X																			
Goals and Planning for Union Negotiations																										
Closed Session on Goals for 2022- CBA		Discussion on Goals for CBA Negotiations								X																
Open Negotiations		Initial Proposals - closed session												O												
Negotiations		Exchange - closed session														O										
Negotiations		Final Exchange - closed session																O								
Closing Negotiations		Finalized CBA - closed session																	O							
Capital Improvements and Capital Projects:						December	January		February	March			April		May		June		July		August		September		October	
Requests for Projects / Forecast		Update tracker on needed projects							X																	
Approve a selection process		Approve method of deciding on projects									X															
Review Projects		Review to ensure an understanding											O													
Review County Board Feedback		Method of seeking feedback from all 21													O											
Plan recommendation by F+P		F+P approves a plan for budget														O										
County Board Adoption of Plan																	June									
Short-Term Loan Financing:						December	January		February	March			April		May		June		July		August		September		October	
Presentation from Carol Wirth on Short-term Borrowing		Understand position and options													O											
Decision on borrowing amount		Should reflect Capitial Improvement Plans														O										
Recommendation of Authorization Resolution																		O								
Authorization Resolution by Board																			July							
Prep / Official Statement / Legal Documents																				August						
Sale of Notes and Award Resolution by Board																								Oct 26th		
Compensation Plan:																										
Review Resolution 19-89 Comp Plan		Review previous adoptions and approvals						X																		
Approve method of Compensation Plan Progression		Determine method/cost of progression													O											
Establish Compensation Principles and Goals		Build County Compensation Philosophy														O										
Recommend a Compensation Policy to Board		Board Adoption by Resolution																O								
Board Adoption of Compensation Plan - 2022 forward		Institutionalize and assess																	July							
Review Fund Assignments:																										
Review existing Funds and Assignments		Education, Background, Purpose of Funds												O												
Reassignment, Amendments to Funds		Approved changes based on evaluations														O										

Richland County Committee

Agenda Item Cover

		December	January	February	March	April	May	June	July	August	September	October
Review and Affirm Partnerships:												
Review existing partnerships	Develop tracker / annual costs / benefit					O						
Approve method for assessment and affirming	Approve evaluation method for partnerships and determining best interest in maintaining						O					
County Board Feedback	Method of seeking feedback from all 21							O				
Partnership recommendation by F+P	F+P approves a plan for budget							O				
County Board Adoption	By resolution								July			
Health Insurance and Benefits Review:												
Administrator Assembles a Review Team	Assortment of demographics and depts.					April						
Review Team Assess Programs with Broker/Vendors	Review current plans, review alt solutions					April						
Recommendation is made to the Administrator	Team makes a recommendation to Admin						May					
Administrator considers recordation of Review Team	Consideration by Admin							June				
Amendments, Changes, Plans brought to F+P	Committee action to amend plans							O				
Estimate Cost of Plan Expenses for 2021	Include in appropriations guidance								O			
Approval of plans by F+P	Committee Action to Approve								O			
Renewal / New Contract for Benefits	Enter 2021 Agreements									O		
Operating Budget 2022:												
Review 2021 Review and Decision Process	What went well, do better for 2022					O						
Adopt 2022 Review and Decision Process	Action to adopt a plan						O					
Preliminary Guidance for Appropriation Requests	Guidance on budgeting							O	O			
Review by Line item w/ Administrator	Department Heads and Administrator								July			
Presentation of Preliminary Budget to F+P	Admin Presents to F+P									O		
Presentation to Supervisory Committees	Committee action to request beyond guidance									August		
Finance and Personnel Review	Hearing on exceptions to guidance									O		
Feedback from County Board	Survey of items of consideration										O	
Approval of Budget by Finance and Personnel	Meeting to approve a reviewed budget										O	
Posting of Budget	Budget is posted by the County Clerk											Oct 1st
Hearing and Adoption	October 26th 2021 County Board Action											Oct 26th

Richland County Committee

Agenda Item Cover

Agenda Item Name: Title Change of Deputy Clerk / Accounts Payable Specialist

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	April 22 nd , 2021	Referred by:	Administrator Transition
Action needed by no later than (date)	N/A	Resolution	N/A , <u>prepared</u> , reviewed

Recommendation and/or action language:

Motion to ...approve changes in the Richland County Handbook, Wages Schedule reflecting the name change to Deputy Clerk / Accounts Payable Specialist.

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

The following action was taken by the Administer

Administrator Transition Committee took the following action in their May 19th 2021 meeting: 8. *Further Review of Statewide County Clerk Staffing Levels, Discussion and Possible Action on County Clerk Deputy Position. — Motion to recommend to Finance & Personnel Committee that the position of Accounts Payable Specialist currently under the supervision of the County Clerk and filled by Ms. Amy Louis, remain in that office indefinitely. This is the position allocated to the County Clerk that can be deputized if they desire. The County Administrator should work with the County Clerk to re-write the job description to include all accounts payable specialist duties as well as any additional deputy clerk duties and title desired by the Clerk. The County Administrator will review this position with the County Clerk in 6-month and report on the effectiveness of this arrangement.*

The attached position description was reviewed by Clerk Kalish (incoming) and former Accounts Payable Specialist, Amy Louis.

Attachments and References:

Position Description	Resolution - Drafted
Letter to Clerk – Position Description Approval	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Position is budgeted. No financial changes.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO.21- _____

A Resolution amending the Richland County Employee Handbook and Wage Schedule to recognize the changes in establishment of the Deputy Clerk / Accounts Payable Specialist position.

WHEREAS the County Board is granted authority under Wis. Statute 59.22(2)(c)(1)(b) to establish the number of employees in any department or office including deputies to elective officers; and

WHEREAS the Richland County board reestablished the previously vacant Accounting Supervisor / Deputy Clerk position from the County Clerk's Office to the Administrator's Office by adoption of Resolution No. 21-14; and

WHEREAS the Administrator Transition Committee was charged with producing a solution of providing the Clerk with an employee to deputize and presented recommendations to the Finance and Personnel Committee by authority under Resolution No. 20-126; and

WHEREAS the Administrator Transition Committee made recommendation to establish the Accounts Payable Specialist as the position offered to the Clerk to deputize; and

WHEREAS the Administrator is granted, and has exercised, the authority to approve position descriptions changes reflecting this reestablishment under authority of the Richland County Administrative Manual, Resolution No. 20-9; and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Richland County Employee Handbook and Richland County Wage Schedule are hereby amended to reflect the reestablishment of the Deputy Clerk title from the Accounting Supervisor position to the Accounts Payable Specialist position;

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE

AYES _____ NOES _____

FOR AGAINST

RESOLUTION

Marty Brewer

David Turk

Shaun Murphey-Lopez

Donald Seep

COUNTY

DATED

Marc Couey

Linda Gentes

Melissa Luck

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Deputy Clerk / Accounts Payable Specialist **Department:** County Clerk

Reports to: County Clerk

Pay Grade: G

Date: May 3rd, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide effective financial and clerical services focused on account payables and account receivables, and to provide necessary support to the County Clerk in providing all mandated and required services of the County Clerk's Office.

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.

Deputy Clerk:

- Serves as County Clerk in Clerk's absence under Wisconsin State Statute 59.23(2)
- Takes marriage license applications and enters them into the State Vital Records System
- Collects payments for marriage licenses, copies, plat books, and maps.
- Maintains money supply in cash box balancing on a bi-monthly basis against receipts.
- Keeps report to verify money collected by County Clerk Office.
- Performs reception tasks. Greets visitors, answers telephone, takes messages, answers routine questions, and prepares marriage applications and licenses.
- Maintains County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintains County personnel policies, Board rules and committee structure.
- Operates and maintains office equipment (computers, printers, typewriter, calculator, copier and shredder).
- Enters voter information into the SVRS system after an election including new voter applications.
- Takes minutes at election canvass meetings.
- Records all elections results into the official elections results book.
- Compiles and maintains information for the Richland County Directory.
- Performs the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

Accounts Payable Specialist:

- Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.
- Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- Maintain County personnel policies, Board rules and committee structure.

- Type and mail Tr-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routing replies to correspondence.
- Performs other necessary duties as required to include assisting with election functions as directed.
- May be assigned as backup of all Accounting Supervisor and Payroll and Benefits Specialist functions of the County Administrator's Office.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year work experience in clerical support
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Must be proficient in Microsoft Excel and Microsoft Word
- Must be able to operate and maintain office equipment (computers, printers, calculator, copier, shredder etc.).

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- 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 advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State regulations and non-routine correspondence and laws pertaining to Marriage Licenses and Elections.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

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

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable 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

~Approved 22 Apr 2021, County Administrator

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: clinton.langreck@co.richland.wi.us

To: Derek Kalish – County Clerk (incoming, appointment effective 1 May 2021)

Subject: Approved Position Description

22-Apr-21

Clerk Kalish,

This letter is to inform you of the following:

Approval of Position Descriptions — The following position description is approved under authority of the Richland County Administrative manual as provided through Res. No. 20-93. ~ section II, C “*All revisions to a job description must be approved by the Administrator. A copy of the revised job description must be filed with the Administrator or their designee*”

1. Deputy Clerk / Accounts Payable Specialist

Identified Discrepancies and Remedies —

1. The position of “Deputy Clerk / Accounts Payable Specialist” is constructed under recommendation of the Administrator Transition Committee. The position will combine the financial duties of the Accounts Payable Specialist with Deputy Clerk duties removed from the Accounting Supervisor and Payroll and Benefits Specialist as a result of transitioning to the Administrator’s Office.
2. The “Grade” assignment on the Deputy Clerk / Accounts Payable Specialist position will remain at the previous level of the “Accounts Payable Specialist” Grade of “G.”

Additional Amendments or notes of the Administrator —

Position description amendments are approved for these changes. However, approval from the Finance and Personnel to amend the county handbook, general wage schedule and payroll system will be required to match these changes.

Repository —

Please be advised that the official description will be stored at the County Administrator’s Office as a Microsoft Word doc file, under the office designee, Payroll and Benefits Specialist. The digital documents are attached and future requests for a digital copy of the official description can be made to the Payroll and Benefits Specialist, Tami Hendrickson.

Attachments —

1. County Clerk – Deputy Clerk and Accounts Payable Specialist Apr 2021.doc

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: clinton.langreck@co.richland.wi.us

CC: Tami Hendrickson, Payroll and Benefits Specialist
Shaun Murphey-Lopez, Finance and Personnel Committee — Chairman



Clinton Langreck
Richland County — Administrator

Richland County Finance & Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve New County Positions Included in the 2021 HHS Budget

Department	Health & Human Services (HHS)	Presented By:	Tracy Thorsen
Date of Meeting:	April 6, 2021	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	Committee Structure Q
Date submitted:	March 23, 2021	Referred by:	Health & Human Services Board

Recommendation and/or action language: Approval to establish the following county positions under the Health and Human Services organizational structure; that the existing full-time Southwest Workforce Development Board (SWWDB) leased staff members be named into the county positions as noted below, and in order to recognize their longevity with the department, that each be granted two weeks paid vacation upon their appointment as county employees, and forward the recommendation including position descriptions onto the County Board for approval.

Administration & Building Operations Unit

1 – **Custodian** Pay Grade E (position exists within the County Pay Plan)

Appoint Dennis Drake at Pay Grade E, Step 2; SWWDB leased staff since 6/1/2017.

Behavioral Health Services Unit

1 – **Mental Health Therapist** Pay Grade K (position exists within the County Pay Plan)

Appoint Danielle Roelke at Pay Grade K, Step 2; SWWDB leased staff since 10/29/2018.

3 – **Mental Health Case Manager** Pay Grade H for Certified Social Workers; Pay Grade G for Temp Certified Social Workers, Pay Grade H for Certified Social Workers (placement on County Pay Plan per recommendation by Carlson Dettmann)

Appoint Faith Peckham at Pay Grade G, Step 2; SWWDB leased staff since 11/27/2017.

Appoint Laura Radesca at Pay Grade G, Step 2; SWWDB leased staff since 7/10/2019.

Appoint Corey Kanable at Pay Grade G, Step 2; SWWDB leased staff since 11/12/2019.

Background: For many years, HHS has contracted with Southwest Wisconsin Workforce Development Board (SWWDB) for leased employees to meet staffing needs of the agency. Most positions have been part-time, seasonal, or grant funded, but some have been long-term full time positions. These long-term positions are necessary to the agency operations and the staffing need is not expected to end. While HHS stills need to maintain a contract with SWWDB for short-term situations, it is a benefit to Health and Human Services both financially and in staff retention efforts to transition these long-term full-time leased staff to county status. Leasing long-term employees is more expensive to the County. The annual cost savings is estimated to be \$4,700.

Attachments and References:

Custodian Position Description (new position description)	Mental Health Therapist Position Description (previously approved on September 1, 2019)
Mental Health Case Manager Position Description (new position description)	

Richland County Finance & Personnel Committee

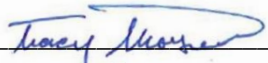
Agenda Item Cover

Financial Review:

(please check one)

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

Approval:**Review:**



Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 21 - _____

A Resolution Creating Five Positions In The Department of Health And Human Services.

WHEREAS Health and Human Services routinely utilizes leased positions from Southwest Wisconsin Workforce Development Board (SWWDB) in order to meet special staffing needs of the department, and

WHEREAS there are five long-term leased positions at Health and Human Services that are necessary to the department operations and are expected to be ongoing, and

WHEREAS it is a benefit to the County both financially and for purposes of staff retention to transition long-term full-time leased positions to county status, and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended the creation of five County positions to the Finance and Personnel Committee, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following five positions are hereby created in the Department of Health and Human Services which include Custodian (1-position at Pay Grade E), Mental Health Therapist (1-position at Pay Grad K), Mental Health Case Manager (3-positions at Pay Grad H), and

BE IT FURTHER RESOLVED that the following individuals be appointed to the County position that corresponds to their former long-term SWWDB leased positions, and

- Custodian: Appoint Dennis Drake (SWWDB leased staff since 6/1/2017) at Grade E, Step 2
- Mental Health Therapist: Danielle Roelke (SWWDB leased staff since 10/29/2018) at Grade K, Step 2
- Mental Health Case Manager:
 - Faith Peckham (SWWDB leased staff since 11/27/2017) at Grade G, Step 2
 - Laura Radesca (SWWDB leased staff since 7/10/2019) at Grade G, Step 2
 - Corey Kanable (SWWDB leased staff since 11/12/2019) at Grade G, Step 2,

BE IT FURTHER RESOLVED that in order to recognize their longevity with the department, that each appointed employee be granted two weeks paid vacation upon their appointment as county employees, and

BE IT FURTHER RESOLVED that the job description for these new positions, which are on file in the County Clerk’s office and which is also accessible on the County’s website, is hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after its adoption.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE:			
AYES _____NOES _____					
RESOLUTION _____		FOR AGAINST			
_____		_____	_____	_____	_____
COUNTY CLERK		_____	_____	_____	_____
DATED _____		_____	_____	_____	_____
		_____	_____	_____	_____
		_____	_____	_____	_____

DRAFT

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Custodian

Department: Health and Human Services

Reports to: Administration & Building
Operations Manager

Pay Grade: E

Date: April 6, 2021

Hours Per Week: 35

PURPOSE OF POSITION

The purpose of this position is to ensure that the Community Services Building property remains clean, sanitized, and properly maintained. This position also advises the Administration & Building Operations Manager regarding building repairs and safety & security issues.

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.

- Restroom Cleaning: Sanitize toilets, sinks, and urinals inside and out. Sanitize door knobs. Clean mirrors, fill dispensers, and empty garbage/ recyclables. Sweep and mop tile floors. Spot clean stall walls and bathroom walls.
- Entryway and Tile Hallway Cleaning: Clean glass doors and sanitize drinking fountains. Sanitize vending machines, door knobs, and light switch plates. Sweep and mop tile floors. Vacuum rugs and empty garbage/recyclables.
- Lobby, Family Room & Conference Room Cleaning: Sanitize tables, furniture, door knobs, and light switch plates. Spot clean walls. Vacuum carpeting and empty garbage/recyclables.
- Private Office Hallway and Entryway Cleaning: Clean windows of small interior staff office doors and staff entry/exit doors. Vacuum hallway carpets. Spot clean walls.
- Public Health Clinic: Sanitize sinks and counters with specified sanitizer. Sanitize tables, furniture, door knobs, and light switch plates. Sweep and mop tile floors. Vacuum carpeting and empty garbage/recyclables including bio waste (as needed).
- Break Room: Sanitize tables, sink, counter, door knobs, and outside of appliances. Fill dispensers and empty garbage/recyclables. Sweep and mop tile floors.
- Exterior Building: Clean and maintain the appearance of the exterior landscaping. Prune plants as needed in the spring and fall. Water plants in the summer as needed. Repair or replace landscaping rock and dead plants as needed. Clean and maintain the appearance and safety of the parking lots and sidewalks.
- Garbage Collection: Collect garbage and paper garbage cans from all staff offices and conference rooms and take the materials out to the parking lot dumpster. Garbage cans will be set outside staff offices/cubicles. Recycle items as noted by service provider.
- General Cleaning: Dust vents, ledges, all wood work, and window sills. Clean interior windows and aluminum blinds. Clean interior of Break Room refrigerators and microwaves (as needed). Carpet clean floors.

- **General Building Maintenance:** Replace light bulbs, furnace filters, and ceiling tiles. Perform light carpentry, painting, and mechanical repairs. Contact outside vendors for assistance with larger projects. Operate light equipment; such as a lawn mower or snow shovel. Move or repair furniture and furnishings. Adjust thermostat temperature controls. Assist with pest control. Maintain record of equipment inspections and testing of emergency systems. Maintain Material Safety Data Sheet (MSDS) records.
- Restock supplies in the janitor closet, sprinkler room, break room, and front desk. Restock copier paper in various office areas. Courier for items between county buildings.
- Create list to order additional supplies. Pick-up supplies at local businesses.
- As needed, assist with opening/closing the building and perform afterhours or weekend work when necessary; such as carpet cleaning or painting.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or equivalent, vocational/technical training, or any combination and experience that provide knowledge, skills and abilities.
- Three years of previous maintenance and/or cleaning experience preferred.
- Knowledge of maintenance/cleaning equipment and potentially hazardous chemicals.
- Ability to exert resilient effort in physically demanding work; including stooping and kneeling. Ability to comfortably lift and carry up to 50 lbs.
- Working knowledge of computers, computer programs, typing, and data entry.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- 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 interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as, technical operating manuals for heating, plumbing, electrical air conditioning systems, blueprints, procedures and guidelines.
- Ability to communicate effectively with supervisor, outside vendors and staff both in person and in writing.

Mathematical Ability

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

Judgment and Situational Reasoning

- 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 semi-skilled movements such as assembling.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and make multiple, complex and rapid adjustments. Ability to repair equipment and machinery using a variety of hand tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally unsafe office environment.

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 POSITION DESCRIPTION

Position Title: Mental Health Case Manager

Department: Health and Human Services

Reports to: Behavioral Health Services Manager

Pay Grade: G or H

Date: April 6, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide mental health case management and/or crisis services in a community mental health setting within the Behavioral Health Services Unit of Richland County Health & 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.

- 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.
- Provide outreach, information and training to schools, local governments, service providers and community organizations.
- Coordinate services with other agency departments and community organizations.
- Provide emergency assessments and crisis intervention.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Participate in 24-hour emergency coverage rotation as directed.
- Represent 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.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- 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.
- 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 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, 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

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Eliminating Assistant Shop Foreman and create Highway Mechanic position

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	May 4 th , 2021	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	April 13, 2021	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...

- 1). Eliminate to Highway Assistant Shop foreman position (Grade H)
- 2). Create (an additional) Highway Mechanic position (Grade G)
- 3). Approve wage modifier, of half-grade, for (both) the Highway Mechanic positions to be included in the Highway Handbook Addendum
- 4). Present resolution to the County Board with necessary policy document changes

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

The Highway Commission proposes eliminating the Highway Assistant Shop foreman position and replacing the position with Highway Mechanic. With this proposal the Highway will have One Shop Foreman and Two Mechanics, currently Highway has one Shop Foreman and One Assistant and One Mechanic. Taking the difference in wage increase of \$1.69 for Assistant and splitting with Mechanic position will increase base pay by \$0.84 and splitting the step increase of \$.04 to total \$.45. Step 2 will start at \$19.83 for Highway Mechanic.

The Highway Commission has had troubles filling Mechanic positions in the past. This as presented does not affect the current Highway Budget and allows for an increase in pay for that position.

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"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Neutral Financial Impact

Approval:

Review:

Richland County Finance and Personnel Committee

Agenda Item Cover

*Roger Petrick*_____

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Financial and Payroll Computer Service Agreement

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Rule #14
Date submitted:	April 30 th , 2021	Referred by:	
Action needed by no later than (date)	Rule # 14	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... approve the one years' extension of the existing service contract with Avenu Enterprise Solutions, LLC, as entered under emergency authorization in February following a system failure,

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

The Richland County Administrator entered into a service agreement with Avenu Enterprise Solutions, LLC as was due for an annual renewal. The contract was late from the vendor to cover 2021 and we experienced a system failure in February of 2021. Contract was entered to assure service coverage and get fans replaced in February of 2021. Looking for committee and board action to approve emergency contract.

Rule 14, page 6 (a) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of over \$5,000.00 a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than \$5,000.00 a year must be approved by the appropriate committee. Department heads may not enter into any contracts on behalf of Richland County. Copies of all contracts shall be filed with the County Clerk.

Attachments and References:

Maintenance Agreement – Avenu Enterprise	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10
<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)

2021 impact \$5,457.20

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Avenue Enterprise Solutions, LLC

CUSTOMER NO C100233	DATE February 4, 2021	SALES ORDER NUMBER	
-------------------------------	---------------------------------	---------------------------	--

BILL TO	Richland County	SHIP TO	Richland County
	Attn: Vic Vlasak		Attn: Vic Vlasak
	181 Seminary Street		181 Seminary Street
	Richland Center, WI 53581		Richland Center, WI 53581

CUSTOMER EMAIL ADDRESS: victor.vlasak@co.richland.wi.us

Customer Contact: Vic Vlasak **Phone:** 608-647-2197

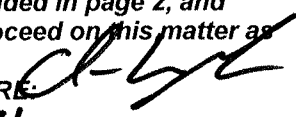
Email: victor.vlasak@co.richland.wi.us

Effective Term: Start: 10/29/2020 12:00:00 AM

End: 10/28/2021 12:00:00 AM

PRODUCT NAME	DESCRIPTION	PRODUCT CODE	QTY	UNIT PRICE	SALES AMOUNT
Network Services	Annual IBM Hardware Maintenance on 8203-E4A s/n #06D5C84	FT000209	1	2,991.49	\$ 2,991.49
Network Services	Annual IBM Software Maintenance on 8203-E4A s/n #06D5C84	FT000212	1	2,465.71	\$ 2,465.71
	Support Provider: IBM 1800 426 7378				\$ -
	TERM: 10/29/2020 - 10/28/2021				\$ -
8840104	Freight - At Cost As Needed				\$ -
SPECIAL INSTRUCTIONS:				SUBTOTAL	\$ 5,457.20

CUSTOMER ACCEPTANCE: I hereby accept the terms and conditions of this Sales Order Agreement included in page 2, and authorize Avenu to proceed on this matter as set forth herein.

CUSTOMER SIGNATURE: 

DATE: 11 Feb 2021

Clinton Langreck, Administrator

TOTAL \$ 5,457.20

AVENU SIGNATURE:

DATE:

Terms and Conditions:

Payment Terms: Customer agrees to remit payment to Avenu within 30 days from issuance of invoice.

Limited Warranty: Hardware and Commercial Software Warranties: If third-party hardware and/or commercial software is furnished under this Agreement, then Avenu shall, to the maximum extent allowable by said third-party vendors, pass-through to the Customer all manufacturers' warranties for materials furnished under this agreement. Avenu shall provide only the standard manufacturers' warranties, guarantees, and/or exchange policies for defective items, which are offered through the manufacturers themselves. AVENU MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE HARDWARE AND COMMERCIAL OFF-THE-SHELF SOFTWARE, IN WHOLE OR IN PART. AVENU EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Rights to Third Party Software: Rights to third party commercial off-the-shelf software provided by third-party software vendors, including "shrink wrap" and "click wrap" software, are subject to the provisions of the software licenses provided by those third-party software vendors, and Customer understands and agrees that acceptance and use of such third-party software shall be deemed an acceptance of the terms and conditions of the licenses. Client further agrees to use the third party software in accordance with the terms of those licenses. In the event Client requested Avenu to install third party software that contains "shrink wrap" or "click-wrap" software Client hereby authorizes Avenu to accept such "shrink wrap" or "click-wrap" software on behalf of the Client when the software is installed.

Limitation of Liability: IN NO EVENT SHALL AVENU BE LIABLE TO THE CUSTOMER HEREUNDER FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING TEN PERCENT (10%) OF THE FULL PRICE OF THE ORDERED GOODS AND SERVICES UNDER THIS AGREEMENT. UNDER NO CIRCUMSTANCES WILL AVENU BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY. THIS LIMITATION SHALL APPLY EVEN IF CUSTOMER HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT MAY ANY ACTION BE BROUGHT AGAINST AVENU ARISING OUT OF THIS AGREEMENT MORE THAN ONE YEAR AFTER THE CLAIM OR CAUSE OF ACTION ARISES, DETERMINED WITHOUT REGARD TO WHEN THE AGGRIEVED PARTY SHALL HAVE LEARNED OF THE INJURY OR LOSS. UNDER NO CIRCUMSTANCES WILL AVENU BE RESPONSIBLE FOR THE LOSS OF DATA OR SOFTWARE.

Force Majeure: Neither party to this agreement shall be responsible for delays or failures in performance resulting from an act of God, war, civil disturbance, labor dispute, or other cause beyond the reasonable control of such party.

Ownership of Data: Customer will retain all title, rights, and ownership of all data, including associated indexes, film, and other data provided to Avenu, whether stored on magnetic tape, magnetic disk, CD-ROM disk (or other "like" electronic media that may be used).

Risk of Loss & Title: Avenu shall bear the risk of loss or damage to any hardware and commercial software provided under this agreement, while in transit to the Customer's designated delivery or installation site. The Customer shall bear all risk of loss or damage to the hardware and commercial software after delivery to the Customer site, unless such loss or damage is due to the negligence or willful acts of Avenu, its employees, agents, representatives or subcontractors. Title and risk of loss to the hardware and commercial software shall pass to the Customer upon the date products were delivered to the customer's site.

Returns: Customer may return hardware and commercial software products purchased from Avenu within 15 days from the date products were delivered to the Customer's site.

Termination for Breach: If Customer materially breaches any of the terms and conditions set forth in this agreement or fails to perform the obligations set forth in this Agreement and fails to cure the breach or failure within ten (10) calendar days (or other reasonable period stated in the notice) after receipt of written notice specifying the basis for the breach or failure to perform, Avenu may terminate this agreement for breach. Termination by Avenu shall be effective upon written notice to Customer. Customer agrees to discontinue use of all Avenu-owned materials no later than the effective date of termination and return such Avenu-owned materials to Avenu within thirty (30) calendar days after termination.

Entire Agreement: The contents of this agreement constitute the entire understanding and agreement between the parties and supersede any prior agreements, written or oral, that are not specifically referenced and incorporated in this agreement. The terms and conditions of this agreement shall not be changed or modified except by written agreement signed by both parties. The parties agree that in event Client provides Avenu with a purchase order, or any other document, containing terms or conditions that are in addition to, or in conflict with, the terms and conditions contained in this agreement, such additional and/or conflicting terms shall be deemed null and void.

Work being performed by Avenu throughout the project is earned as completed; therefore, in the event the Customer cancels this sales order without cause, the Customer shall equitably compensate Avenu for all services performed through the effective date of the cancellation.

Stop Work: Avenu is entitled to stop work on this Agreement when the funding or cost limit specified on page 1 is reached. Under no circumstances will Avenu be required to perform services or provide deliverables in the absence of available funding.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Highway projects using short-term borrowing funds

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure F, Short-term Loan policy
Date submitted:	May 3 rd , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... approve Highway Department to use of \$650,000 of short-term funds to be used in county truck improvements.

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

Highway Commissioner Petrick is looking to confirm access to apportioned \$650,000 in short-term financing to order and prepare county trunk repair.

Under our short-term Borrowing Program Policy, it states:

8d. All utilization of borrowed capital funds for projects shall be approved by the sponsoring committee and in accordance of Richland County Board Rule #14 and applicable State Statutes.

Board rule #14(a) would allow the Highway department to move forward without resolution.

Attachments and References:

https://administrator.co.richland.wi.us/wp-content/uploads/2021/02/Short-Term-Capital-Borrowing-Program-16-Feb-2021.pdf	

Financial Review:

(please check one)

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

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Mask Mandate

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open	Authority:	HHS Board, Section C
Date submitted:	May 3 rd , 2021	Referred by:	n/a

Recommendation and/or action language:

Recommend a motion to refer the issues of requiring masks in county-owned buildings and a countywide mask mandate to the Health & Human Services Board.

Background:

Supervisor Gentes has asked the committee to discuss the issue of a countywide mask mandate, in light of the Wisconsin Supreme Court's decision to rescind the Governor's statewide mask mandate. Local jurisdictions may implement their own mask mandates. The County's COVID-19 Plan (see Attachment A), adopted by the County Board on May 19th and amended September 15th, requires under Section 12 that masks be required in public meetings, but does not require masks in county-owned buildings or on a countywide basis.

The County's Committee Structure document gives authority to the Health & Human Services Board to carry out the powers and duties of a local board of health, "Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed on it by the County Board." See Attachment B.

Attachments and References:

Attachment A: Richland County COVID-19 Plan
Attachment B: Wisconsin Statute 251

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County, Wisconsin COVID-19 & Viral Contagion Plan

15 Sep 2020 [17 Mar 2020 original release]



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

2. Intentions

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

3. About COVID-19 and Its Spread¹

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

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

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

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

8. Communication Protocol

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

sites are encouraged to post links to either the Public Health Manager/Local Health Officer's Facebook page or County site.

- 8.08 Department heads and employees are urged to remain vigilant for scams related to COVID-19.
- A. Avoid clicking on links in unsolicited emails and be wary of email attachments;
 - B. Use trusted sources—such as legitimate, government websites—for up-to-date, fact-based information about COVID-19;
 - C. Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
 - D. Notify MIS of suspected electronic spam activity.

9. Cleaning and Disinfecting

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

10. Quarantines, Exposure, Sick Leave and Emergency Leave

- 10.01 Government Ordered. This Plan does not prescribe the manner in which government-ordered quarantine decisions are to be made. An order to quarantine would likely be issued or recommended by the Wisconsin Department of Health Services and/or Richland County Public Health for Richland County residents.
- 10.02 Exposure and returning to work:
- A. Non-critical county employees who have come into direct contact with individuals who are infected with COVID-19 or are experiencing symptoms shall report such to their supervisors and self-quarantine at home. Employees who are quarantined are expected to periodically contact their healthcare provider and provide updates to their supervisors.
 - B. Critical government employees, Law enforcement employees, emergency response employees, healthcare employees and employees providing essential services who come in direct contact with individuals who are infected with COVID-19 or are experiencing symptoms will report such to their supervisors. With assessment guidance provided by the Public Health Manager/Local Health Officer, employees will follow PPE (personal protective equipment) and self-monitoring protocols until such time as the employee can be tested in compliance with CDC guidance and our Public Health Manager/Local Health Officer consent

C. Returning to work:

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

10.03 Emergency Leave/Sick Leave. Employees not utilizing PSLA or EFMLEA will be required to use their available leave balances for the duration of their illness or to provide care for a family member's illness (including available compensatory, sick, vacation and floating holiday). Employees exceeding all paid benefit time available will be allowed to enter a negative balance on their sick leave accrual bank until they can safely return to work. Once they have returned, all future paid time off (including compensatory, sick, vacation, and floating holiday) will be recouped at time earned to offset any remaining negative balance. Employees who begin experiencing symptoms are urged to call a healthcare provider first before proceeding to a healthcare facility so that healthcare providers can prepare for their arrival. Requirements for filing FMLA paperwork is in effect for leaves not covered by the PLSA and EFMLEA. Richland County policy regarding voluntary sick leave donation remains in effect if illness/condition meets catastrophic level as defined by policy.

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

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

12. Public Meetings

- 12.01 County committees, boards and commissions are strongly encouraged to postpone non-essential, in person, meetings if it all possible.
- 12.02 If meetings must be conducted in person, face coverings and social distancing shall be required of members, employees and the public in attendance.
- 12.03 Committee, Board and Commission meetings may be conducted via teleconferencing, as allowable under Rule 3 of the County Board rules, during the state of emergency with considerations given to open meetings law.
- 12.04 The following Committee, Boards and Commissions will make teleconferencing attendance available to members, employees and the public during the state of emergency:
 - Richland County Board (with posted recording)
 - Finance and Personnel Committee (with posted recording)
 - Rules and Resolutions Committee (with posted recording)
 - Committee on Committees
 - Law Enforcement and Judiciary Committee (with posted recording)
 - Health and Human Services
 - Veterans Services Commission
 - Land Information Council

- Symons Natatorium Board
- Land Conservation Committee
- County Parks Commission
- Fair and Recycling Committee
- Property, Buildings and Grounds Committee
- Emergency Management Committee
- Joint Ambulance Committee and Sub Committee

13. Telecommuting

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

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

15. Travel Restrictions

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

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

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

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

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

16. Personal Protective Equipment:

16.01 Personal protective equipment may help prevent the spread of infection in the public. Employees may be required to wear protective equipment in community areas and when engaging with members of the public.

16.02 Pine Valley Community Village, Richland County EMS, Health & Human Services and the Sheriff's Department will be responsible for meeting their own protective equipment requirements. These four departments should coordinate with each other to make sure inventories-on-hand are adequate to cover their immediate needs and share resources as requested, when possible. None of the four departments are a PPE Stock Supply Source.

17. Department Specific Plans. Each department should enact or develop supplemental COOP/COG continuity of operations / continuation of government plans specific to their

service area, provided that they do not conflict with the guidance and direction contained in this Plan.

- 18. AAR Exercise.** We are activating a Virtual EOC in response to this public health emergency. When the emergency is concluded, an after-action report will be compiled and distributed.
- 19. Funding.** Requests for contingency funding shall be made by the County Administrator to the Personnel and Finance Committee. Supplemental appropriations are subject to recommendation by the Personnel and Finance Committee and the County Board of Supervisors.
- 20. Compliance Monitoring.** The Public Health Manager/Local Health Officer and/or Emergency Management Director shall be responsible for ensuring department heads and employees are complying with this plan. Violations shall be forwarded to the County Administrator and Personnel and Finance Committee for administrative review.
- 21. Emergency Declaration.** The Public Health Manager/Local Health Officer and/or Emergency Management Director may recommend to the County Administrator and County Board of Supervisors to declare a state of emergency. In the event of an Emergency Declaration, all department heads shall begin carefully tracking all expenses relating to COVID-19 planning and preparedness.
- 22. Approval.** This Plan was adopted by the Personnel and Finance Committee on March 17, 2020, revised on May 12th 2020, revised on August 4th, 2020 and initially adopted by the county on May 19th 2020. Revisions to the plan may be made by the County Administrator in collaboration with the Public Health Manager/Local Health Officer. The plan may be brought back before the County Board upon request of the Board or chair, or at the discretion of the administrator.

CHAPTER 251

LOCAL HEALTH OFFICIALS

251.001	Legislative findings.	251.115	Multiple municipal local health department and city–county local health department; how financed.
251.01	Definitions.	251.12	City health department, how financed.
251.02	Local health department; establishment.	251.125	Village health department, how financed.
251.03	Local board of health; members.	251.127	Town health department, how financed.
251.04	Local board of health; powers and duties.	251.13	City–county health department and multiple county health department, joint funds.
251.05	Local health department; levels of service; duties.	251.135	Publication and effective date of orders and regulations.
251.06	Local health officer; qualifications; duties.	251.14	Gifts.
251.07	Certain physicians; state agency status.	251.15	Withdrawal of counties, cities, villages, or towns.
251.08	Jurisdiction of local health department.	251.16	Local health department; evidence.
251.09	Joint services.	251.20	Rule making.
251.10	County health department, how financed.		
251.11	City–county health department and multiple county health department, how financed.		

Cross-reference: See definitions in s. 250.01.

251.001 Legislative findings. The legislature finds that the provision of public health services in this state is a matter of statewide concern.

History: 1993 a. 27.

251.01 Definitions. In this chapter:

(1g) “City–county board of health” means a board of health for a city–county health department.

(1r) “County board of health” means a board of health for a single county health department or for a multiple county health department.

(3) “County health officer” means the position of a local health officer in a single county health department or in a multiple county health department.

(7m) “Represented employee” means an employee in a collective bargaining unit for which a representative is recognized or certified under subch. IV of ch. 111.

(8) “Sanitarian” means a sanitarian, as defined in s. 440.98 (1) (b), who is registered under s. 440.98 (5).

History: 1993 a. 27 ss. 196, 197, 460; 2001 a. 16; 2007 a. 130.

251.02 Local health department; establishment. (1) In counties with a population of less than 750,000, unless a county board establishes a city–county health department under sub. (1m) jointly with the governing body of a city or establishes a multiple county health department under sub. (3) in conjunction with another county, the county board shall establish a single county health department, which shall meet the requirements of this chapter. The county health department shall serve all areas of the county that are not served by a city health department that was established prior to January 1, 1994, by a town or village health department established under sub. (3m), or by a multiple municipal local health department established under sub. (3r) or by a city–county health department established under sub. (3t). No governing body of a city may establish a city health department after January 1, 1994.

(1m) Subject to sub. (1r), in counties with a population of less than 750,000, the county board and the governing body of a city that has a city health department may jointly establish a city–county health department, which shall meet the requirements of this chapter. A city–county health department shall serve all areas of the county that are not served by a city health department that was established prior to January 1, 1994, by a town or village health department established under sub. (3m), or by a multiple municipal local health department established under sub. (3r). A city–county health department established under this subsection after September 1, 2001, is subject to the control of the city and county acting jointly under an agreement entered into under s.

66.0301 that specifies, in conformity with this chapter, all of the following:

(a) The powers and duties of the city–county health department.

(b) The powers and duties of the city–county board of health for the city–county health department.

(c) The relative powers and duties of the city and county with respect to governance of the city–county health department and the city–county board of health.

(1r) If a city that assigns represented employees to its city health department and if a county that assigns represented employees to its county health department jointly establish a city–county health department under an agreement specified under sub. (1m), all of the following shall apply, but only if the represented employees at the city health department and at the county health department who perform similar functions are included in collective bargaining units that are represented by the same representative:

(a) The city–county health department shall offer employment to all city and county employees who are represented employees and who perform functions for the city and county that are transferred to the city–county health department in the agreement under sub. (1m).

(b) Notwithstanding s. 111.70 (4) (d), if, in any collective bargaining unit that is initially created at the city–county health department, all of the former city and county employees were represented by the same representative when they were employed by the city or county, that representative shall become the initial representative of the employees in the collective bargaining unit without the necessity of filing a petition or conducting an election.

(c) Unless otherwise prohibited by law, with respect to city–county health department employees who were formerly represented employees at the city or county, the city–county health department shall adhere to the terms of the collective bargaining agreements that covered these employees while they were employed by the city or county until such time that the city–county health department and the representative of the employees have entered into a collective bargaining agreement.

(2) (a) Except as provided in par. (b), in a county with a population of 750,000 or more, the governing body of each city or village shall do one of the following:

1. Establish a local health department that meets the requirements of this chapter.

2. Contract with the local health department of another city or village in the county to have that local health department provide services in the city or village.

(b) In a county with a population of 750,000 or more, the governing body of a city or village may establish, jointly with the gov-

251.02 LOCAL HEALTH OFFICIALS

Updated 19–20 Wis. Stats. 2

erning body of another city or village, a multiple municipal local health department that meets the requirements of this chapter.

(3) A county board may, in conjunction with the county board of one or more other counties, establish a multiple county health department, which shall meet the requirements of this chapter. A multiple county health department shall serve all areas of the respective counties that are not served by a city health department that was established prior to January 1, 1994, by a town or village health department established under sub. (3m), or by a multiple municipal local health department established under sub. (3r).

(3m) If a county has a population of at least 100,000 but less than 750,000 and the county board of that county has, by July 1, 1985, abolished a county health commission or committee established under s. 141.10, 1991 stats., a village board in that county may continue and establish as a local board of health a village board of health that was established prior to January 1, 1994, and a town board in that county may continue and establish as a local board of health a town board of health that was established prior to January 1, 1994. A village or town that does so shall establish a local health department and elect a local health officer consistent with this chapter.

(3r) In a county described in sub. (3m), in addition to the local health department required to be established under sub. (3m), the governing body of a city, village or town in that county may, in concert with the governing body of another city, village or town in that county, establish a multiple municipal local health department and elect a local health officer consistent with this chapter.

(3t) The governing body of a city with a city health department, as specified in s. 250.01 (4) (a) 3., may, in concert with the governing body of another city with a city health department, as specified in s. 250.01 (4) (a) 3., in the same county, establish a city–city health department and elect a local health officer consistent with this chapter.

(4) No governing body of a county, city, village or town is required to use the term “local health department” to refer to a local health department that is established under this section.

History: 1993 a. 27; 1999 a. 9, 185; 2001 a. 16; 2003 a. 158; 2011 a. 32; 2017 a. 207 s. 5.

251.03 Local board of health; members. (1) A local board of health shall consist of not more than 9 members. At least 3 of these members shall be persons who are not elected officials or employees of the governing body that establishes the local health department and who have a demonstrated interest or competence in the field of public health or community health. In appointing the members who are not elected officials or employees, a good faith effort shall be made to appoint a registered nurse and a physician. Members of the local board of health shall reflect the diversity of the community. A county human services board under s. 46.23 (4) may act as a county board of health if the membership of the county human services board meets the qualifications specified in this subsection and if the county human services board is authorized to act in that capacity by the county board of supervisors. If a county human services board acts in this capacity, it shall use the word “health” in its title.

(2) The chief executive officer of a city or a village shall appoint members of a local board of health, subject to confirmation by the governing body. In a county with a county executive, the county executive shall appoint members of the county board of health, subject to confirmation by the county board of supervisors. In a county without a county executive, members of the county board of health shall be appointed by the chairperson of the county board of supervisors, subject to confirmation by the county board of supervisors. The person who appoints members of the local board of health may designate certain members to be nonvoting members of the board.

(3) In establishing a city–county or multiple county health department, the relevant governing bodies shall agree on how many members of the local board of health are appointed by each governing body and how many of each governing body’s appoint-

tees shall be members who are not elected officials or employees of the governing body. The members shall be appointed as specified in sub. (2).

(4) Governing bodies of counties, cities or villages that appoint local boards of health shall specify the lengths of terms of members and shall provide for staggered terms.

(4m) Subsections (1) to (4) do not apply to a village or town that establishes a local health department under s. 251.02 (3m). In a village or town that does so, the village board or town board shall establish itself as a local board of health or appoint either wholly or partially from its own members a local board of health that consists of a suitable number of competent persons. A local board of health under this subsection shall elect a chairperson and clerk.

(4r) Subsections (1) to (4m) do not apply to a city, village or town that establishes a multiple municipal local health department under s. 251.02 (2) (b) or (3r), or to cities that establish a city–city local health department under s. 251.02 (3t). In establishing a multiple municipal local health department as described under s. 251.02 (2) (b) or (3r), the relevant governing bodies shall agree on how many members of the local board of health are appointed by each governing body and how many of each governing body’s appointees shall be members who are not elected officials or employees of the governing body. The members shall be appointed by the relevant governing bodies. A local board of health under this subsection shall elect a chairperson and clerk.

(5) No governing body of a county, city, village or town is required to use the term “local board of health” to refer to a local board of health that is established under this section.

History: 1993 a. 27; 1999 a. 9; 2003 a. 158.

251.04 Local board of health; powers and duties.

(1) Except as authorized in s. 251.02 (2) (b), (3m), (3r), and (3t), a city board of health shall govern a city health department, a county board of health shall govern a county health department or multiple county health department, and a city–county board of health shall govern a city–county health department. A city board of health, a county board of health, a city–county board of health, or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) shall assure the enforcement of state public health statutes and public health rules of the department as prescribed for a Level I local health department. A local board of health may contract or subcontract with a public or private entity to provide public health services. The contractor’s staff shall meet the appropriate qualifications for positions in a Level I local health department.

(2) A city or county board of health or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) shall assure that its local health department is a Level I, Level II, or Level III local health department, as specified in s. 251.05 (1).

(3) A city or county board of health or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) may adopt those regulations, for its own guidance and for the governance of the local health department, that it considers necessary to protect and improve public health. The regulations may be no less stringent than, and may not conflict with, state statutes and rules of the department.

(4) A local board of health shall report to the department as required by rule.

(5) A local board of health shall meet at least quarterly.

(6) A local board of health shall:

(a) Assess public health needs and advocate for the provision of reasonable and necessary public health services.

(b) Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs.

(7) A local board of health shall assure that measures are taken to provide an environment in which individuals can be healthy.

(8) Unless the manner of employment is otherwise provided for by ordinance, a local board of health shall employ qualified public health professionals, including a public health nurse to conduct general public health nursing programs under the direction of the local board of health and in cooperation with the department, and may employ one or more sanitarians to conduct environmental programs and other public health programs not specifically designated by statute as functions of the public health nurse. The local board of health shall coordinate the activities of any sanitarian employed by the governing body of the jurisdiction that the local board of health serves. The local board of health is not required to employ different persons to perform these functions.

(9) In counties with a single county health department and either a county executive or a county administrator, the county executive or county administrator may assume the powers and duties of a local board of health under this section. If a county executive or a county administrator elects to assume those powers and duties, the local board of health shall be only a policy-making body determining the broad outlines and principles governing the administration of the county health department.

History: 1993 a. 27 ss. 261, 264, 463; 1997 a. 114; 1999 a. 9, 185; 2001 a. 16; 2003 a. 158.

251.05 Local health department; levels of service; duties. (1) A local health department shall meet the following requirements specified in par. (a) and may, unless sub. (6) applies, meet the following requirements specified in par. (b) or (c):

(a) As a Level I local health department, at least the level of services specified in sub. (2) (a) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (a).

(b) As a Level II local health department, at least the level of services specified in sub. (2) (b) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (b).

(c) As a Level III local health department, at least the level of services specified in sub. (2) (c) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (c).

(2) The services to be provided by the 3 levels of local health departments are as follows:

(a) A Level I local health department shall provide at least surveillance, investigation, control and prevention of communicable diseases, other disease prevention, health promotion and human health hazard control.

(b) A Level II local health department shall provide at least the services under par. (a) and additional services specified by the department by rule under s. 251.20 (3).

(c) A Level III local health department shall provide at least the services under par. (a) and additional services specified by the department by rule under s. 251.20 (3).

(3) A local health department shall:

(a) Regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status, community health needs and epidemiologic and other studies of health problems.

(b) Develop public health policies and procedures for the community.

(c) Involve key policymakers and the general public in determining and developing a community health improvement plan that includes actions to implement the services and functions specified under s. 250.03 (1) (L).

(d) Submit data, as requested, to the local public health data system established by the department.

(e) Act as agent of the department, if designated by the secretary under s. 250.042 (1).

(4) Except as provided in sub. (6), a local health department is not required to provide the level of services that is specified in sub. (1) (b) or (c) or to have a local health officer who meets the qualifications specified in sub. (1) (b) or (c).

(5) Except as provided in sub. (6), the department may not require a local health department to provide the level of services that is specified in sub. (1) (b) or (c) or to have a local health officer who meets the qualifications specified in sub. (1) (b) or (c).

(6) A local health department may be required to provide the level of services that is specified in sub. (1) (b) or (c) if and only to the extent that these services and qualifications are funded from state and federal funds that are available and are additional to any funding available on January 1, 1994.

History: 1993 a. 27; 2001 a. 109; 2005 a. 198; 2007 a. 130.

Cross-reference: See also ch. DHS 140, Wis. adm. code.

251.06 Local health officer; qualifications; duties.

(1) (a) 1. Except as provided in subd. 2. or 3., a local health officer of a Level I local health department shall have at least a bachelor's degree from a nursing program accredited by the national professional nursing education accrediting organization or from a nursing program accredited by the board of nursing.

2. A local health officer of a village or town health department established under s. 251.02 (3m) or of a multiple municipal local health department established under s. 251.02 (3r) shall be either a physician or a registered nurse. The local health officer shall be a voting member of the local board of health and shall take an oath of office. With respect to the levels of services of a Level I local health department, as specified in s. 251.05 (2) (a), the local health officer shall be authorized to act by and be directed by the county health officer of the county specified under s. 251.02 (3m).

3. If there is more than one full-time employee of a Level I local health department, including a full-time public health nurse who meets the qualifications specified under s. 250.06, the local health officer may meet the qualifications of a Level II or Level III local health officer.

(b) A local health officer of a Level II local health department shall have at least 3 years of experience in a full-time position with a public health agency, including responsibility for a communicable disease prevention and control program, preferably in a supervisory or other administrative position, and at least one of the following:

1. A bachelor's degree from a nursing program accredited by the national professional nursing education accrediting organization or from a nursing program accredited by the board of nursing, either of which shall include preparation in public health nursing.

2. A bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

(c) A local health officer of a Level III local health department shall have at least one of the following:

1. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work.

2. A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work.

3. A license to practice medicine and surgery under ch. 448 and at least one of the following:

a. Three years of experience in a full-time administrative position in either a public health agency or public health work.

b. Eligibility for certification by the American board of preventive medicine in public health or general preventive medicine.

c. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field.

(d) Notwithstanding pars. (a) to (c), relevant education, training, instruction, or other experience that an applicant obtained in connection with military service, as defined in s. 111.32 (12g),

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counts toward satisfying the requirements for education, training, instruction, or other experience to qualify as a public health officer if the applicant demonstrates to the satisfaction of the department that the education, training, instruction, or other experience that the applicant obtained in connection with his or her military service is substantially equivalent to the education, training, instruction, or other experience that is required to qualify as a public health officer.

(2) (a) Except as provided in pars. (b) and (c), a local health officer shall be a full-time employee of a local health department.

(b) A local health officer of a county health department in a county under s. 251.02 (3m) shall be a full-time employee of the county who meets the qualifications of a local health officer of a Level I local health department.

(c) A local health officer of a local health department of a village or town established under s. 251.02 (3m) or a local health officer of a multiple municipal local health department established under s. 251.02 (3r) shall be one of the following:

1. An employee of the local health department of the village or town or an employee of the multiple municipal local health department.

2. A full-time employee of a local health department other than that specified in subd. 1.

3. The local health officer under par. (b).

4. The employee of a hospital, who provides, on a full-time basis, the services under s. 251.05 (2) (a), (b) or (c).

(3) A local health officer shall:

(a) Administer the local health department in accordance with state statutes and rules.

(b) Enforce state public health statutes and rules.

(c) Enforce any regulations that the local board of health adopts and any ordinances that the relevant governing body enacts, if those regulations and ordinances are consistent with state public health statutes and rules.

(d) Administer all funds received by the local health department for public health programs.

(e) Appoint all necessary subordinate personnel, assure that they meet appropriate qualifications and have supervisory power over all subordinate personnel. Any public health nurses and sanitarians hired for the local health department shall meet any qualification requirements established in rules promulgated by the department. "Subordinate personnel" under this paragraph may include any of the following:

1. A public health educator who meets qualifications that the department shall specify by rule.

2. A public health nutritionist, who is a certified dietitian, as defined in s. 448.70 (1m), is credentialed as a registered dietitian by the Commission on Dietetic Registration, and meets qualifications that the department shall specify by rule.

3. A public health dental hygienist, who is licensed as a dental hygienist under s. 447.04 (2) (a) or (b), and who meets qualifications that the department shall specify by rule.

(f) Investigate and supervise the sanitary conditions of all premises within the jurisdictional area of the local health department.

(g) Have access to vital records and vital statistics from the register of deeds, as specified in ch. 69.

(h) Have charge of the local health department and perform the duties prescribed by the local board of health. The local health officer shall submit an annual report of the administration of the local health department to the local board of health.

(i) Promote the spread of information as to the causes, nature and prevention of prevalent diseases, and the preservation and improvement of health.

(4) (a) Except as provided in pars. (b) and (c), a local health officer shall be appointed in the same manner as are members of a local board of health under s. 251.03 (2).

(b) In any county with a county executive that has a single county health department, the county executive shall appoint and supervise the county health officer. The appointment is subject to confirmation by the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. The county health officer appointed under this paragraph is subject only to the supervision of the county executive. In a county with such a county health officer, the local board of health shall be only a policy-making body determining the broad outlines and principles governing the administration of the county health department.

(c) A local health officer of a village or town health department established under s. 251.02 (3m), of a multiple municipal local health department established under s. 251.02 (2) (b) or (3r), or of a city-county local health department established under s. 251.02 (3t) shall be appointed by the local board of health.

History: 1993 a. 27 ss. 203, 209, 266, 465; 1993 a. 106; 1995 a. 201; 1997 a. 114; 1999 a. 9; 2003 a. 158; 2007 a. 130; 2011 a. 120.

Cross-reference: See also ch. DHS 139, Wis. adm. code.

This section does not require that a county create a stand-alone county health department and does not preclude the county human services director from exercising any managerial authority over the county health officer with respect to the operation of county health department programs. Because the transfer of the functions of a county health department to the county human services department is expressly authorized under s. 46.23 (3) (b) 1. bm. and c., a county that has a county executive is not required to create a stand-alone county health department. **OAG 7-08.**

251.07 Certain physicians; state agency status. A physician who is not an employee of the local health department and who provides services, without compensation, for those programs and services provided by a local health department that require medical oversight is, for the provision of the services he or she provides, a state agent of the department of health services for the purposes of ss. 165.25 (6), 893.82 (3), and 895.46.

History: 2007 a. 20 s. 9121 (6) (a); 2007 a. 130; 2009 a. 276.

251.08 Jurisdiction of local health department. The jurisdiction of the local health department shall extend to the entire area represented by the governing body of the county, city, village or town that established the local health department, except that the jurisdiction of a single or multiple county health department or of a city-county health department does not extend to cities, villages and towns that have local health departments. Cities, towns and villages having local health departments may by vote of their local boards of health determine to come under the jurisdiction of the county health department. No part of any expense incurred under this section by a county health department may be levied against any property within any city, village or town that has a local health department and that has not determined to come under the jurisdiction of the county health department.

History: 1993 a. 27 s. 213; 2001 a. 16.

251.09 Joint services. Local health departments jointly may provide health services as agreed upon under s. 66.0301, unless, notwithstanding s. 66.0301, the agreement conflicts with a provision of this chapter.

History: 1993 a. 27 s. 271; Stats. 1993 s. 251.09; 1999 a. 150 s. 672.

251.10 County health department, how financed. The county board shall appropriate funds for the operation of a single county health department that is established under s. 251.02 (1) and determine compensation of county health department employees. The local board of health shall annually prepare a budget of the proposed expenditures of the county health department for the ensuing fiscal year.

History: 1993 a. 27.

251.11 City-county health department and multiple county health department, how financed. (1) The local board of health of every multiple county health department established under s. 251.02 (3) and of every city-county health department established under s. 251.02 (1m) shall annually prepare a budget of its proposed expenditures for the ensuing fiscal year and determine the contribution from each participating county or city

in a manner agreed upon by the relevant governing bodies. A certified copy of the budget, which shall include a statement of the amount required from each county and city, shall be delivered to the county board of each participating county and to the mayor or city manager of each participating city. The appropriation to be made by each participating county and city shall be determined by the governing body of the county and city. No part of the cost apportioned to the county shall be levied against any property within the city.

(2) The local board of health of a multiple county health department established under s. 251.02 (3) shall, under this section, determine the compensation for the employees of the multiple county health department. The local board of health of a city-county health department established under s. 251.02 (1m) shall, under this section, determine the compensation for the employees of the city-county health department.

History: 1993 a. 27 ss. 207, 216, 217; 2001 a. 16, 104; 2015 a. 175; 2017 a. 6.

251.115 Multiple municipal local health department and city-county local health department; how financed.

The governing body of every multiple municipal local health department established under s. 251.02 (2) (b) or (3r) and of every city-county local health department established under s. 251.02 (3t) shall annually prepare a budget of its proposed expenditures for the ensuing fiscal year and determine the contribution from each participating municipality in a manner agreed upon by the relevant governing bodies. A certified copy of the budget, which shall include a statement of the amount required from each municipality, shall be delivered to the governing body of each participating municipality. The appropriation to be made by each participating municipality shall be determined by the governing body of the city, village, and town.

History: 2015 a. 175; 2017 a. 6.

251.12 City health department, how financed. The common council shall appropriate funds for the operation of all of the following:

(1) A city health department that is established as specified in s. 251.02 (1) and (2) (a).

(2) A multiple municipal local health department that is established as specified in s. 251.02 (3r).

(3) A multiple municipal local health department that is established as specified in s. 251.02 (2) (b).

(4) A city-county local health department that is established as specified in s. 251.02 (3t).

History: 1993 a. 27; 1999 a. 9; 2003 a. 158, 326.

251.125 Village health department, how financed. If a village health department is established under s. 251.02 (2) (a) or (3m), if a multiple municipal local health department is established as specified in s. 251.02 (3r), or if a multiple municipal local health department is established as specified in s. 251.02 (2) (b), the village board shall appropriate funds for the operation of the department.

History: 1993 a. 27; 1999 a. 9, 185; 2003 a. 158.

251.127 Town health department, how financed. If a town health department is established under s. 251.02 (3m) or if a multiple municipal local health department is established under s. 251.02 (3r) by the governing body of a town in concert with the governing body of another town or a city or village, the town board shall appropriate funds for the operation of the department.

History: 1993 a. 27; 1999 a. 9.

251.13 City-county health department and multiple county health department, joint funds. For each multiple county or city-county health department, a joint health department fund shall be created either in the treasurer's office where the principal office of the health department is located or in the office of the city treasurer of a city within the health department's jurisdiction, as determined by the local board of health. The treasurer

of each county and city participating in the health department shall annually pay or cause to be paid into the fund the share of the county or city. This fund shall be expended by the treasurer in whose office the fund is kept in the manner prescribed by the local board of health pursuant to properly authenticated vouchers of the health department signed by the local health officer.

History: 1993 a. 27 s. 218.

251.135 Publication and effective date of orders and regulations. The orders and regulations of a local board of health shall be published as a class 1 notice, under ch. 985, and shall take effect immediately after publication. No local board of health is required to use the term "regulation" to refer to a regulation that is published under this section.

History: 1993 a. 27 s. 211; Stats. 1993 s. 251.135.

251.14 Gifts. A local board of health may receive gifts and donations for the purpose of carrying out the provisions of this chapter.

History: 1993 a. 27 s. 215.

251.15 Withdrawal of counties, cities, villages, or towns. (1) After establishing a multiple county health department under s. 251.02 (3), any participating county board may withdraw by giving written notice to its county board of health and the county boards of all other participating counties, except that participating county boards may, in establishing a multiple county health department under s. 251.02 (3), establish an initial minimum participation period of up to 5 years. If a multiple county health department is established with an initial minimum participation period under this subsection, a participating county may not withdraw during that initial minimum period unless withdrawal is necessary to meet statutory requirements for a Level I health department under s. 251.05.

(2) A city that had established a local health department prior to deciding to participate in a city-county health department established under s. 251.02 (1m) may withdraw from the city-county health department if the common council of the city gives written notice to the county board of the participating county, except that participating cities and counties may, in establishing a city-county health department under s. 251.02 (1m), establish an initial minimum participation period of up to 5 years. If a city-county health department is established with an initial minimum participation period under this subsection, a participating city or county may not withdraw during that initial minimum period unless withdrawal is necessary to meet statutory requirements for a Level I health department under s. 251.05.

(2m) After establishing a multiple municipal local health department under s. 251.02 (2) (b) or (3r) or a city-county local health department under s. 251.02 (3t), the governing body of any participating city, village, or town participating may withdraw by giving written notice to the local board of health and to the governing bodies of all other participating cities, villages, and towns, except that participating cities, villages, and towns may, in establishing a multiple municipal local health department under s. 251.02 (2) (b) or (3r) or a city-county local health department under s. 251.02 (3t), establish an initial minimum participation period of up to 5 years. If a multiple municipal local health department or city-county local health department is established with an initial minimum participation period under this subsection, a participating city, village, or town may not withdraw during that initial minimum period unless withdrawal is necessary to meet statutory requirements for a Level I health department under s. 251.05.

(3) The notice under sub. (1), (2), or (2m) shall be given at least one year prior to commencement of the fiscal year at which the withdrawal takes effect. Whenever the withdrawal takes effect, all relevant provisions of law relating to local boards of health and local health officers shall immediately become applicable within the withdrawing county, city, village, or town.

History: 1993 a. 27 s. 220; 2001 a. 16; 2003 a. 158; 2015 a. 175.

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251.16 Local health department; evidence. The reports and employees of a local health department are subject to s. [970.03 \(12\) \(b\)](#).

History: 1979 c. 221; 1985 a. 267 s. 3; 1993 a. 27 s. 221; Stats. 1993 s. 251.16.

251.20 Rule making. The department shall promulgate rules that specify all of the following:

(1) Required services for each of Levels I, II and III local

health departments under s. [251.05 \(2\)](#).

(3) Additional required services for Level II and Level III local health departments under s. [251.05 \(2\) \(b\)](#) and [\(c\)](#), including services that the department of health services determines appropriately address objectives or services specified in the most recent public health agenda under s. [250.07 \(1\) \(a\)](#).

History: 1993 a. 27; 2005 a. 198; 2009 a. 180.

Cross-reference: See also ch. [DHS 140](#), Wis. adm. code.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Richland County Strategic Plan 2021-2024

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E, Rule 19
Date submitted:	April 22 nd , 2021	Referred by:	
Action needed by no later than (date)	At Board's Convenience	Resolution	N/A, <u>prepared</u> , reviewed

Recommendation and/or action language:

Motion to ...recommend resolution to the county board to allow discussion and possible adoption of the Richland County Strategic Plan 2021-2024 as developed through South West Regional Planning Commission.

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

During early 2021, the Richland County Board of Supervisors participated in four strategic planning conversations, facilitated by the Southwestern Wisconsin Regional Planning Commission (SWWRPC). Due to the COVID-19 pandemic, all meetings were held via Zoom. Meetings were open to the public, and invitees included all 21 members of the Board of Supervisors and the County Administrator.

The schedule and topics were as follows:

- January 27 – Core values, stakeholders, mission, and vision
- February 10 – SWOT and PEST analyses and development of strategic initiatives
- February 24 – Organizational capability and goal development
- March 10 – Capital facility investments and plan implementation

SWWRPC also conducted one-on-one interviews with individuals who provided additional input into county issues. Citizen and municipal insight was also acquired through community planning work running concurrent to the strategic planning process.

The plan and resolution is brought forward in accordance with County Board Rule #19.

Attachments and References:

Richland County Strategic Plan 2021-2024	Draft Resolution
Supporting Presentation Slides	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Adopting plan will help guide future service prioritization and expenditures.

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO.21- _____

A Resolution Adopting the Richland County Strategic Plan 2021-2024.

WHEREAS the County Board adopted Resolution No. 20-107, A Resolution Approving The County Administrator's Strategic Plan And Administrative Priorities, and

WHEREAS the Strategic Plan and Administrative Priorities included the Development of a long-term strategic plan and partnering with Southwest Regional Planning Commission to develop a county strategic plan, and

WHEREAS Richland County contracted with Southwest Wisconsin Regional Planning Commission to develop a long-term strategic plan in conjunction with administration of the EDA-Funded Flood Recovery and Economic Resiliency Project; and

WHEREAS the Southwest Wisconsin Regional Planning Commission worked directly with Richland County Board of Supervisors in a series of strategic planning sessions and has brought forward a proposed strategic plan reflecting the County's position and goals; and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Strategic Plan 2021-2024 is hereby adopted and the strategic initiatives within are to be reflected in future planning, budgeting and policy;

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

AYES _____ NOES _____

FOR AGAINST

RESOLUTION

Marty Brewer _____

David Turk _____

Shaun Murphey-Lopez _____

Donald Seep _____

Marc Couey _____

Linda Gentes _____

Melissa Luck _____

COUNTY

DATED

Richland County Strategic Plan

2021-2024



COUNTY BOARD OF SUPERVISORS

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Planning assistance provided by:



SOUTHWESTERN WISCONSIN
REGIONAL PLANNING
COMMISSION

Chapter 1: Opportunities and Challenges

During early 2021, the Richland County Board of Supervisors participated in four strategic planning conversations, facilitated by the Southwestern Wisconsin Regional Planning Commission (SWWRPC). Due to the COVID-19 pandemic, all meetings were held via Zoom. Meetings were open to the public, and invitees included all 21 members of the Board of Supervisors and the County Administrator.

The schedule and topics were as follows:

- January 27 – Core values, stakeholders, mission, and vision
- February 10 – SWOT and PEST analyses and development of strategic initiatives
- February 24 – Organizational capability and goal development
- March 10 – Capital facility investments and plan implementation

SWWRPC also conducted one-on-one interviews with individuals who provided additional input into county issues. Citizen and municipal insight was also acquired through community planning work running concurrent to the strategic planning process. All materials for these meetings are retained in the SWWRPC office and available upon request.

Focus

The defining problem for the Richland County Board of Supervisors is the need to choose which services and enterprises it will financially support. Continuing inherited practices and commitments challenge the ability to plan for future commitments and needs. The county must focus its efforts on the needs of the future.

The current challenge stems from several factors outside of the county's control, including:

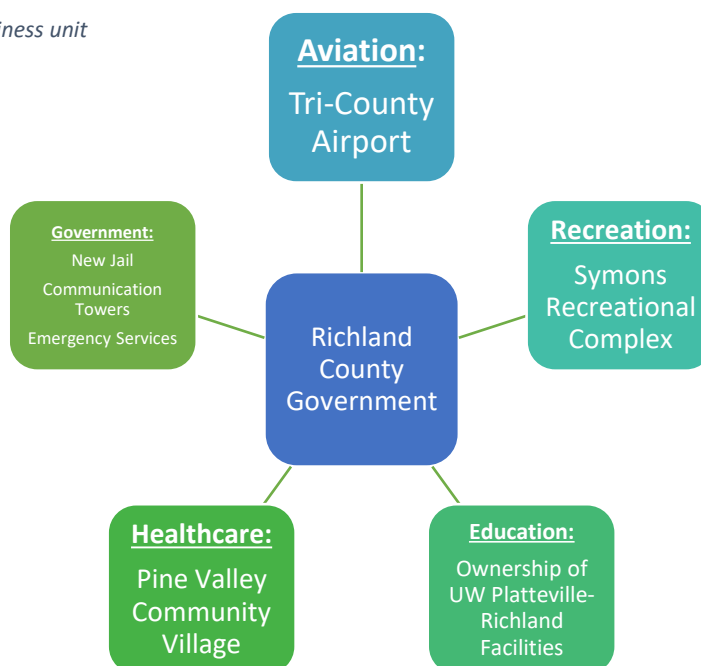
- Stagnating population growth, evidence for which is found in census data, population projections, school enrollment trends, and reports on the county's bond rating (Appendix B).
- State-imposed levy and debt limits.
- Inherited contractual agreements and investments for discretionary enterprises and services.

"The essence of strategy is choosing what not to do."

- Michael Porter, "What is Strategy?"

The "Business" of the County

Figure 1 – Richland County Long-term capital needs by business unit



In addition to its government function, Richland County is currently in the “business” aviation, recreation, healthcare, and education by way of its support or ownership of facilities used in these sectors (Figure 1). Maintenance debt services expenditures associated with discretionary enterprises compete for the same levy funding as mandatory services, and impact the county’s ability to fully fund its core operations.

The primary causes of the county’s financial issues stem from an inability make hard choices and focus its efforts through intentional action. It must choose which discretionary services to abandon, while simultaneously investing in community and economic development efforts to grow its population and tax base. Failure to focus will result in budget deficits, inability to pay competitive wages, and deferred maintenance of critical functions and facilities.

“At the core, strategy is about focus, and most complex organizations don’t focus their resources. Instead, they pursue multiple goals at once, not concentrating enough resources to achieve a breakthrough in any one of them”

- Richard Rumelt, Good Strategy/Bad Strategy

Strategic Priorities

The following strategic priorities will address the challenges mentioned above, and form the basis for actions recommended in this plan.

- **Effectiveness** – *Implement operational efficiencies* to reduce the costs and free up revenue.
- **Growth** – *Work to increase the county’s population and tax base* fund services.
- **Focus** – *Scale back or eliminate discretionary services* that cannot provide sustainable revenue to cover their costs.
- **Improvement** – *Create a culture of continual improvement* to sustain progress.

Framework for Decision-Making

The county will have to make several hard decisions in the coming years, and it’s beyond the ability of this document to detail each step in that process. However, it can serve as a guide during the decision-making process. Prioritizing future investments should be informed by the following criteria.

Core Values

The county’s *practices must be tethered to its principles* if it is to have some coherent strategy moving forward. Core values form the basis for decisions, since they bind decision-makers to their decisions. The County Board provided the following core values during the planning process:

- **Integrity** – Engage in county work with honesty and transparency in all proceedings. Meet commitments. Value the multitude of experiences on the board and the diversity of opinions this brings to decision-making.
- **Public Service** – Serve the county professionally and with competence. Be efficient and objective in decision-making. Focus on doing work that is relevant to both current and future generations of county residents.
- **Accountability** – Assume ownership of decisions. Be diligent and follow-through on projects. Be responsive to the needs of county residents as a whole, while recognizing the intrinsic value of every person. Make decisions that plant seeds of success for the future.
- **Open-minded** – Govern in a collaborative manner, unbiased by personal interest. Listen to the needs of residents, while being aware of future demands on county services.

Mission and Vision

The following Mission and Vision statements were drafted during the Strategic Planning process. Due to the nature of current challenges facing the county.

- **Mission:** Richland County will think strategically and anticipate the future, ensuring that the decisions made today will have lasting value and provide fiscal solvency. The needs of individuals will be respected while recognizing responsibility to the community as a whole. Vital community involvement in decision-making is encouraged by providing a venue for citizens who care to contribute to the betterment of the county.
- **Vision:** Richland County will be a vibrant place where people love life, enjoy work, and are empowered to raise thriving families.

Considerations

When facing difficult decisions, the county should answer the following questions to prioritize investments:

- For each discretionary enterprise, ask the question: *If we weren't already doing this, would we start doing it today?*
- What action or objective is within the county's *sphere of control*?
- What is the next *proximate advantage* that will allow the county to make progress towards a larger goal?
- What is the *economic return to the tax payer* associated with this project?
- What is the *social or public good* associated with this project, and *would it cease to exist* if funding was cut?
- Are services able to be effectively *provided by another* party or organization?
- *Is the service we're providing mandated*, and if so, *is the means of service provision mandated*? If the means of service provision is not mandated, *is there a more effective way of providing the service*?
- Is the project *a lever for creation of additional value or resources*, or *an impediment to service and innovation*?
- How might the county *premeditate actions of other parties* in order to improve its position?
- For discretionary enterprises, *are both the operational and capital outlays affordable over the next 20 years*?

Chapter 2: Operations

The County Board made significant strategic decisions in 2019 when they created the positions of County Administrator and Economic Development Director. Recommendations in this chapter build on those initial investments and include projects that were indirectly set in motion as a result of the choice to transition the executive branch of government from an Administrative Coordinator to a County Administrator.

Organizational Structure

The following strategies will enable the county to find operational efficiencies, thereby freeing up revenue and capacity in the form of staff time.

Streamline Organizational Structure

Continue the path that began with the creation of the County Administrator, using this position to centralize and coordinate county operations whenever possible.

Tactics:

- Centralize common county-wide processes and systems under the County Administrator.
- Improve the county's procurement process to be consistent county-wide. Maximize procurement rewards and benefits and identify joint procurement opportunities across departments or with other organizations.
- Coordinate upgrades to the payroll process so it's uniform for employees across all departments or enterprises.

Quality of a service or product is not what you put into it, but what the customer gets out of it.

- Peter Drucker

Improve Financial Practices

Implement the following tactics to improve the county's financial accountability, strategy, and flexibility. Doing so will yield improvements in financial education and also help create a baseline for performance metrics.

Tactics:

- Improve the county's bond rating by targeting improvement opportunities identified in Moody's Rating Action of February 2020 and Rating Change of March 2018 (Appendix B).
- Improve the budget process to implement flexibility, strategic thinking, accountability, and implementation of the Strategic Plan. Specific actions include:
 - Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan.
 - Define value that could be added with 20% *more* funding, or lost due to a 20% *reduction* in funding.
 - Identify cuts that would not impact strategic planning goals or mandated services.
 - Identify how departments would respond to unexpected cuts or events.
- Develop a capital improvement plan inclusive of facilities, roads, and equipment.
- Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency.
- Increase discretionary and variable revenue source (fines, fees, grants, etc.) as a portion of the overall budget.

Increase Coordination

The county and its municipalities have many over-lapping interests, offering a good opportunity for partnerships that may result in improved service delivery or an overall savings to county residents through efficiencies.

Tactics:

- Engage in joint procurement materials and equipment whenever possible.
- Engage in joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, etc.
- Explore opportunities to share or contract staffing services.

- Create additional and modern methods to communicate events and initiatives, and to generate direct input from the community. This could include community engagement via a new website or a social media presence.
- Coordinate community develop and land use decision-making in Richland Center among institutional partners such as Richland County, Richland Center, Richland Hospital, and Richland Local School District.

Workforce

County employees are knowledge workers whose value is grounded in the information that enables them to do their job. The county's ability to provide quality services, therefore, relies entirely on the attraction and retention of knowledgeable employees, and the continued acquisition and effective transfer of knowledge.

"We should work to increase the desirability of being a Richland County employee."

- David Turk, Richland County Board Supervisor

Improve employee Pay and HR Policies

The financial cost of turnover is usually minimal compared to the hidden cost of lost productivity during the resulting transition. For this reason, retention of quality employees should be a primary focus to ensure the consistent delivery of high-quality services.

Tactics:

- Obtaining market value for employee wages as determined through the county's 2018 wage study.
- Develop a compensation and classification system for all positions to ensure positions remain market-competitive.
- Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews.
- Develop a uniform set of human resources policies and procedures to improve transparency and accountability throughout the organization, including an update to the employee handbook and other related documents.

Develop a culture of support for employees

Non-monetary compensation is also critical to employee retention, since it builds organizational culture that supports employees. There are several ways the county can support these initiatives.

Tactics:

- Celebrate success and the professional and personal achievements of employees. Recognize new hires, retirements, and year-of-service milestones. Build a culture that supports and celebrates its people.
- Enable and empower departments to develop celebratory or team-building events. Day-long departmental retreats or other benefits can help build culture at a minimal expense.
- Create a total benefits program for employees that highlights total compensation and investment of the county in its employees, inclusive of salary, fringe benefits, and professional development.

Prioritize Service over Staffing

Prior to refilling a vacant position, the county should evaluate workforce needs through the lens of the service being delivered, not the means of service delivery, and implement the most effective means of service provision.

Tactics:

- For each unmet existing service or new service being proposed, evaluate staffing needs using the following analysis:
 - Can we *Build*? – invest in learning and development required to train staff to provide the service.
 - Should we *Buy*? – post the position, offering market-rate pay for a competitive application process.
 - Is there opportunity to *Borrow*? – collaborate with other entities on cost-sharing this position, or contract it out to a consultant for a short-period.
 - Can you *Bridge* the gap? –fill a vacant position through an intentional succession planning process.
 - Should we *Stop* providing this service or position?
-

Capacity

Capacity, specifically the education and training of the Richland County Board and staff to perform their duties, was a common theme during the planning process. Many newer members wanted further education on various aspects of their job. Staff were commended for their subject-matter knowledge, with further training recommendations focusing on the management and human resource aspects of their job.

Invest in Education of County Board Supervisors

The County Board currently consists of several new Supervisors brought on during the onset of the COVID pandemic, and during the planning process they recognized the need for both initial and on-going education on a variety of topics.

Tactics:

- Formalize an on-boarding process for newly elected Supervisors, including:
 - Creation of a mentor program partnering tenured Supervisors with new Supervisors.
 - Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer.
 - Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences.
- Support the attendance by new Supervisors at major Committee meetings, such as attending Finance Committee meetings during the annual budget development process. Create a mechanism to share agendas with all County Board Supervisors in order to facilitate this.
- Support cross-training, collaboration, and peer learning between County Board Supervisors and their counterparts on the boards of outside partners, such as Neighborhood Services of Southwest Wisconsin, Southwest Wisconsin Community Action Program, Southwestern Wisconsin Regional Planning Commission, and the Southwest Wisconsin Workforce Development Board.
- Conduct annual on-going training covering basic concepts of local government, such as the role of counties, county government finances, the role of county boards, elections, and departmental work.

Deepen Staff Training in Leadership and Management

County staff frequently have the opportunity to attend conferences specific to their department. However, further training in management, leadership, and process improvement was identified as a potential growth area.

Tactics

- Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources.
- Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan.
- On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency.

Growth

Economic development and population growth must remain a priority if the county is going to reverse the projected population decline and workforce shortages. Maintaining the funding for the Economic Development Director partnership with Richland Center is critical to this effort. The following strategies are intended to reflect the county's community and economic development priorities.

Maintain investment in Workforce and Community Development

Demographic projections and input from county employers reflect a dire need to grow the overall population, with an emphasis on the workforce attraction. Without a growth in workforce population, there will continue to be significant challenges to business attraction and retention. There will also be limitations on the county's school enrollment and tax base.

Tactics:

- Prioritize new home construction, and development of incentives or programs to attract developers.
- Support workforce development initiatives directed at attracting new residents.
- Support and invest in broadband expansion throughout the county.
- Identify financially sustainable use for the UW Richland campus in the event the current relationship ceases.
- Continue to invest in community and economic development partnerships with a demonstrated return-on-investment.

Support Business Attraction and Retention

In addition to the workforce attraction, the county must prioritize tax base growth through business attraction and expansion.

Tactics:

- Develop a portfolio of incentives to support business growth.
- Identify priority areas in the county for future industrial, commercial, or residential development.
- Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints.

Improve County Identity and Marketing

The greatest unrealized potential for Richland County is the ability to capitalize on its distinctive beauty. Leveraging this asset for growth will support many of the strategies and tactics listed elsewhere in this plan.

Tactics:

- Collaborate with county partners in the development of a distinctive brand for Richland County that will serve to build a sense of identity and pride, and help attract new residents and tourists.
- Create a new website that improve the county's digital presence, and serves both an effective governmental function as well as serving as an attractive "front door" to the world for new businesses, residents, and tourists looking to discover the county.
- Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities.

Operational Performance Metrics

Implementation of the strategies and tactics above will result in measured improvement to county operations. Some of this improvement is already being measured and has existing targets. Other improvements require the development of targets and collection of baseline data. Recommended performance metrics are below and summarized in Appendix A.

- Meet the 2018 salary schedule commitments for county staff.
- Achieve and maintain a general fund balance equal to 25% of annual operating expenses.
- Maintain the existing Investment Grade rating for the county's general obligation debt, with improvement from A3 across a 5-year period.
- Request annual return on investment reports from funded partners, and monitor to ensure ROI is steady or growing across multiple year periods.
- Develop baseline data on turnover, resulting in a turnover rate and major reasons for staff turnover.
- Increase non-tax revenue as a portion of overall revenue, supported by grants and fees.
- Create a new website.
- Develop of a county recreation plan to guide investment.
- Increase the number of county residents with high-speed internet.
- Create a distinct Richland County brand and marketing platform targeted at tourists and workforce.

Chapter 3: Capital Facilities

County capital improvement needs pose a significant burden to the county's budget due to borrowing limits, debt service that impacts operations, and the competition between investments in mandatory and discretionary facilities. This puts the county in a position to choose between providing funding mandatory services or committed discretionary expenses.

This chapter identifies proximate objectives for large investment decisions, and offers guidance on how to maintain progress over time. It does not identify solutions to all the county's investment challenges, since many of these require information not yet available.

Proximate objective: an accomplishment that the organization is going after right now, and which is close enough at hand to be feasible and achievable

- Richard Rumelt, Good Strategy / Bad Strategy

Mandated Services

These projects are fully integrated into the core purpose of the county, and essential for supporting the effective delivery of mandatory services.

County Jail and Sheriff's Office

The current jail is out of compliance with Wisconsin Department of Corrections (DOC) administrative code, and puts the county at risk from action by DOC inspectors. The Sheriff's department continues to manage in this space and can currently perform their duties, however it's clear that action is needed to address the compliance issues.

Risk of not investing: Failure to comply with DOC requirements may eventually result in a shut-down of the jail.

Existing Options:

- Renovate and expand the existing facility – Studies published in 2013 include a Space Needs Assessment Report, Facility Condition Report, and Concept Design Synopsis and cost for the entire courthouse (Appendix C). These reports identified several structural issues with the existing building, and developed schematic plans for renovation and expansion of this facility at a cost of \$12.85 million, of which \$6.24 million was associated with the Sheriff's office and jail. This estimate *excluded* relocation costs for staff and inmates.
- Construction of a new facility – This option would require approximately 6-8 acres of land and put the county in competition with other land use demands such as business growth and housing development. This option would also require the county to consider how to reuse the existing facility. Construction of a new facility may provide partnership opportunities to co-locate other services in either the new facility or the renovated courthouse.

Estimated cost: Conservative estimates range from \$12.85 million to renovate and \$20 million for new construction.

Proximate objective: Make a determination in the next three years whether to construct a new facility or renovate the existing facility. Include an analysis of partnership opportunities in a new facility or in the vacated existing space. Also include an analysis of available land suitable for use as a jail.

County-wide Emergency Radio Towers

A consultant is currently studying this project, and expected to complete their work in May. These towers are considered critical since they provide support to emergency services. Partnerships may exist to help fund this.

Risk of not investing:

- Inability to call for backup.
- Delayed response calls.

Estimated cost: \$1-2 million.

Proximate objective: Further action will come once the study is complete in May.

Emergency Services Facility

Planning is underway to co-locate county emergency management services with the Richland Center Ambulance Garage.

Risk of not investing:

- Some delays in response time.
- Barriers to hiring due to the poor overnight facilities currently provided.

Estimated cost: The estimated expense to the county is \$600,000.

Proximate objectives:

- Finalize partnership with the city on land availability, facility design, etc.
- Begin discussion and analysis on the potential re-use opportunities for vacated space in the county courthouse.

Salt / Sand Shed

Preliminary planning is underway for this structure. There is a recognized need for additional storage and preparation for winter operations, but no current impacts to service have been identified.

Risk of not investing:

- Potential groundwater impacts from leaking and failure of the old structure.
- Loss of material from leaking.

Estimated cost: Approximately \$300,000.

Proximate objectives: Determine site, design, and cost.

Discretionary Services

The county needs to make hard decisions regarding its future discretionary spending. The project summaries below provide a series of decision-points and proximate objectives as guides to forward progress on these issues. In making decisions, the county should consider the following:

Priorities:

- Prioritize services based on county need and fiscal impact, reducing, or eliminating services as needed.
- Protect assets from disuse or disrepair to ensure long-term options remain available.
- Reduce expenses and capital investments to bare essentials during the decision-making process.

Core Values:

- Integrity – honor commitments and partnerships, even during planning for change.
- Focus on the future, planting seeds for long-term successes.
- Invest in necessary, non-mandatory services when the private market cannot support the service.

UW Richland

The County Board and county and city residents have expressed the desire for a continued post-secondary educational opportunity in the county. For this to occur, the county will need to take clear steps to work with its existing partner, while exploring other options in case the current arrangement terminates.

Goals:

- Improve the county's position relative to its relationship with the Board of Regents/UW Platteville, and its ability to make decisions about county property.
- Reduce or remove the risk that the county will unprepared for a potential closure of the UW Richland branch.
- Determine with some certainty, the probability that a UW Richland Campus will exist in two years.
- Develop scenarios for the use of these buildings in the event the relationship with UW system ends.
- Protect the county's investment in the UW Campus facilities through selective capital improvement investments, while halting all non-urgent capital improvements until a long-term use is determined.

Constraints and opportunities based on the current lease (Appendix D):

- The current lease extends through June 30, 2042, and "terminates automatically" if appropriations by the legislature are insufficient to permit the continued operation, or if state legislation concerning higher education

in Wisconsin involves a fundamental change in the branch campus program.

- In case of termination, the lease shall be turned over to some educational organization or to the Federal, State, or local Government.
- The county is required to pay for utilities (except phone service), as well as repairs and building improvements, and is in a position to choose which investments should be made based on the long-term future use of the campus.
- All furnishings were provided by the Board of Regents. Ending the agreement with the Board of Regents would require removal or disposal of these furnishings, and would require the next user to provide their own furnishings unless an agreement could be reached with the Board of Regents.
- The county agrees to pay 50% of janitorial costs. Should the agreement end, the county would need to budget for 100% of these costs.

Proximate objectives:

- Separate decisions about the agricultural land from decisions about the buildings. Currently the UW system is leasing the agricultural land to a farmer, taking the profit for their use. County control of this land would provide revenue and opportunities to explore other uses.
- Determine reality and feasibility of UW remaining active on the campus. Push for candid, continual conversations. Discussions with UW should include:
 - A request for the strategy to increase enrollment at the UW Richland campus, including recruitment strategies, target populations, and distinct areas of study.
 - Options for student housing.
- Develop scenarios for alternative use of the buildings to reduce vacancy time in the event the campus closes.
- Establish a capital improvements plan for these facilities, targeted at minimal maintenance needed to keep the buildings viable until a long-term use is determined.

Symons Recreation Center

The Symons Recreation Center appears to have community support and a history of partnerships to support operations. During the planning process, some questioned whether the county needed to own and subsidize this facility or if it could continue on its own under a different ownership and operational plan.

Goals:

- Maintain break-even, or net-positive return on county operational and capital funding.
- Maintain facilities to ensure they stay relevant, modern, and distinct from other recreational facilities in the city.
- Evaluate the long-term liability to the county resulting from capital investments or expansion plans.

Proximate objectives:

- Evaluate whether this service could be successful if owned and managed by other partners, and make plans to divest county of ownership of this facility.
- Evaluate the impact of expansion plans future on capital and operational expenses and the county's bond rating.
- Consider assisting with marketing and membership if it can assist with the transfer of ownership.

Tri-County Airport

There was general support for maintaining the airport due to its return on investment to the county. The partnership with Sauk County also provides significant return on investment in the form of payroll from employers using the airport, with minimal investment in the facility relative to overall operational cost. The most urgent issue is to develop a flood remediation plan for the airport to ensure its continued viability.

Goals:

- Reduce or eliminate flood risk to the airport, hangars, and other facilities.
- Ensure the long-term viability of this asset to support county economic development efforts.
- Develop an evaluation process to monitor continued return on investment to the county.

Proximate objective:

- Pursue flood remediation grant funding in partnership with Sauk County.

Pine Valley Community Village

The county completed a significant renovation and expansion in 2016, making an intentional long-term investment in this facility. Support remains strong for the services provided by Pine Valley, and no new action is recommended. It was noted during the planning process that the county ownership of a nursing home informed the 2018 downgrade of county general obligation rating to A3 from A2 (Appendix A).

Goals:

- Protect the county's investment through funded maintenance of an on-going capital investment plan.
- Monitor return on investment of the facility, and determine the ability of revenue to also cover debt service tied to the 2016 improvements.
- Develop a process for evaluating future demand, adjusted for impacts to healthcare funding, population growth, and demographic changes in the county.
- Evaluate whether management, financial, or operational changes could occur to reduce the impact of owning and operating this facility on the county's bond rating.

Capital Facilities Performance Metrics

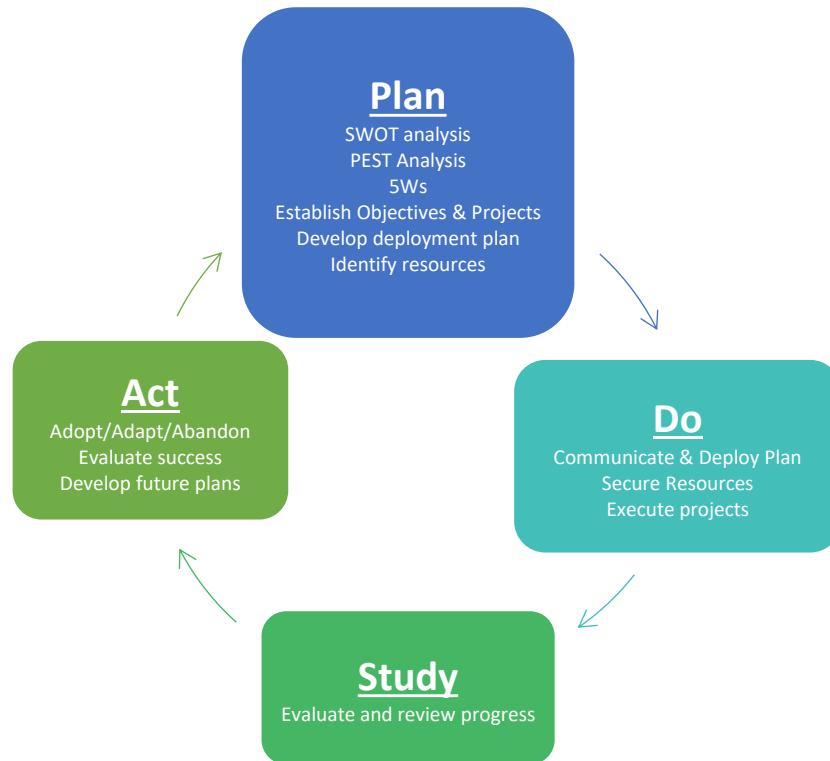
The county must evaluate its investments in discretionary enterprises and services to ensure it can maintain existing commitments and funding for mandatory services. Given this position, traditional performance metrics have been substituted for a summary of the proximate objectives listed above. These should serve as a guide to ensure the county continues forward progress, and they should be updated as new objectives become clear.

- Mandated facilities:
 - Jail and Sheriff's Office:
 - Determine whether the existing jail will be renovated and expanded, or if a new jail is optimal.
 - Develop a timeline for the next proximate objective to be complete, such as development of a remodel / renovation budget and timeline, or identification and acquisition of land for a new jail.
 - Emergency Services Building – prioritize timing for the construction.
 - Radio Towers – prioritize timing for the construction.
 - Salt/sand shed – identify site location, cost, and construction deadline.
- Discretionary facilities:
 - UW Richland Campus:
 - Gain control of the agricultural land and determine a long-term use for this land.
 - Acquire a 2-year plan from the UW system outlining how they will make this campus sustainable.
 - Develop scenarios for a post-UW use for the buildings.
 - Develop a minimum capital improvement plan.
 - Tri-County Airport – Secure funding to address the flooding that impacts operations at the airport.
 - Symons Center:
 - Define a distinctive service provided by Symons, compared to city facilities.
 - Evaluate whether operations of this service could be managed by a private or non-profit entity, and progress towards divesting county ownership.
 - Determine long-term liability impacts of facility expansion plans.
 - Determine the annual return-on-investment for the facility, including capital investments.
 - Pine Valley – Continue to monitor return-on-investment and funding needs.

Chapter 4: Continual Improvement

The County Board should use this plan as a “living document” to guide decision-making and measure progress. This chapter outlines how the county can use the Plan-Do-Study-Act (PDSA) cycle to embed the plan in county operations and develop a culture of continual improvement.

Figure 2 – The PDSA Cycle



Plan

This is the work completed through the strategic planning process, culminating in this document. It included board engagement, review of relevant data and past planning work, and conducting interviews with key personnel. This process should take place again no later than 2024.

Do

This phase includes plan roll-out and executing objectives. Key aspects include:

- Departmental roll-out – Engage department heads and staff to get input on the plan, and engage them in implementation.
- County-wide initiatives – Implement county-wide initiatives such as updating the HR Personnel Manual, improving the payroll system, developing on-boarding programs for staff and County Board, and improving the budget process.
- Collect baseline data – Develop or finalize the targets and measures the county will use to measure progress towards continual improvement and plan implementation. This includes both the analysis of existing data and collection of new data to be used to measure progress.

Study

Measuring progress requires a team to monitor and manage implementation, and to record progress. Two major steps should be undertaken.

- Develop a Strategic Planning management team to monitor progress and ensure there is continued momentum. It should meet quarterly and be able to connect with all departments and levels of county government. The team should be inter-disciplinary and include personnel from the board, administration, department heads, and front-line personnel with a passion for this work.
- Identify and define barriers to implementation in order to overcome or surmount them when possible. When barriers cannot be overcome, they should be documented to inform future planning work. Common barriers to plan implementation include:
 - Departmental silos.
 - Legacy rules or procedures.
 - Lack of staff time to work on initiatives.
 - Choices or trade-offs are not made. Trying to do everything.
 - Reward and recognition programs incentivize the wrong things.
 - Individual departmental goals or plans don't support the plan, or are in conflict with it.
 - Management does not walk the walk.
 - Parochialism / narrow mindedness.

Act

This phase of the process sets the stage for continual improvement across the subsequent 3-year period. As the county sees progress, documents successes, or meets with barriers on any given initiative, it should look to:

- *Adopt* practices that work and are successful. Formalize them as part of the county's culture.
- *Adapt* good practices that need improvement. This includes surmounting obstacles, finding efficiencies in existing processes, and documenting why things don't work.
- *Abandon* existing practices that don't support progress, and new initiatives that are not the right fit for the county. The Management Team must document the reason for abandonment so they can learn from this and avoid similar issues in the future.

Richland County Strategic Plan

2021-2024



Chapter 1: Opportunities & Challenges



Planning Process

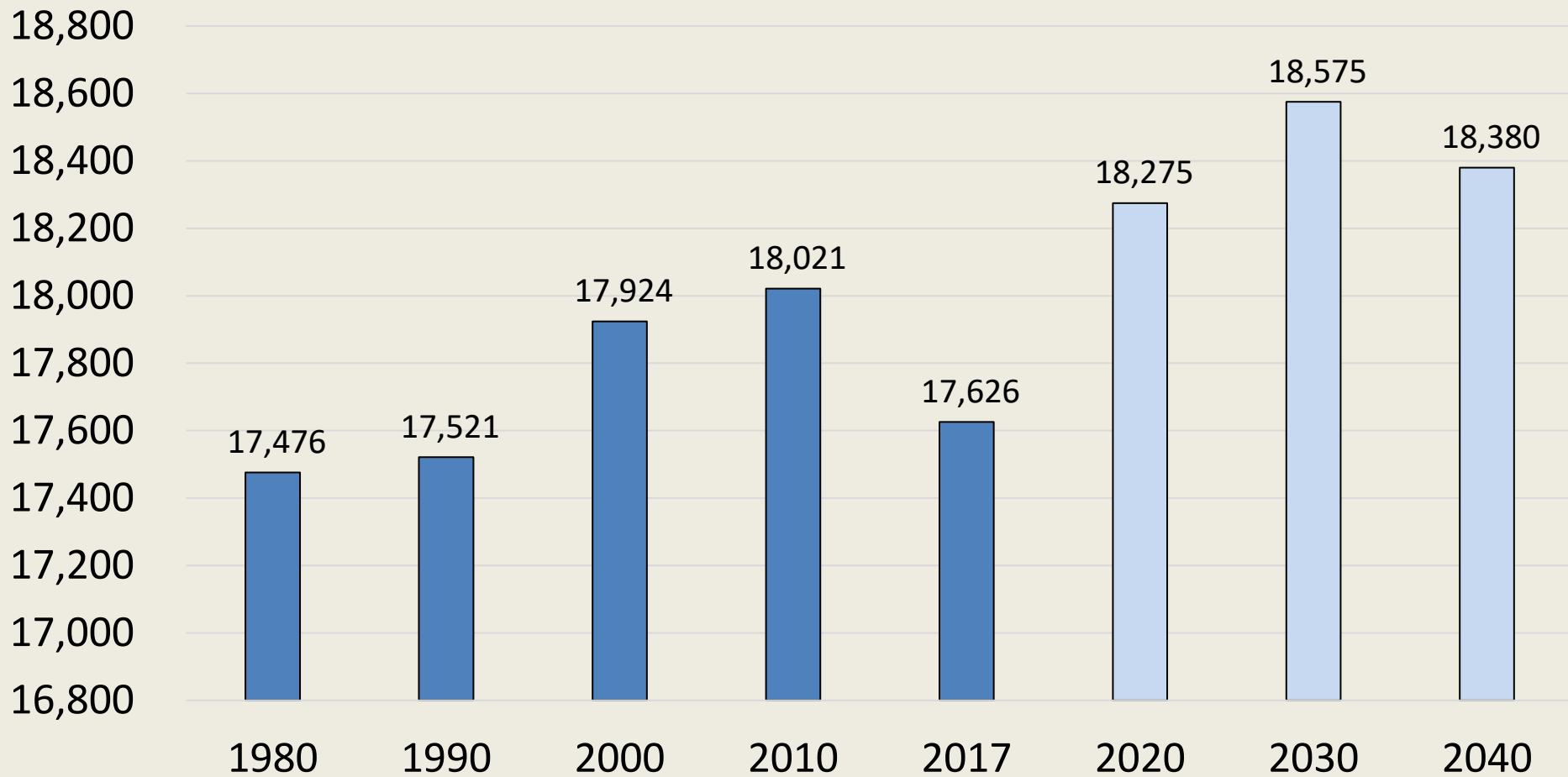
- Board Meetings:
 - Core Values, Mission, Vision, Stakeholders
 - SWOT & PEST analysis
 - Goals, Objectives, Projects
 - Capital Projects / Implementation
- Document Review
- Stakeholder Interviews & Tours



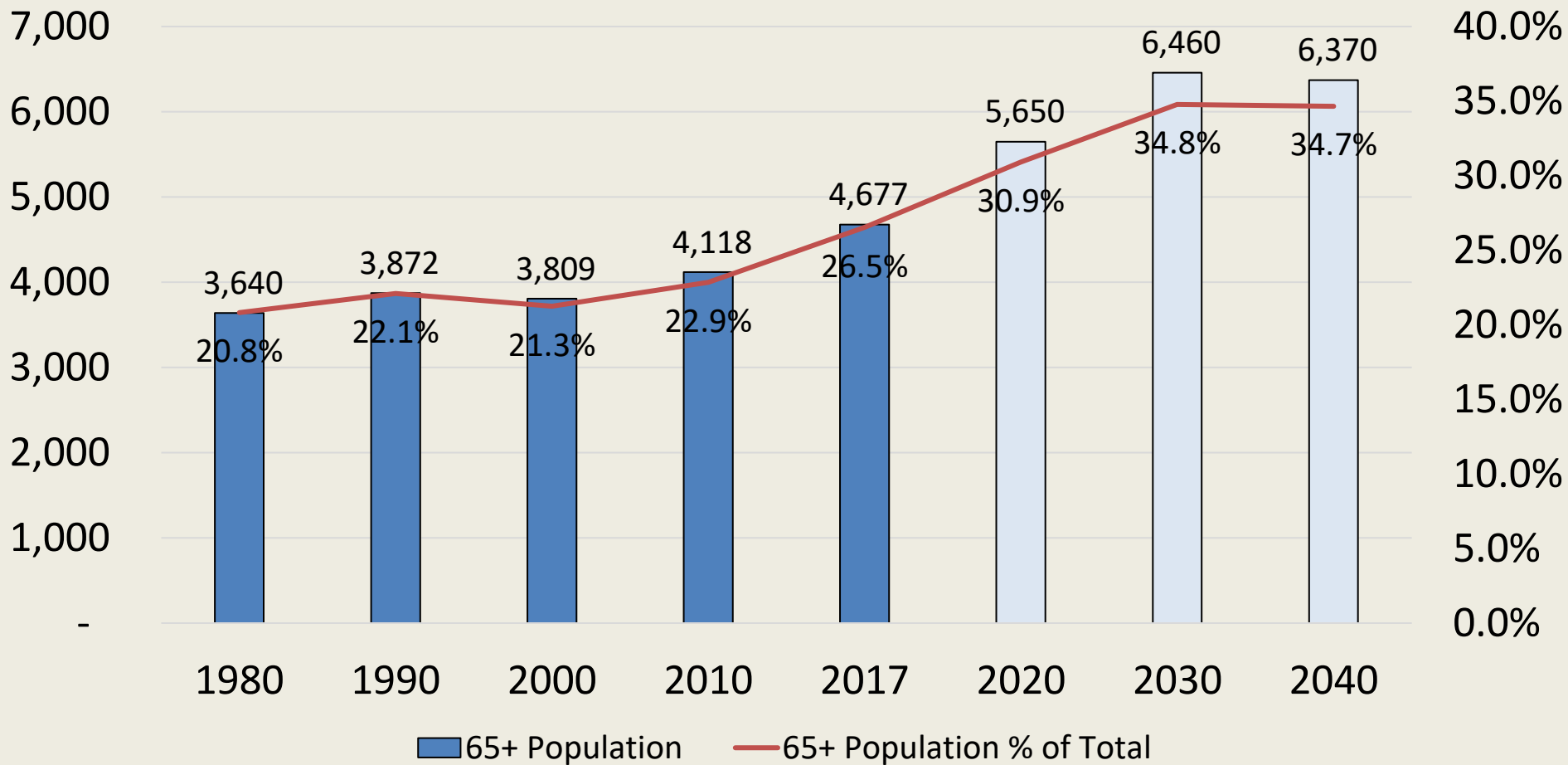
Critical Challenges

- Stagnating population growth
 - Moody's Analytics
 - SWWRPC Data Analysis

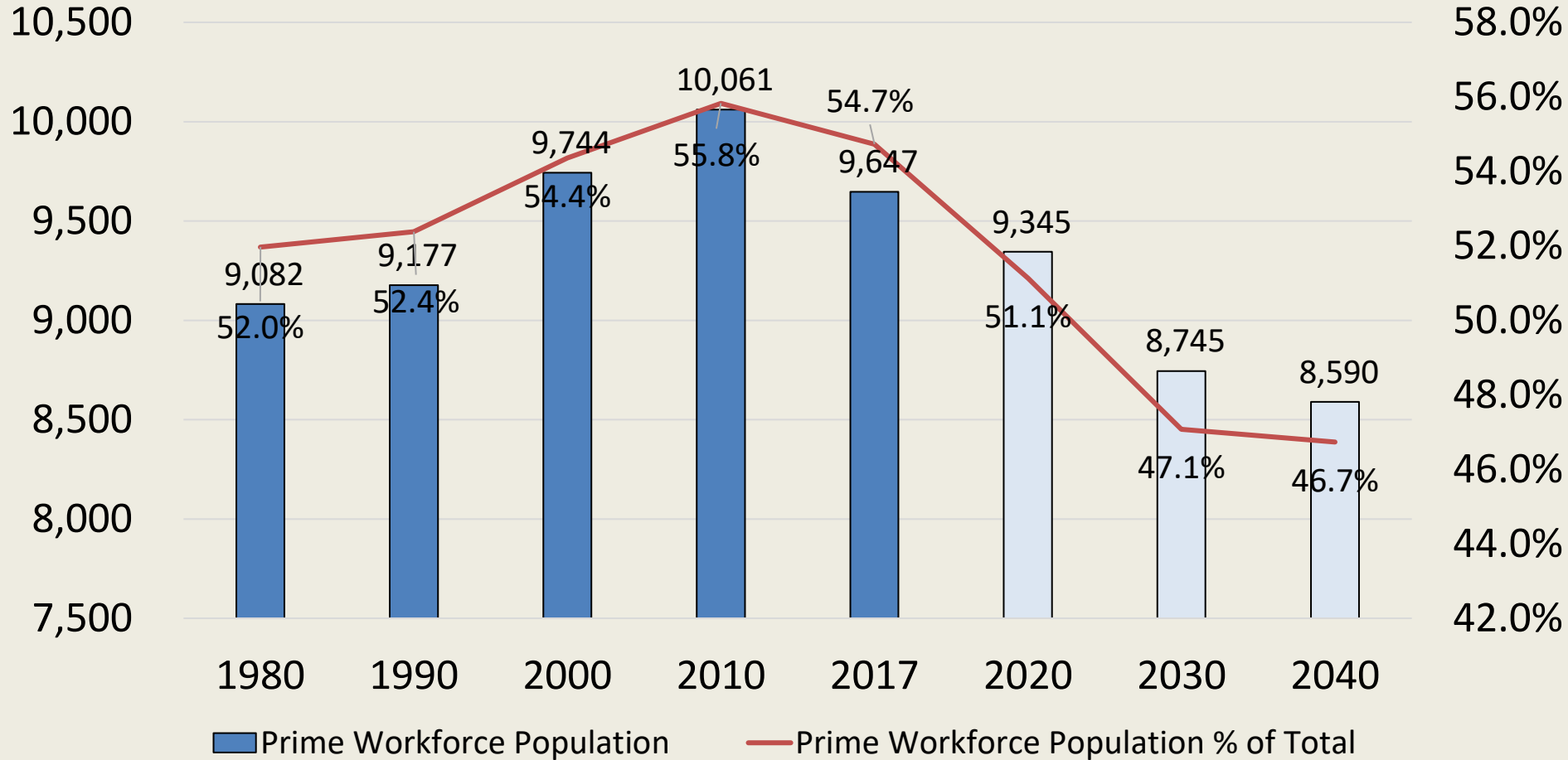
Richland County: Total Population



Richland County Population: 65+



Richland County Population: Age 20-64



School Enrollments:

20 Years Percentage Net Change (2001-2020)



0 5 10 20 Miles



States Boundaries



County Boundaries

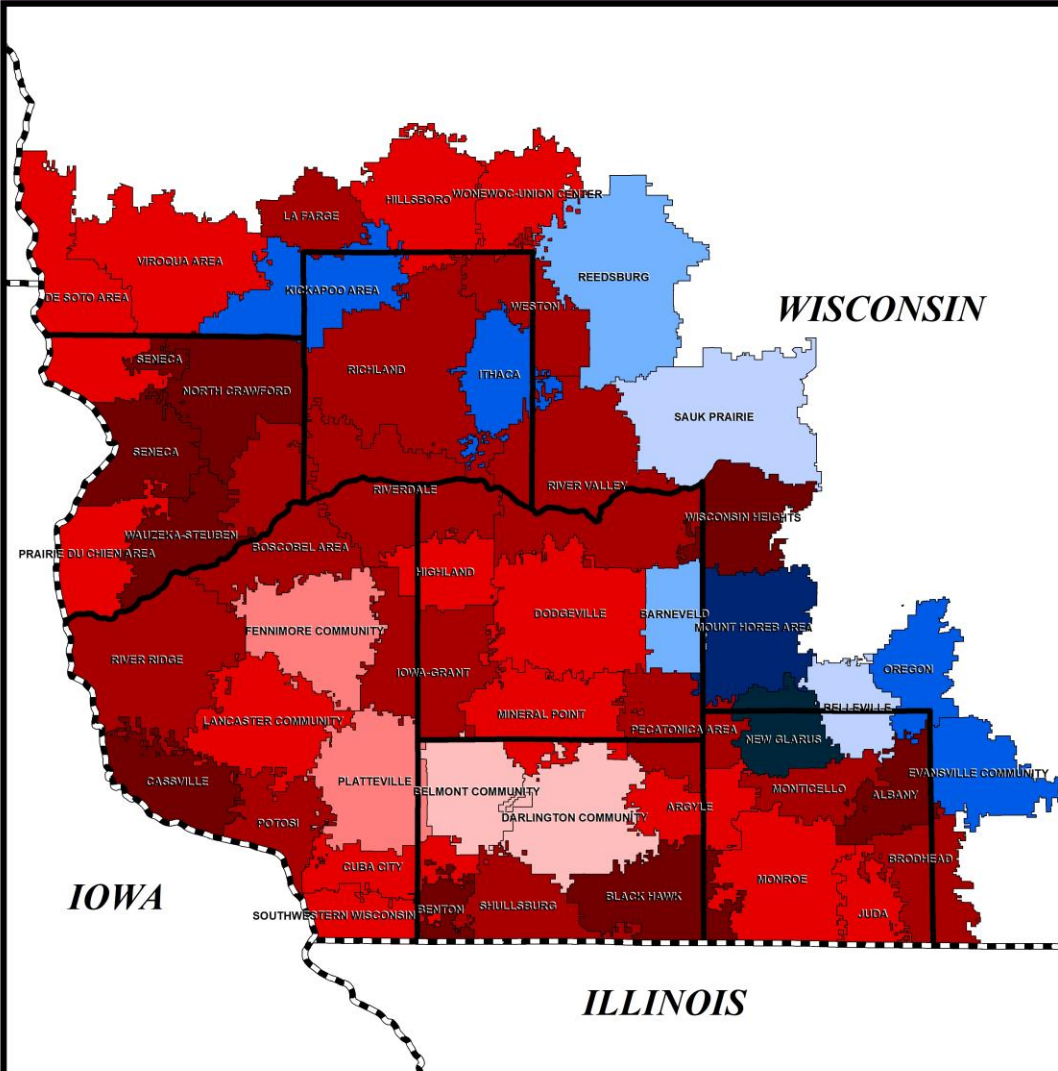
20 Years % Net Change (2001 - 2020)



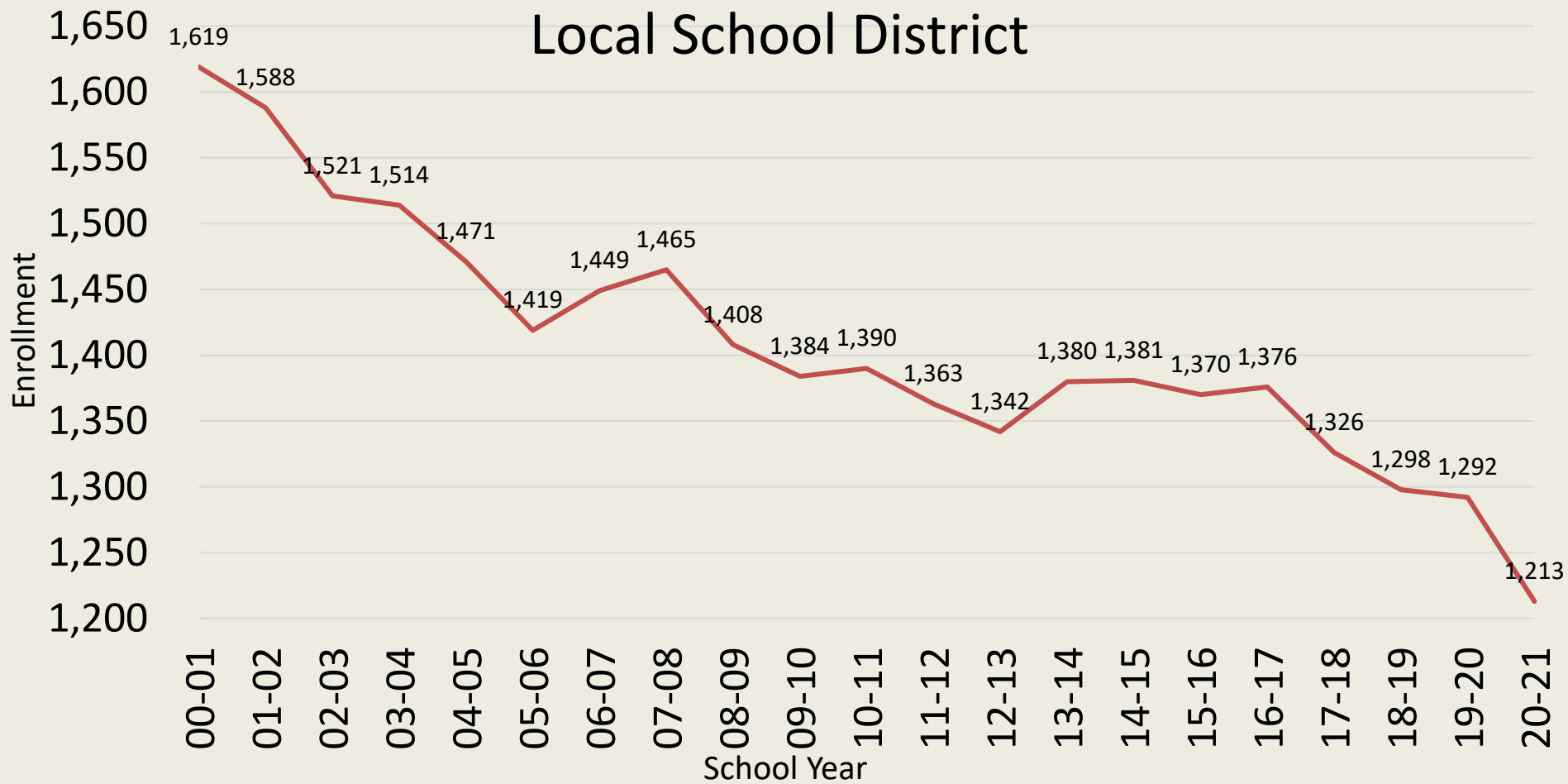
Date: 01/25/2021

Sources: US Census Tigerline Shapefiles (2019)
WI DPI (2020)

This map is not a survey of the actual boundary of any property this map depicts. This map is not a legally recorded map and is not intended to be one. SIWWRPC is not responsible for any inaccuracies herein contained.



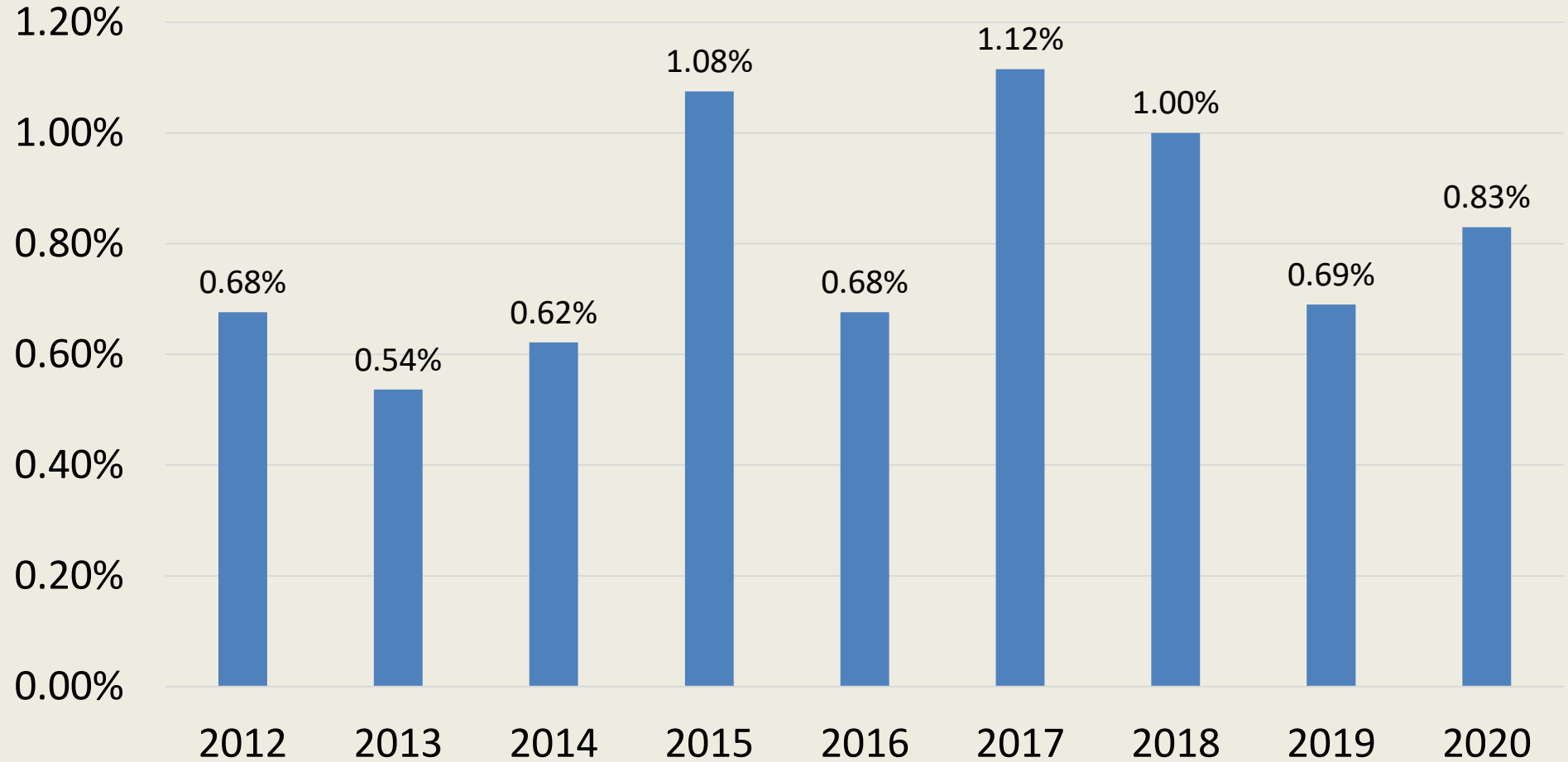
District Enrollment Trends 2000-2020: Richland Local School District



Critical Challenges

- Slow to no population growth
- Levy and debt limits
 - G.O. Bonding Limit of 5% Equalized Value
 - Levy limits tied to Net New Construction

Richland County NNC 2012-2020



Critical Challenges

- Slow to no population growth
- Levy and debt limits
- Deferred maintenance
 - Inherited discretionary assets
 - Mandatory services

Symptoms vs. Causes

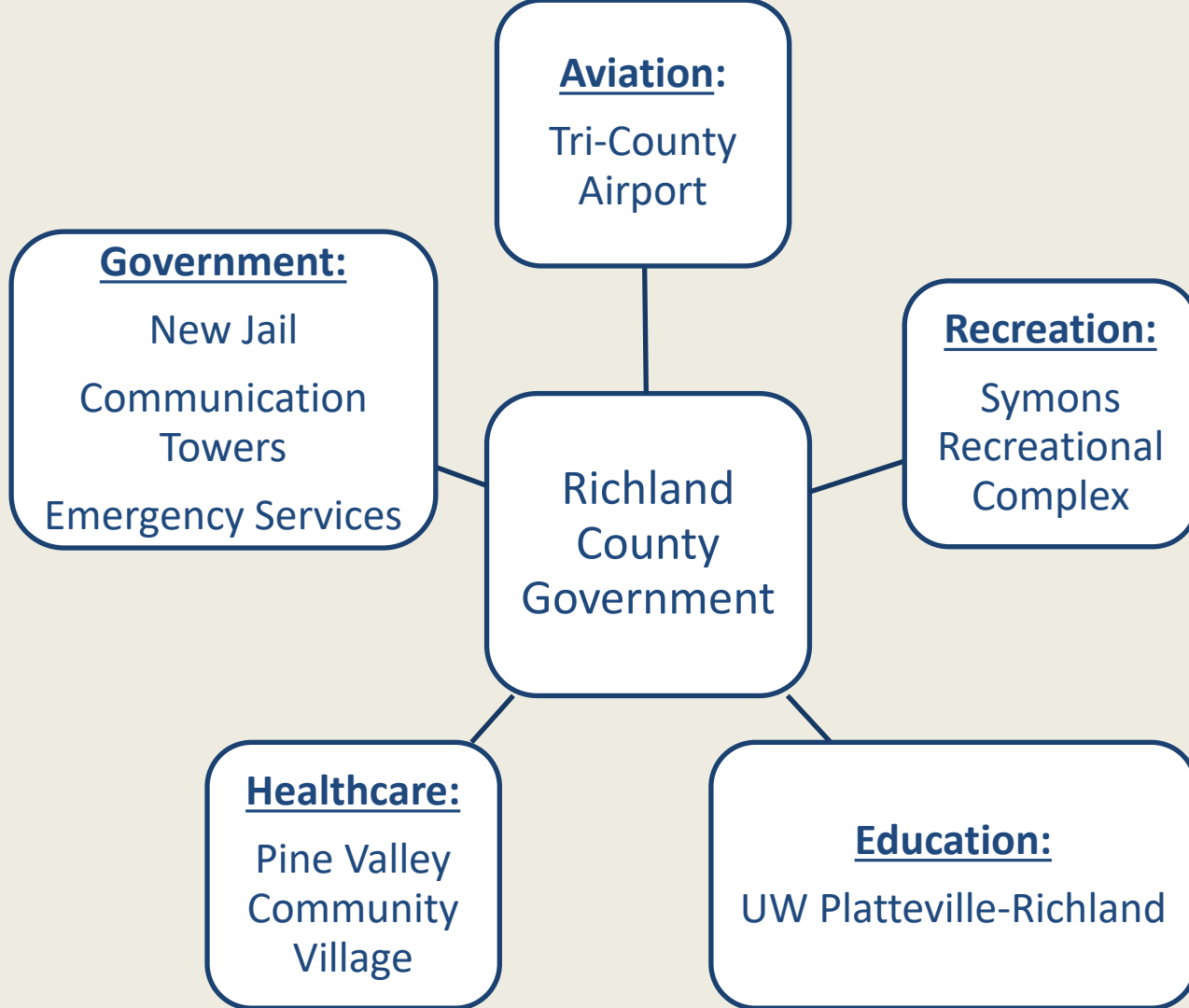
Symptoms

- Passing a balanced budget
- Inability to meet salary commitments
- Inability to finance all capital improvements

Cause

- Lack of focus
- Need to choose

What is the “business” of the county?



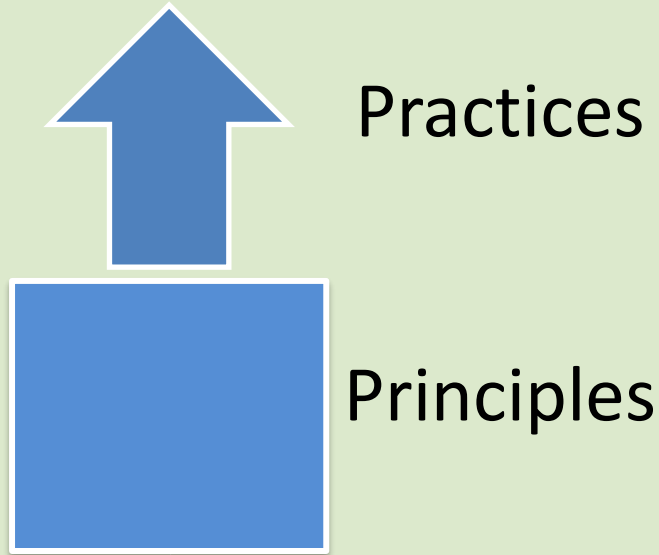
Strategy

“The essence of strategy is choosing what not to do.” – Porter

“At the core, strategy is about focus, and most complex organizations don’t focus their resources. Instead they pursue multiple goals at once, not concentrating enough resources to achieve a breakthrough in any one of them.”

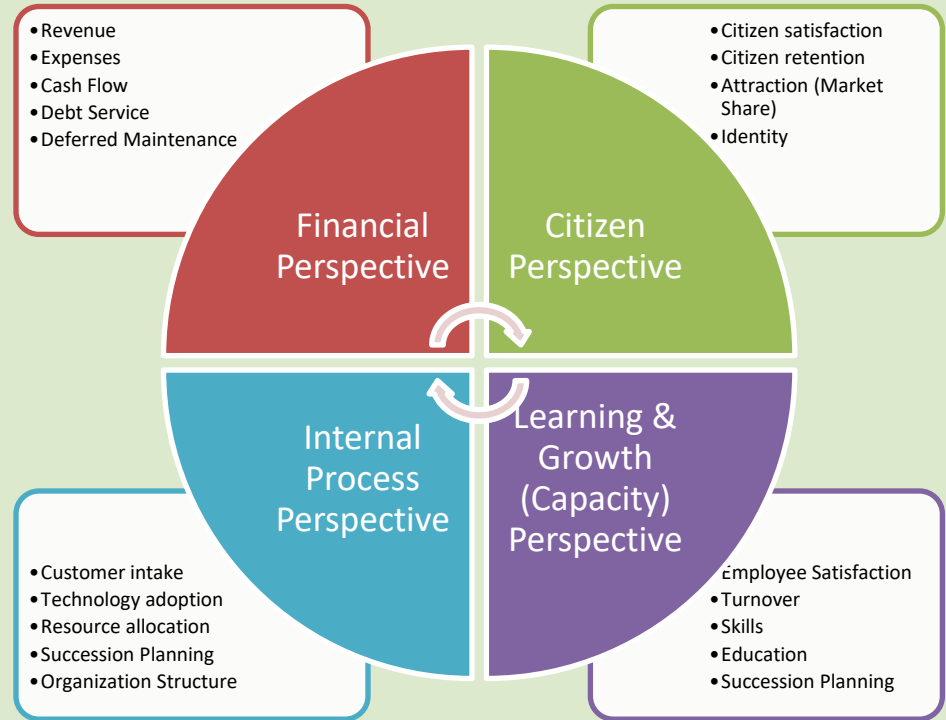
-Rumelt

Strategy Fundamentals



Strategy Fundamentals

- Aspirations (infinite)
- Capabilities (finite)



Strategic Priorities

- Operational Effectiveness
- Economic Growth
- Focus (Choose)
- Continual Improvement

Chapter 2: Operations



Operational Strategies

- Organizational Structure
 - Centralize county-wide processes and practices
 - Enhance coordination
 - County / City / Town
 - Institutional (County, Richland Center, RLSD, Richland Hospital)
 - Increase Capacity
 - County Board Education - on-boarding, finances, & county government
 - Staff Training: Management and HR

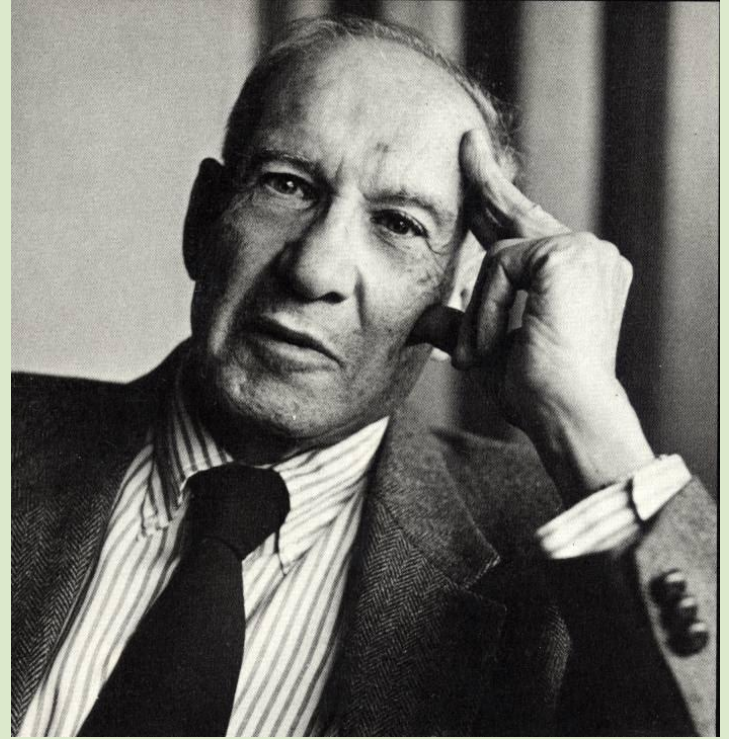
Operational Strategies

- Organizational Structure
 - Financial Practices
 - Increase discretionary & variable revenue sources
 - Focus on input from the Bond Rating Agency
 - Improve the budget process
 - Analyze / develop a county-wide indirect rate

“The most valuable assets of a 20th century company were its production equipment. The most valuable assets of a 21st century institution...will be its knowledge, workers, and their productivity.”

“It is information that enables knowledge workers to do their job.”

-Peter Drucker



Operational Strategies

- Workforce Retention and Attraction
 - Pay and Policies
 - Compensation
 - HR Policies
 - Evaluation
 - Culture – do employees want to work here?
 - Prioritize service when evaluating staffing needs

Filling the Talent Gap (courtesy of Manpower Group)

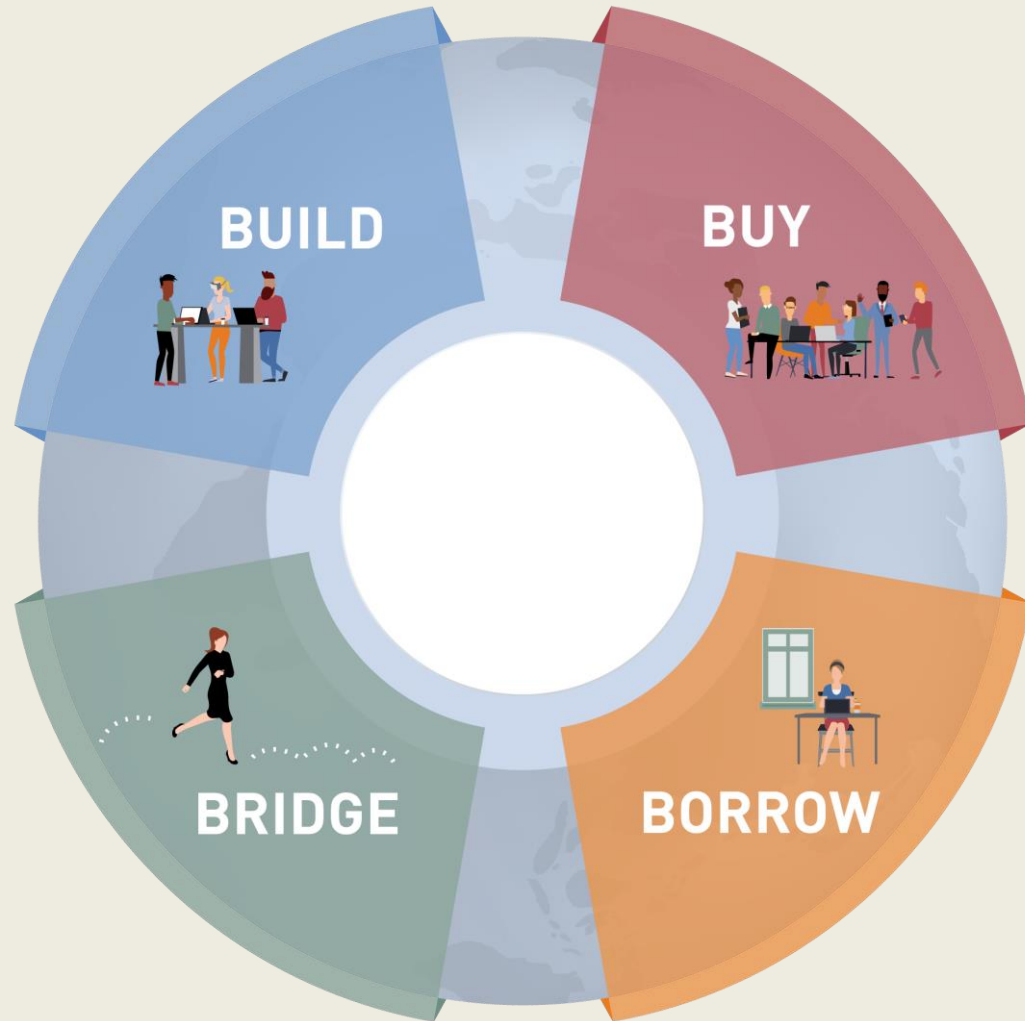
Build – Invest in learning and development to train staff

Buy – Traditional process of posting the position and go to market

Borrow – Collaborate, share staff, contract services, etc.

Bridge – Help people move up or move out to fill a vacancy. Intentional success planning.

Stop providing the service



Operational Strategies

- Economic Growth
 - Land: Identify land available, and development constraints
 - Capital: Incentives (RLF, etc)
 - Labor: Workforce Attraction
 - Parks, recreation, tourism
 - Website



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Richland County GOVERNMENT

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April 20, 2021

Welcome to Richland County, Wisconsin

Richland County, WI was established in 1842, and now has an estimated population of 18,052. The county seat is located in Richland Center. The county is divided into 21 supervisory districts, and each district has a representative on the Board of Supervisors. The Richland County  Official Directory is now available online.



The county's municipalities consist of 16 towns, 5 villages, and 1 city.



[Click here to view a larger map.](#)

RICHLAND COUNTY
[agendas and minutes](#)

COMMITTEE MEETING DATES

COUNTY BUDGET
[2021 SUMMARY](#) 

Richland County
SHERIFF'S DEPARTMENT

ROAD CLOSURE
VIEWER 

ADRC
Angeles Developmental Resources Center
in Eagle Country

Richland County
TRANSPORTATION SERVICES

nixle 

ELECTION INFO

Court & Community, Inc
[Free Legal Clinic Notice](#)



New! [Invitation to Bid - Pine River Trail Mowing](#)

Operational Strategies

- Economic Growth
 - Land: Identify land available, and development constraints
 - Capital: Incentives (RLF, etc)
 - Labor: Workforce Attraction
 - Parks, recreation, tourism
 - Website
 - Identity

Community Branding



What is Richland Center's Brand?

Chapter 3: Capital Facilities



Analysis

Mandatory Services

- Risk of not investing
- Estimated cost
- Proximate objective

Discretionary Services

- Goals
- Constraints / Considerations
- Proximate objective

Mandated Services

- Emergency Services
- Emergency Towers
- Salt / Sand shed
- Jail / Sheriff's office

Jail Options

Renovate / Expand

- No land needed
- Study done in 2013
- Estimated cost
 - \$6.24 million for jail
 - \$12.85 for entire courthouse
- Additional cost associated with occupied remodel



Jail Options

Renovate / Expand

- No land needed
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New Build

- Opportunities to partner
- No planning yet done
- Estimated cost \$20 million
- Need 6-8 acres of land
- Opportunity / challenge to repurpose existing facility

Discretionary Services

- Pine Valley
- Tri-County Airport
- Symons Center
- UW Richland Campus

Priorities

- Prioritize services on county need, fiscal impact
- Protect assets
- Reduce investment when uncertain
- Focus. Reduce the county's obligations and liabilities

Pine Valley

- Work to have it fully self-funded
- Evaluate future demand

Tri-County Airport

- Flood remediation
- Market as an economic development asset

Symons Center

- Evaluate other ownership structures or partnerships
- Evaluate long-term liability

UW Richland Campus

Goals

- Improve the county's position
- Protect the investment
- Reduce expenditures



UW Richland Campus



UW / Richland County Lease

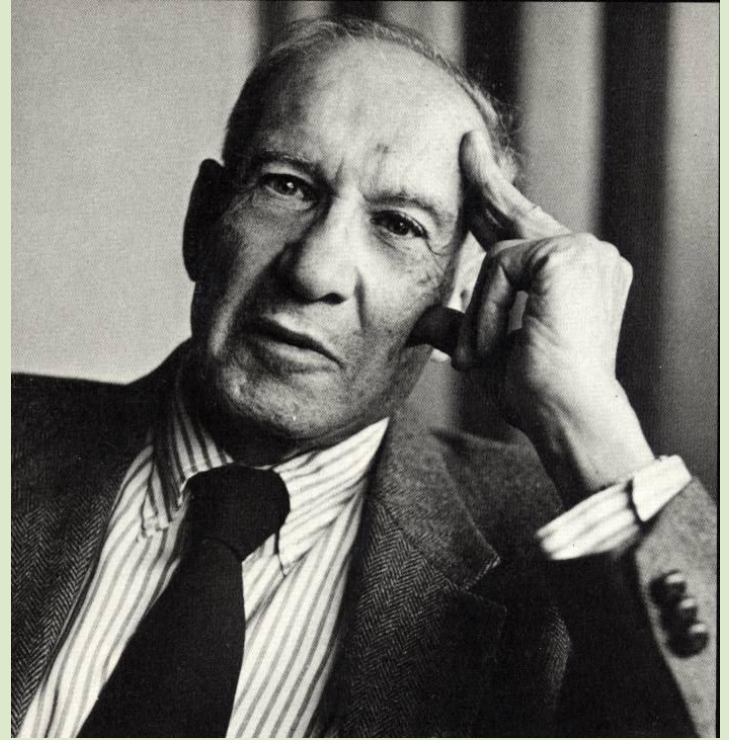
- Extends to 6/30/2042
- Termination for cause
- Use after termination
- Operational costs:
 - Utilities
 - Furnishings
 - Janitorial

UW Richland Objectives

- Push to get plans from UW regarding the future
 - Enrollment strategy
 - Recruiting strategy
 - Target populations
 - Distinct areas of study
 - Housing
- Develop alternative scenarios
 - Separate land from buildings

“Management is doing things right; leadership is doing the right things.”

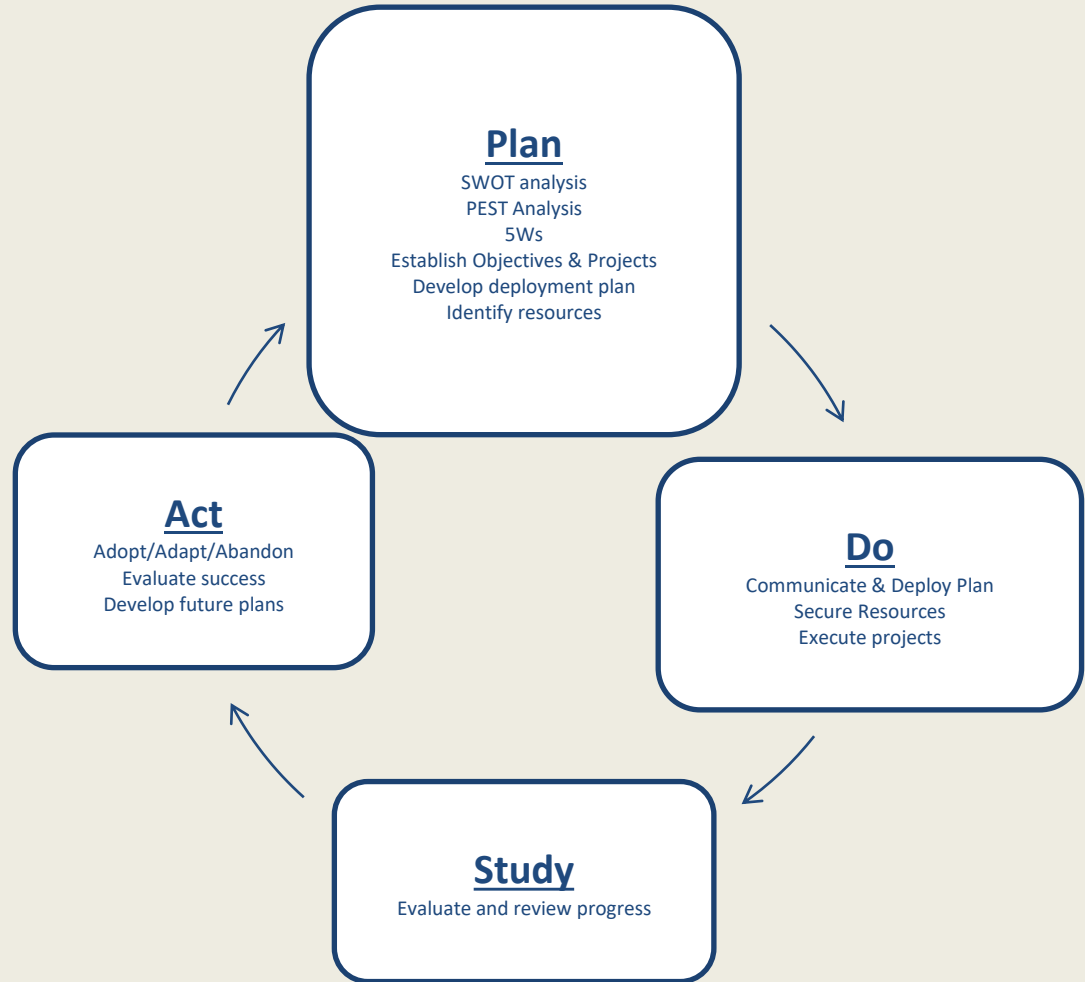
-Peter Drucker



Chapter 4: Continual Improvement



PDSA Cycle



Appendices



Appendices

- Implementation Matrix

Project	Objective	Completion Date	Project Lead	Status	Barrier
Operations	Update HR Manual	06/30/2022	Name	Draft Manual written	None
Tri-county airport	Secure grant funding	Xx/xx/xxxx	Name	Grant Submitted	None

Appendices

- Implementation Matrix
- Moody's 2018 Rating and 2020 Action
- 2013 County Courthouse Capital Improvement Cost
- Board of Regents Lease & Campus 10-Year Projects List

Thanks! (and questions?)

