

# RICHLAND COUNTY

Finance & Personnel Committee

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October 4, 2021

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., Tuesday, October 5<sup>th</sup>, 2021 in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

### **WebEx Videoconference:**

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mbd5ba0036f3bcf7cfaa6006ec3331799>

Meeting number: 2551 582 7767, Password: richland

**WebEx Teleconference:** WebEx teleconference phone number: 408-418-9388, Access code: 2551 582 7767

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or [shaun.murphy@co.richland.wi.us](mailto:shaun.murphy@co.richland.wi.us) (email).

### **Agenda:**

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes\*

### **Finance (including purchasing and contracts)**

5. American Rescue Plan – Grant Application Process for Early Childhood Education and Child Care Providers\*
6. Recommending an award resolution for Capital Improvement Borrowing\*
7. Richland County banking and account authorization for Jeff Evans – Incoming Treasurer\*
8. Appropriation of Fund #75 funds for replacements of County Board iPads\*

### **Budget:**

9. Review of Published 2022 Summary\*

### **Personnel**

10. Recommending a resolution to ratify a Collective Bargaining Agreement with Wisconsin Professional Police Association\*
11. Resolution for Retirement – Julie Keller\*
12. Discussion on options to promote employee vaccinations\*
13. Additional charges for room and parking at training and conferences\*
14. WCA summary and future participation\*

### **Closing**

15. Administrator's Strategic Goal Tracking - Report \*
16. Future agenda items
17. Adjournment

\*Meeting materials for items marked with an asterisk may be found at: <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

## FINANCE AND PERSONNEL COMMITTEE

September 17, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Tuesday, September 17th, 2021, in the Richland County Board room at 118 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marty Brewer (left at 2:56pm), Marc Couey, Linda Gentes, Melissa Luck, Don Seep and David Turk.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order.
2. **Proof of Notification:** Committee Chair 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 Turk for approval of the Agenda. All Ayes. Motion carried.
4. **Previous Meeting Minutes:** Motion by Brewer, second by Gentes approval of the minutes for the September 7<sup>th</sup> meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
5. **Status and report on delinquent properties \*:** Informational only presentation by Treasurer Keller. No action taken.
6. **Radio/Tower Project – recommending resolution to the Board regarding coverage \*:** Motion by Murphy-Lopez, second by Brewer to table until agenda item 11. All Ayes, motion carried. Motion by Couey second by Seep to bring motion back from table. All Ayes, motion carried.

Motion by Brewer, second by Seep to recommend pursuing the 95% portable in building radio coverage goals RFP. This resolution will show the county boards commitment to support the bonding needed for this project. Roll Call vote, 6 Ayes, 0 Noes, motions carried.

(Amendment) Motion by Luck second by Turk to amend shall meet the public safety stander recommended standard of 95/95 coverage as recommended by True North Consulting, All Ayes, motion carried.

7. **Report on unbudgeted expenditures: purchase of a new mower – Fair Grounds, incoming Treasurer Wages – Administration, and data recovery – Sheriff's Office \*:** Motion by Seep, second by Turk to accept report on administrator authorization for unbudgeted expenses regarding Sheriff's Office data recovery and incoming Treasurer wages. All Ayes. Motion carried. Motion by Murphy-Lopez, second by Couey to consider mower purchase through capital projects process. All Ayes, motion carried.

- 8. Review of cash balance history and undesignated general fund \*:** Informational report on cash balance history and undesignated general fund. All Ayes, motion carries.
- 9. Amendment to relocation order regarding the airport improvement and drainage project \*:** Motion by Brewer, second by Couey to recommend resolution to the Richland County Board to amend the relocation order in regards to the Tri-County Airport Project. All Ayes, motion carried.
- 10. Purchase of three new cardiac monitors – Ambulance Service \*:** No action recommended.
- 11. Finalization 2022 Budget \*:** Motion by Brewer, second by Seep to accept the finalized budget (with amendments), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public postings and present to the Richland County Board for consideration and adoption at its October meeting. Roll Call vote 4 Ayes, 2 Noes motion carried.  
  
(Amendment) Motion by Seep, second by Brewer to allow HHS to move \$15k from institutional costs to fund drug court. Roll Call vote 5 Ayes, 2 No, motion carried.  
  
(Amendment) Motion by Couey, second by Brewer to amend previous motion to not reduce the institutional fund and increase HHS spend by \$15k for Drug Court costs. Roll Call vote, 6 No, 1 Aye, motion failed.
- 12. Amendments to ordinance regarding administration return to union – Sheriff's Office \*:** Motion by Seep, second by Turk to approve resolution offering job protection to the appointed Sheriff for a period of two years to return to his prior position in the event he is not elected for the next term. All Ayes, motion carried.
- 13. Request for leave of absence exception – Ambulance Service \*:** Motion by Turk, second by Couey to consider reimbursing an employee for additional health insurance cost deducted from paycheck because of a pre-approved week off without pay. All Ayes, motion carried.
- 14. Future agenda items\*:** Budget Guidance to Administrator for 2023 budget
- 15. Adjournment:** Motion by Gentes second by Turk, to adjourn until 1pm on October 5<sup>th</sup> location TBD. All Ayes, motion carries.

Josh Bell  
Richland County — Accounting Supervisor

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: American Rescue Plan – Grant Application Process for Early Childhood Education and Child Care Providers

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 Oct 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	05 Oct 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### Recommendation and/or action language:

Motion to.... accept proposed “RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT APPLICATION,” and process, and to have the County Administrator solicit and advertise for applications.

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

As per previous Finance and Personnel action, the committee has allocated up to \$335,099.90 in County ARPA funds for grants up to \$150,000 to local early childhood education centers (prospective education centers) and child care operations located in Richland County to assist the community with increased accessibility of care and increased safety of care in response to the COVID-19 pandemic.

Attached is a recommended grant application, self-certification and process guidance packet. The proposed timeline for distribution is as follows:

#### Grant Process Timeline:

05 October 2021 – Administrator Presents Grant Process to Finance and Personnel  
06 October 2021 - Administrator releases grant applications and posts notification of grant opportunity  
29 October 2021 – Grant application deadline  
02 November 2021 – Recommendation to Finance and Personnel  
07 December 201 – (Needed discussion if necessary)  
14 December 2021 – Award grant by County Board Resolution

Distribution: Via county website, Local News Papers, Local Radio

#### Attachments and References:

Grant Application Packet (DRAFT)	

#### Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	Other funding Source	American Rescue Plan Act = up to \$335,099.90	
	No financial impact		

*(summary of current and future impacts)*

**Richland County Committee**

**Agenda Item Cover**

Up to up to \$335,099.90

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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# Richland County Administrator's Office

Clinton Langreck, Administrator  
181 W Seminary St, PO Box 310  
Richland Center, WI 53581-0310  
Phone: (608)649-5960 FAX: (608)647-6134  
Email: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

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To: Public Notification – Grant Program

5-Oct-21

## Subject: **RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT APPLICATION**

The American Rescue Plan Act (ARPA) was signed into law by President Biden on March 11, 2021. This new federal COVID-relief package includes direct funding to counties through the U.S. Treasury Department in order to improve the safety, health and opportunity for all within our communities, with a focus on those most harmed by COVID-19.

Richland County's Finance and Personnel Committee has approved an apportionment of up to \$335,099.90 in County ARPA funds for grants up to \$150,000 to local early childhood education centers (prospective education centers) and child care operations located in Richland County to assist the community with increased accessibility of care and increased safety of care in response to the COVID-19 pandemic. Grants will be awarded by a competitive application review and at the sole discretion of the County.

### **GRANT ELIGIBILITY**

To qualify for a grant of up to \$150,000 an early childhood education center, or child care provider, must:

- Be physically located in Richland County.
- Be a State of Wisconsin regulated Early Childhood Education and Child Care Provider (by time of award)
- Be able to demonstrate with documentation and/or a developed business plan how costs incurred are related to enhancing safety and mitigation of the spread of contagion and/or how costs incurred will expanded services to the underserved populations of Richland County.

## U.S. DEPARTMENT OF TREASURY GUIDANCE

The U.S. Treasury Department issued an Interim Final Rule on implementation of the American Rescue Plan's Coronavirus State and Local Fiscal Recovery Funds, which outlines a number of eligible uses of this federal funding, including the following:

*Addressing Educational Disparities. "...school closures and the transition to remote education raised particular challenges for lower-income students, potentially exacerbating educational disparities, while increases in economic hardship among families could have long-lasting impacts on children's educational and economic prospects. Services under this prong would enhance educational supports to help mitigate impacts of the pandemic."*

*Promoting Healthy Childhood Environments. "Children's economic and family circumstances have a long-term impact on their future economic outcomes. Increases in economic hardship, material insecurity, and parental stress and behavioral health challenges all raise the risk of long-term harms to today's children due to the pandemic."*

### **RICHLAND COUNTY INTENSIONS**

In response to this Treasury Guidance and the needs of the community, Richland County intends to distribute grants to promote:

1. New, expanded, or enhanced early learning services, including pre-kindergarten, Head Start, or partnerships between pre-kindergarten programs and local education authorities, or administration of those services;
2. New or expanded high-quality childcare to provide safe and supportive care for children;

Richland County Early Childhood Education and Child Care (ARPA) Grants are designed to provide additional, flexible resources to Early Childhood Education Centers and Child Care providers to assist with their economic recovery from added safety, standup or expansion, with grant awards based on the proof of need for sustained or expanded services available to support the community through impacts of the continued COVID-19 pandemic.

If business expenses incurred for health and safety strategies were already covered/reimbursed by other federal, state, or local assistance, they are not eligible for grant funding through this program.

## APPLICATION PROCESS

Early Childhood Education Centers and Child Care providers (as regulated through the Wisconsin Department of Children and Families) must complete and submit an application and all required documentation to be considered for grant funding.

Applications must include answers to all questions, required documentation, and a signature in order to be processed. Please print, sign and send completed applications to Cheryl Dull [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us) or by mail to:

County Clerk / Administrator's Office  
181 W. Seminary St.  
Richland Center WI 53581

Applications will be reviewed by the County for completeness and processed on a first-come, first-served basis, with grant awards made until allocated funds are exhausted. Applicants who submit incomplete applications will receive one follow-up communication requesting any required information. If requested information is not provided within one business week, the application will not be processed. Applications may be denied for false or misleading information.

### TIMELINE

Complete grant applications must be received by 12:00 p.m. on **Friday, October 29<sup>th</sup>, 2021** to be considered. All grant decisions and awards will be made by **December 14<sup>th</sup>, 2021** by County Board Resolution.

### REQUIRED DOCUMENTATION

- Completed Application (Attached)
- Documentation of center or provider meeting all necessary State regulations
- Documented business plan of enhanced or expanded services, or documentation of expenses related to safety enhancement costs incurred since March, 2020 and/or future expenses.
- IRS Form W-9 (If providing Social Security Number, please mail application or e-mail in a secure manner)
- Signed and dated Self-Certification (Attached)

### LIMITED TERM OF SUPPORT

Applicants should understand that while there is a possibility of future ARPA grants based on community need due to the economic impact of the pandemic, there is no guarantee. Any grant awards should be considered one-time funding. The County is not obligated to provide additional funding beyond this grant cycle.



**PUBLIC RECORDS**

All applicants should be aware that any correspondence or applications received by Richland County are considered public records and subject to public open records requests.

**REPORTING OF EXPENDITURES**

Grant recipients will be obligated to show proof of expenditures, and issue necessary reports in compliance with federal and state regulations, and county requests. All funds must be expended by December 31<sup>st</sup>, 2022.

Sincerely,

Clinton Langreck  
County Administrator

DRAFT

# **RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT**

## **GRANT SELF-CERTIFICATION**

### **THE APPLICANT UNDERSTANDS:**

- 1.This application and other materials submitted to the County may constitute public records subject to disclosure under Wisconsin's Public Records Law.
- 2.Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be required to repay the grant award or be subject to civil and/or criminal prosecution.
- 3.Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, and reporting associated with this federal program.

### **THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:**

- 1.The information submitted to Richland County in this application, including required supporting documentation, is true and correct.
- 2.The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the business. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, or regulatory action by a governmental entity.
- 3.The applicant has not received other federal, state, or local assistance for the same expenses as submitted in this application.
- 4.The applicant is current on all federal, state and local (i.e. property taxes) taxes.

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Applicant Signature

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Date

# **RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT**

## **GRANT APPLICATION (Page one)**

Applicant Information:

Name of Childhood Education Center or Child Care Provider:

Address:

Primary Contact Person:

Title:

Phone:

E-mail:

Federal Employee Identification Number (Attach IRS Form W-9 to Application):

DUNS Number:

NAICS Code (If unknown):

Date Established:

State of Organization (Per Articles of Incorporation/Organization): Employee Count (including owner(s)):

Number of Full-time:

Number of Part-time:

2019 Annual Receipts/Revenue (Per 2019 Tax Return):

Website URL (If you have one):

Amount requested for “new, expanded, or enhanced early learning services, including pre-kindergarten, Head Start, or partnerships between pre-kindergarten programs and local education authorities, or administration of those services:

\$ \_\_\_\_\_  
(please also provide itemized list of expenses)

# **RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT**

## **GRANT APPLICATION (Page Two)**

Amount requested for new or expanded high-quality childcare to provide safe and supportive care for children:

\$ \_\_\_\_\_  
(please also provide itemized list of expenses)

Is the primary owner and the business current on federal, state and local taxes?

Is the business currently registered with the WI Dept. of Financial Institutions? (Not applicable to Sole Proprietorships)

If awarded, briefly describe how grant funds will be used:

# **RICHLAND COUNTY EARLY CHILDHOOD EDUCATION AND CHILD CARE PROVIDERS (ARPA) GRANT**

## **FREQUENTLY ASKED QUESTIONS**

### **What is a DUNS Number?**

A Data Universal Number System (DUNS) number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

### **What if I don't know my businesses DUNS Number or I don't currently have one?**

If your business does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website at

<https://fedgov.dnb.com/webform/displayHomePage.do> or call 1-866-705-5711 to register or search for a DUNS number. Registering for a DUNS number is free of charge.

### **What is an NAICS Code?**

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

### **What if I don't know my businesses NAICS Code?**

Additional information can be located on the U.S. Census website at

<http://www.census.gov/naics/>.

### **If my business incurred more than \$5,000 of health and safety related expenses that were not covered by other federal, state, or local government assistance, will those be covered through this program?**

Grants are currently authorized up to \$150,000 per center or provider. However, applicants are encouraged to provide receipts for all health and safety related expenses on this application not covered by other government assistance programs to help determine if additional funding is necessary to address this expense.

**When will I know if I've received a grant through this program?** Completed applications will be processed on a first-come, first-served basis, with awards made on a rolling schedule until grant funds are exhausted. Therefore, it is in each applicant's best interest to submit their completed application as soon as possible, prior to **12:00 p.m. Friday, October 29th, 2021**. All completed applications will be reviewed by **November 02<sup>nd</sup>, 2021**.

### **Who do I contact with other questions on this program/application process?**

Questions may be directed to [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Resolution Awarding the sale of \$1,050,000 taxable general obligation promissory notes

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote, Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure (F)
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	N/A

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

Recommend resolution Awarding the sale of \$1,050,000 taxable general obligation promissory notes to the Richland County Board.

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

Richland County will be selling promissory notes on 26 October 2021 @10:00am, according to authorization granted through previous Board Resolution. Carol Wirth, Richland County Municipal Advisor, will be presenting a finalized Award Resolution with a summary of sale report regarding Richland County's initiative to pursue a short-term loan to finance capital projects and capital improvements. This packet will include: the Notice of sale, Preliminary Official Statement and Debt service and pricing schedule.

The purpose of the short-term loaning used to purchase reoccurring capital improvements would give the county the option to current impact on debt levy to cover expenses, preserving operating levy to help maintain services.

As previously approved by the Committee, the following proposed items are included in the proposed capital improvement / capital project plan:

Highway - Salt Shed	\$300,000
Highway - County Trunk Road Improvements from Short-Term Borrowing	\$350,000
MIS – Computer Network, Servers and Infrastructure for Department Operations	\$212,882
Sheriff's Office – 2 Squad Cars for Patrol	\$127,000
Sheriff's Office – Jail Camera System	\$50,000

Because this is a short-term loan it does not require us to submit for a new bond rating and has limited impact with our current underwriters on our existing bonds.

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#### Attachments and References:

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## Richland County Finance and Personnel Committee

### Agenda Item Cover

#### Financial Review:

(please check one)

	In adopted budget	Fund Number	
x	Apportionment needed	Requested Fund Number	Bond Sale
	Other funding Source		
	No financial impact		

(summary of current and future impacts)

#### Approval:

#### Review:

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Richland County banking and account authorization for Jeff Evens – Incoming Treasurer

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... approve Jeff Evens, incoming Richland County Treasurer with banking and account authorization for Richland County accounts at/with: Richland County Bank, State Local Government Investment Pool, Royal Bank, Westby Credit Union, Community First Bank, etc.

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

Action by the body will approve this authorization. Copies of the minutes from this meeting will be presented to the organizations as needed, and Jeff will have a profile established with necessary account access granted.

**Attachments and References:**


**Financial Review:**

*(please check one)*

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

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

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

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



## Richland County Committee

### Agenda Item Cover

**1. Agenda Item Name: Appropriation of Fund #75 funds for replacements of County Board iPads**

<b>Department</b>	Administration	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	10/05/2021	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Rule 14
<b>Date submitted:</b>	09/30/2021	<b>Referred by:</b>	Finance and Personnel

**Recommendation and/or action language:**

Motion to ... recommend purchasing 16 new iPads for county board members to replace aged iPads using Fund 75.

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

In 2015 Richland County Board Supervisors were issued iPads to reduce costs and increase efficiency for the county. The implementation of the iPad program has been a success.

The iPads will no longer update their IOS and this means that soon they will no longer function with programs such as Web-Ex, Zoom, and PDF Expert. The normal life cycle of an iPad is 4 years and 3 months – these have been in service for 6 years.

Quotes were obtained from CDW-G, SHI, and Apple the cost per iPad at the date of this writing (subject to change) is \$335.15 each for 64GB WIFI iPads. Total cost would be 5362.40.

**Attachments and References:**

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**Financial Review:**

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	75
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Review of Published 2022 Summary

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... accept report on Published 2022 Summary.

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

Richland County Finance Officer and County Administrator will be reviewing the “Richland County 2022 Budget Summary” report to give further explanation of the content and format.

**Attachments and References:**

Richland County 2022 Budget Summary	
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**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

# **RICHLAND COUNTY 2020 BUDGET SUMMARY**

	ACTUAL 2020	ACTUAL TO 6/30/21	ACTUAL & ESTIMATED* 2021	CURRENT BUDGET 2021	PROPOSED BUDGET 2022
<b>GOVERNMENTAL FUND</b>					
<b>REVENUES</b>					
Revenues other than Property Tax	1,383,385.21	730,329.34	1,425,760	1,425,000	1,495,000
Intergovernmental	7,625,952.25	2,594,924.05	5,934,665.48	5,934,665.48	6,420,889.32
Regulation and Compliance	103,241.63	57,270.24	98,300	98,300	99,800
Public Charges for Services	7,167,030.25	2,931,331.01	4,224,471.94	4,224,471.94	5,173,152.61
Other General Revenues	3,437,846.37	139,488.2	594,154.48	594,154.48	1,111,961.98
<b>TOTAL REVENUES</b>	<b>19,717,455.71</b>	<b>6,453,342.84</b>	<b>12,277,351.9</b>	<b>12,276,591.9</b>	<b>14,300,803.91</b>
<b>EXPENDITURES</b>					
General Government	2,341,724.04	1,180,356.16	2,753,882.26	2,753,882.26	2,536,036.4
Public Safety	4,259,420.23	1,832,634.74	4,380,804.22	4,380,804.22	4,527,634.44
Health and Human Services	7,922,173.99	3,569,041.21	8,221,415	8,142,646.73	10,061,600.91
Transportation	15,452	0.00	20,199	20,199	27,555.15
Culture and Recreation	1,249,648.92	555,374.98	1,262,979.95	1,262,979.95	1,278,587.2
Conservation and Development	868,989.33	595,125.77	755,725.08	755,725.09	930,353.11
Debt Service	4,282,462.43	2,052,454.37	3,641,491.86	3,641,491.86	3,593,564.17
Capital Outlay	3,495,461.26	1,378,561.16	149,249.7	149,249.7	129,249.7
<b>TOTAL EXPENDITURES</b>	<b>24,435,332.2</b>	<b>11,163,548.39</b>	<b>21,185,747.07</b>	<b>21,106,978.81</b>	<b>23,084,581.08</b>
Property Tax Levy for Governmental Funds	4,717,876.49	4,710,205.55	8,908,395.17	8,830,386.91	8,783,777.17
Excess Revenues over Expenditures	0.00	0.00	0.00	0.00	0.00
Insurance Recovery and Transfers	5,278,042				
Undesignated Fund Balance, January 1	4,785,283			5,012,014	
Undesignated Fund Balance, December 31	5,012,014			5,012,014	
Outstanding General Obligation Debt at December 31, 2021				24,700,000	
<b>PINE VALLEY ENTERPRISE FUND</b>					
Operating Revenue	8,210,495	4,515,161.55	9,890,311	9,890,311	9,203,048
Operating Expenses	9,722,078	5,320,834.47	9,890,311	9,890,311	9,203,048
Operating Loss	-1,511,583				
Nonoperating Revenues - Other	753,667				
General Property Taxes	1,482,913				
Net Income	724,997				
Transfer to County	200,000				
Fund Balance, January 1	1,643,689		1,643,689	2,168,686	
Fund Balance, December 31	2,168,686		2,168,686	2,168,686	
<b>HIGHWAY INTERNAL SERVICE FUND</b>					
Operating Revenues	3,292,248	992,878.99	2,172,162	2,172,161.86	2,316,576.4
Operating Expenses	5,072,621	1,562,421.08	3,835,662	3,835,661.86	3,980,076.4
Operating Loss	-1,780,373				
Nonoperating Revenues - Property Taxes	1,983,313				
Nonoperating Loss	-15,588				
Net Gain	187,352				
Fund Balance, January 1	4,311,800		4,311,800	5,293,780	
Fund Balance, December 31	5,293,780		5,293,780	5,293,780	
<b>COMPOSITION OF PROPERTY TAX BY FUND</b>					
General and Governmental Funds	6,671,225.5				
Debt Service Fund	2,112,551.67				
Highway Internal Service Fund	1,663,500				
Proposed 2022 Tax Levy	10,447,277.17				
<b>OTHER APPLICATIONS TO REDUCE TAX LEVY</b>					
Countywide Sales Tax	1,315,000				
<b>OTHER INFORMATION RELATIVE TO TAX APPORTIONMENT</b>					
<b>Equalized Value of Property Reduced by Tax Increment Districts</b>					
2020	1,260,855,200				
2021	1,336,382,500				
% Change in Values	0.056516229448				
<b>TAX LEVY COMPARISON</b>					
2016 Levy for 2017 Budget	6,882,990.48				
2017 Levy for 2018 Budget	8,337,004.75				
2018 Levy for 2019 Budget	8,746,694.66				
2019 Levy for 2020 Budget	8,853,957.97				
2020 Levy for 2021 Budget	10,493,886.91				
2021 Levy for 2022 Budget	10,447,277.17				

Tax Year	Equalized Values (Tid Out)	Values % Increase	Tax Levy	Levy % Increase	Rate Per 1000	For Budget Year
2021	1,336,382,500	.0565	10,447,277.17	(.0044)	.00782	2022
2020	1,260,855,200	.0485	10,493,886.91	.1852	.00747	2021
2019	1,202,545,400	.0450	8,853,957.97	.0122	.00736	2020
2018	1,150,730,900	.0502	8,746,694.66	.0491	.00760	2019
2017	1,095,683,400	.0219	8,337,004.75	.2112	.00761	2018
2016	1,072,141,000	.0477	6,882,990.48	.0141	.00642	2017
2015	1,023,336,700	.0154	6,787,135	.0142	.00666	2016
2014	1,007,812,300	.0144	6,691,961	.0041	.00664	2015
2013	993,435,200	(.0195)	6,664,500	.0013	.00671	2014
2012	1,013,152,500	(.0219)	6,655,580.45	.0020	.00657	2013
2011	1,035,845,500	(.0063)	6,642,075.2	(.0017)	.00641	2012

Notice is hereby given that the foregoing is a summary of the actual expenses and revenues of Richland County for 2020 and 2021 and the proposed budget for 2022 prepared in accordance with Section 65.90 of the Wisconsin Statutes, as amended.

Notice is hereby further given that the detailed statement of the 2022 budget for Richland County is available for public inspection at the office of the County Clerk in the Courthouse in the City of Richland Center, Richland County, Wisconsin.

Notice is hereby further given that the Richland County Board will hold a public hearing upon the adoption of said budget for the year 2022 in the Banquet Room of the Phoenix Center, located at 100 South Orange Street, Richland Center, Richland County, Wisconsin on Tuesday the 26th day of October, 2021 at 7:00 o'clock in the evening on said day.

All citizens and taxpayers who are interested in the question of adoption of the budget for 2022 are invited to be present and express their views on the same.

## **FINANCE AND BUDGET COMMITTEE**

Shaun Murphy-Lopez, Chair    Marc Couey, Vice Chair    Marty Brewer  
Linda Gentes                      Melissa Luck                      Donald Seep  
David Turk

Signed and certified to on this 7th day of October, 2021

Derek S. Kalish, Richland County Clerk

Pub.: 10/7, 10/14, 10/21/21. WNAXLP

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Recommending a resolution to ratify a Collective Bargaining Agreement with Wisconsin Professional Police Association

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure O
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... recommend a resolution to ratify a Collective Bargaining Agreement with Wisconsin Professional Police Association to extend from 2022 through 2024.

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

This action will forward the Collective Bargaining Agreement (as drafted), and resolution (as drafted - defining the changes), to the County Board for their consideration.

**Attachments and References:**

Resolution Draft	
Collective Bargaining Agreement DRAFT	

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	In 2022 Budget Draft
<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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

County Clerk's Office  
Richland County, Wisconsin

RESOLUTION NO. 21 – \*\*\*

A resolution approving a new collective bargaining agreement with the Richland County Deputy Sheriff Association, WPPA (the Union)

WHEREAS the current collective bargaining agreement between Richland County and the Union representing the sworn employees of the Sheriff's Department expires on December 31, 2021, and

WHEREAS the Finance and Personnel Committee and the Union bargaining committee began negotiations on a successor agreement in July of this year, and

WHEREAS negotiations between the Finance and Personnel Committee and the Union bargaining committee have recently concluded with the parties tentatively agreeing to the following terms of a new agreement:

- 1) A three-year agreement with a term running from January 1, 2022 through December 31, 2024.
- 2) A wage adjustment of 3% each year on the first day of the first full pay period of each year.
- 3) Clarification as to when Union dues will be deducted from pay of new employees.
- 4) Updating the grievance procedure to clarify the proper name of committees for the hearing of grievances brought under the contract grievance procedure.
- 5) Clarify that the probationary status of a new employee continues for the latter of 12 months or until the employee satisfies certain training requirements (FTO and academy, if applicable).
- 6) Specify that employees are paid the same as they are for their scheduled holiday shift when they work extra hours on the holiday such as before or after their scheduled shift on the holiday.
- 7) Modify the vacation schedule so that new employees have access to vacation after 6 months of employment and that more senior employees reach the top of the vacation schedule at 20 years of service. Also add an intermediary step on the schedule when employees reach 16 years of service.
- 8) Provide that "Immediate family" is defined as parent, child or spouse, including step and in-law in kind for sick leave purposes.
- 9) Update health insurance coverage language and employee contributions so that members of the bargaining unit are treated the same as other county employees.
- 10) Update Dental Insurance language so members of the bargaining unit are treated the same as other employees.
- 11) Provide that certain language previously agreed to relating to retirement health insurance under the state insurance plan does not apply under the current health plan applicable to employees.

- 12) Update the start time for the third shift for Road Deputy (to 10:00 p.m.)
- 13) Delete certain previously agreed to contract provisions applicable to pay and fringe benefits for casual employees not in the bargaining unit.
- 14) Provide an additional one hundred dollars of uniform allowance per year for K-9, Drug Unit and Special Response Team (SRT) members.
- 15) Clarify when retiring employees must retire to ensure that payouts of certain accrued benefits occurs in same calendar year.
- 16) Provide for annual reimbursement of the cost of a single membership for bargaining unit members who pay for and meet certain minimum participation standards at the Symon Center.
- 17) Clarify the definition of family under bereavement leave for ease of administration and delete reference to "registered domestic partner" as that term is obsolete and is covered elsewhere in the definition.
- 18) Allow for lateral hires with three and six years of experience to access a higher level of vacation.
- 19) Provide that cadets may be hired at 75% of the rates on the wage schedule.

WHEREAS the members of the Union have ratified said tentative agreement, and

WHEREAS the Finance and Personnel Committee recommends that the Richland County Board of Supervisors approve said agreement.

NOW THEREFORE BE IT RESOLVED THAT THE Richland County Board of Supervisors hereby approves the three-year collective bargaining agreement between the County and the Union and authorizes the County Administrator to finalize said agreement and the Finance and Personnel Committee to sign said agreement on behalf of the County.

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

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

VOTE ON FOREGOING RESOLUTION

AYES    NAYS

AGREEMENT

between

RICHLAND COUNTY, WISCONSIN

and

RICHLAND COUNTY DEPUTY SHERIFF'S ASSOCIATION  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION  
LEER DIVISION

2022-2024

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## ARTICLE I - AGREEMENT

1.01 This agreement is made and entered into this first day of January, 2022, at Richland Center, Wisconsin, pursuant to the provisions of Section 111.77, Wisconsin Statutes, by and between Richland County, Wisconsin, hereinafter referred to as the "Employer," and Richland County Deputy Sheriff's Association, WPPA, LEER, on behalf of the Richland County Sheriff Department Employees hereinafter referred to as the "Union."

## ARTICLE II - INTENT AND PURPOSE

2.01 It is the intent and purpose of the parties hereto that this agreement establishes negotiated terms for wages, hours, and conditions of employment for employees in the bargaining unit.

## ARTICLE III - UNION RECOGNITION, BARGAINING UNIT AND DUES

3.01 Recognition: Richland County recognizes Richland County Deputy Sheriff's Association, WPPA, LEER, as the exclusive bargaining representative for the public safety employees of the Richland County Sheriff Department, referenced in Schedule A, but excluding confidential employees, the sheriff, chief deputy sheriff, and lieutenants of Richland County, with respect to wages, hours, and working conditions.

### 3.02 Dues Deduction:

- (a) The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER. This deduction shall include any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues"). Employees who enter the Union on the 1<sup>st</sup> through the 15<sup>th</sup> day of the month will have dues deducted from their first month's pay. Employees who enter the Union after the 15<sup>th</sup> will have dues deducted beginning on the first day of the next month following date of hire.
- (b) It shall be WPPA/LEER's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.
- (c) The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the end of the month in which the deduction is made.
- (d) Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.
- (e) The Association as the exclusive representative of all the employees in the bargaining unit, will represent all such employees fairly and equally. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees who apply, consistent with

the union constitution and bylaws. No employee shall be denied Association membership because of race, creed, color, or sex.

3.03 Hold Harmless: The WPPA/LEER does hereby indemnify and shall hold the County of Richland harmless against any and all claims, demands, suits or other forms of liability, including court costs that shall arise out of or by reason of action taken or not taken by the County, which action or non-action is in compliance with the provisions of this article/section.

#### ARTICLE IV - MANAGEMENT RIGHTS

4.01 The Employer shall have the sole and exclusive right to determine the number of employees to be employed, the duties of each of these employees, the nature, hours and place of their work, and all other matters pertaining to the management and operation of Richland County and Richland County Sheriff Department, including the hiring and promotion of employees. The Employer shall have the right to demote, suspend, discharge or otherwise discipline employees for just cause.

The Employer has the exclusive right to assign and direct employees, to schedule work and to pass upon the efficiency and capabilities of the employees, and the Employer may establish and enforce reasonable work rules and regulations. Further to the extent that rights and prerogatives of the Employer are not explicitly granted to the Union or employees, such rights are retained by the Employer. However, the provisions of this article shall not be used for the use of undermining the Union or discriminating against any of its members.

#### ARTICLE V - GRIEVANCE PROCEDURE

5.01 Definition of Grievance: For the purpose of this agreement, the term "grievance" means any dispute between the Employer and an employee within the unit, or the Employer and the Union relating to the interpretation, application, breach or violation of the terms of this agreement and any matters related to safety and work rules relating to the interpretation, application, breach or violation of the terms of this agreement. No grievance shall be discussed during working hours without prior notice to the Richland County sheriff.

5.02 Steps in Procedure: Grievances shall be processed in the following manner (time limits set forth shall be exclusive of Saturdays, Sundays and holidays):

Step One: The employee and/or Union committee chairperson shall present any grievance in writing to the sheriff of Richland County or his/her designee within forty (40) days from the date the grievant first had knowledge of the occurrence of the event causing the grievance. The sheriff shall attempt to a mutually satisfactory adjustment and shall give a written answer to the grievant or the union committee chairperson within ten (10) days after the grievance was presented to him/her. If the sheriff does not submit a written answer, the grievance shall be deemed denied.

Step Two: The grievance shall be considered settled in Step One unless within ten (10) days from the date of denial in Step One, the grievance is presented in writing to the Richland County Law Enforcement and Judiciary Committee. The Law Enforcement and Judiciary Committee or its representative will meet with the employee, his/her representative and representatives of the Employer as the Law Enforcement and Judiciary Committee may elect and attempt to resolve the grievance. Such meeting will be held by the Committee at its next regularly scheduled meeting, but not later than 45 days of receipt of the written grievance. The Law Enforcement and Judiciary Committee or its representative,

shall submit a written answer to the employee or his/her representative within ten (10) days following the meeting. If the Law Enforcement and Judiciary Committee or its representative does not submit a written answer, the grievance shall be deemed denied. If the Committee denies the grievance, it shall be automatically forwarded to the Finance and Personnel Committee in Step 3.

Step Three: The Finance and Personnel Committee will meet with the employee, his/her representative and representatives of the Employer as the Finance and Personnel Committee may elect and attempt to resolve the grievance. Such meeting will be held by the Committee at its next regularly scheduled meeting, but not later than 45 days of receipt of the written grievance. The Finance and Personnel Committee shall submit a written answer to the employee or his/her representative within ten (10) days following the meeting. If the Finance and Personnel Committee or its representative does not submit a written answer, the grievance shall be deemed denied.

Step Four: If the employee's grievance is not settled at the third step, either party may take the matter to arbitration as hereinafter provided.

#### 5.03 Arbitration:

(a) The grievance shall be considered settled in Step Three above unless within ten (10) days after the last response is received or due, the dissatisfied party (either party) shall request in writing to the other that the dispute be submitted to arbitration.

(b) The parties shall attempt to mutually agree on the selection of the arbitrator to decide the dispute. If no agreement is reached within ten (10) days after notification of intent to arbitrate, either party may request the Wisconsin Employment Relations Commission to provide a panel of five (5) arbitrators from its staff from which the parties shall alternately strike until a single name remains.

(c) Time Limits: Time limits set forth above may be extended by mutual agreement in writing.

(d) Arbitration shall be limited to a determination of whether the Employer or the Union has violated the terms of the Agreement. The arbitrator shall not have authority to decide any dispute other than whether the Agreement has been violated, and he/she shall not add to, detract from or modify in any way, the terms of this Agreement.

(e) Costs: Both parties shall share equally the cost of the arbitrator. In the event the parties agree to a transcript of the proceedings, the parties shall each pay one-half of the cost of same.

5.04 The president, vice-president or steward of the Union or their designees shall meet with the sheriff from time to time to discuss Union/management problems, with a view toward the mutual settlement of problems without recourse to the grievance procedure.

### ARTICLE VI - SENIORITY

6.01 Definition: Seniority is defined as an employee's total length of continuous, uninterrupted service within the bargaining unit except that for the purpose of calculating fringe benefits, an employee's seniority will be the employee's total length of continuous uninterrupted service with the Employer. Any break in such service shall result in the loss of bargaining unit seniority except if the chief deputy is appointed from within the bargaining unit, that employee will retain the employee's accumulated seniority to the date of such appointment but will not accumulate additional seniority while

serving as chief deputy. It will be the policy of the Employer to recognize seniority in case of layoff and recall as herein provided.

6.02 In the assignment of shifts and in job transfers, seniority shall prevail.

6.03 Vacancies: All vacancies shall be posted on the bulletin board. Such notice shall be posted for at least five (5) work days and shall state the job requirements and qualifications and rate of pay for the job. An employee desiring to fill such vacancy shall sign the posted notice within the five (5) day time period. If such vacancy constitutes a shift change or job transfer, it shall be awarded pursuant to Section 6.02. If such vacancy constitutes a job promotion, the successful applicant shall be chosen according to the following criteria:

1) A written test will be given to all applicants that is consistent with the job and is job related. The written test will be scored on a zero to forty point scale.

2) A written recommendation by the Employer shall be scored on a zero to twenty point scale. Such recommendation shall measure prior job performance.

3) Seniority shall be worth a maximum of forty points with the most senior applicant receiving the maximum, the next senior applicant to receive 35 points, and therein in a like manner.

The employee receiving the most total points shall be awarded the position and shall serve the probationary period pursuant to Section 6.08. If the successful applicant does not satisfactorily complete said probation period, the employee with the next highest score shall serve therein in like manner.

6.04 Layoffs: In laying off employees because of a reduction in forces, the employees with the least seniority shall be laid off first, providing that those remaining are qualified to carry on the Employer's usual operation. In reemploying, those employees with the greatest length of service shall be called back first provided they are qualified to perform the required work. Employees laid off under this section shall retain all seniority while laid off for one year, provided that they respond to any call back made during that time.

6.05 Probation: All newly hired employees shall not be released from probation until twelve (12) months following their FTO period and Academy (if Academy is applicable). During said probationary period employees shall not obtain any seniority rights and shall be subject to dismissal without cause or prior notice or recourse to the grievance procedure. If still employed after such probationary period, their seniority shall date from the first day of hire. New employees shall receive insurance benefits as soon as permitted by the insurance carrier. A probationary employee receives holidays and sick time during the probationary period.

6.06 Upon completion of said probationary period, employees shall be granted seniority rights from the date of original hire. A seniority roster shall be available on a bulletin board designated by Employer and kept up to date by the Employer.

6.07 Step Increases: New employees, upon completion of their initial probationary period, shall advance one step in their classification pay range and an additional one step each eight (8) months thereafter until a maximum has been reached.

6.08 Employees who are promoted must also be required to serve a twelve (12) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of grievance.

6.09 Promotions: When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is equal to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. Upon promotion to the appropriate step, the employee will advance an additional one step each eight (8) months thereafter until the maximum has been reached. Any change in a position classification must be approved by the Employer.

## ARTICLE VII - HOLIDAYS

7.01 Each regular full-time employee shall be granted the following holidays with pay: Memorial Day, July 4th, Labor Day, Veterans' Day, Thanksgiving Day, the day before Christmas, Christmas Day, New Year's Eve Day (December 31<sup>st</sup>), and the employee's birthday. The computation of the hourly rate of pay for holiday pay shall be as provided in the Memorandum of Understanding attached to this Agreement. Any employee required to work on a holiday, the employee will receive seventeen (17) hours of straight time pay in addition to his/her regular salary, for a total of twenty-five and one-half (25½) hours straight time pay for the day. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time – whether ordered or voluntary) will be paid on the same basis as the regular holiday pay (triple time) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive eight and one-half (8½) hours of straight time pay in addition to the employee's regular salary for a total of seventeen (17) hours straight time pay for the day. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

## ARTICLE VIII - VACATIONS

8.01 Each regular full-time employee shall receive one (1) week's vacation with pay after 6 months of employment and one additional weeks' vacation with pay after one (1) year of employment; two (2) weeks' vacation with pay each year after two (2) years of employment; three (3) weeks' vacation with pay each year after six (6) years of employment; four (4) weeks' vacation with pay each year after twelve (12) years of employment; four weeks' and three days vacation with pay after sixteen years of employment and five (5) weeks' vacation with pay each year after twenty (20) years of employment. An employee's vacation eligibility shall be based on the employee's anniversary date of employment. The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of seniority. If employees do not sign the vacation posting schedule by November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. Changes in vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation pay shall be based upon a normal work week, and shall be taken in unit periods of not less than one (1) week, except upon approval of the sheriff. All efforts will be made to schedule vacations for the employees covered by this agreement so

that such employees receive a normal work week off for each week of vacation. Employees who work less than 80% of scheduled hours during the year preceding vacation, shall receive prorated vacations based upon time worked. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. It is understood that a week's vacation shall be six (6) work days pay for each week of vacation.

8.02 Employees who terminate their employment or who are laid off due to lack of work will be paid for vacation previously earned and not received for the current year up to and including the date of termination on a prorated basis.

8.03 When a holiday falls during an employee's vacation week, the employee will receive eight and one-half (8½) hours of straight time pay in addition to his/her regular for a total of seventeen (17) straight time hours. A day of vacation in this case will not be deducted from the employee's accumulated vacation. The additional eight and one-half (8½) hours of pay shall be computed pursuant to Section 14.07.

#### ARTICLE IX - SICK LEAVE

9.01 Rate of Accumulation: Each permanent full-time employee shall be entitled to sick leave with full pay based on the basis of one working day for each complete month of service, including the probationary period, provided that the employee has worked at least 50% of his/her scheduled hours. Sick leave shall be accumulated for not more than one hundred twenty six (126) days and a doctor's certificate verifying the illness may be required by the Employer. Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee upon death or retirement, provided that upon retirement, the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment towards health insurance premiums.

9.02 Eligibility: In order for an employee to be eligible for sick leave, the employee shall report his/her sick leave as defined in 9.05 prior to the start of his/her shift, unless circumstances prevent him/her from doing so.

9.03 Medical Leave of Absence: A medical leave of absence may be granted by the Employer at its discretion to an employee without loss of seniority for reasons of illness and recuperation therefrom, and for any other reasons deemed proper, except that if an employee exhausts his/her sick leave accumulation, he/she will be granted leave not to exceed twelve (12) months; except that the Employer may grant an extension under appropriate circumstances. Seniority shall accumulate during medical leave.

9.04 When an employee is scheduled to work on a holiday and the employee is absent due to illness under this article, the employee shall receive, in addition to eight and one-half (8½) hours of holiday pay, one day's sick leave at the employee's regular straight time hourly rate computed pursuant to Section 14.07. The total pay to an employee under this section shall be eight and one-half (8½) hours of straight time pay in addition to his/her regular salary for a total of seventeen (17) hours straight time pay for the day. A day of sick leave will be deducted from the employee's accumulated sick leave.

9.05 Definition of Sick Leave: Sick leave is defined as: an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, opticians' services, exposure to a contagious disease, attendance upon members of the immediate family whose illness requires the care of

such employees. In the event there is evidence that an employee is claiming sick leave for the purpose other than is defined, the employer may require that such employee verify the validity of his/her claim. Immediate family is defined as parent, child or spouse, including step and in-law in kind.

9.06 Occurrences: Each use of sick leave for a time period longer than 2½ hours will be counted as an "occurrence." Use of interrupted sick leave on consecutive days will be counted as only one occurrence. If the employee, upon returning to work, executes a sworn affidavit indicating a valid medical reason for his/her absence the time absent shall be considered valid and not be counted as an occurrence. If the employee used sick leave for "attendance upon members of the immediate family whose illness requires the care of such employee," the affidavit should note the illness of the employee's relative and the need for the employee's attendance. If sick leave is used for a work related injury or illness requiring attendance by a doctor, the time absent shall not be counted as an occurrence.

9.07 (1) If an employee has a total of zero to two (2) occurrences of invalidated sick leave during a calendar year, he/she shall earn 1 day of compensatory time off for each invalidated occurrence less than two.

(2) If an employee has two (2) to four (4) occurrences of invalidated sick leave during the calendar year, there will be no change in his/her status.

(3) If an employee has more than four (4) occurrences of invalidated sick leave during the calendar year, the actual time associated with such occurrence shall be charged first against the employee's accrued vacation time or 2nd to other accrued compensatory time. If the employee does not have any accrued time, he/she will not be paid for that time. Upon the fourth (4) invalidated occurrence in a calendar year, the employee shall be provided with a record of his/her sick leave used to date.

(4) On the fifth (5) invalidated occurrence during a calendar year, the employer will notify the employee in writing that it is his/her fifth invalidated occurrence and any future invalidated occurrence will be subject to disciplinary action.

9.08 Nothing in this article shall be understood to limit the sheriff's department management in its control of sick leave abuse.

## ARTICLE X - INSURANCE

10.01 Health Insurance: The County shall provide a health insurance plan for employees. The County shall have the right to make unilateral changes to the health insurance plan and plan design, provided, however, that any such changes shall be made on a county-wide basis, and further provided that the employee share of the premium for the employee in this bargaining unit shall not exceed 12%.

Health insurance shall be prorated for part-time employees according to the following schedule:

<u>Hours Worked</u>	<u>Proration Percentage</u>
34 plus	88% (eff. 1/1/20 87%; eff. 7/1/20 86%)*
25 to 33.99	78% (eff. 1/1/20 77%; eff. 7/1/20 76%)*
17.5 to 24.99	68% (eff. 1/1/20 67%; eff. 7/1/20 66%)*

(\*changes to be implemented on same day as pay adjustments)



10.02 Dental Insurance: The Employer agrees to provide dental insurance to all bargaining unit employees. The Employer shall share the monthly premium for the dental insurance plan not to exceed \$52.39 family and \$18.31 single contributions for all employees. Beginning in 2014, the Employer shall have the right to change or eliminate dental insurance provided all County employees are treated the same.

10.03 Health Insurance While on Worker's Compensation: The Employer shall provide hospital and surgical insurance coverage for employees who are on Worker's Compensation or medical leave of absence for a period of twelve (12) months. The Employer shall pay its normal premium contribution.

The insurance may be continued by an employee on authorized leave of absence if permitted by the insurer, by the employee's payment of the total premium due for the employee at least two (2) weeks in advance of due date.

10.04 Worker's Compensation Supplement: In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will not be charged a full day's sick leave until the differential pay equals the pay for a sick day, provided this use of sick leave shall be allowed only to a maximum of three (3) months from the date of injury or illness.

10.05 Retirement Health Insurance: Any employee who retires with at least ten years of continuous service to the Richland County Sheriff's Department immediately prior to retirement and who is eligible for retirement under the Wisconsin Retirement System shall be eligible to participate in the Richland County group health insurance program from the time of retirement until the employee becomes eligible for Medicare provided the employee pays the cost of such participation directly to the County and in advance of the due date established by the County. Failure to pay the premium cost when due shall be cause for the County to discontinue the employee from this option. (This language is only effective under the conditions of the County returning to the Wisconsin State ETF Health Insurance coverage.)

10.06 Sec. 125 Plan: The Employer agrees to maintain a Section 125 Plan for the term of the Agreement.

## ARTICLE XI - LIFE INSURANCE

11.01 Each employee shall receive life insurance coverage, Wisconsin Group Life Insurance for Municipal Employees. The Employer and the employees shall pay their respective premium contributions pursuant to the plan.

## ARTICLE XII - WISCONSIN RETIREMENT FUND

12.01 The employer shall pay the employer share and the employees shall pay the full employee share.

### ARTICLE XIII - STRIKE OR LOCKOUT

13.01 During the term of this agreement, the parties agree that they shall not engage in, support, instigate, or authorize any strike by the Union, its agents or employees covered by the agreement, or lockout by the Employer. The parties recognize Wisconsin Statute Section 111.70 (4)(1), expressly prohibiting strikes by public employees. In the event any employee who is a member of the unit shall violate this section and shall not immediately return to work when directed by the Employer, such employee or employees may be summarily dismissed and such dismissal shall not be subject to the grievance procedure. Such action shall, in addition, not bar the Employer from any further action.

### ARTICLE XIV - HOURS OF WORK, WAGES AND CLASSIFICATION

14.01 Wage Schedule: Schedule A, Classification and Wages, attached hereto and made a part hereof, shall be in effect for the term of this agreement.

14.02 Work Schedules: Schedules of work shall be prepared in advance and posted by the sheriff or his/her representative. The hourly schedule shall be as follows:

<u>Road Deputy</u>	Day Shift:	Start between 6:00 a.m. and 9:00 a.m.
	Second Shift:	Start between 2:00 p.m. and 4:30 p.m.
	Third Shift:	Start between 10:00 p.m. and midnight
	Power Shift:	Start between 5:00 p.m. and 8:00 p.m.

Swingpersons Work the shift of the person off. Minimum of eight (8) hours between shifts for swingpersons.

Except for part-time, start times for each officer on a shift shall be consistent from day to day, except by mutual agreement or in the case of a special assignment or a bona-fide emergency.

Shift assignment shall be subject to change upon one (1) week's notice, except in the case of bona-fide emergency. Upon determination by the sheriff that a change in the schedules and hours of work is necessary and after consultation with the employees and Union regarding said change, the sheriff shall have the prerogative to initiate modifications in schedules and the hours of work upon (30) days' notice to the employees and the Union as represented by the local union president. Shift assignments may be changed on less than one (1) week's notice if mutually agreed to by the sheriff and affected employees.

The schedule for deputy sheriffs and Investigators will be a 6-3 schedule, with an 8½ hour day.

14.03 Overtime: Overtime opportunities which must be assigned to unit employees under and as limited by Section 14.10 will be split between full-time employees on the preceding and following shifts according to seniority. If said employees are unavailable or unwilling to work, then said work shall be offered to other full-time employees according to seniority. If said employees are also unavailable or unwilling to work, then the County may offer same to regular part-time employees on the same basis as was offered to full-time employees, subject to the provisions of Section 14.10. Overtime for the employees covered by this agreement shall be paid at the rate of one and one half the employee's straight time hourly rate. All compensable time shall count as time worked for computation of overtime. The sheriff must authorize all overtime, except in his/her absence, overtime shall be authorized by the chief

deputy. Overtime will be paid for in the check following the pay period in which the overtime was earned.

Compensatory Time: An employee shall have the option to receive his/her overtime in the form of pay at time and one-half or compensatory time off at time and one-half. The employee may accumulate a maximum of 51 hours compensatory time off.

Overtime beyond the accumulated compensatory time off shall automatically be paid in cash. An employee must give at least two weeks' notice to the Employer when the employee wishes to schedule his/her compensatory time off. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. If the employee wishes to schedule his/her compensatory time with less than two weeks' notice, it must be by mutual agreement between the employee and the Employer. Compensatory time off must be taken in a block of at least one (1) hour. Compensatory time must be taken by the last pay period of the calendar year in which it was generated, or it will be paid out in the last pay period of the year.

14.04 Emergency Duty: Employees required by the sheriff to participate in emergency or riot duty outside of their normally scheduled work week shall receive overtime and will be paid overtime in accordance with Section 14.03 and at a rate not lower than the rate provided in this agreement.

14.05 Temporary Assignments: Temporary assignments on a shift other than the employee's regular shift shall not exceed one (1) week except in cases of relief for leaves of absence, including vacations and bona-fide emergencies.

14.06 Shift Differentials: Employees working the second shift shall receive \$50.00 per month added to their base pay. Employees working the third shift shall receive \$60.00 per month added to their base pay. The swing person, powershift, and task force officers shall receive \$60.00 per month added to their base pay.

14.07 Hourly Rates: Hourly rates shall be computed as provided in the Memorandum of Understanding attached to this Agreement.

14.08 Call-In Pay: Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six (6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

14.09 Casual/Temporary Employees: The Employer and the Union agree that work normally performed by regular employees shall not be performed by casual or temporary employees, except as provided in this section.

The parties agree that there are circumstances where the use of regular part-time, casual or temporary employees is essential to provide for coverage of regular full-time and regular part-time employees in their absence, as well as to meet unusual demands on the department which cannot be handled by the regular employees alone.

14.10 Casual/Temporary Employees - Training and Rates of Pay: Employees designated as casual or temporary who are to assume the duties of regular employees shall receive sufficient training to carry out the necessary duties of the positions they are to assume so as not to jeopardize the safety of

regular employees. Utilization of casual or temporary employees applies to all positions in the department. The training provided to temporary or casual employees by state regulation in effect on December 31, 1985 complies with this section.

14.11 Effective Date of Wage Rate Changes: When an employee's rate of pay is changed under any provision of the labor agreement and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period. This provision shall not apply to the negotiated general wage increase.

14.12 Pay Day: Employees shall be paid every other Friday by direct deposit. If the Friday payday is a holiday, paychecks will be deposited on the day prior to the holiday.

#### ARTICLE XV - LONGEVITY

15.01 1) Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);

2) Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);

3) Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);

4) Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);

5) Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).

15.02 Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee is terminated during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon termination.

#### ARTICLE XVI - UNIFORM ALLOWANCE

16.01 The Employer shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the bargaining unit. The Employer shall allocate \$700 to an account for each bargaining unit member. The Employer shall allocate an additional \$100 for members of the bargaining unit who are K-9, Drug Unit and Special Response Team (SRT) members. (Members shall only be able to claim membership in one of the above specialties for pay.) Funds in the account can only be used for the purchase of approved items. Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,800 per employee. This system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

16.02 New employees shall receive a clothing allowance of \$1,000 upon hire to purchase approved clothing items. If an employee severs his/her employment in less than one (1) year, he/she shall return all clothing and equipment purchased with said allowance.

#### ARTICLE XVII - UNION ACTIVITY

17.01 Bulletin Board: The County will allow the Union the use of a bulletin board for the purpose of posting notices and union activities.

17.02 No Loss of Pay: The Employer agrees that reasonable time spent during regular scheduled working hours in the investigation and presentation of grievances, or in the conduct of negotiations and proceedings concerning collective bargaining shall not be deducted from the pay of delegated employee representatives of the union.

#### ARTICLE XVIII - MISCELLANEOUS

18.01 Military Leave of Absence: Military leaves of absence shall be granted in accordance with the requirements of applicable state and federal law.

18.02 Lawsuits: Pursuant to Wisconsin Statutes, whenever any employee is proceeded against in his/her official capacity, or as an individual because of acts committed while carrying out his/her duties as an officer or employee, the County shall pay all attorneys' fees, costs of defending the action and any judgment which may accrue against the employee.

18.03 Personal Leaves: Upon written application, an employee may be granted a personal leave without pay for up to thirty (30) calendar days at the Employer's discretion based on the nature of the request in each instance. Extensions may be granted at the option of the Employer. Longer leave periods shall be granted to an employee to run for public office, to fill appointment to public office, or to serve in an elected or appointed union position. No employee shall be allowed leave to seek other employment, except as stated in this section. There shall be no loss of seniority for leave under this section up to a period of three (3) months.

18.04 Custodial Duties Not Required: Employees shall not be required to perform custodial duties other than their personal effects at the sheriff's office or jail.

18.05 Ammunition: Each officer required to meet state certification shall receive one hundred (100) rounds of wadcutters each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of wadcutters.

18.06 Notice of Discipline: Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

18.07 Retirement: When an employee retires, any monies owed the employee shall be paid as soon as possible and in the same year provided the employee has given at least fourteen (14) calendar days advance notice of retirement. Employees wishing to retire at the end of a year and wishing any payout monies to be paid within that same year, need to retire during or no later than the second to last pay period of the year.

18.08 Expense Reimbursement : The County will not reimburse for lodging expenses in excess of the rate approved by the State of Wisconsin (standard rate).

18.09 Health Club Membership: Members who join the Richland County Symon Center will be reimbursed the cost of a single monthly membership for each month that the member presents (1) a receipt showing membership payment for that month and (2) a printout obtained from the facility showing that the member attended the Center a minimum of seven (7) times a month. These monthly receipts and printout reports for the prior twelve-month period must be submitted to the County by December 15 for reimbursement annually in December. Members may purchase a family membership but will only be reimbursed for the cost of a single membership if they meet the participation requirement.

#### ARTICLE XIX - BEREAVEMENT LEAVE

19.01 In the event that a death in the immediate family of a regular full-time employee requires his/her absence from work, the employee may be absent three (3) days without loss of pay for the regular workdays for which he/she would have worked but for his/her absence. Immediate family shall include spouse, parent, child, sibling, grandchild and grandparent including step and in-law in-kind.

19.02 Notice and reason for intended absence due to death in the immediate family is to be given promptly to the Employer.

19.03 In the case of an employee's or spouse's aunt, uncle, niece, and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation, or any kind of leave of absence.

#### ARTICLE XX - LEGAL AGREEMENT

20.01 This agreement represents the entire agreement of the parties and shall supersede all previous agreements, written or oral. All subjects of collective bargaining are incorporated in this agreement.

20.02 Should any part of the agreement, or any provision contained herein, be declared invalid by operation of law, such invalidation of such part or provision shall not invalidate the remaining provisions hereof, which shall remain in full force and effect.

20.03 The terms and conditions of this agreement supersede any county or department resolutions, ordinances, or rules and regulations which may be in conflict with this agreement.

#### ARTICLE XXI - DURATION

21.01 The terms and conditions of this agreement shall be in full force and effect from January 1, 2022, to and including December 31, 2024. This agreement shall be automatically renewed from year to year thereafter, unless either party hereto on or before sixty (60) days prior to December 31, 2024 gives notice to the other party in writing of a desire to change, alter or amend any provision of this agreement, or to terminate the entire agreement. Upon termination of this agreement, all obligations under this agreement are automatically canceled, except that the provisions of the grievance procedure shall continue in effect for such period of time as is necessary to complete the processing of any grievances presented prior to the termination of the agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals by their  
duly authorized representatives, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

FOR THE COUNTY:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE ASSOCIATION:

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE WPPA/LEER:

\_\_\_\_\_

## SCHEDULE A

1. **Wages, Rates and Classifications:** The following shall constitute the classification of jobs and minimum and maximum monthly rates thereof in effect as of the dates noted. Adjustments to wages shall be made at the beginning of a payroll period closest to, but not earlier than, the dates noted.

January 1, 2022*	3.0%
January 1, 2023*	3.0%
January 1, 2024*	3.0%

\*Note: The negotiated wage adjustments are effective on the first day of the first full pay period of each respective year (2022, 2023, and 2024).

### Effective January 1, 2022\* – Monthly Rates Effective January 1, 2022 – Monthly Rates (3.0%)

Class Title	Salary Range				
	Minimum	B	C	D	E
Patrol Sergeant / Investigator	\$4628.19	\$4702.30	\$4776.43	\$4850.39	\$4924.53
Deputy Sheriff	\$4511.06	\$4570.27	\$4629.55	\$4688.82	\$4748.04

2. **Progression:** The wage rate for employees in the unit in Section 1 of Schedule A shall be administered as follows:
  - a) Step A shall be the minimum starting rate to new employees.
  - b) Upon successful completion of the probationary period, new employees will automatically advance to Step B.
  - c) The steps from "B" to "E" in the wage schedule shall be by automatic progression upon completion of 8 months of employment for each step.
3. Lateral Transfers and Cadets
  - a) Law Enforcement Officers with 3 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "c" and Vacation at 2 weeks vacation upon hire.
  - b) Law Enforcement Officers with 6 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "e" and Vacation at 3 weeks vacation upon hire.
  - c) Cadets hired shall be paid at 75% of the Probationary salary during their time in Cadet School.



## SCHEDULE A

Effective January 1, 2023\* – Monthly Rates (3.0%)

Class Title	Salary Range				
	Minimum	B	C	D	E
Patrol Sergeant / Investigator	\$4767.04	\$4843.37	\$4919.72	\$4995.90	\$5072.27
Deputy Sheriff	\$4646.39	\$4707.38	\$4768.44	\$4829.48	\$4890.48

2. **Progression:** The wage rate for employees in the unit in Section 1 of Schedule A shall be administered as follows:
  - a) Step A shall be the minimum starting rate to new employees.
  - b) Upon successful completion of the probationary period, new employees will automatically advance to Step B.
  - c) The steps from "B" to "E" in the wage schedule shall be by automatic progression upon completion of 8 months of employment for each step.
3. Lateral Transfers and Cadets
  - a) Law Enforcement Officers with 3 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "c" and Vacation at 2 weeks vacation upon hire.
  - b) Law Enforcement Officers with 6 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "e" and Vacation at 3 weeks vacation upon hire.
  - c) Cadets hired shall be paid at 75% of the Probationary salary during their time in Cadet School.

## SCHEDULE A

Effective January 1, 2024\* – Monthly Rates (3.0%)

Class Title	Salary Range				
	Minimum	B	C	D	E
Patrol Sergeant / Investigator	\$4910.05	\$4988.67	\$5067.31	\$5145.78	\$5224.44
Deputy Sheriff	\$4785.78	\$4848.60	\$4911.49	\$4974.37	\$5037.20

2. **Progression:** The wage rate for employees in the unit in Section 1 of Schedule A shall be administered as follows:
- a) Step A shall be the minimum starting rate to new employees.
  - b) Upon successful completion of the probationary period, new employees will automatically advance to Step B.
  - c) The steps from "B" to "E" in the wage schedule shall be by automatic progression upon completion of 8 months of employment for each step.
3. Lateral Transfers and Cadets
- a) Law Enforcement Officers with 3 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "c" and Vacation at 2 weeks vacation upon hire.
  - b) Law Enforcement Officers with 6 years of Full time Law Enforcement Experience may be placed on the Wage Scale at Step "e" and Vacation at 3 weeks vacation upon hire.
  - c) Cadets hired shall be paid at 75% of the Probationary salary during their time in Cadet School.

**MEMORANDUM OF AGREEMENT**  
**Between**  
**RICHLAND COUNTY**  
**And**  
**RICHLAND COUNTY DEPUTY SHERIFF'S ASSOCIATION (WPPA/LEER)**

**Re: Computation of Hourly Rates of Pay**

Richland County ("County") and Richland County Deputy Sheriff's Association, WPPA/LEER ("Association") hereby agree as follows:

1. Hourly rates shall be calculated as follows:
  - a. For employees working a 5-2 schedule (8 hour day):

$\text{Annual rate} \div 2080 = \text{Hourly rate}$
  - b. For employees working a 6-3 schedule (8.5 hour day):

$\text{Annual rate} \div 2068 = \text{Hourly rate}$
  - c. The annual rate shall be the monthly rate times twelve.
2. This Memorandum shall be effective on January 1, 2000.

FOR THE COUNTY:

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FOR THE ASSOCIATION:

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MEMORANDUM OF AGREEMENT  
Between  
RICHLAND COUNTY  
And  
RICHLAND COUNTY DEPUTY SHERIFF'S ASSOCIATION (WPPA/LEER)

Re: VACATION SCHEDULING

The parties agree that the following language originally approved and implemented on or about April 27, 2020 shall be continued for the term of the 2022-2024 collective bargaining agreement:

***Section 8.04: Union members who serve as the Department Investigator(s) shall schedule vacation time under the guidelines of this article, however their scheduled vacation time will not count against a member of patrol asking for the same time, as the schedule of the Investigator(s) does not count negatively affect staffing levels of patrol. Likewise scheduled vacation time will not count against Investigator(s) asking for the same time, as the schedule of patrol does not negatively affect staffing levels of Investigator(s).***

Dated this \_\_\_\_ day of \_\_\_\_, 2021:

FOR THE COUNTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE ASSOCIATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Resolution for Retirement – Julie Keller

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... recommend resolution to the Richland County Board, recognizing the service of Julie Keller, County Treasurer for her 32 years of service to Richland County.

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

Treasurer Keller will be retiring on October 8<sup>th</sup>, 2021.

**Attachments and References:**

Proposed Resolution Language Attached	

**Financial Review:**

*(please check one)*

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

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

RESOLUTION NO. 21-

A Resolution Recognizing The Retirement Of An Employee Of The County Treasurer's Office.

WHEREAS Ms. Julie Keller was hired on January 9<sup>th</sup>, 1989 as the Deputy Treasurer, and was appointed County Treasurer on April 1st, 1996, and retired on October 8th, 2021; and

WHEREAS the County Board wants to express its sincere appreciation to Ms. Julie Keller for over 32 years of dedicated service to Richland County.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Ms. Julie Keller for over 32 years of dedicated service in the Treasurer's Office, and

BE IT FURTHER RESOLVED that the County Board wishes Ms. Keller a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk shall send a copy of this Resolution to: Ms. Julie Keller 26160 Arnell Dr. Richland Center, WI 53581

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION \_\_\_\_\_

Shaun Murphy-Lopez

Marc Couey

Linda Gentes

David Turk

Melissa Luck

Donald Seep

Marty Brewer

COUNTY CLERK

DATED \_\_\_\_\_

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** 12 Discussion on options to promote employee vaccinations

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

This item is listed as a “discussion” item. No actions are intended, only discussion by the committee and those in attendance. Committee members may request future agenda items for any action by the body.

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

On the agenda to allow for discussion.

**Attachments and References:**


**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

No foreseeable impact at this time.

**Approval:**

**Review:**

*Clinton Langreck*

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

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

# Want to get workers vaccinated? Try these 6 strategies

Education and incentives aren't the only approaches employers are taking.

By: [Kathryn Mayer](#) | August 10, 2021

Topics: [Company culture](#) | [Coronavirus](#) | [COVID-19 Vaccine](#) | [Employee Benefits](#) | [Engagement](#) | [Facts, Figures & Resources](#) | [Healthcare](#) | [Mental health & benefits](#) | [Paid leave](#) | [Talent Management](#) | [Top Stories](#) | [Top Stories](#) | [Wellness](#)

With new variants of COVID-19 emerging and vaccine rates slowing, many employers have already had to pause or rethink their recently completed return-to-office plans.

And although some employers are [mandating vaccines](#), others worry about the impact that might have on talent in an already [tight labor market](#). For CHROs seeking alternatives to a mandate, experts advise that incentivizing employees can be an effective and successful strategy.

“Anything employers can do to encourage their staff to get the vaccine—or at least consider the vaccine and do more research into it before saying ‘no’ right away—will be incredibly beneficial not only for the company’s bottom line, but more importantly for saving countless lives,” says employment expert Rob Wilson, president of employment firm Employco USA.

So, what can employers and company leaders do? Here are six strategies.

**Provide education.** Education is one of the most widespread employer vaccine strategies. Education—like providing training or materials on merits or efficacy—is the “clear top choice” among employers when it comes to encouraging vaccination and has steadily risen since the first quarter of the year, says Carol Morrison, senior research analyst at the Institute for Corporate Productivity (i4cp). “It makes sense since this is a relatively easy strategy for organizations to implement: It’s low or no cost and it helps them address issues like employee resistance to vaccines or lack of information or misinformation about vaccines,” she [said last month at HRE’s Health & Benefits Leadership Conference](#).

Providing facts on the merits of getting vaccinated—and touting information from health officials, doctors or other experts—is especially key for workers who might be reluctant to get inoculated. [Rising Ground](#), a large New York City human services nonprofit, has been sending weekly emails with credible information about the vaccine, citing medical experts and doctors, which it has also shared on social media and through workshops. A recent event brought in physicians from the Columbia University Department of Emergency Medicine to discuss the vaccines—and their benefits—with employees; HR plans to schedule more such discussions.

**Related:** [Inside one HR leader’s aggressive COVID-19 vaccination plan](#)



**Be consistent about messaging.** Like other benefits information, employees need consistent reminders about vaccination. An organization cannot just send out one or two emails and expect that its job is done. Frequent communication is key.

Elkay Manufacturing, for instance, regularly educates employees on vaccination, with its CEO discussing the merits of the vaccine in weekly video meetings and other company leaders frequently talking about the efficacy and safety of the shots, says Tonie Lyubelsky, senior director, total rewards at Elkay. The company also uses information from the CDC, which Lyubelsky recommends to other employers. “The CDC has some pretty great marketing material for vaccination, and we used many of their posters and flyers to post around the production facilities to have a visual reminder for employees of the importance of vaccination and also as a reminder and a guide on where to go for more information,” she says.

**Use financial incentives.** A survey from Blackhawk Network, a payments provider, finds that, although some 40% of respondents are either unsure about getting the vaccine or do not plan to get it, certain incentives could boost vaccination rates. For as little as \$100, one-third of employees will agree to get vaccinated against COVID-19, the survey of 1,105 employees finds. It’s a strategy some employers are embracing. Kroger, which has nearly 500,000 workers, said it will offer employees who get the vaccine a one-time payment of \$100, and Petco is providing a one-time \$75 payment to each employee who gets a COVID-19 vaccination.

“It might sound unusual at first, but the reality is that employers have long rewarded employees with incentives like extra cash and time off in exchange for making healthy choices,” Wilson says. “Just as companies are able to offer cash incentives to workers who stop smoking or who exercise on a regular basis, it falls within the scope of an employer’s rights to offer a reward to workers who get the COVID-19 vaccination.”

Although some employers were hesitant about this strategy because of legal complexities, the EEOC just gave the green light to employers to do so. As such, more companies may want to consider one-time payments, gift cards or raffles to improve uptake.

**Give workers time off.** Giving employees paid time off to get the vaccines—as well as time to recover from potential side effects—is a strategy many employers are embracing.

Aldi, Dollar General, Darden Restaurants and Trader Joe’s are all offering four hours of pay total for getting the two doses. Target is providing hourly employees up to four hours of pay—two hours for each vaccine dose—as well as free Lyft rides (up to \$15 each way) to get to and from their appointments. Aon is offering all of its some 50,000 employees two days of paid time off for each injection.

“We recognize there is a time commitment associated with receiving each injection and the potential recovery afterwards, and providing access to 16 hours of additional paid time off per injection means our colleagues do not need to worry about using their existing accrued paid

time off if they choose to receive the COVID-19 vaccine,” says Lisa Stevens, Aon’s chief people officer, adding that the PTO also is a way to support employees during the new phase of the pandemic.

Experts predict that even more employers will turn to paid time off for vaccination. That’s because President Biden in late April urged employers to adopt that strategy, telling organizations to “give employees the time off they need—with pay—to get vaccinated and any time they need—with pay—to recover if they’re feeling under the weather after the shot.” He also announced a tax credit to help smaller companies do so. For businesses and nonprofits with fewer than 500 employees, the tax credit will cover paid leave for up to \$511 per day for up to 10 workdays, or 80 work hours, taken between April 1 and Sept. 30. “Every employee should get paid leave to get a shot, and businesses should know that they can provide it without a hit to their bottom line,” Biden said. “There’s no excuse for not getting it done.”

**Related:** Will Biden’s support push more employers to offer PTO for shots?

**Help workers find a vaccine.** Information and education is one thing; being able to secure a vaccination appointment or know where to go is another. That’s why some employers have secured vaccination clinics in their own offices, partnered with offsite clinics or helped employees find available appointments to get vaccinated.

Rising Ground, for instance, partnered with two pharmacies to vaccinate employees at its two largest locations: in Brooklyn, where its headquarters are, and in Yonkers, N.Y., where multiple programs and some administrative functions are sited. It also partnered with a hospital in the Bronx where many other Rising Ground programs are based. Plus, HR will schedule vaccines for employees to make it convenient and to help staff who have had difficulties scheduling the shots on their own. “We have a plan that keeps evolving,” says Roanica Paisley, senior vice president of human resources at Rising Ground. “If we just rest on one place or one idea, we leave people behind.”

**Utilize credible messengers.** Consider leaning on employees who have received the COVID-19 vaccine as ambassadors about their experience to others in your organization. That’s a strategy being embraced by Rising Ground, which has been sending out photos of workers getting vaccinated via email, social media and the company’s intranet. “We’re trying to correct the misperceptions, the misinformation that might be out there from our employees,” Paisley says. “And we’re using employees who have gotten the vaccine as credible messengers. We can’t

always change how people feel, but we can educate and make them aware and [help them] make those decisions that are good for them.”

Kathryn Mayer is *HRE*'s benefits editor and chair of the Health & Benefits Leadership Conference. She has covered benefits for the better part of a decade, and her stories have won multiple awards, including a Jesse H. Neal Award and honors from the American Society of Business Publication Editors and the National Federation of Press Women. She holds bachelor's and master's degrees from the University of Denver. She can be reached at [kmayer@lrp.com](mailto:kmayer@lrp.com).

<https://hrexecutive.com/want-to-get-workers-vaccinated-try-these-6-strategies/>

## Richland County Committee

### Agenda Item Cover

#### **FINANCE & PERSONNEL COMMITTEE**

**Agenda Item Name: ADDITIONAL LODGING RATE APPROVAL**

<b>Department</b>	TREASURER/ADMIN	<b>Presented By:</b>	JEFFREY EVEN / CLINT LANGREACK
<b>Date of Meeting:</b>	10/5/2021	<b>Action Needed:</b>	APPROVE LODGING RATE
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Employee Handbook (pp7-8)
<b>Date submitted:</b>	9/21/2021	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... approve additional lodging rate of \$ 96.00 per night (for two nights) which includes Parking Fee for Treasurer's State Conference in October.

Motion to ... approve additional lodging expenses for Supervisor Marty Brewer, approving lodging rate of \$109.00 per night (for two nights) which was negotiated rate for the Wisconsin Counties Association meeting in La Crosse.

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

More and more hotels and conference centers have additional fees beyond the "State" rate. Our handbook authorizes us to the "government" rate on rooms = currently set at \$82.00. Authorization will allow payment of these additional funds to employees.

Authority language (Handbook pages 7-8) *"The Finance and Personnel Committee shall have final authority over all matters set forth in this Handbook, except that the Finance and Personnel Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or elimination of positions, the final decision on which shall be made by the County Board."*

**Attachments and References:**

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**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	County Board
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Hope to have funds in budget available in other line item to cover it.	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

\$28.00 Treasurer's Budget

\$54.00 County Board Budget

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**Approval:**

**JEFFREY EVEN**

Department Head

**Review:**

*Clinton Langreck*

Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** WCA summary and future participation

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 October 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... accept report from the attending County Board Supervisors and the County Administrator.

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

Supervisors Brewer, Luck and Carrow attended the 2021 Wisconsin Counties Association Meeting hosted by Lacrosse County. The event brought forward information, developments and expert guidance regarding a spectrum of County Services and issues facing Wisconsin Counties. Attached you will also find access to the WCA conference agenda. Notes from the participants have been consolidated by the Administrator and are available by request. Verbal report and Q and A on items may be given.

**Attachments and References:**

Consolidated Notes (Below)	Materials and Presentations from conference: <a href="https://www.wicounties.org/past-event-materials/">https://www.wicounties.org/past-event-materials/</a>
WCA Conference Agenda <a href="https://www.wicounties.org/wp-content/uploads/2021/09/2021-Conference-Program-FINAL.pdf">https://www.wicounties.org/wp-content/uploads/2021/09/2021-Conference-Program-FINAL.pdf</a>	

**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Strategic Challenges and Goals Tracking

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05, 2021	<b>Action Needed:</b>	Vote // Possible Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure E
<b>Date submitted:</b>	04 October 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	N/A, prepared, reviewed

#### Recommendation and/or action language:

Motion to ... accept proposed deviations to the Administrative Strategic Challenges and approve projects to concentrate administrative focus. (Pending Discussion, motion to amend Resolution 21-107 may be appropriate.)

Additional guidance may be given through motions. My intentions are to report progress, completions and refocus to the Finance and Personnel Committee; and look for their guidance and advice.

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

Under authorities and responsibilities established through the County's Committee Structure document the Finance and Personnel Committee is charged with: *E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.* And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator makes frequent reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

The following amendments were made in May:

Postponing Goals: (likely deferred to next County Board Session):

4. Develop more uniform HR policy and procedure
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)

Amend Goals:

5. Implement a uniform department head performance review program

These changes were made in May to put focus on the following initiatives:

1. Ambulance Garage project development, land acquisition, and resolution adopted
2. Ordinances and Resolutions Accessibility (on-line)
3. Ordinances converted to Book of Ordinances, adopted plan
4. POLICY - Review record retention schedule, adopted ordinance
5. Purge historic records and storage spaces
6. Streamline process on property development, adopted ordinance
7. Tri-County Airport Agreement, Engineering Agreement, and Project Resolution

## Richland County Committee

### Agenda Item Cover

8. MIS future budget distribution and purchasing with departments
9. 2022 Budget - Process planning and coordination, approved plan
10. 2022 Budget - Union negotiations, reach tentative agreements
11. 2022 Budget - Health Insurance and Benefits Review, Assessment, Proposal, proposed changes
12. 2022 Budget - Capital Projects and Improvement process and borrowing, approved plan

#### Attachments and References:

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#### 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

#### Approval:

#### Review:

*Clinton Langreck*

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

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

# Richland County Committee

## Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021									
Items:	Actions:	Status:							
Challenges for the County Administrator (18 month)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oc-21
1. Develop a long-term strategic plan		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions
	Plan has been drafted by SWRPC - Attending meetings								
	County has Strategic Planning Committee Reviewing the Plan								
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete
	Established roles and position descriptions								
	Some remaining overlap with Clerk serving as Finance Officer								
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.
	Intensions of utilizing ARPA funds to codify ordinances						CLERK PRIORITY		
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions	Prelim	
								POSTPONE	
5. Implement a uniform performance review program		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.
	Completed 3 or 7 Scheduled through May - Postponing Rescheduling Meetings						AMMEND to DH		
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	
	Committed \$200,000 from ARPA						POSTPONE		
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	
	Amendment to Rule #14 expanding authority Voucher Procedure on Invoices						POSTPONE		
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.
	Discussion and drafts: County Functions, Supervisor Roles, WCA Training, Budget, County Ethics, IT Orientation, sponsor program						PRIORITY		
	Proposed Amendments to C on C, and Committee Assignments								
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	
	Administrator Transition Committee review of handbook						POST BUDGET		
10. Partner with Southwest Regional Planning in developing a county strategic plan	Entered an Agreement // Planning Sessions Complete // Finalizing Plan	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete	
11. Develop policy and procedure to address complaints and		Prelim	Prelim	Actions	Actions	Complete			
	Department Review: Taking to County Board in January Board Adoption in February 2021								
12. Develop compensation and classification plan (Proposed by Administrator)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete