

Richland County

Finance & Personnel Standing Committee

September 16th, 2022

The Richland County Finance and Personnel Standing Committee convened on Friday, September 16th and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Gary Manning, Marc Couey, Tim Gottschall, Melissa Luck, Steve Williamson with Shaun Murphy-Lopez by Web Ex.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. Gabe Schmitt and John Couey were present from MIS running the teleconferencing.

Not present: Dave Turk

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:00 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda. Moved by Supervisor Manning to approve the agenda as presented, 2nd by Supervisor Gottschall. All voting aye, motion carried.
4. **Previous meeting minutes:** Hearing no changes Supervisor Couey moved to approve the minutes as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.
5. **Administrator presentation of the 2023 Budget:** Administrator Langreck presented the budget pointing out updates that were made yesterday and what will change following items voted on today. Moved by Supervisor Manning to accept the finalized budget (with amendments), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public posting, and present to the Richland County Board for consideration and adoption at its October meeting, motion dies for lack of a 2nd.
6. **Discussion and possible action on 2023 Budget:** Supervisor Murphy-Lopez questioned operating levy vs. net new construction and during the last meeting that taxes would be going down? Administrator Langreck stated it was moved up to maximum limit. Discussion followed on the radio project, department reports and deficiencies. The Committee decided to act on this after the Insurance discussion.
7. **Discussion and possible action on response to Resolution 22-96:** Administrator Langreck reviewed the request that is before the committee and what recommendation the departments have made to help meet the reduction request. Discussion followed on the removal of the HR position and if it was really as cost savings, hour reduction to reduce expenses and what the recommendation would be for referendum. It was felt cutting hours was ultimately a reduction in pay and not advised. The Committee has decided to not act on this today.
8. **Discussion and possible action regarding other resolutions and committee responses:** The Committee is not ready to discuss or act on this today.
9. **Discussion and possible action regarding Ad Hoc Committee request for referendum item consideration:** Supervisor Carrow reviewed the presentation from the Ad Hoc Committee. The committee doesn't feel they are ready to act on this today.
10. **Discussion and possible action on a resolution to 2022 deficiency appropriations:** Administrator Langreck reviewed the deficiency report. This will reset the deficiencies at zero. Clerk Kalish reviewed how deficiency appropriation work, what it does and that this is 2 years' worth of adjustments because they were not done last year as they should have been. Moved by Supervisor Luck to approve the deficiencies adjustments as presented, 2nd by Supervisor Carrow. All voting aye, motion carried.
16. **Discussion and possible action on Insurance for 2023:** Assistant Dull presented the survey that reflects that employees voted as follows: ETF at 87, WCE at 30 and 6 others. Supervisor Luck asked about adding the HRA back in what would that be in the budget for 2023? Moved by Supervisor Luck to offer PO17 with HRA of \$500 single and \$1000 family with HRA to be reviewed annually, 2nd by Supervisor Williamson. All voting aye, motion carried.

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Moved by Supervisor Williamson to accept the finalized budget (with amendments in health insurance), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public posting, and present to the Richland County Board for consideration and adoption at its October meeting, 2nd by Supervisor Manning. All voting aye, motion carried.

11. Discussion on proposed handbook changes:

a. Employee Handbook

Assistant Dull reviewed the changes from the cover sheet without going into detail. Supervisor Carrow asked if input came from all departments. Dull stated changes were made with input from the Administrator and Benefit/Payroll Specialist. The department heads had ample notice to review the changes. Moved by Supervisor Couey to make changes as presented, 2nd by Supervisor Luck. Moved by Supervisor Murphy-Lopez to amend in section Hiring and Employment Considerations, 1. b., strike "shall", change to "may" and strike "to run for at least 2 weeks", 2nd by Supervisor Luck. All voting aye on amendment, motion carried. All voting aye on motion as amended, motion carried.

b. Pine Valley Addendum:

Moved by Supervisor Luck to accept as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.

Chair Brewer left at 3:45.

12. **Reclassification of Deputy Clerk to Chief Deputy:** Clerk of Court Kleist presented the request to the committee. Moved by Supervisor Luck to approve and forward to the full County Board the Clerk of Court's request reclassifying one of her department's deputy clerk positions to "Chief Deputy" with this designation to be made from current staff effective October 1, 2022 and this position placed in Schedule H of the Richland County salary plan, 2nd by Supervisor Couey. All voting aye, motion carried.
13. **Increase in Juror Pay Rate:** Clerk of Court Kleist presented the pay rate increase. Moved by Supervisor Murphy-Lopez to approve and forward to the County Board, the Clerk of Court's request to raise the pay for Richland County Jurors from the statutory minimum of \$16 to a full day rate of \$40 and a half-day rate of \$20. These new rates shall be effective January 1, 2023, 2nd by Supervisor Williamson. All voting aye, motion carried. Motion to amend the request to say "and forward to the County Board from Finance and Personnel", 2nd by Supervisor Manning. All voting aye, motion carried.
14. **Restructuring of Behavioral Health Services Unit:** Director Clements presented the recommendation and explained the request. Moved by Supervisor Manning to approve a restructuring of the Behavioral Health Services Unit to include the elimination of three Mental Health Therapist positions, with the positions to be replaced by three Mental Health Case Manager positions at Grade H and for the Certified Social Workers at Grade G with all other related degrees, 2nd by Supervisor Luck. All voting aye, motion carried.
15. **Blood Drive:** Director Clements presented the blood drive request asking that it be allowed to be done on work time. Moved by Supervisor Luck to allow all Richland County employees to give blood through the Richland County sponsored blood drive on work time (approximately 1 hour), 2nd by Supervisor Carrow. All voting aye, motion carried.
17. **Future agenda items:** Manning – can we raise our sales tax?
18. **Adjournment:** The next meeting to be held Tuesday, October 4th at 1:00 p.m. in the County Board room. Moved by Supervisor Manning to adjourn at 3:07 p.m., seconded by Supervisor Luck. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator