

RICHLAND COUNTY

Finance & Personnel Standing Committee



September 15, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **September 16th 2022 at 1:00 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

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 (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous Minutes

2023 Budget Items:

5. Administrator presentation of the 2023 Budget
6. Discussion and possible action on 2023 Budget

Directive Resolutions and Ad Hoc Committee:

7. Discussion and possible action on response to Resolution 22-96
8. Discussion and possible action regarding other resolutions and committee responses
9. Discussion and possible action regarding Ad Hoc Committee request for referendum item consideration

2022 Deficiency Report:

10. Discussion and possible action on a resolution to 2022 deficiency appropriations

Handbook Changes:

11. Discussion on proposed handbook changes:
 - a. Employee Handbook
 - b. Pine Valley Addendum

Personnel

12. Reclassification of Deputy Clerk to Chief Deputy
13. Increase in Juror Pay Rate
14. Restructuring of Behavioral Health Services Unit
 - a. Proposed Organizational Chart
 - b. Mental Health Case Manager Position Description
 - c. Mental Health Therapist (Licensed) Job Description
 - d. Resolution for positions
 - e. Resolution for Long-Term Vacancy Handbook change
15. Blood Drive
16. *Discussion and possible action on Insurance for 2023

Closing:

17. Future agenda items
18. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

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

* Posted at 9/15/22, 1:37 pm

Richland County

Finance & Personnel Standing Committee

September 6th, 2022

The Richland County Finance and Personnel Standing Committee convened on Tuesday, September 6th and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Marc Couey with Melissa Luck, Tim Gottschall & 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. Barb Scott and John Couey were present from MIS running the teleconferencing.

Not present: David Turk

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:13 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 Couey to approve the agenda as presented, 2nd by Supervisor Carrow. All voting aye, motion carried.
- 4 **Previous meeting minutes:** Hearing no changes Supervisor Couey moved to approve the minutes as presented, 2nd by Supervisor Carrow. All voting aye, motion carried.
5. **Discussion and possible action on Initial Resolution Awarding the sale of \$1,050,000 taxable general obligation promissory notes for Capital Improvement Projects:** Administrator Langreck presented the background of this item. This will require 16 votes by County Board at the September meeting. Carol Wirth reviewed the payoff date and what the steps are at that point. Moved by Supervisor Murphy-Lopez to approve the borrowing and send to County Board for approval, 2nd by Supervisor Couey. All voting aye, motion carried.
6. **Discussion and possible action on a Municipal Advisor Agreement:** Administrator Langreck reviewed the terms of the agreement and summarized the renewal. Moved by Supervisor Couey to approve the agreement with Wisconsin Public Finance Professionals, LLC, 2nd by Supervisor Carrow. All voting aye, motion carried.
7. **Presentation from Wallace Cooper and Elliot on 2023 Renewal:** Casey Peterson and Jeremy Kooi from WCE are present to review the renewal and options.
8. **Consideration on transition to Employee Trust Fund – Wisconsin Public Employers Health Insurance:** Administrator Langreck reviewed the ETF Insurance buy back in and options with that.
9. **Discussion and Possible action on the County's 2023 Health Insurance Plan:** Administrator Langreck stated ETF would require a 90-day notice to join back in. Chair Brewer added that WCE provide a lot of administrative support for the County so he would lean towards staying status quo. Director Scott stated that what the MIS department is hearing from the county employees is that they wish to switch to the State plan, being well aware that it is the high deductible plan and she understood that employees are holding on to see if there is a switch back otherwise they may look for other employment. Supervisor Luck would like to know what the employees feel about insurance before we make a decision, including polling the employees. Brewer to direct Administrator Langreck to survey employees as to what they want and come back in 2 weeks with the survey results. By comparing P17 without HRA to current WCE plan. Supervisor Luck will assist with the survey. Supervisor Couey agrees we should survey the employees; Supervisor Carrow agrees we should survey the employees; Supervisor Murphy-Lopez agrees we should survey the employees showing them comparisons in rates; Supervisor Gottschall agrees we should survey the employees. Moved by Supervisor Couey to survey employees on insurance options and choices, 2nd by Supervisor Luck. All voting aye, motion carried.
10. **Administrator presentation of the 2023 Budget:** Administrator Langreck reviewed the presentation. The request is to require all committee member proposals to adjust the budget be balanced with all impacts to expenditures offset with adjustments to funding sources or revenues and 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. After further discussion, the committee asked Director Gudgeon for information on the

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Finance & Personnel Standing Committee

proposed raises for the EMT's for 2023, moving all EMT's to step 5. Moved by Supervisor Couey to approve Director Gudgeon's proposal to start all EMT's at step 3 and move to step 5 after probation, 2nd by Supervisor Carrow. Roll call vote requested: Couey-aye, Murphy-Lopez-no, Brewer-aye, Luck-no, Gottschall-aye, Carrow-aye. Motion carried 4-2.

Chair Brewer left at 2:45.

Sheriff Porter asked to speak on the Jail Administrator position. They found a revenue stream (fees from the Department of Corrections for housing people break their parole) that may fund the whole position. They will also be saving money on jail meals that will also help fund that position. They assume the position would be able to find grants to bring funds into the County. Moved by Supervisor Gottschall to move forward with the Jail Administrator position, 2nd by Supervisor Couey. Roll call vote requested: Murphy-Lopez-no, Luck-no, Gottschall-aye, Carrow-no, Couey-aye. Motion fail 2-3.

Supervisor Gottschall left at 3:00.

- 20. Adjournment:** The next meeting to be held September 16th at 1:00 p.m. in the County Board room where the committee will continue with 10-19 and also review the results from the Insurance survey. Moved by Supervisor Couey to adjourn at 3:01 p.m. due to no quorum, seconded by Supervisor Carrow. All voting aye, motion carried.

11. Discussion and possible action on 2023 Budget:

12. Discussion and possible action on response to Resolution 22-96:

13. Discussion and possible action regarding other resolutions and committee response:

14. Discussion and possible action regarding Ad Hoc Committee request for referendum item consideration:

15. Discussion and possible action on a resolution to 2022 deficiency appropriations:

16. Discussion on proposed handbook changes:

- a. Remove listed department position titles:
- b. Amendments to vacation policy:
- c. Pine Valley Addendum:

17. Reclassification of Deputy Clerk to Chief Deputy:

18. Increase in Juror Pay Rate:

19. Future agenda items:

Minutes respectfully submitted by
Cheryl Dull

Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrator's Presentation of the 2023 Budget

Department	Administration	Presented By:	Administrator
Date of Meeting:	10 August 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	01 September 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

(Prior to discussion on changes) Motion to.... require that all committee member proposals to adjust the budget be balanced with all impacts to expenditures offset with adjustments to funding sources or revenues.

(Finalization) Motion 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.

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

In efforts to finalize a 2023 Budget for consideration and adoption by the Richland County Board the Finance and Personnel Committee will be considering proposals of adjustments made by the County Administrator. It is intended that the Committee will make all final adjustments in this meeting and take action to present the budget to the County Board for consideration and adoption.

Attached is the gap tracking spreadsheet with adjustment proposals by the Administrator to balance the budget.

The Budget as presented through the Budget Worksheets represents numbers submitted by departments in response to the issued guidance letter.

Attachments and References:

Budget -2023- By Departments	Budget – 2023 – Levy Distribution
Budget – 2023 – Workbook - Board	Gap Tracker

Financial Review:

(please check one)

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

Sets authorization for expenditures, revenues and projected tax levy in 2023.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

2022 Budget Adjustments

2023 Budget Gap Tracking and Adjustment Recommendations: (13 Sep 2022) (Recommendation)

Summary and Preliminary Gap:

This document is intended to track any existing gap between submitted preliminary budgets and arriving at a balanced budget to present to the Richland County Board. This tracking documents is intended for the use of the Administrator, Finance and Personnel and Board Supervisors to be able to view the proposed reductions, additions and amendments to services with projected costs in efforts prioritize 2023 services and allocate 2023 funds. The significant items (changes from the 2022 budget) built into the Preliminary Budget under direction of the Administrator, and/or Finance and Personnel are listed below.

Section #1. Specified Budget Guidance (These Items were directed to be built into the Preliminary

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Adjustment
C.1	General - Projecting Wage Increases	Proposing 2023 = 4.5 CPI/COLA increase to wage Schedules	Guidance from Finance and Personnel included consideration for CPI increases.	\$ 373,740.69	
C.2	General - Projecting FICA Increases	Increases based on the assumption of a 7.65% Employer Contribution		\$ 28,591.16	
C.3	General - Projecting WRS Increases	Increases based on the assumption of a 6.5% Employer Contribution		\$ 24,293.14	
C.4	General - Projecting Health Increases	Estimating: 2023=15%, 2024= 11%, 2025 = 10%, 2024 = 9%, 2026 = 7%	Estimated Employer Contribution for 2022 = \$1,734,574.38	\$ 260,186.16	
C.5	General- Projecting Worker's Comp	Estimates based on historic trends and continued staffing levels		\$ 8,965.01	
E.1	Liability Insurance	Assumes: 10% increase in overall county expenses and a 4.5% increase in premium rates	Insures coverage of liability to county.	\$ 8,176.01	
E.2	Property Insurance	Assumptions: 10% premium increase, Includes Symons, Campus, and Fair, Base Rate of 2022 used going forward	Insures coverages of buildings.	\$ 6,672.88	
E.3	Vehicle and Equipment Ins	Premium rate increase of 10% each year	\$100,000 added to overall value every year to vehicle inventory - Increase with (May double with inventory; variable of switching to Aegis)	\$ 3,836.70	
aa	Energy Credits from Solar Field towards operations	Revenue flow from energy credits, this projection is built on the assumption of the farm providing electricity to the grid by 01 Jan 2023.	This inflow of revenues to the county is unrestricted and can be used on discretionary operational expenses.	\$ (116,667.00)	
cc	Structural Deficit - Undesignated Fund Balance	Utilization of \$88,285.08 in 2022	With loss of this revenue source, gap is added to future budget years	\$ 88,285.08	
dd	Structural Deficit - Contingency Fund Balance	Utilization of \$300,000 in 2022, did not contribute into the fund in 2022	With loss of this revenue source, gap is added to future budget years	\$ 300,000.00	
ee	Changes in expected revenues from Pine Valley towards general operations	Increase from PV Debt Service Fund (Preliminary is built with \$504,996)	Utilized a surplus in "Debt Service Fund" of \$504,996 in 2022 budget. Anticipating replenishment of only <u>\$300,000 to match historic.</u>	\$ 205,000.00	
ff	Increase levy limit from net new construction, or allowable min percent	Anticipating a compound impact of continued increase.	Estimation from Derek and Jeff	\$ (20,000.00)	
Total Organizational Gap:			\$ 1,171,079.83		

1.02	Health & Human Services - Core	Create Custodian Position	Eliminate leased SSWWDB position will create a savings and will be a step closer to sharing maintenance staff between the Courthouse and HHS	\$ (6,000.00)	
1.07	Health & Human Services	Reclassification of APS Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 1,680.28	
1.08	Health & Human Services	Reclassification of APS/Crisis Worker = \$2,240.38 with estimated \$1,680.28 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 1,680.28	
1.09	Health & Human Services	Reclassification of CYF Case managers = \$22,324.92 levy impact	Efforts to help with continued struggles in recruitment and retention	\$ 22,324.92	
1.1	Health & Human Services	Reclassification of CYF Youth Aide Workers = \$4,816.83	Efforts to help with continued struggles in recruitment and retention	\$ 4,816.83	

2022 Budget Adjustments

1.5	Health & Human Services - Placement Budget	Reduction in the child and adult placement Funds 44 & 54.	These funds are intended to be revolving fund so if placement expensed to not reach or exceed the fund balances in 2022, then the remaining balance can be carried over to the next year with only adding tax levy to return the balance to \$1,485,000. For example in 2021, Placement expenses totaled \$1,214,000. If the allocation to Funds 44 & 54 had been \$1,485,000 then the remaining balance of \$271,000 would carry over to the next year and only \$1,214,000 in tax levy would be needed to top off the funds. What I'm showing in the various cells are estimates but as placements come under control, we should see some carry over.	\$ (100,000.00)	
2.01	Highway	Reclassification of Shop Foreman to Parts Superintendent	Reclassification to grade "J". Combined with (Elimination of a Parts Clerk). Action taken by F+ P in June. Anticipating resolution adoption.	\$ 97,686.83	
2.03	Highway	Eliminating Parts Clerk Position	Combined with reclasses of a Shop Foreman	\$ (85,851.62)	
2.04	Highway	Eliminating Mechanic Position	Reduction of position and operating with one less	\$ (75,426.25)	
2.02	Highway	Increase office of Office Clerk to 40 hrs weekly	From 35 to assist with parts shop	\$ 9,572.05	
2.06	Highway	Equipment Sale (Surplus Auction Items)	Surplus and underutilized equipment sold on market	\$ (10,000.00)	
3.02	Sheriff's Office	Reclassification for Clerical	Reclassification of position to grade "F" to "G"	\$ 3,889.60	
3.04	Sheriff's Office	Gas expenses increases		\$ 20,000.00	
3.05	Sheriff's Office	Ammunition increase	Estimating \$500.00 increase per year	\$ 500.00	
3.06	Sheriff's Office	Increases in training expenses (road and jail)	Maintain accreditation requirements and safety protocols.	\$ 5,000.00	
3.07	Sheriff's Office	Computer Maintenance	Up keep on sheriff systems	\$ 2,000.00	
3.08	Sheriff's Office	Internet costs	This covers courthouse (\$3,000) should this be moved to County Tech	\$ 150.00	
3.09	Sheriff's Office	SRT Equipment	Estimated expense increase to maintain	\$ 500.00	
3.1	Sheriff's Office	Drug Task Force Supply and Equipment	Estimated expense increase to maintain	\$ 500.00	
3.11	Sheriff's Office	Lights increase	Estimated expense increase to maintain	\$ 500.00	
3.12	Sheriff's Office	Telephone	Estimated expense increase to maintain	\$ 500.00	
3.13	Sheriff's Office	Heat (add ambulance costs of bay)	Estimated expense increase to maintain	\$ 500.00	
3.14	Sheriff's Office	Increases Jail supplies	Estimated expense increase to maintain	\$ 1,000.00	
4.04	Tower / Radio - 911	Contracted Support for GIS ESRI support	Initial build for spillman mapping. \$10,000 plus maintenance. Concerns on where funding comes from.- Need to talk with MIS and Lynn. TBD	\$ 10,000.00	
5.01	Clerk of Court	Reclassification of position to incorporate a Chief Deputy	Possible reclass up to "H" = increase of \$1.90 hourly X 2080	\$ 3,952.00	
5.04	Clerk of Court	Mental Evaluations (on competency) \$1,500 to \$2,000 per	Increase in requests for Evaluations	\$ 2,000.00	
6.01	County Clerk	Municode - Self-Publishing for codification	Software annual licensing contract, This software allows for continued codification and storage on a web platform for county ordinances.	\$ 2,500.00	
6.02	County Clerk	Record Digitization & Software	This would allow for continued efforts to make resolutions available and searchable on a web platform.	\$ 10,000.00	
6.03	County Clerk	Begin charging townships for election services (charges by either service or flat fee service agreement)	Displaces expenses / or labor on townships	\$ (7,500.00)	
7.02	Child Support	Estimated increases of \$4,000 in office supply expenses, contracts and equipment needs.	Allows for basic functions and trainings to continue operations.	\$ 4,000.00	
9.01	Family Court Commissioner	Increase salary to reflect a COLA	Salaries and Fringe have not been increased in several years. \$27,405.19 annual salary increase by an estimated 3 percent annually.	\$ 822.16	
9.02	Family Court Commissioner	Added Association Dues and Travel Expenses		\$ 200.00	

2022 Budget Adjustments

11.01	Register in Probate	Increases in Attorney Fees due to increase in cases	Anticipation of costs increasing (10% each year)	\$ 5,150.00	
13.01	Treasurer's Office	Conversion and increase licensing for Cloud Based Tax Software with LandNav (who bought out GCS). (move from Property Budget)	The existing software will be sun setting in fall of 2023. We may have the ability to stretch conversion fees out over three years.	\$ 23,000.00	
15.02	Land Conservation	Rent Payment	Reduction in rent payment to move to the courthouse	\$ (11,352.00)	
16.01	Zoning		Reduced \$30,000 use in Land Information Grant from 2022 re-utilizing this grant becomes questionable in context or meeting grant criteria	\$ 30,000.00	
18.01	Courthouse Maintenance	Maintenance on entrance doors, contract for inspections	This is an increase in fees to allow for routine service checks on our entry doors of the courthouse. These inspections help ensure the building is secured after business hours.	\$ 250.00	
19.01	MIS	Reclassification of MIS system Administrator Position - MIS Administrator	Reclassification of the MIS Administrator Position potentially from a "J" to "K". The MIS Systems Administrator position continues to grow in complexity requiring rapidly developing continued education, experience and responsibility.	\$ 3,931.20	
19.04	MIS	MIS Assistant (Continued Contract at 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$ 18,000.00	
20.02	County Tech	AS400 Cloud Backup	This service backs up our financial and payroll data in cloud storage - vs. historic practice of tape backup; new expense in 2023	\$ 6,000.00	
20.03	County Tech	Smarsh - Mobile Device	Achieving Mobile Messages and Filtering; new expense in 2023	\$ 5,000.00	
20.04	County Tech	Jamf- management of updates and apps	Mobile device management (estimating at 5%, but may also have to factor for adding more devices); new expense in 2023	\$ 3,400.00	
20.05	County Tech	Telephone Licensing - looking to increase at about 7% each year	Current annual expense = \$7,035.00; increase expense at a projected 7% increase	\$ 492.45	
20.07	County Tech	VEEAM - server management software - projected increases	Back up of servers. It images all servers in the event of a loss it allows for data and server recovery.	\$ 250.00	
20.08	County Tech	Misc. software expenses - Adobe, genome, WebEx, etc. (currently \$2,000) anticipating 5% increase	Adds administrative ease on managing and editing data.	\$ 2,500.00	
20.1	County Tech	Barracuda Web-filter	Filters access to inappropriate content and filters malicious emails.	\$ 5,250.00	
20.11	County Tech	Barracuda Email Archiver	Maintain compliance with open record requests. (would go away with office 365)	\$ 3,480.00	
20.12	County Tech	Barracuda Email Encryption	Encrypts email. (would go away with office 365)	\$ 12,000.00	
20.13	County Tech	Security Training and Testing Program	A program would help mitigate threats and data breaches.	\$ 3,000.00	
20.14	County Tech	Security Cameras and Video Storage	Protects physical infrastructure and mitigates breaches and liabilities.	\$ 500.00	
20.15	County Tech	Secondary Internet Redundancy	This would be a "small band-width" provider to use as a secondary in the event of outage with primary	\$ 1,000.00	
20.16	County Tech	Ipads for citizen members on Standing Committees	Allows our citizen members on standing committees to fully participate with common access. (anticipating 7) Future funding under capital program.	\$ 3,500.00	
21.03	Administration	Staff training and professional development	Additional funds for staff training to encourage more experiences with WACPD and WGFOA and conferences.	\$ 3,500.00	Recommend reduction to allow for Child Support added P/T support staff.
22.02	County Board	Training and Conference	Allow for additional training with participation at full conference and legislative session	\$ 5,000.00	
22.04	County Board	Reduction in volume of posting Board minutes in paper	The full publication of the county board resolutions and ordinances will continue to be posted on the County's website. Complete ordinances will remain posted in the paper. Resolutions will be summarized.	\$ (8,400.00)	

2022 Budget Adjustments

23.01	Tricounty Airport	Anticipated increase in Operations Costs = Last year's increase % increased out. 2022 annual operation expense of the county = \$27,555.15	Adding operational costs in wages, benefits and routine maintenance expenses. Participation in excepting the FAA grant to build the drainage ditch includes language of required ownership of (Sauk and Richland County). If both owners were to separate from ownership a prorated repayment of acquired funds would be required to the FAA and State DOT. Separation of Richland County with retention of ownership by Sauk may be possible but would require in-depth legal investigation and negotiations with Sauk County.	\$ 8,266.55	
24.01	Ambulance Services	Propose to add 2 new part-time positions	positive impact - will improve our ability to provide inter-facility transports	\$ 25,867.68	
24.02	Ambulance Services	Propose to add 1 new full-time position	positive impact - will improve our ability to provide inter-facility transports	\$ 69,929.27	
24.03	Ambulance Services	Reduce paid on call salary	Will offset increase in full/part time salary	\$ (28,000.00)	
24.04	Ambulance Services	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 5,635.00	
24.05	Ambulance Services	put aside money for roof project - REC	roof replacement - cost spread out over 4 years	\$ 20,000.00	
24.06	Ambulance Services	Replace Ambulance Cot - (x2)	improve patient/EMT safety when moving patients. Current cots near end of life.	\$ 27,500.00	
24.07	Ambulance Services	Increased Revenues	With increased staff - ability to perform increased transfers = gaining revenues (estimating 15 transfers per month at Medicaid rate which is the lowest possible at an estimate 73% of clients)	\$ (162,000.00)	
	Ambulance Services	Annual Capital Outlay Contributions for future capital projects with building, vehicles and equipment.		\$ 41,068.05	
25.01	Emergency Management	Increase in contracted planning services (EMPG)	maintains current level of natural disaster preparedness and response	\$ 965.00	
25.02	Emergency Management	Cost for utilities in new facility (new expense)	necessary to operate in new facility	\$ 1,075.00	
25.03	Emergency Management	Increase in contracted planning services (EPCRA)	maintains current level of HAZMAT preparedness and response	\$ 841.00	
28.01	Fair & Recycling	2 x LTE Staffing for Fair Week (Clerical A)	Outside Hire @ \$11.93 x 40hours	\$ 1,068.93	
28.02	Fair & Recycling	2 x LTE Staffing for Fair Week (Ground B)	Outside Hire @ \$ 12.88 x 40hours	\$ 1,154.05	
28.07	Fair & Recycling	Fair Contracts	Town and Country Porto-Potty Rental	\$ 1,100.00	
28.08	Fair & Recycling	Sound Equipment Rental	Increase of rental	\$ 1,000.00	
28.09	Fair & Recycling	Purchased Mower vs. Lawn Mower Lease (\$3,000)	Would like to absorb those funds into the maintenance line to cover everything that has been cut over the years. We have to have some funds for raising fuel costs, repair and maintenance items, along with the cleaning/paper products for bathrooms, along with instating annual grandstand inspections (Line 28.10)	\$ (3,000.00)	
28.1	Fair & Recycling	Annual Grandstand inspections and increased costs of fuel and maintenance.	Absorption of 28.09 line savings	\$ 3,000.00	
28.12	Fair & Recycling	Increase on storage rental		\$ (3,568.77)	
28.14	Fair & Recycling	Increased events	Investigating addition of Beer Fest	\$ (1,000.00)	
30.01	Symons Recreation Complex	Wage, Dental & Health increases per County Board Motion	City covers 50% operational expenses against section #1	\$ (7,000.00)	
30.01	Symons Recreation Complex	Partnership with Schools and business for programs/events at Symons.	Additional programming with Schools & Businesses - PE days at SRC, Swimming, Fitness programs, lifeguard classes through schools	\$ (3,000.00)	
30.01	Symons Recreation Complex	Increase membership and class prices	Raising rates too high can also lose memberships as well. So the lower the percentage of Health and wages each year is better for membership retention.	\$ (11,000.00)	

2022 Budget Adjustments

32.9	UW Food Services	Reduction of all Levy budgeted amounts: \$5,331.46	Impacts on Nutrition Program Meals; explore option with Pine Valley of other potential vendors. Indicates impacts of proposal resolution.	\$ (5,331.46)	
Total Department Impact		\$ 21,519.02			

203.01	Sales Tax	Anticipated projections in sales tax compared to 2022	Not recommended at this time	\$ (35,000.00)	
204.02	Interest Income	Anticipated projections in interest income from PMA Investment Funds	This would lock some of our funds into short-term investments with return at a couple of percent	\$ (68,000.00)	
209.01	American Rescue Plan	Applied American Rescue Plan to 2022 operations (designated \$1,673,845.55)	Discretionary Funds that may be used for any function other than direct retirement or reduction to existing tax levy. Appropriation of funds from Public Health? -understanding that Public Health remains underfunded.	\$ (882,425.60)	
216.01	Housing Authority	Legacy CDBG Funds = Estimated \$80,000	(One time injection) Original intension is for housing.	\$ (80,000.00)	
223.01	Utilization of Working Lands Fund	Fund #91		\$ (8,173.25)	
224.01	Across Departments	Change news paper job posting requirements	Check Total Distributions to Local Papers	\$ (5,000.00)	
	Note/Coupon Rate for notes	Increase in interest rate on Short-term notes		\$ 8,200.00	

Total Organizational Adjustments: \$ (1,070,398.85)
check \$ (1,048,879.83)

Preliminary Guidance Gap from Financial Forecasting: \$ 122,200.00

Actual Gap of summary is:	\$ (21,134.54)	As appearing on Summary
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Section #2. Identified preliminary changes that will need to be factored into the budget:

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Fill Option
219.01	Wages and Compensation	One Week Holdback 3rd Pay period in June; payroll #13 \$(14,000.00) Increase estimated impact of levy to (\$135,000)	This item was not specifically given in the guidance language and did not get factored into 2023 salary projections to the levy. Adjust up to \$135,000	\$ (135,000.00)	
aa	Increase of .5% to General Employee wages	Taking them up from the preliminary percentage of 4.5% to 5%	Estimated impact to Levy from .5% increase.	\$ 42,667.00	
27.01	UW Extension operation expenses	Reinstate \$4,914 in operation expenses	Added impact to levy	\$ 4,914.00	
	GCS Software integration and Register of Deeds Software	Unaccounted for changes in Software expenses and changing away from GCS to Fiddler	GCS is transitioning to cloud and changing to document indexing	\$ 6,000.00	
	Reeducation in Sheriff Revenues	Probation Sanctions Revenue <u>\$60,000 of revenue</u>	Preliminary Budget was submitted with an added revenue of (\$108,000). Recalculations estimate about the revenue to equate to an approximate revenue of (\$60,000).	\$ (60,000.00)	
C.4	General - Projecting Health Increases	Preliminary Budget Guidance Called for an estimated 15% increase in Health Insurance on current Plan	Negotiated renewal for existing Quartz plan and design is at % 10.25.	\$ (82,392.28)	

This revenue was not included on worksheets for entry. This means that it is not an added gap, but added fill of \$60,000

Total After Preliminary Adjustments: \$ (223,811.28)

Estimated Gap with preliminary changes: \$ (244,945.82) Number that would appear on summary

2022 Budget Adjustments

Section #3. Proposed amendments awaiting action:

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Adjustment	Notes and Balance:
	Child Support	Addition of (16hrs/week) staff support position is a total of \$17,357.66 (reimbursed at 66% from the state)	Impact to Levy = \$5,094.62	\$ 5,094.62	\$ 5,094.62	Reduction in Admin Budget for Increased Training. Slight reduction in Airport budget.
		Reduction Line 21.03 from Administration	Reduction in Training for Admin Staff and Leadership Training for Dept Heads. Relying on no-cost training opportunities and networking with other counties.		\$ (3,500.00)	
		Slight reduction in anticipated airport expenditures.	Reduce from \$28,381.80 to \$26,190.00		\$ (2,000.00)	
	Sheriff's Office	Jail Administrator Position	Impact to Levy = \$78,653.77	\$ 78,653.77		Not Recommending at this time
	Ambulance	Wage Schedule Adjustments	Added impacts in 2023 would be absorbed by the Ambulance revenues or Ambulance Fund.			

Total After Preliminary Adjustments: \$ (405.38)

Estimated Gap with proposed amendments \$ (245,351.20)

SECTION #4: Health Insurance Planning and Adjustments

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Adjustment	Notes and Balance:
101.04	Health Insurance	Premium share adjustment	Need to be mindful of ACA poverty limits on lowest paying positions – penalty			
	Health Insurance	Switch to the ETF P17 High Deductible Plan an estimated total cost of \$142,923.89 add cost. Estimate 53% impacting Levy.	Reduction in deductible. Dean will become the lowest price option. Significant administrative efforts in education, enrollment and administration of plan.	\$ 75,749.66		
101.05	Health Insurance	HRA expenditure estimate of \$150,000. Estimating 53% impacting Levy. <u>However these savings may be absorbed with increase participation and/or need for legal compliance support.</u>	If moving onto State P17 Plan. Recommend discontinuation of HRA contributions (expenditures and liabilities). However these	\$ (79,500.00)		
	Health Insurance	Plan Design Adjustment - Changing to WCE 6.34% renewal plan with pharmacy changes. Plan change is an estimated additional \$(116,018.71). Estimating 53% impacting Levy.	Plan design places larger pharmacy tier copays and aggregate vs. embedded family plan expenses.	\$ (61,489.92)		

Total After Preliminary Adjustments: \$ -

Estimated Gap with proposed amendments \$ (245,351.20)

SECTION #5: Additional Options and Resources for Additional Financial Adjustments:

#	Department	Item / Add-in / Amendment:	Impacts:	Additional Gap	Adjustment	Notes and Balance:
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2022 Budget Adjustments

202.01	Tax Deed Sales	Incorporate tax deeds sales	Projection: Could incorporate if we also incorporate making whole, liens, and fees associated. The risk on some is seen as balancing possible revenues. By statute we can only recognize a net gain after 5 years of no claim.				
203.01	Sales Tax	Anticipated projections in sales tax compared to 2022	Not recommended at this time				
204.01	Interest Income	Anticipated projections in interest income from LGIPInvestment Funds	Not recommended at this time				
204.02	Interest Income	Anticipated projections in interest income from PMA Investment Funds	This would lock some of our funds into short-term investments with return at a couple of percent				
205.01	Property Tax	Projected property tax revenue increases from value	Reference Section number two as anticipated increased revenues from Net New Construction				
206.01	Wheel Tax	Amendments in projected wheel tax	Currently applying all revenues to highway road resurfacing (chip seal) for road preservation				
207.01	Undesignated Fund Spending	General Fund Balance Applied					
208.01	Accounting for additional fund balance return	Recognition of 2021 unaccounted revenues.	Example: HHS Revenue return, Highway Fund, Pine Valley Fund				
209.01	American Rescue Plan	Applied American Rescue Plan to 2022 operations (designated \$1,673,845.55)	Discretionary Funds that may be used for any function other than direct retirement or reduction to existing tax levy. Appropriation of funds from Public Health? -understanding that Public Health remains underfunded.	\$	245,351.20	\$	245,351.20
		Additional 25,500 from Ambulance	Unless used for some other purpose				Appropriate to this amount of ARPA funds to 2024 budget to help with bridging operational gap.
210.01	Opioid Settlement	Utilization of Opioid Settlement Funds	Must be used towards opioid abatement projects.				
211.01	FED Infrastructure Bill	Shovel Ready Grant program to offset road maintenance projects					
212.01	Pine Valley	Increase from PV Debt Service Fund (Preliminary is built with \$300,000)					
213.01	Pine Valley	Take from PV Contingency Fund: (Balance Amount)	Spend down puts Pine Valley operations at risk if unforeseen financial problem occurs				
215.01	Pine Valley	Take from Capital Improvement Fund (Balance Amount)	Puts Pine Valley at risk of requesting operation levy or additional borrowing for capital improvements and maintenance				
216.01	Housing Authority	Legacy CDBG Funds = Estimated \$80,000	(One time injection) Original intension is for housing.				
217.01	Asset Sale	Land And Buildings	Currently do not have valued lands and buildings appraised for sale on market				
217.02	Asset Sale	Equipment	Currently do not have valued equipment appraised for sale on market.				
218.01	Wages and Compensation	Reduce CPI in creases					
218.02	Wages and Compensation	Do not implement higher step increases					

2022 Budget Adjustments

218.03	Wages and Compensation	Delay increases until payroll 13	Implement another step in 2022 and delay additional 7% until July of 2023 [Estimate large numbers, \$100,000 /1%]
219.01	Wages and Compensation	One Week Holdback 3rd Pay period in June; payroll #13	
221.01	Utilization of possible additional Levy Exemption	https://www.revenue.wi.gov/Pages/FAQs/If-levy.aspx#net8	Some currently unpracticed method of tax levy exemption for Ambulance Capital and Dispatch Expenses in both wages and capital outlay. This becomes an increase to Tax Levy by exemption of the Levy limits imposed by net new construction. Put towards Radio/Dispatch budget.
222.01	Operational increase from reduction in short-term borrowing	List current items: Possible areas in parks and UW campus	Displace the following operational expenses to increased capital borrowing, or displaced capital borrowing: (Parks) (UW-Pine Valley)
222.01	Approach the Ho-chunk Nation on Grants for Roads	Offset costs on road work and local matches	
223.01	Utilization of Working Lands Fund	Fund #91	
224.01	Across Departments	Change news paper job posting requirements	Check Total Distributions to Local Papers
225.01	Referendum	Option to Pursue a Referendum	Currently exploring option for 2024
226.01	Operational Notes	Option to utilize operational notes	Short-term borrowing for operations - not advised as this will be reported to EMA and is not viewed favorably

Section #6: Estimated Existing 2023 Gap With All Proposed Adjustments

Total After Preliminary Adjustments: \$ 245,351.20

Estimated Gap with all proposed amendments \$ -

	A	B	C	D	E	F	G	H	I	J	K
1	BUDGET SUMMARY - RICHLAND COUNTY										
2											
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED				
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET				
5		2021	TO 6/30/2022	2022	2022	FOR 2023	FOR 2023				
6											
7	Expenditures for Operation and Maintenance										
8											
9	General Government	2,254,393.56	1,101,861.24	2,550,185.99	2,536,036.40	2,845,387.58	0.00				
10	Public Safety	4,219,588.40	2,084,154.17	4,512,181.60	4,527,634.44	4,942,588.98	0.00				
11	Health and Social Services	19,237,325.56	9,522,212.60	19,164,645.66	19,264,648.91	20,230,372.70	0.00				
12	Transportation	0.00	0.00	27,555.15	27,555.15	28,381.80	0.00				
13	Highways	2,548,787.80	1,715,161.28	3,877,336.98	3,980,076.40	4,189,917.49	0.00				
14	Culture	363,819.13	271,790.82	365,230.50	353,130.50	376,954.22	0.00				
15	Public Areas	444,764.08	202,818.97	453,309.31	560,147.72	573,195.02	0.00				
16	Special Education	344,158.59	133,956.34	368,038.89	365,308.98	400,104.71	0.00				
17	Natural Resources	604,372.59	323,879.48	583,298.87	554,750.23	569,066.32	0.00				
18	County Planning	135,313.15	21,523.72	203,439.27	245,003.65	253,894.76	0.00				
19	County Development	451,239.96	260,918.53	355,599.23	130,599.23	137,180.86	0.00				
20	Debt Service	1,997,500.20	2,057,133.33	3,593,593.33	3,593,564.17	3,527,387.50	0.00				
21	Capital Projects	1,218,159.75	212,635.76	284,023.26	129,249.70	1,463,122.45	0.00				
22											
23											
24	Total Expenditures	33,819,422.77	17,908,046.24	36,338,438.04	36,267,705.48	39,537,554.39	0.00				
25											
26	Less: All Revenues	28,540,098.09	14,936,517.18	28,394,745.25	25,820,428.31	29,160,969.91	0.00				
27											
28	Proposed 2022 Tax Levy For 2023 Budget				10,447,277.17	10,376,584.48	0.00				
29											
30											
31	County Sales Tax Applied	1,350,000.00									
32											
33	Undesignated Fund Balance as of 12/31/21	5,012,014.00	pg 54 or 55 of 2021 audit								
34	Outstanding Debt as of 12/31/22	21,865,000.00									
35											
36	2022 Equalized Value(TID out)	1,529,449,300.00	Mill Rate	0.00678							
37	2022 Equalized Value(TID in)	1,535,795,100.00	Mill Rate	0.00676							
38											
39	* 6 months estimated										
40	AR = Anticipated Revenue - No Levy										
41											
42											
43											
44											
45											
46											
47											
48											

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2021	to 6/30/2022	2022	2022	2023	2023		
6									
7	GENERAL GOVERNMENT								
8	County Board	56,972.97	20,754.80	50,000.00	55,856.00	49,914.78			
9	Citizen Standing Committees	0.00	299.59	1,750.00	0.00	2,110.00			
10	County Administrator	263,956.47	157,993.75	337,775.00	337,775.00	371,011.16			
11	Circuit Court	340,794.25	145,460.85	360,786.52	360,786.52	381,871.77			
12	Register in Probate	188,502.88	81,497.04	193,756.65	193,756.65	196,912.73			
13	Court Mediation Service	4,540.00	976.00	5,000.00	5,000.00	5,000.00		AR	
14	Family Court Commissioner	29,201.84	13,206.60	29,533.19	29,533.19	30,355.35			
15	Coroner	66,246.46	26,971.41	61,850.00	61,850.00	60,800.00			
16	County Clerk	179,595.04	75,379.09	182,000.00	185,455.44	195,397.50			
17	Elections	29,804.29	17,707.03	53,207.00	33,270.00	41,290.00			
18	Data Processing	0.00	0.00	5,500.00	6,250.00	0.00			
19	County Trunk Highway Vehicle Fire	400.00	0.00	200.00	200.00	200.00			
20	Automated Mail Machine	-2,189.68	3,896.04	3,900.00	3,600.00	3,450.00			
21	County Owned Real Estate	160.00	0.00	0.00	4,300.00	4,300.00			
22	County Technology Fund	0.00	0.00	0.00	0.00	161,230.00			
23	Cancelled Tax Certificates	2,831.31	3,474.69	3,474.69	0.00	0.00			
24	Property Lister	82,994.01	37,048.79	91,219.35	91,219.35	121,745.69			
25	Tax Deed Property	95,929.63	169.95	169.95	0.00	0.00			
26	Tax Delinquent Parcels	1,317.58	617.73	3,000.00	3,000.00	3,000.00			
27	County Treasurer	154,297.44	76,466.69	163,955.58	163,955.58	171,725.64			
28	Real Estate Tax Overpayments	9,897.85	6,565.27	6,565.27	0.00	0.00			
29	Checking Account Fees	1,225.48	600.00	1,200.00	1,200.00	1,200.00			
30	Independent Auditing	26,385.00	14,397.00	23,500.00	23,500.00	26,500.00			
31	Special Accounting - Indirect Cost Study (Maximus)	4,100.00	0.00	4,100.00	4,100.00	4,100.00			
32	District Attorney	128,299.02	59,983.52	215,819.69	215,819.69	225,381.63			
33	Corporation Counsel	59,825.59	25,683.20	61,000.00	61,731.76	61,000.00			
34	Register of Deeds	158,031.91	74,604.64	172,621.15	172,621.15	180,679.46			
35	Surveyor	3,565.00	1,225.00	2,500.00	3,900.00	3,900.00			
36	Courthouse	201,187.76	104,205.79	206,636.17	206,636.17	221,276.72			
37	Internet/Bandwidth Access	3,038.88	1,519.44	3,038.88	3,050.00	3,050.00			
38	Management Information Systems	254,065.75	118,574.19	265,239.90	265,239.90	280,353.15			
39	Property and Liability Insurance	-84,482.99	17,206.00	24,850.00	24,850.00	19,552.00			
40	Workers Compensation Insurance	-10,575.00	15,357.00	15,357.00	15,000.00	15,500.00			
41	Labor Attorney - Employee Union Negotiations	0.00	0.00	0.00	2,000.00	2,000.00			
42	County Wellness Program	0.00	0.00	0.00	0.00	0.00			
43	Unfunded WRS Prior Service Liability	521.26	20.14	100.00	0.00	0.00			
44	PCORF - Health Insurance	574.56	0.00	580.00	580.00	580.00			
45	Public Official Bonds	3,379.00	0.00	0.00	0.00	0.00			
46									
47	TOTAL GENERAL GOVERNMENT	2,254,393.56	1,101,861.24	2,550,185.99	2,536,036.40	2,845,387.58	0.00		

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2021	to 6/30/2022	2022	2022	2023	2023		
6									
48									
49	PUBLIC SAFETY								
50	Sheriff's Administration	435,864.03	234,490.28	475,682.00	475,682.00	516,782.79			
51	Sheriff's Department	1,541,797.28	748,545.02	1,634,960.00	1,634,960.00	1,824,665.51			
52	Police Radio	30,025.51	22,451.35	44,810.00	44,810.00	45,729.98			
53	County Jail	1,200,326.34	564,814.77	1,385,929.00	1,385,929.00	1,367,018.61			
54	Canine Unit	2,993.78	200.00	200.00	0.00	0.00			
55	Jail Assessment Fees Fund	1,351.91	0.00	0.00	0.00	0.00		AR	
56	Sheriff's Department Uniform Allowances	23,058.87	11,669.55	20,000.00	20,000.00	21,900.00			
57	Special Investigations	4,000.00	4,000.00	4,000.00	2,000.00	2,000.00			
58	Animal Control	14,752.20	10,831.20	14,825.00	14,825.00	18,425.00			
59	Ambulance Service-Fund 51	468,485.98	257,054.53	561,987.84	561,987.84	662,724.50		AR	
60	Uncollectable Ambulance Bills-Fund 51	418,240.02	179,357.74	271,216.71	271,216.71	370,262.33		AR	
61	Ambulance Maintenance - Municipalities-Fund 51	1,782.00	1,782.00	3,000.00	3,000.00	3,000.00		AR	
62	Emergency Government	62,174.60	37,600.63	71,760.40	71,760.40	73,018.91			
63	Fire Suppression (State Special Charges)	95.00	0.00	0.00	0.00	0.00			
64	Charitable and Penal (State Special Charges)	188.68	942.06	942.06	471.03	230.55			
65	Local Emergency Planning Committee	14,452.20	10,415.04	22,868.59	22,868.59	20,397.80			
66	LEPC - Hazmat Grant	0.00	0.00	0.00	18,123.87	16,433.00			
67									
68	TOTAL PUBLIC SAFETY	4,219,588.40	2,084,154.17	4,512,181.60	4,527,634.44	4,942,588.98	0.00		
69									
70	HEALTH AND SOCIAL SERVICES								
71	Pine Valley Community Village	10,440,994.66	5,736,322.45	9,203,048.00	9,203,048.00	9,821,946.00		AR	
72	Resource Center	344,761.50	183,946.75	398,170.70	398,170.70	423,465.51		AR	
73	Health and Human Services	6,410,875.69	2,852,506.78	7,391,435.70	7,391,435.70	7,803,834.39			
74	Health & Human Svcs Institutional Adult Costs	594,083.51	106,894.13	705,000.00	785,000.00	705,000.00			
75	Health & Human Svcs Institutional Childrens	727,287.33	327,106.34	680,000.00	700,000.00	680,000.00			
76	Health Department Grants	60,923.00	18,797.57	37,539.00	37,539.00	35,466.00		AR	
77	Child Support Program	141,035.22	62,977.76	157,495.90	157,495.90	154,159.92			
78	Veterans Service Office	68,926.70	24,018.56	73,571.38	73,571.38	76,149.38			
79	Veterans Service Grant	8,500.00	8,496.75	8,496.75	8,500.00	9,348.14		AR	
80	Soldiers and Sailors Fund	2,902.23	1,206.14	6,891.28	6,891.28	6,891.28			
81	Care of Veterans Graves	7,880.00	0.00	7,900.00	7,900.00	7,900.00			
82	CAU - Elderly Services(Transp/TitleIIB/SCSP)	192,550.81	87,810.49	244,323.88	244,323.88	249,320.33			
83	Nutrition Program	236,604.91	112,128.88	250,773.07	250,773.07	256,891.75			
84									
85	TOTAL HEALTH AND SOCIAL SERVICES	19,237,325.56	9,522,212.60	19,164,645.66	19,264,648.91	20,230,372.70	0.00		
86									
87	TRANSPORTATION (EXCLUDING HIGHWAYS)								
88									
89	Tri-County Airport	0.00	0.00	27,555.15	27,555.15	28,381.80			
90									
91	TOTAL TRANSPORTATION (EXCLUDING HWY)	0.00	0.00	27,555.15	27,555.15	28,381.80	0.00		

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2021	to 6/30/2022	2022	2022	2023	2023		
6									
92									
93	CULTURE								
94									
95	Libraries	204,363.97	217,605.50	217,605.50	217,605.50	217,954.22			
96	Fairs and Exhibits	143,041.52	37,588.96	131,025.00	131,025.00	143,500.00			
97	Fairgrounds Donations	16,413.64	16,596.36	16,600.00	4,500.00	15,500.00		AR	
98									
99	TOTAL CULTURE	363,819.13	271,790.82	365,230.50	353,130.50	376,954.22	0.00		
100									
101	PUBLIC AREAS								
102									
103	Snowmobile Trails and Areas	35,196.76	1,151.61	42,390.00	42,390.00	42,025.00		AR	
104	County Parks	48,971.24	9,060.19	26,912.50	26,912.50	37,763.48			
105	Ash Creek Community Forest	2,461.60	0.00	1,000.00	2,000.00	1,000.00		AR	
106	Symons Recreation Complex Operations	356,720.39	190,399.64	380,799.28	488,845.22	492,406.54			
107	Symons Recreation Complex Projects	1,414.09	2,207.53	2,207.53	0.00	0.00			
108									
109	TOTAL PUBLIC AREAS	444,764.08	202,818.97	453,309.31	560,147.72	573,195.02	0.00		
110									
111	SPECIAL EDUCATION								
112									
113	University Extension & Agents	173,336.84	39,826.75	185,651.77	185,651.77	191,213.57			
114	Extension Program Account	5,661.08	2,729.91	2,729.91	0.00	0.00			
115	UW-Richland Food Service	165,160.67	91,399.68	179,657.21	179,657.21	208,891.14		AR	
116									
117	TOTAL SPECIAL EDUCATION	344,158.59	133,956.34	368,038.89	365,308.98	400,104.71	0.00		
118									
119	NATURAL RESOURCES								
120									
121	Land Conservation	151,539.46	77,029.19	160,990.37	160,990.37	159,448.98			
122	Conservation Planner Technician	109,310.40	48,509.53	120,159.86	120,159.86	150,971.22			
123	Wildlife Damage Management Fund	14,403.15	5,547.05	15,000.00	15,000.00	15,000.00		AR	
124	Soil Conservation Cost Sharing	58,431.57	8,401.05	50,000.00	50,000.00	45,000.00		AR	
125	Nursery Stock	1,224.66	114.84	900.00	900.00	900.00		AR	
126	Watershed Maintenance	0.00	0.00	2,000.00	2,000.00	2,000.00		AR	
127	Solid Waste and Recycling Program	94,709.20	77,765.24	98,700.00	98,700.00	98,700.00		AR	
128	Land Records Information Grant	5,831.69	2,963.94	25,000.00	25,000.00	25,000.00		AR	
129	Land Information Grant	162,851.93	103,548.64	103,548.64	75,000.00	72,046.12			
130	Clean Sweep Program	6,070.53	0.00	7,000.00	7,000.00	0.00			
131									
132	TOTAL NATURAL RESOURCES	604,372.59	323,879.48	583,298.87	554,750.23	569,066.32	0.00		

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2021	to 6/30/2022	2022	2022	2023	2023		
6									
133									
134	COUNTY PLANNING								
135									
136	Regional Planning Commission	17,148.14	18,277.95	18,277.95	17,342.33	17,562.58			
137	Regional Planning - EDA Grant	25,000.00	0.00	0.00	12,500.00	0.00			
138	Zoning	93,165.01	3,245.77	185,161.32	185,161.32	236,332.18			
139	Failing Septic Systems	0.00	0.00	0.00	30,000.00	0.00		AR	
140									
141	TOTAL COUNTY PLANNING	135,313.15	21,523.72	203,439.27	245,003.65	253,894.76	0.00		
142									
143	COUNTY DEVELOPMENT								
144									
145	Economic Development	96,803.31	53,129.77	123,099.23	123,099.23	129,680.86			
146	Neighborhood Housing Services	7,500.00	0.00	7,500.00	7,500.00	7,500.00			
147	HUD	2,032.00	0.00	0.00	0.00	0.00			
148	CDBG	344,904.65	207,788.76	225,000.00	0.00	0.00			
149	Chamber of Commerce	0.00	0.00	0.00	0.00	0.00			
150									
151	TOTAL COUNTY DEVELOPMENT	451,239.96	260,918.53	355,599.23	130,599.23	137,180.86	0.00		
152									
153	DEBT SERVICE								
154									
155	Principal-2020 Capital Projects Bond	275,000.01	275,000.00	275,000.00	275,000.00	285,000.00			
156	Principal-Prior Service Refunding Bonds	225,000.00	230,000.00	230,000.00	230,000.00	235,000.00			
157	Principal-Capital Projects GO Refund	295,000.00	435,000.00	435,000.00	435,000.00	365,000.00			
158	Principal-Pine Valley Notes 8/10/15	0.00	0.00	250,000.00	250,000.00	250,000.00			
159	Principal-Pine Valley Bonds 8/10/15	0.00	0.00	300,000.00	300,000.00	315,000.00			
160	Principal-Pine Valley Notes 3/15/16	0.00	0.00	415,000.00	415,000.00	425,000.00			
161	Principal-State Trust Fund Loan Car	10,568.15	0.00	0.00	0.00	0.00			
162	Principal-State Trust Fund Loan Highway	0.00	0.00	0.00	0.00	0.00			
163	Principal-State Trust Fund Loan Campus	0.00	0.00	0.00	0.00	0.00			
164	Principal-State Trust Fund Loan - 911	0.00	0.00	0.00	0.00	0.00			
165	Principal-Short Term Borrowing	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00			
166	Interest-2020 Capital Projects Bond	85,690.00	26,950.00	51,150.00	51,150.00	45,550.00			
167	Interest-Prior Service Refunding	20,325.00	9,150.00	16,172.50	16,172.50	11,812.50			
168	Interest-Capital Projects G.O.Refunding Bonds	35,600.00	28,175.00	52,000.00	52,000.00	44,000.00			
169	Interest-Pine Valley Notes 8/10/15	0.00	0.00	10,937.50	10,937.50	3,750.00			
170	Interest-Pine Valley Bonds 8/10/15	0.00	0.00	294,000.00	294,000.00	284,775.00			
171	Interest-Pine Valley Notes 3/15/16	0.00	0.00	211,075.00	211,075.00	200,550.00			
172	Interest-State Trust Fund Loan Car	317.04	0.00	0.00	0.00	0.00			
173	Interest-State Trust Fund Loan Highway	0.00	0.00	0.00	0.00	0.00			
174	Interest-State Trust Fund Loan Campus	0.00	0.00	0.00	0.00	0.00			
175	Interest-State Trust Fund Loan - 911	0.00	0.00	0.00	0.00	0.00			
176	Interest-Short Term Borrowing	0.00	2,858.33	2,858.33	2,829.17	11,550.00			
177	Debt Service Bills-Reporting Requirements	0.00	0.00	400.00	400.00	400.00			
178									
179	TOTAL DEBT SERVICE	1,997,500.20	2,057,133.33	3,593,593.33	3,593,564.17	3,527,387.50	0.00		

	A	B	C	D	E	F	G	H	I
1	EXPENDITURES FOR OPERATION AND MAINTENANCE								
2									
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED		
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET		
5		2021	to 6/30/2022	2022	2022	2023	2023		
6									
180									
181	CAPITAL PROJECTS								
182									
183	Sheriff's New Car Outlay	30,196.14	0.00	0.00	0.00	0.00			
184	911 Outlay	27,884.69	29,000.07	50,000.00	50,000.00	50,000.00			
185	Videoconferencing	780.00	550.00	4,000.00	4,000.00	4,000.00			
186	Ambulance Equipment & Training Outlay	1,884.70	0.00	5,249.70	5,249.70	4,122.45		AR	
187	Courthouse Repair Outlay	2,410.00	0.00	10,000.00	20,000.00	20,000.00			
188	UW-Richland Outlay	55,474.14	8,312.13	40,000.00	40,000.00	40,000.00			
189	American Rescue Plan Act - Broadband (Fund 93)	0.00	0.00	0.00	0.00	295,000.00			
190	2020 Capital Projects (Fund 75)	1,097,855.32	113,941.85	113,941.85	0.00	1,050,000.00			
191	Computer Outlay (Fund 42)	1,674.76	60,831.71	60,831.71	10,000.00	0.00			
192									
193	TOTAL CAPITAL PROJECTS	1,218,159.75	212,635.76	284,023.26	129,249.70	1,463,122.45	0.00		
194									
195	TOTAL EXPENSES	31,270,634.97	16,192,884.96	32,461,101.06	32,287,629.08	35,347,636.90	0.00		
196									
197									
198									
199									
200									
201									

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2021	TO 6/30/2022	2022	2022	2023	2023	
6								
7	TAXES							
8								
9	County Sales Tax	1,251,738.98	717,664.58	1,315,000.00	1,315,000.00	1,350,000.00		
10	Interest on Taxes	106,837.76	52,330.86	100,000.00	100,000.00	103,000.00		
11	Managed Forest and Forest Crop Taxes	86,135.65	101,638.44	102,000.00	80,000.00	90,000.00		
12								
13	TOTAL TAXES	1,444,712.39	871,633.88	1,517,000.00	1,495,000.00	1,543,000.00	0.00	
14								
15	INTERGOVERNMENTAL REVENUES							
16								
17	State Share Revenues	1,221,046.49	0.00	1,219,125.26	1,219,125.26	1,211,630.87		
18	State Aid-Exempted Business Computers	10,866.45	0.00	10,866.45	10,866.45	10,866.45		
19	State Aid-Personal Property	13,920.71	39,121.28	39,121.28	39,121.28	25,110.68		
20	State Aid-Circuit Court Support Payment	52,275.00	28,627.00	94,502.12	94,502.12	52,275.00		
21	State Aid - Clerk of Court Coop Agree, Reimb.	0.00	201.22	201.22	0.00	400.00		
22	State Aid - Interpreter Reimbursement	4,502.00	0.00	0.00	0.00	5,020.00		
23	State Aid-Guardian Ad Litem Fees	33,886.51	0.00	0.00	0.00	26,279.00		
24	State Aid-Victim Witness Program	11,759.12	12,688.26	25,000.00	25,000.00	25,000.00		
25	State Aid-Probation and Parole Housing	9,760.00	0.00	10,000.00	10,000.00	10,000.00		
26	Prisoner Aid In Lieu Of Social Security	0.00	2,264.24	3,200.00	3,200.00	3,200.00		
27	State Aid-Police Training	17,680.58	0.00	6,000.00	6,000.00	6,000.00		
28	State Aid-Summer Traffic Grant	18,477.72	0.00	0.00	0.00	0.00		
29	State Aid-DNA Testing	320.00	0.00	800.00	800.00	800.00		
30	Federal Aid-Bullet Proof Vests	0.00	2,298.00	2,298.00	800.00	800.00		
31	State Aid-Ambulance Equipment & Training	0.00	4,122.45	5,249.70	5,249.70	4,122.45		AR
32	State Aid-Emergency Government	28,519.65	0.00	36,433.00	36,433.00	29,000.00		
33	State Aid-LEPC-Hazard Mitigation	0.00	18,123.87	0.00	18,123.87	16,433.00		
34	State Aid-Local Emergency Planning Comm.	8,214.21	0.00	8,214.00	8,214.00	8,214.00		
35	State Aid-Haz Mat Grant	7,495.28	251.30	7,335.79	7,335.79	6,458.12		
36	State Aid-Health and Human Services	3,300,790.41	622,012.38	3,575,488.52	3,575,488.52	3,943,902.39		
37	State Aid-Resource Center	348,742.00	130,276.00	398,170.70	398,170.70	423,465.51		AR
38	State Aid-Health Department Grants	61,705.00	8,868.00	37,539.00	37,539.00	35,466.00		AR
39	State Aid-Child Support Agency	173,180.77	63,217.53	138,158.66	138,158.66	102,364.00		
40	State Aid-Child Support MSL	1,016.25	0.00	0.00	0.00	500.00		
41	State Aid-Veterans Service	8,500.00	9,350.00	9,350.00	8,500.00	9,350.00		AR
42	St Aid-CAU Elderly Svcs(Transp/TitleIIIB/SCSP)	138,882.99	91,924.93	140,498.00	140,498.00	135,884.98		
43	State Aid-Nutrition Program	153,006.00	39,381.00	129,042.67	129,042.67	147,616.00		
44	State Aid-Fairs and Exhibits	50.13	6,766.71	6,800.00	6,800.00	6,800.00		
45	State Aid-Snowmobile Trails	163,034.00	596.95	42,390.00	42,390.00	42,025.00		AR

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2021	TO 6/30/2022	2022	2022	2023	2023	
6								
46	State Aid-DNR-County Parks	1,558.00	0.00	0.00	0.00	0.00		
47	State Aid-Land Conservation	8,803.70	10,375.70	12,175.37	12,175.37	12,175.37		
48	State Aid-Land Conservation-Lake Monitoring	6,465.41	8,620.53	8,620.53	7,500.00	7,500.00		
49	State Aid-Wildlife Damage Admin-Land Cons	275.33	0.00	300.00	300.00	250.00		
50	State Aid-Conservation Planner Technician	90,099.30	0.00	98,504.93	98,504.93	110,097.63		
51	State Aid-Wildlife Damage Management	14,343.95	0.00	15,000.00	15,000.00	15,000.00		AR
52	State Aid-Soil Conservation Cost Sharing	33,485.76	20,955.60	50,000.00	50,000.00	45,000.00		AR
53	State Aid-Failing Septic Systems	0.00	0.00	0.00	30,000.00	0.00		AR
54	State Aid-Land Information Grant	123,178.42	129,045.88	129,045.88	75,000.00	75,000.00		AR
55	State Aid-Solid Waste and Recycling	99,048.07	98,965.49	98,965.49	98,700.00	98,700.00		AR
56	State Aid - Fam Crt Comm Coop Agri	0.00	0.00	494.77	0.00	1,200.00		
57	Payment in Lieu of Taxes-DNR	52,393.25	51,855.40	52,000.00	45,000.00	48,000.00		
58	State Aid-Clean Sweep-Household	0.00	0.00	0.00	0.00	0.00		
59	State Aid-Clean Sweep-Agricultural	0.00	0.00	0.00	0.00	0.00		
60	CDBG Funds	219,440.13	239,833.90	225,000.00	0.00	0.00		
61	MFL Resource Aid Payment-DNR	27,362.19	0.00	27,350.00	27,350.00	27,350.00		
62								
63	TOTAL INTERGOVERNMENTAL REVENUE	6,464,084.78	1,639,743.62	6,663,241.34	6,420,889.32	6,729,256.45	0.00	
64								
65	REGULATION AND COMPLIANCE REVENUES							
66	County Ordinance Fines	43,019.66	16,319.67	36,000.00	40,000.00	36,000.00		
67	County Share of State Fines and Forfeitures	18,881.61	5,245.01	14,000.00	18,000.00	14,000.00		
68	Ignition Interlock Device	1,102.94	565.19	1,300.00	1,300.00	1,100.00		
69	Bond Forfeitures	0.00	400.00	400.00	0.00	1,000.00		
70	Wisconsin Fund Application Fee	1,750.00	350.00	0.00	0.00	0.00		
71	Sanitary Permit Fees	50,365.00	15,135.00	35,000.00	35,000.00	35,000.00		
72	Compliance Certificate Fee	4,920.00	4,750.00	5,000.00	4,000.00	4,000.00		
73	Large Group Gathering Fee	1,500.00	0.00	0.00	1,500.00	0.00		
74								
75	TOTAL REGULATION & COMPLIANCE REV	121,539.21	42,764.87	91,700.00	99,800.00	91,100.00	0.00	
76								
77	PUBLIC CHARGES FOR SERVICES							
78								
79	Circuit Court Fees and Costs	88,080.97	46,412.48	73,000.00	73,000.00	75,000.00		
80	Attorney Fees Reimbursement	35,212.41	24,322.02	24,322.02	18,000.00	25,500.00		
81	Jury Fees Reimbursement	576.00	504.00	700.00	700.00	700.00		
82	Juvenile Legal Fees Reimbursement	294.53	263.84	300.00	300.00	300.00		
83	Witness Fees Reimbursement	0.00	0.00	16.00	16.00	16.00		
84	Occupational DL Fee	0.00	0.00	80.00	80.00	20.00		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2021	TO 6/30/2022	2022	2022	2023	2023	
6								
85	Court Restitution Surcharge	36.83	1,026.65	1,026.65	60.00	200.00		
86	Coroner Fees	12,400.00	4,500.00	10,000.00	10,000.00	11,000.00		
87	Register in Probate Fees	15,652.22	5,657.53	6,300.00	6,300.00	6,300.00		
88	Court Mediation Fees	3,029.71	1,410.26	3,000.00	4,000.00	3,000.00		AR
89	Mediation/Marriage License Fees	1,640.00	600.00	1,000.00	1,000.00	1,600.00		AR
90	County Clerk's Fees	580.75	193.25	525.00	525.00	588.00		
91	County Clerk- Wisvote Fees	0.00	0.00	0.00	0.00	7,550.00		
92	Sale Of Platbooks	10.75	3.00	15.00	15.00	5.00		
93	Treasurers Fees	72.00	40.50	100.00	100.00	100.00		
94	Treasurer-Ag Use Value Penalty	1,694.83	339.00	1,000.00	1,000.00	1,000.00		
95	Sale of Tax Deeds	18,104.00	378.00	378.00	0.00	0.00		
96	Register of Deeds Fees	118,546.75	52,077.25	104,000.00	111,627.00	106,000.00		
97	Real Estate Transfer Fees	71,344.14	26,784.48	55,000.00	65,000.00	55,000.00		
98	Sheriffs Civil Process Fees	16,330.00	6,165.00	20,000.00	20,000.00	20,000.00		
99	Electronic Monitoring Program Fees	29,714.68	9,253.09	30,000.00	30,000.00	30,000.00		
100	Board of Prisoners (Huber)	0.00	0.00	9,700.00	9,700.00	9,700.00		
101	Board of Prisoners (County)	2,588.91	1,220.37	1,220.37	0.00	0.00		
102	Dog License Fees	4,339.95	3,674.70	4,000.00	4,300.00	4,000.00		
103	Ambulance Fees	824,642.45	366,988.45	707,714.55	707,714.55	882,196.83		AR
104	Ambulance Miscellaneous Revenues	40,835.62	13,128.53	13,128.53	1,500.00	3,000.00		
105	Ambulance Payments from Municipalities	135,244.09	74,010.00	126,990.00	126,990.00	150,790.00		AR
106	Pine Valley Community Village Revenues	10,816,663.93	5,714,390.65	9,203,048.00	9,203,048.00	9,821,946.00		AR
107	Health and Human Services Revenues	2,832,828.14	817,496.97	2,980,191.29	2,980,191.29	2,922,026.96		
108	Child Support - Sheriffs Fees	1,141.75	486.13	500.00	500.00	500.00		
109	Child Support - Court Costs	0.00	0.00	0.00	0.00	0.00		
110	Child Support - Genetic Tests	406.16	373.75	400.00	250.00	250.00		
111	County Aging Unit Revenues	69,439.36	30,086.48	72,218.51	72,218.51	81,774.97		
112	Health Department Revenues	0.00	0.00	0.00	0.00	0.00		
113	County Parks Revenues	2,287.06	480.60	800.00	800.00	800.00		
114	Nutrition Program Revenues	58,083.89	33,116.65	84,747.51	84,747.51	73,957.74		
115	Fairs and Exhibits Revenues	106,851.77	5,634.00	109,225.00	109,225.00	121,700.00		
116	Symons Recreation Complex Fees	288,905.95	162,232.06	416,562.00	416,562.00	420,123.32		
117	Extension Program Account Revenues	6,088.99	7,456.04	7,456.04	0.00	0.00		
118	UW Richland Food Service Revenues	120,935.13	59,434.75	115,000.00	174,325.75	253,845.00		AR
119	Land Records Fees	30,720.00	12,264.00	25,000.00	25,000.00	25,000.00		AR
120	Land Use Permits	41,936.40	15,471.40	15,471.40	24,500.00	24,500.00		
121	Zoning Permits	29,000.00	7,000.00	15,350.00	15,350.00	15,350.00		
122	Soil Testing Fees	11,295.00	3,760.00	6,250.00	6,250.00	6,250.00		
123	Sanitary Maintenance Filing Fee	50,000.00	13,425.00	45,000.00	45,000.00	45,000.00		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2021	TO 6/30/2022	2022	2022	2023	2023	
6								
124	Land Division Fees	4,620.00	1,840.00	1,580.00	1,580.00	1,580.00		
125	Non-Metallic Mining Fees	33,728.00	9,216.00	20,000.00	20,000.00	20,000.00		
126	Manure Storage Permit Fees	50.00	0.00	0.00	0.00	0.00		
127	Mapping & Database Fees	864.50	530.48	1,000.00	2,000.00	500.00		
128	County Address Signs	5,921.86	1,900.00	2,725.00	2,725.00	2,725.00		
129	R/E Tax Overpayments	9,887.29	6,565.27	6,565.27	\$0.00	\$0.00		
130								
131	TOTAL PUBLIC CHARGES FOR SERVICES	15,942,626.77	7,542,112.63	14,322,606.14	14,376,200.61	15,231,394.82	0.00	
132								
133	OTHER GENERAL REVENUES							
134								
135	Sheriff's Telephone Revenues	13,914.30	9,736.26	15,000.00	15,000.00	15,000.00		
136	Sheriff's Copies Revenue	986.00	730.00	1,500.00	1,500.00	1,500.00		
137	Canine Unit Revenues	3,405.00	23,800.00	23,800.00	0.00	0.00		AR
138	Jail Assessment Fees	18,795.94	4,851.15	4,851.15	0.00	0.00		
139	Ash Creek Community Forest	126.36	0.00	1,000.00	2,000.00	1,000.00		AR
140	Land Conservation - Nursery Stock	1,530.77	0.00	900.00	900.00	900.00		AR
141	Pool Operations - City Share	34,291.50	18,070.81	36,141.61	36,141.61	36,141.61		
142	Economic Development - City Share	78,531.51	0.00	49,239.69	49,239.69	51,872.34		
143	Symons Recreation Complex Projects	7,965.18	2,312.93	2,500.00	0.00	0.00		
144	Indirect Administration Cost Study Revenues	36,121.50	44,429.00	75,000.00	75,000.00	104,589.00		
145	County Farm Lease	1,875.60	0.00	1,875.60	1,875.60	1,875.60		
146	General Revenues	1,183.03	97.00	200.00	1,500.00	250.00		
147	Other Miscellaneous Revenues	41,882.15	12,173.66	13,500.00	15,000.00	10,000.00		
148	Prior Years Ambulance Fees Collections	3,791.62	2,443.25	4,000.00	2,000.00	2,000.00		
149	Fairgrounds Donations	9,544.51	11,627.42	11,650.00	4,500.00	15,500.00		AR
150	Clean Sweep Program Revenue	-3,000.00	0.00	0.00	7,000.00	0.00		
151	Community Options Risk Reserve (Fund 40)	1.24	0.76	1.25	0.00	0.00		
152	Bear Creek solar Energy Creidt	0.00	0.00	0.00	0.00	116,667.00		
153	Housing Authority Legacy Funds	0.00	0.00	0.00	0.00	80,000.00		
154	2020 Capital Projects (Fund 75)	200,973.68	798.74	798.74	0.00	1,050,000.00		
155	American Rescue Plan Act - Gen Ops (Fund 93)	1,676,025.18	1,676,749.58	1,676,749.58	0.00	882,425.60		
156	American Rescue Plan Act - Broadband (Fund 93)	0.00	0.00	0.00	0.00	295,000.00		
157	General Fund Surplus Applied	0.00	0.00	88,209.08	88,209.08	0.00		
158	Contignecy Fund Applied (Fund 11)	0.00	300,000.00	300,000.00	300,000.00	0.00		
159	Pine Valley Surplus Applied	0.00	504,996.00	504,996.00	504,996.00	300,000.00		
160								
161	TOTAL OTHER GENERAL REVENUES	2,127,945.07	2,612,816.56	2,811,912.70	1,104,861.98	2,964,721.15	0.00	
162								

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2021	TO 6/30/2022	2022	2022	2023	2023	
6								
163	COMMERCIAL REVENUES							
164								
165	Interest on General Fund Investments	8,066.87	15,863.54	17,500.00	7,000.00	75,000.00		
166	Interest on Circuit Court Investments	76.34	26.75	80.00	100.00	80.00		
167								
168	TOTAL COMMERCIAL REVENUES	8,143.21	15,890.29	17,580.00	7,100.00	75,080.00	0.00	
169								
170	TOTAL REVENUES	26,109,051.43	12,724,961.85	25,424,040.18	23,503,851.91	26,634,552.42	0.00	
171								
172								
173								
174								

	A	B	C	D	E	F	G
1	HIGHWAY DEPARTMENT						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2021	TO 6/30/2022	2022	2022	2023	2023
6							
7							
8	Administration	400,572.10	117,789.88	306,253.68	220,000.00	220,000.00	
9	County Trunk Highway System	1,979,502.69	1,558,144.40	3,425,612.00	3,571,874.90	3,855,446.19	
10	Bridge Construction on CTHS	143,284.21	39,227.00	131,000.00	170,000.00	100,000.00	
11	Bridge Construction - Local	25,428.80	0.00	14,471.30	18,201.50	14,471.30	
12							
13	TOTAL EXPENDITURES	2,548,787.80	1,715,161.28	3,877,336.98	3,980,076.40	4,189,917.49	0.00
14							
15	State Aid-County Trunk Highway System	576,649.32	144,226.04	576,904.16	574,114.33	580,000.00	
16	Revenues	1,854,397.34	2,067,329.29	2,393,800.91	1,742,462.07	1,946,417.49	
17							
18	TOTAL REVENUES	2,431,046.66	2,211,555.33	2,970,705.07	2,316,576.40	2,526,417.49	0.00
19							
20	TAX FOR HIGHWAYS					1,663,500.00	0.00
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

	A	B	C	D	E	F	G
1	2022 DEBT SCHEDULE						
2					<i>Principal Only</i>		<i>Principal Only</i>
3			DATE OF		AMOUNT	PRINCIPAL	AMOUNT
4		DATE OF	FINAL	RATE OF	OUTSTANDING	RETIRED	OUTSTANDING
5	DEBT ISSUES	ISSUE	MATURITY	INTEREST	1/1/2022	2022	12/31/2022
6							
7	G.O. Promissory Notes	03/05/20	03/01/28		2,695,000.00	275,000.00	2,420,000.00
8							
9	Taxable G.O. Refunding Bonds	01/08/20	03/01/25	1.90%	950,000.00	230,000.00	720,000.00
10							
11	G.O. Refunding Bonds	01/08/20	03/01/27	2.57%	2,145,000.00	435,000.00	1,710,000.00
12							
13	Taxable G.O. PVCV Promissory Notes	08/10/15	03/01/23	2.44%	500,000.00	250,000.00	250,000.00
14							
15	G.O. Pine Valley Construction Bonds	08/10/15	03/01/35	3.73%	9,110,000.00	300,000.00	8,810,000.00
16							
17	G.O. Pine Valley Construction Bond	03/15/16	09/01/36	2.64%	8,370,000.00	415,000.00	7,955,000.00
18							
19	Short-Term Borrowing	11/23/21	03/01/22	1.00%	1,050,000.00	1,050,000.00	0.00
20							
21	TOTALS				24,820,000.00	2,955,000.00	21,865,000.00
22							
23	NOTES						
24	Principal Only (no interest recorded here)						
25	Rates of interest are averaged over life of loan as amount changes every year						
26	This is only a history of 2022-not linked to budget						

	2022 LEVY	2023 LEVY	PLUS OR MINUS	
Department				
Animal Control-Dog License Fees	10,525.00	14,425.00	3,900.00	
Child Support Program	18,587.24	50,545.92	31,958.68	
Circuit Court	114,728.40	143,981.77	29,253.37	
Conservation Planner Technician	21,654.93	40,873.59	19,218.66	
Contingency	0.00	0.00	0.00	
Coroner	51,850.00	49,800.00	-2,050.00	
Corporation Counsel	61,731.76	61,000.00	-731.76	
County Board	55,856.00	49,914.78	-5,941.22	
County Administrator	337,775.00	371,011.16	33,236.16	
County Clerk	194,765.44	190,704.50	-4,060.94	
County Parks	26,112.50	36,963.48	10,850.98	
County Treasurer	171,355.58	179,125.64	7,770.06	
Courthouse	206,636.17	221,276.72	14,640.55	
Courthouse Repair Outlay	20,000.00	20,000.00	0.00	
Court Mediation	0.00	400.00	400.00	
Debt Service	3,593,564.17	3,527,387.50	-66,176.67	
District Attorney	190,819.69	200,381.63	9,561.94	
Economic Development	73,859.54	77,808.52	3,948.98	
Elections	33,270.00	41,290.00	8,020.00	
Emergency Government	35,327.40	44,018.91	8,691.51	
Fairs and Exhibits	15,000.00	15,000.00	0.00	
Family Court Commissioner	29,533.19	29,155.35	-377.84	
Health and Human Services	904,346.15	1,004,883.43	100,537.28	
Highway	1,663,500.00	1,663,500.00	0.00	
Management Information Systems	265,239.90	280,353.15	15,113.25	
Institutional Costs Funds	1,485,000.00	1,385,000.00	-100,000.00	
Land Conservation	137,015.00	135,523.61	-1,491.39	
Local Emergency Planning Committee	7,318.80	5,725.68	-1,593.12	
Property Lister	91,219.35	121,745.69	30,526.34	
Register of Deeds	-4,005.85	19,679.46	23,685.31	
Register in Probate	187,456.65	190,612.73	3,156.08	
Sheriff's Department	3,466,381.00	3,681,096.89	214,715.89	
911 Outlay	50,000.00	50,000.00	0.00	
Soil Conservation Cost Sharing	0.00	0.00	0.00	
Surveyor	3,900.00	3,900.00	0.00	
Symons Recreation Complex	36,141.61	36,141.61	0.00	
University Extension	185,651.77	191,213.57	5,561.80	
UW Food Service	5,331.46	-44,953.86	-50,285.32	
UW-Richland Outlay	40,000.00	40,000.00	0.00	
Veterans Service Office	88,362.66	90,938.80	2,576.14	
Videoconferencing	4,000.00	4,000.00	0.00	
Watershed Maintenance	2,000.00	2,000.00	0.00	
Zoning	32,756.32	82,473.30	49,716.98	
General	-3,467,289.66	-3,932,314.05	-465,024.39	
TOTALS	10,447,277.17	10,376,584.48	-70,692.69	
	10,447,277.17	10,376,584.48		
Less: Debt Service	-3,593,164.17	-3,526,987.50		
Less: Libraries	-217,605.50	-217,954.22		
Less: Bridge Aid	-18,201.50	-14,471.30		
Levy	6,618,306.00	6,617,171.46		
Allowable Levy	6,618,306.00	6,638,306.00	*projected total	
Difference	0.00	-21,134.54		

TAX LEVY DISTRIBUTION - 2023 BUDGET		
Fund Number	Fund Name	Tax Levy
10	General	2,812,001.93
11	Contingency Fund	0.00
12	Elections Fund	41,290.00
19	Sheriff's Dept. Uniform Allowance	21,900.00
22	Redaction Fees	0.00
23	Land Records Grant	-2,953.88
28	Tax Delinquent Parcels	3,000.00
29	Videoconferencing	4,000.00
30	Debt Service	2,048,312.50
31	Court Mediation	400.00
32	UW-Richland Outlay	40,000.00
36	Symons Recreation Complex	36,141.61
42	Computer Outlay	0.00
43	Courthouse Repair Outlay	20,000.00
44	HHS Institutional Childrens Costs	680,000.00
49	Local Emergency Planning Committee	5,725.68
50	911 Outlay	50,000.00
54	HHS Institutional Adult Costs	705,000.00
56	Health and Human Services	937,905.04
59	Nutrition Program	35,318.01
60	UW-Richland Food Service	-44,953.86
61	Pine Valley Community Village	1,179,075.00
63	County Aging Unit	31,660.38
64	Watershed Maintenance	2,000.00
65	County Parks	36,963.48
66	Soil Conservation	0.00
68	Richland County Fair	15,000.00
71	Highway Department	1,663,500.00
72	Conservation Planner Technician	40,873.59
81	Dog License Fees	14,425.00
	TOTAL TAX LEVY	10,376,584.48

Debit: Fund.0000.0000.1110 - Cash

Credit: Fund.4100.0000.4111 - General Property Taxes

Fund 10

Debit 10.0000.0000.1220 - Uncollected

Credit 10.4100.0000.4111 - Gen Property Tax

Credit 10.0000.0000.1110 - Cash

Richland County Committee

Agenda Item Cover

Agenda Item Name: Response to Resolution 22-96

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 September 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Resolution 22-96, Structure C
Date submitted:	30 August 2022	Referred by:	
Action needed by no later than (date)		Resolution	N/A, prepared, reviewed

Recommendation and/or action language:

1. Motion to... recommend the proposed financial and operational changes necessary in responding to the directives of Resolution 22-96 (as presented /or/ with amendments).
2. Motion to ... recommend the propose the financial and operational changes be forwarded to the Referendum Ad Hoc Committee for consideration to be added to the referendum.

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

Resolution 22-96 was adopted by the Richland County Board on August 16th 2022 Directing:

BE IT FURTHER RESOLVED, the various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and ...

BE IT FURTHER RESOLVED, that the Finance and Personnel Standing Committee is specifically tasked with the following:

Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

4. *Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan.*

Resolution Response No 22-96 is designed to help list out identified financial solutions to consider. Initial recommendations from administration and elected officials are indicated. Amendments can be actioned by the committee.

Additionally, items for referendum consideration are also indicated for consideration and possible action.

Attachments and References:

Resolution Response No 22-96	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	

Richland County Committee

Agenda Item Cover

	Other funding Source	
	No financial impact	

(summary of current and future impacts)

Anticipated to result in reduction on operational levy by designated amounts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

"Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan"

Options for Reductions:								
Department/ Budget/ Account:	Function /Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workaround or alternative delivery or service:	Reference 12 AUG 2022 Financial Workbook	Request consideration to add to Referendum levy exemption	
	Administration 10.5115	Creation of HR + Finance Department Combined [Strategic Plan] Addition of 1FTE Finance and HR Coordinator	\$ 105,116.60	Projected Expense (2024)	Reduces ability to meet strategic goals of bridging to a more robust HR and Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02b	Yes
	Administration 10.5115	Creation of Finance Department [Strategic Plan] Addition of 1FTE Finance Officer	\$100,842.82	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.01	Yes
	Administration 10.5115	Creation of HR Department [Strategic Plan] Addition of 1FTE HR Coordinator	\$ 89,351.00	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02	Yes
	Administration 10.5115	Reduction of funds for staff training and professional development	\$ 3,500.00	Current Expense (2024) if not pulled for 2023	Reduces funding for staff training and conference attendance	Continue to reach out through free training opportunities and collaboration with local workgroups	21.03	Yes
	Administration 10.5115	Administrator	\$ 101,902.05	Current Expense (2024)	Reduces support to for committees and meetings, policy development, day-today policy implementation, budgeting, planning, etc....	Revert to a an Administrative Coordinator position assigned to other employee or elected official. Consider a part-time Administrator shared with the City.	21.92	No
	Administration 10.5115	Assistant to the Administrator	\$ 85,258.89	Current Expense (2024)	Reduces support for committees and meetings, reduces policy development and responsiveness to issues.	Reduce expectation on projects and strategic initiatives.	21.93	No
	Administration 10.5115	Accounting Supervisor	\$ 95,670.63	Current Expense (2024)	Reduced Accounting Capacity. Our Ability to maintain the General Ledger would be significantly impacted.	Add to a different position. Functions of this position are a full FTE	not on planner	No
	Administration 10.5115	Benefits Specialist	\$ 70,581.87	Current Expense (2024)	Reduced our ability for centralized payroll and benefits management.	Add to a different position. Functions of the position are a full FTE	not on planner	No
	County Clerk 10.5141	Digitization of resolutions	\$10,000	Current Expense (2024)	Reduces contract and software support for expediting accessible electronic storage of resolutions	Possibly use our Municode software to workaround and continue self review and posting	6.02	No
	County Clerk 10.5142	Part-Time Deputy County Clerk	\$27,000	Current Expense (2024)	Reduces WISVOTE, reduces availability of Clerk to fulfil with Finance Officer Duties	Deputize Accounting Supervisor with reduced accounting	not on planner	No

2024		2025		2026		2027	
Directive: \$ 122,000.00		Directive: \$ 243,000.00		Directive: \$ 299,000.00		Directive: \$ 383,000.00	
Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:
Yes	\$ 105,116.60	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Was a planned reduction for 2027	\$ -
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 100,842.82
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 89,351.00
Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00
No	0	No	0	No	0	No	0
No	\$ -	No	\$ -	No	\$ -	No	\$ -
No	0	No	0	No	0	No	0
No	0	No	0	No	0	No	0
Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
No	\$ -	No	\$ -	No	\$ -	No	\$ -

County Treasurer 10.5156	Eliminate Property Lister and merge duties amongst Treasurer, Deputy and GIS	\$ 69,000.00	Current Expense (2024)	Reduces centralized function on property transfers and legal description issues, and interface with property assessors. Reductions in review of tax bills.	Treasurer, Deputy Treasurer and GIS Tech would have to parcel the duties.	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
County Treasurer 10.5156 and others	Borrow for GCS/LandNav Software	\$ 28,000.00	Current Expense (2024)	Displaces operational expenses to debt service / Short-term borrowing.		not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Other Budgets															
10.5181	Southwest Regional Planning	\$ 17,562.58	Current Expense (2024)	Reduction in regional coordination, planning initiatives, grant procurement and grant administration.	Watch action publicly and respond with internal resources to local needs.	34.01	Yes	No	\$ -	Yes	\$ 17,562.58	Yes	\$ 17,562.58	Yes	\$ 17,562.58
10.5195, 10.5198	Short Term Borrowing for Property, W/C and Liability Insurance (State Statute 67.04(5)(b)1	\$ 461,000.00	Current Expense (2024)	Move expenses from operations to Short-Term Borrowing (Worker's compensation, Liability Insurance, Risk Management Services, Property Insurance by Statute 67.04(5)(b)1 and 611.11(4)(b). W/C=\$327,609; Liability =\$55,000; Property=\$75,248; Commercial Crime=\$3,200. <u>This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."</u>	This circumvents levy limits as allowable by 67.04(5), but will require 3/4 vote from County Board and will increase or displace short-term borrowing against the levy.	not on planner	Yes	Yes	\$ 50,000.00	Yes	\$ 100,000.00	Yes	\$ 160,000.00	Yes	\$ 160,000.00
Fund 29	Video Conferencing Fund	\$ 6,000.00	Current Expense (2024)	Move expense to short-term borrowing when court needs arrive.	Anticipate and plan future court audio visual needs	not on planner	No	No	\$ -	Yes	\$ 6,000.00	Yes	\$ 6,000.00	Yes	\$ 6,000.00
Other Options															
Amin, Clerk and Treasurer	Reduction in Hours to 4/9hour days	\$ 39,724.90	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 10% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Reduction in Hours to 4/8 hour days	\$ 79,449.79	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 20% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Phased Reduction in hours	\$ -	Current Expense (2024)	Method of phasing in hour reductions to keep employees at annual income with annual reduction in hours. Curb future projected if planning on wage increases.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Total in options \$ 1,389,961.13								Total:	\$ 168,616.60	Total:	\$ 242,179.18	Total:	\$ 302,179.18	Total:	\$ 387,256.40
Note: Not all options can be exercised at once and many options are not a reduction in current, existing services.								Overage:	\$ 46,616.60	Overage:	\$ (820.82)	Overage:	\$ 3,179.18	Overage:	\$ 4,256.40
								2024		2025		2026		2027	

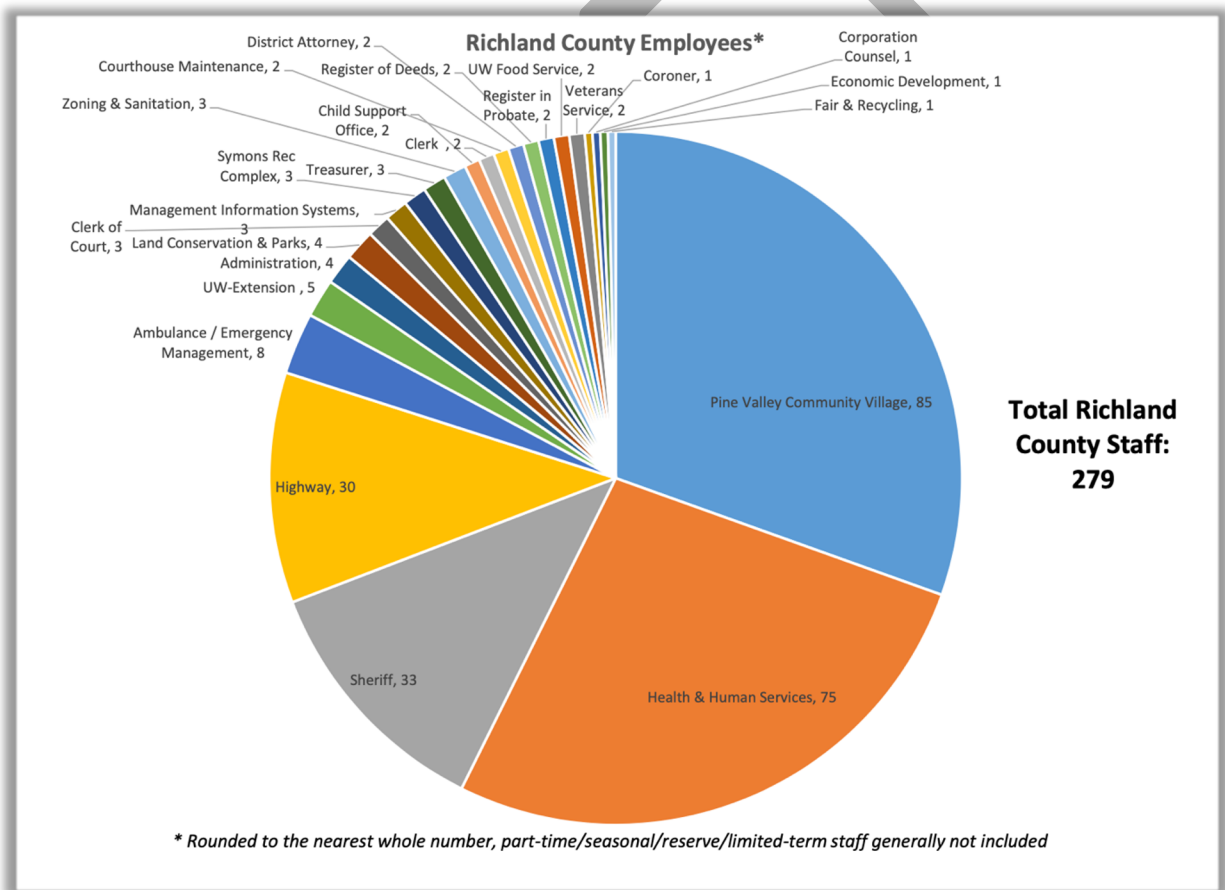
DRAFT: Educational Information for Use by the Referendum Ad Hoc Committee

The following information provides educational context for the work of the Richland County Referendum Ad Hoc Committee, and has the following primary purposes:

1. To serve as the basis for educational materials to be developed by the Committee so the public can better understand our mission
2. To be used as a tool for communication with County departments/committees

Introduction

The Richland County Referendum Ad Hoc Committee is *considering the idea of a referendum* so the voters can decide if the County's operating levy should be increased to maintain current staffing levels and services. **Staffing levels currently look like this:**



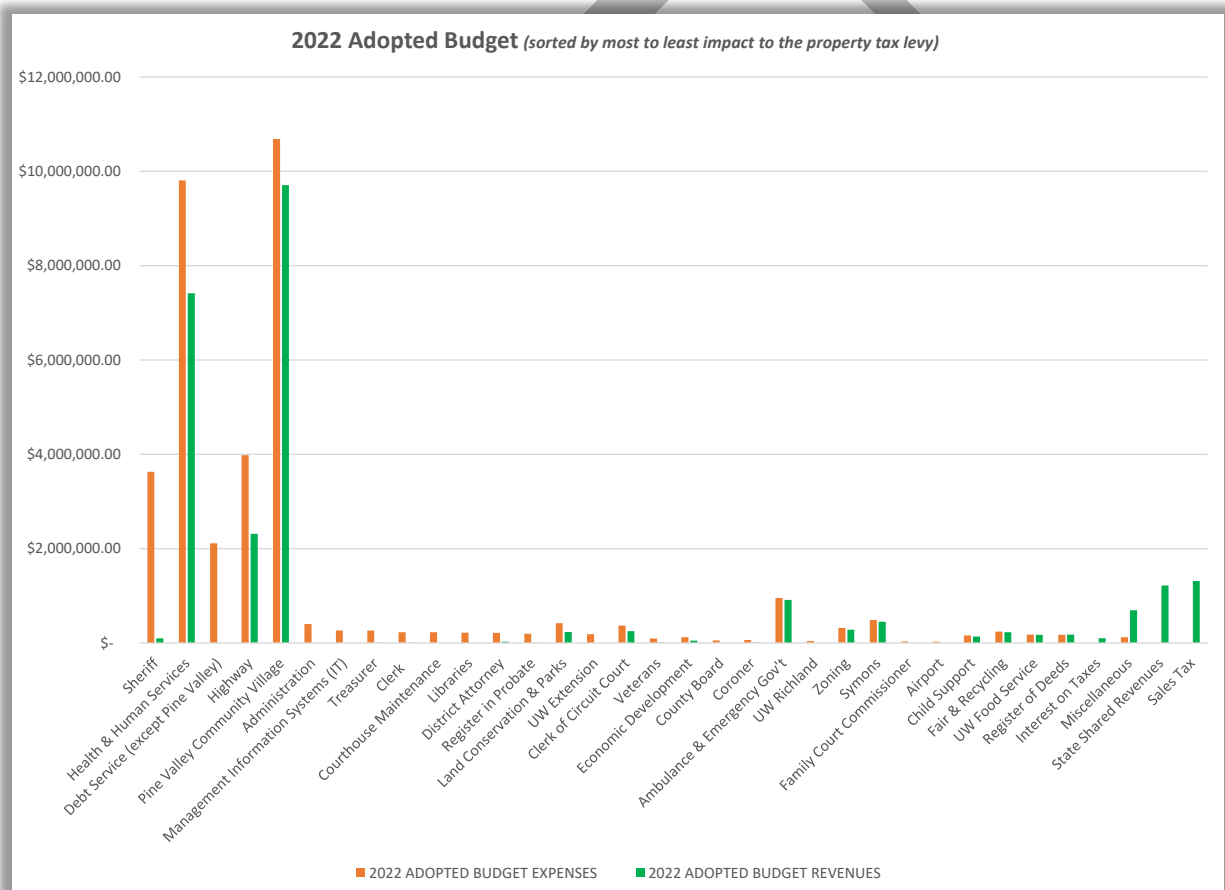
The County has a total budget of \$36 million in the current 2022 calendar year. **The budget is balanced, meaning \$36 million in expenses matches \$36 million in revenues.**

Revenues vs. Expenses

Most County budget revenues come from other governments, typically at the federal and state levels. Some departments bring in significant amounts of revenue to offset County expenses. For example,

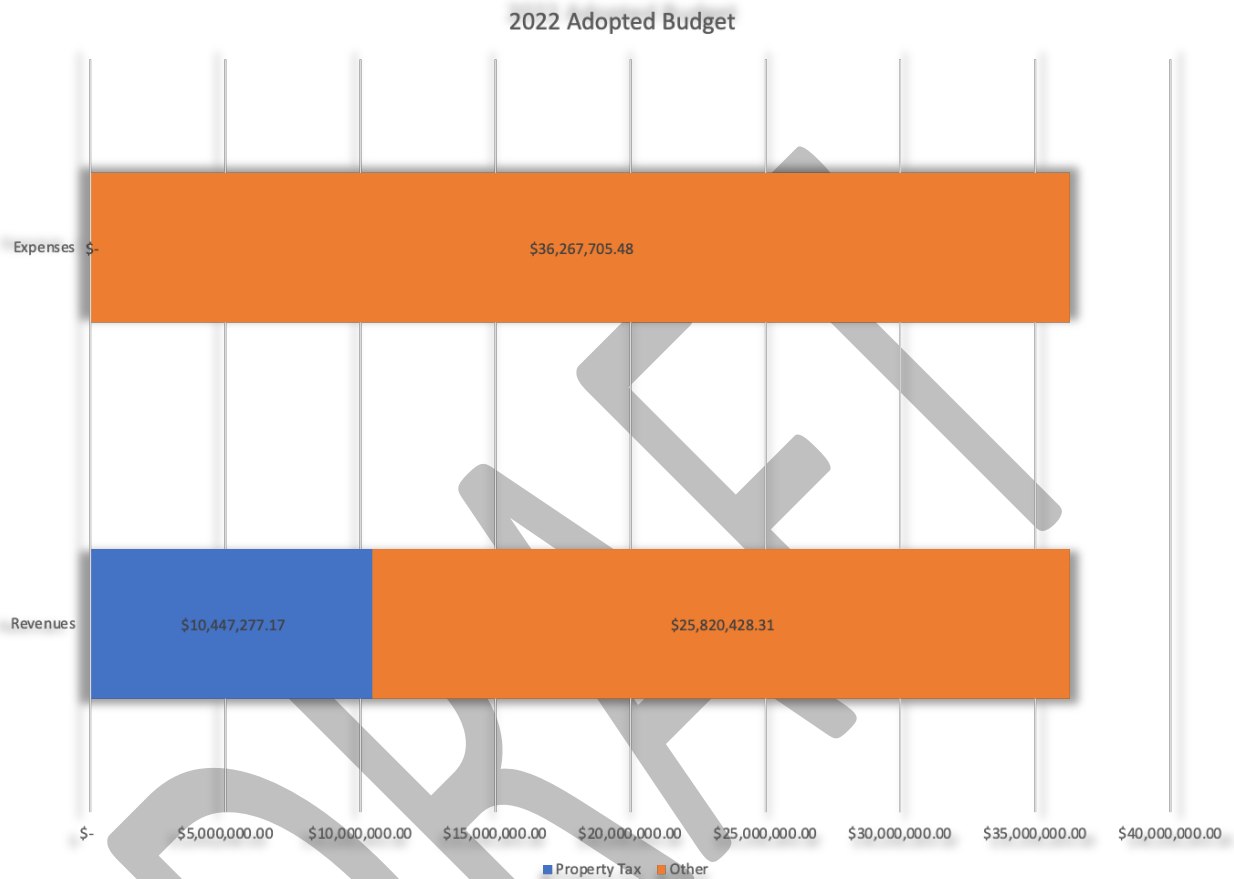
- The **federal government** pays for patient care at **Pine Valley Community Village**
- The **federal and state governments** pay for programming in the **Health & Human Services Department** (i.e., mental health, economic support, aging and disability resources, child protection, public health)
- The **state government** pays the **Highway Department** to maintain state-owned highways (e.g., US Highway 14, Wisconsin Highway 60)

Other departments don't have the ability to bring in very much revenue. **The expenses and revenues of all departments currently look like this:**



The Property Tax

How does the County make up the difference in revenues and expenses for each department? **We levy a property tax**, as shown here:

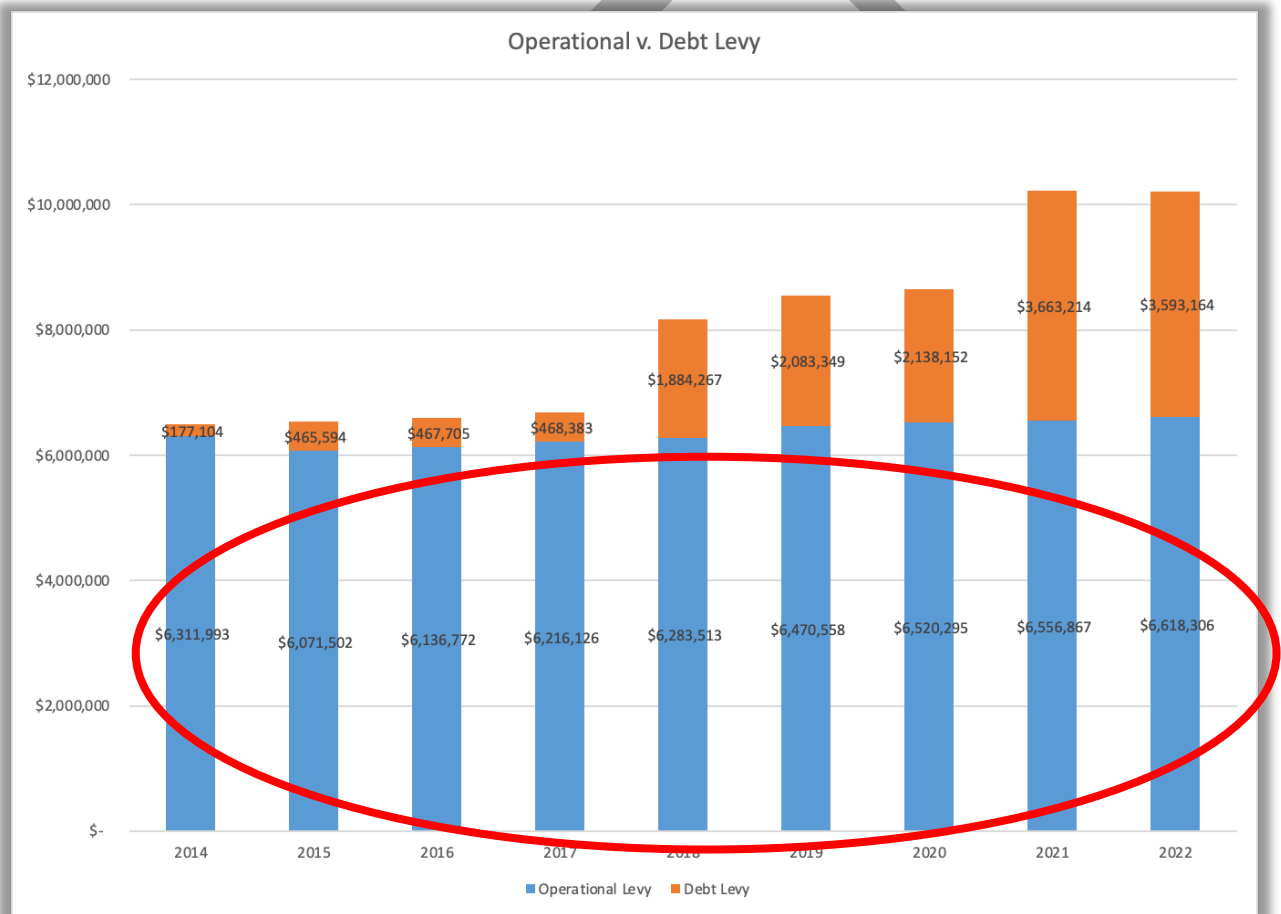


The property tax levy is divided into 2 parts: **operating and debt**. We do this because the State of Wisconsin has different laws about how the County can levy property taxes for each part:

1. The first law says the County **cannot raise the operating levy at a rate faster than net new construction**.¹
2. The second law says the County **can raise the debt levy at the rate it chooses**, as long as the total outstanding debt stays below 5% of the value of all property in the County.

Over the past 8 years, **the operating levy has stayed relatively flat, while the debt levy has risen at a faster pace** to pay for the new building at Pine Valley Community Village (between 2017 and 2018) and highway/building maintenance needs (between 2020 and 2021).

The County's Referendum Ad Hoc Committee is looking at the possibility of asking the voters to approve a more substantial increase to the operating levy (circled in red below):

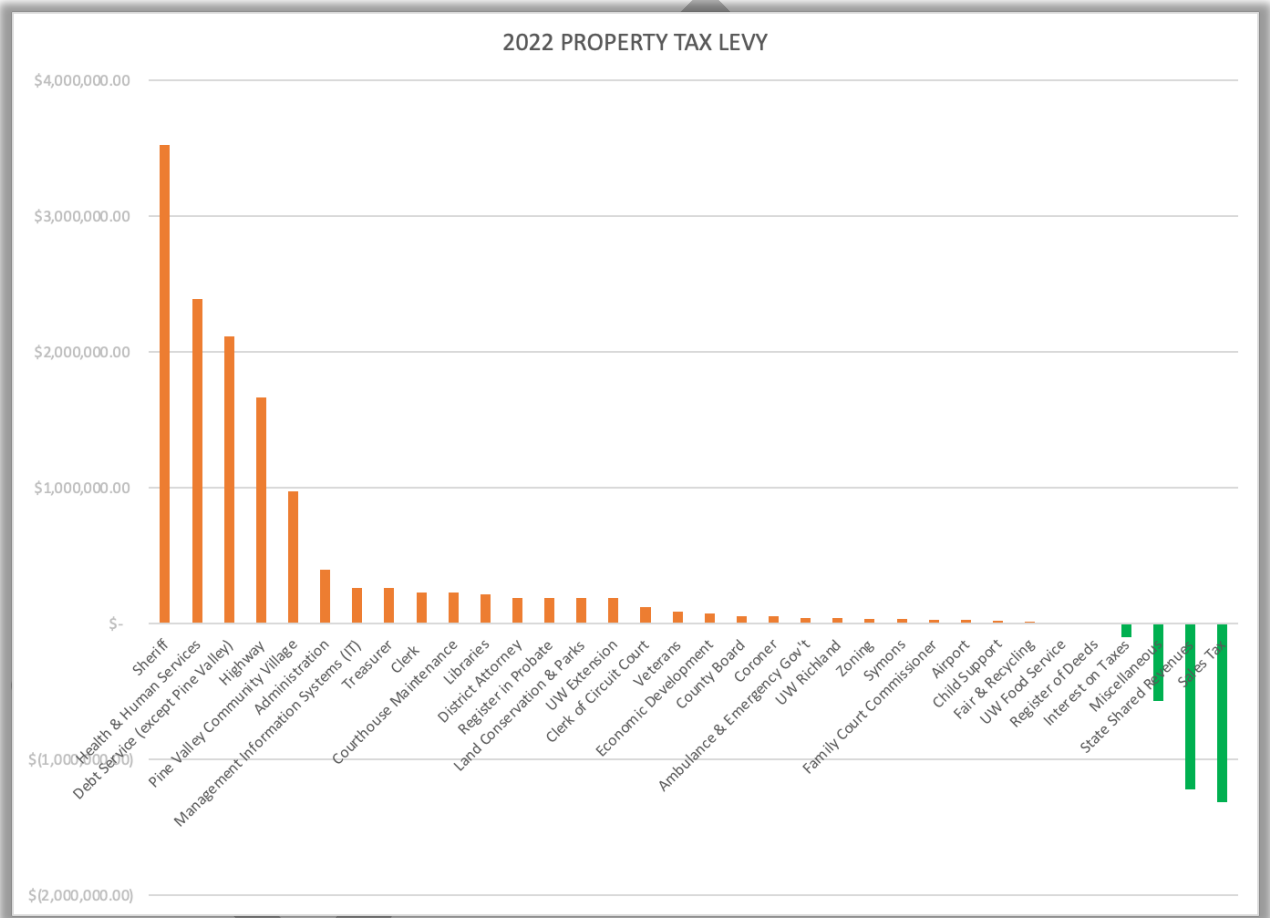


¹ <https://docs.legis.wisconsin.gov/statutes/statutes/66/vi/0602>

Departments Relying on the Property Tax

Which departments benefit most from property taxes? If federal and state revenues, as well as fees for services (such as those collected by the Ambulance, Clerk of Court, Register of Deeds, Symons, UW Food Service, and Zoning Department) are set aside, the **following 4 departments use the most property tax**:

1. Sheriff
2. Health & Human Services
3. Highway
4. Pine Valley Community Village

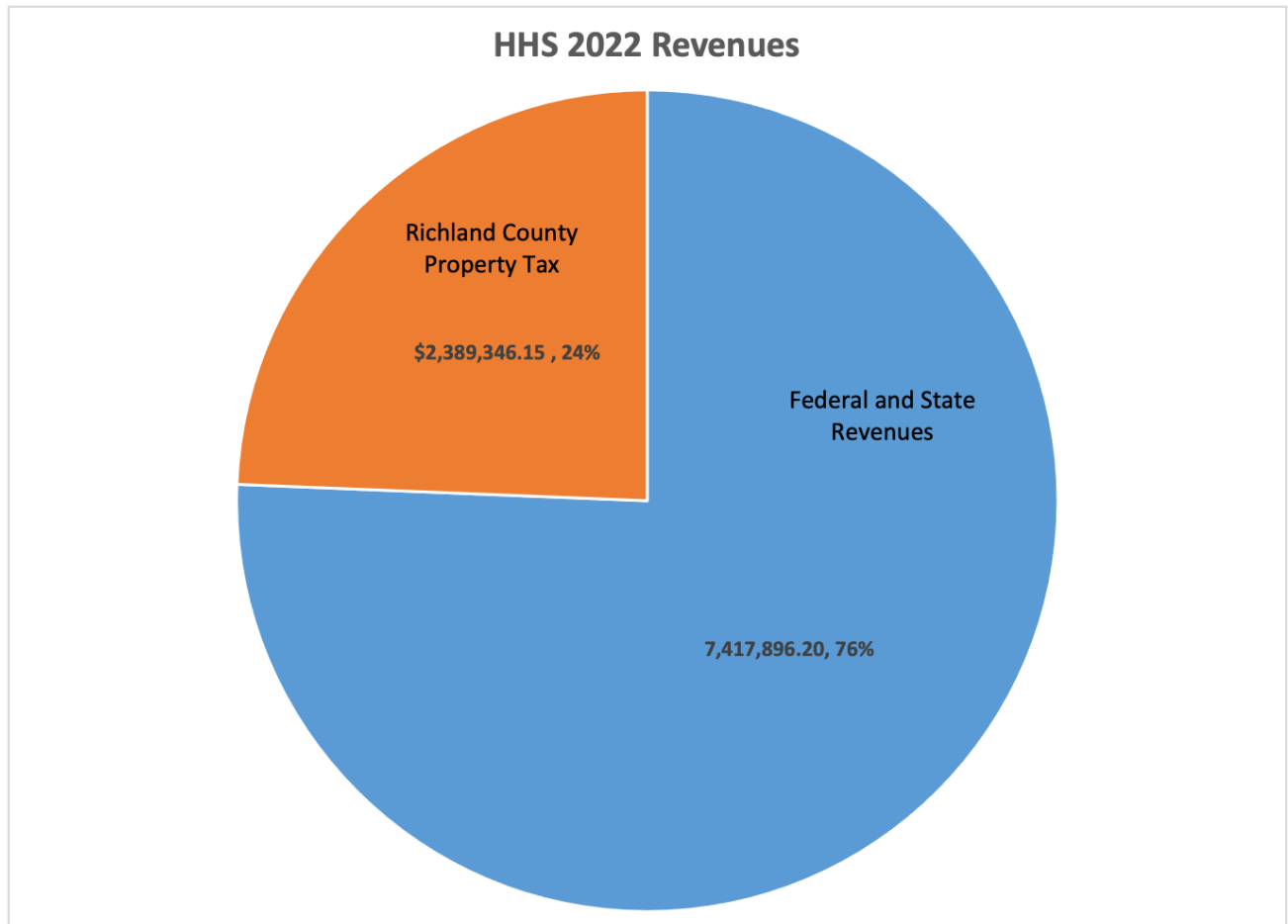


Next, we'll look at three categories that often have associated misconceptions: 1) Health & Human Services, 2) Pine Valley Community Village, and 3) State Shared Revenue.

Category #1: Health & Human Services

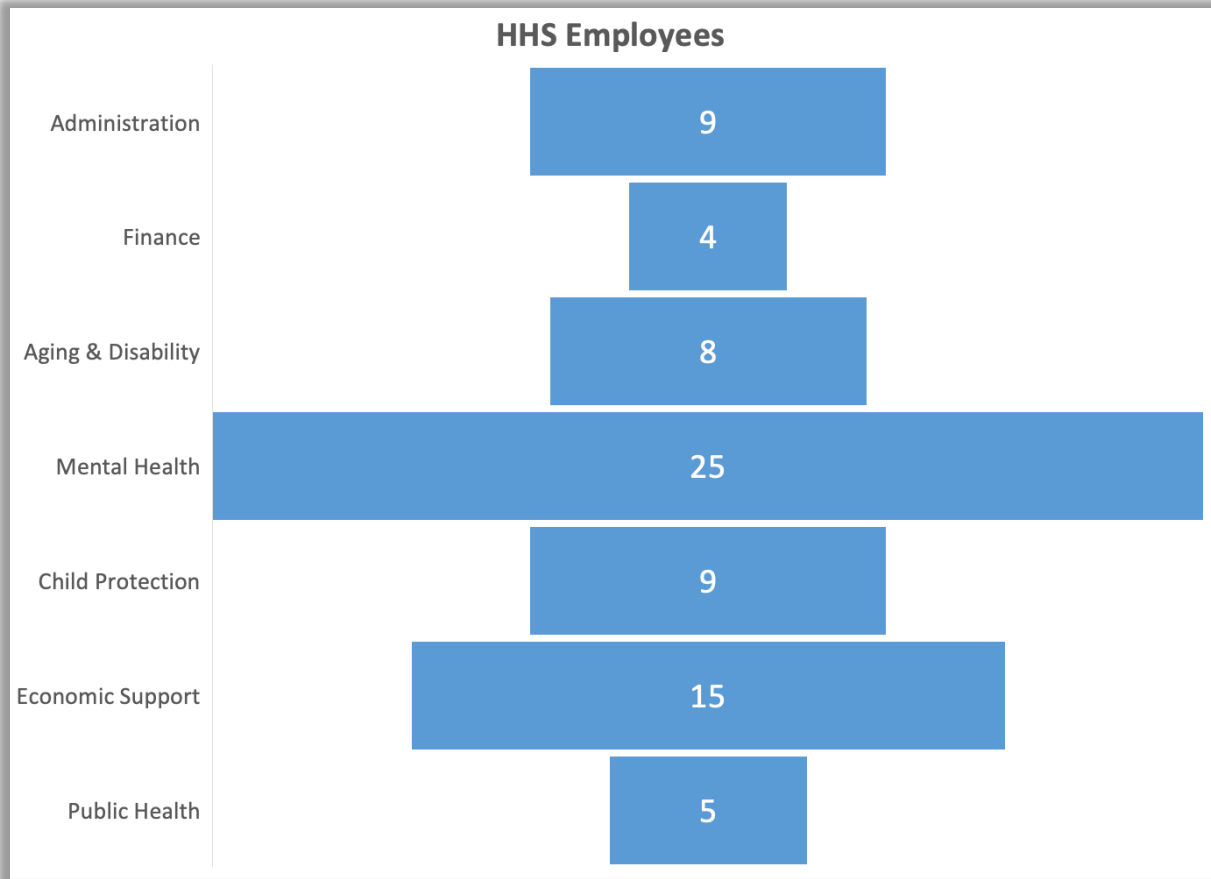
As shown in previous charts, the Health & Human Services (HHS) Department has the 2nd highest number of employees out of any department at the County. At the same time, this department uses less property tax revenue than the Sheriff's Department (\$2.4 million for HHS vs. \$3.5 million for Sheriff). Why is this?

It's because **HHS brings in a lot of revenue from the federal and state governments.**



If the County reduced its property tax revenue contribution to HHS, some of these federal and state revenues would be lost.

People also often think HHS is primarily a welfare agency. **While economic support is important, it's one of only 5 main areas of service to residents.** More employees are dedicated to mental health services than economic support, as shown in this chart:



Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Health & Human Services and Veterans Standing Committee to better understand how federal and state funding is tied to employee positions.

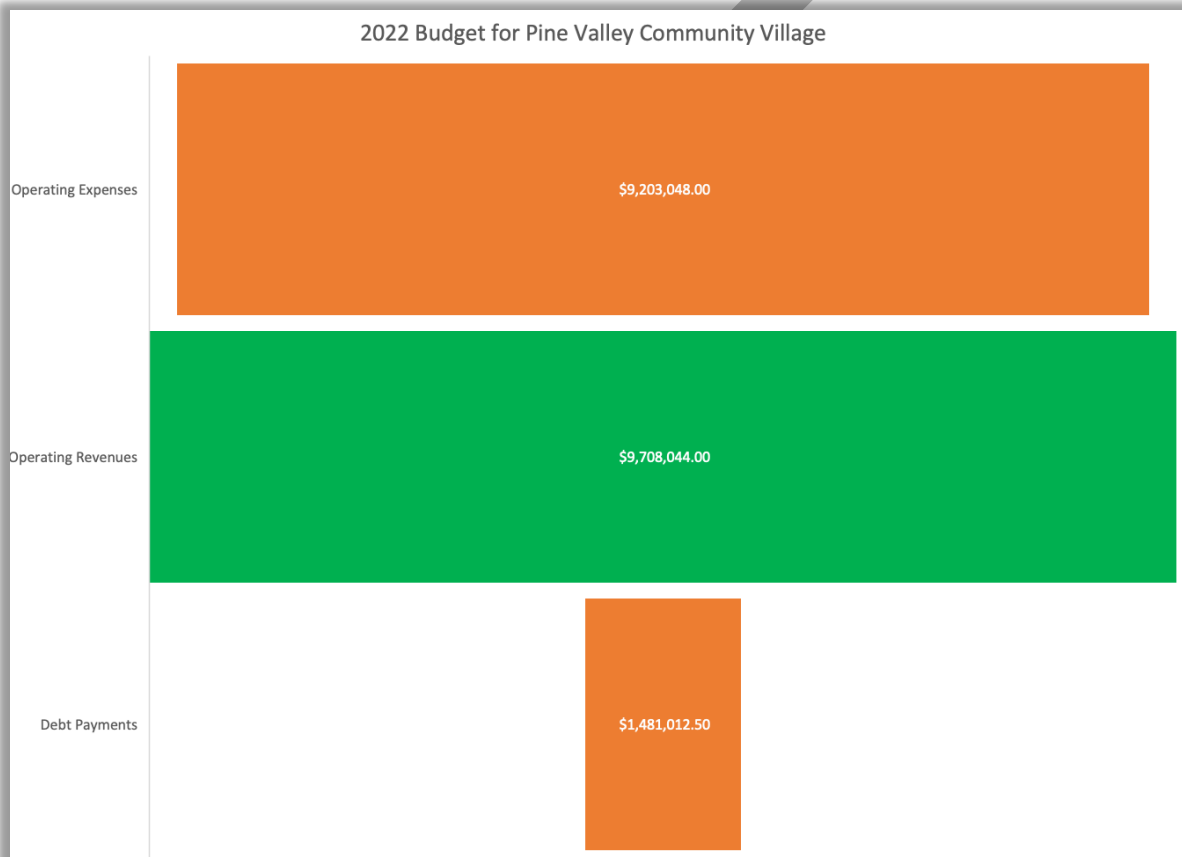
Category #2: Pine Valley Community Village

It is often said that Pine Valley Community Village:

1. Makes a profit for the County
2. Doesn't pay its debt

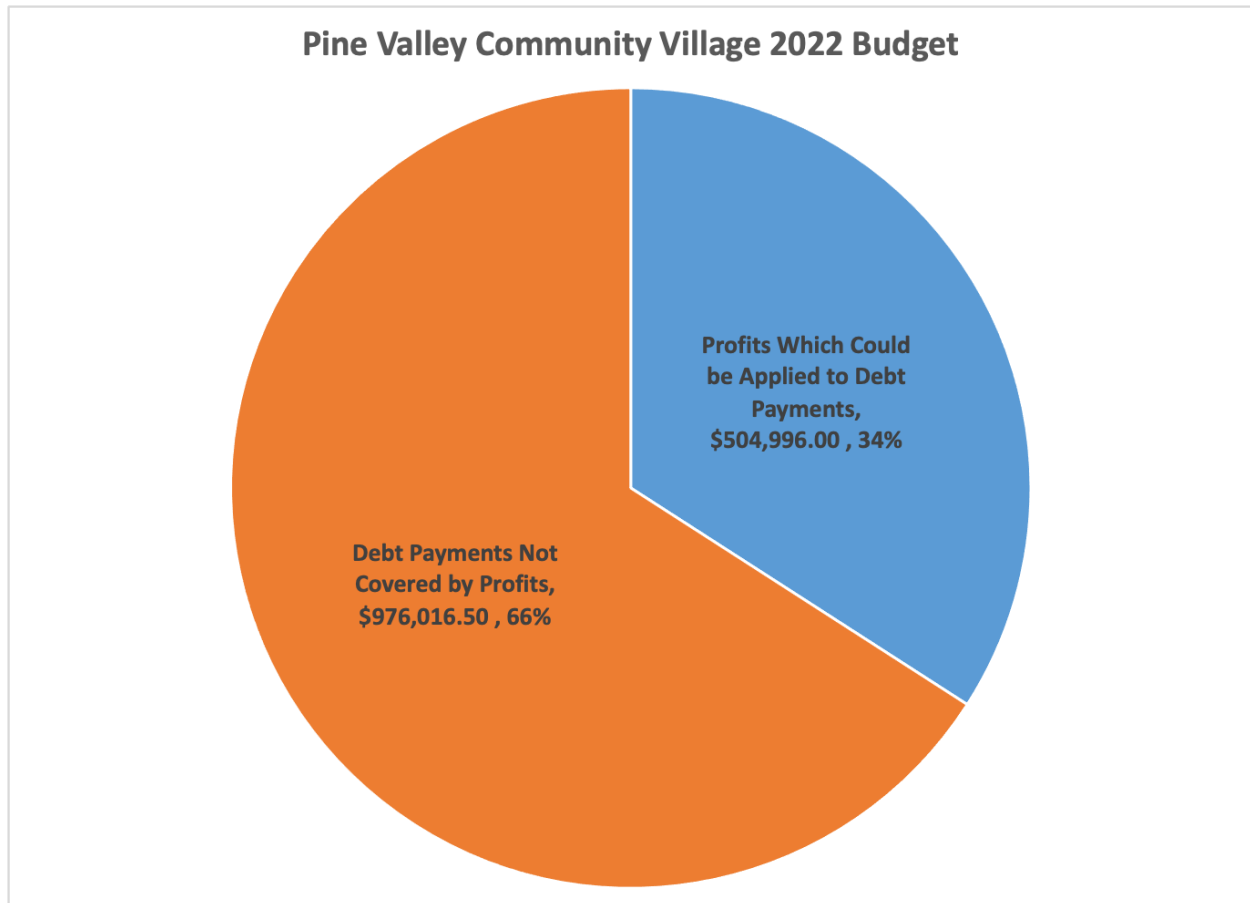
Which is true?

There is some truth to both statements, but neither is totally accurate. Because of the state laws referred to earlier, the County keeps track of Pine Valley's budget in two categories – operating and debt:



Statement #1 would be more accurate if it said, **“Pine Valley makes an operating profit for the County.”**

In recent years, the operating profit from Pine Valley has been applied to offset the operating expenses of other departments at the County. **If that operating profit was instead applied to debt payments, it would cover one-third of annual debt payments**, as shown in the following chart:



So, statement #2 would be more accurate if it said, **“Pine Valley’s operating profits could cover one-third of its debt payments, if those profits were not used to offset the operating expenses of other County departments.”**

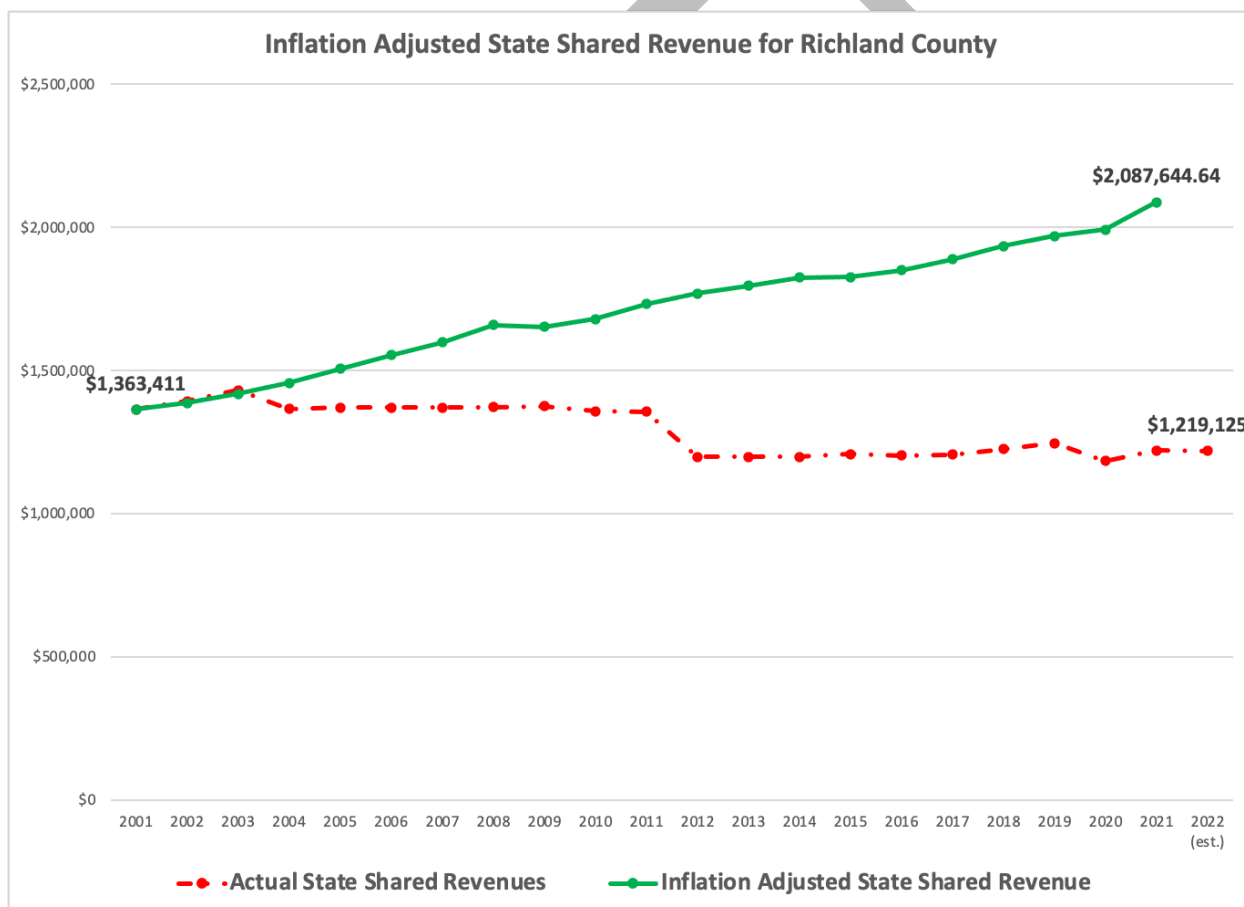
Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Pine Valley & Child Support Standing Committee to better understand if operating profits can be increased to cover 50% of its debt payments.

Category #3: State Shared Revenue

State shared revenue comes from the State of Wisconsin. **Every local government agency in Wisconsin receives this revenue.**

Shared revenue was originally put in place in the early 1900's to share state income tax revenue with local governments in exchange for a reduction in property that could be taxed². In the 1970's, shared revenues were begun to be used to level the playing field between communities with lower income tax revenues and wealthier parts of the state.³

In 2001, Richland County received \$1.36 million that could be spent on general government activities such as public safety, human services, and highways. **In 2021, the State shared \$1.22 million, a drop of 12%.** If the amount received in 2001 was adjusted for inflation⁴, the amount would be \$2.09 million.

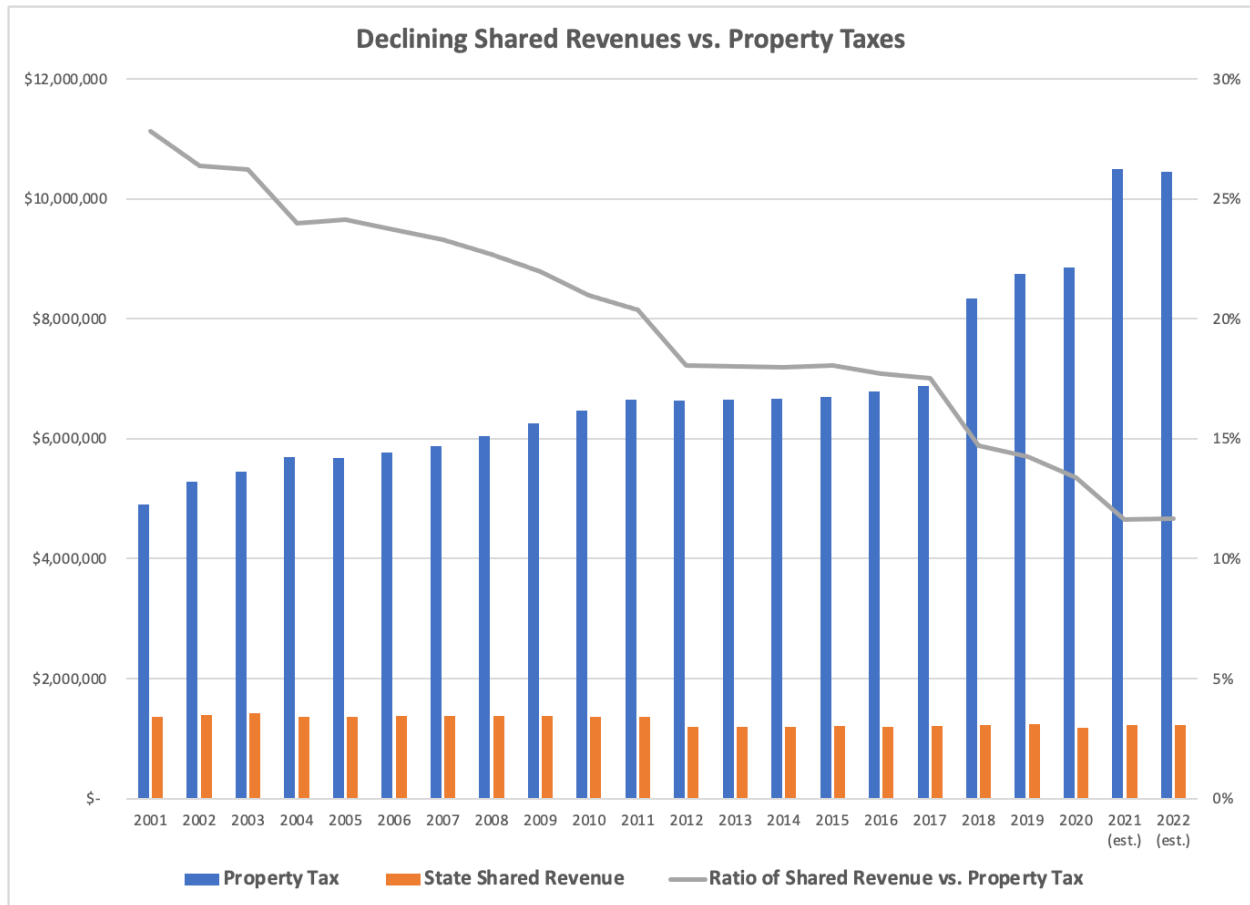


https://docs.legis.wisconsin.gov/misc/lfb/informational_papers/january_2017/0018_shared_revenue_program_informational_paper_18.pdf

³ <https://lwm-info.org/DocumentCenter/View/5904/8-22-The-Municipality-State-Local-Partnership>

⁴ <https://www.minneapolisfed.org/about-us/monetary-policy/inflation-calculator/consumer-price-index-1913->

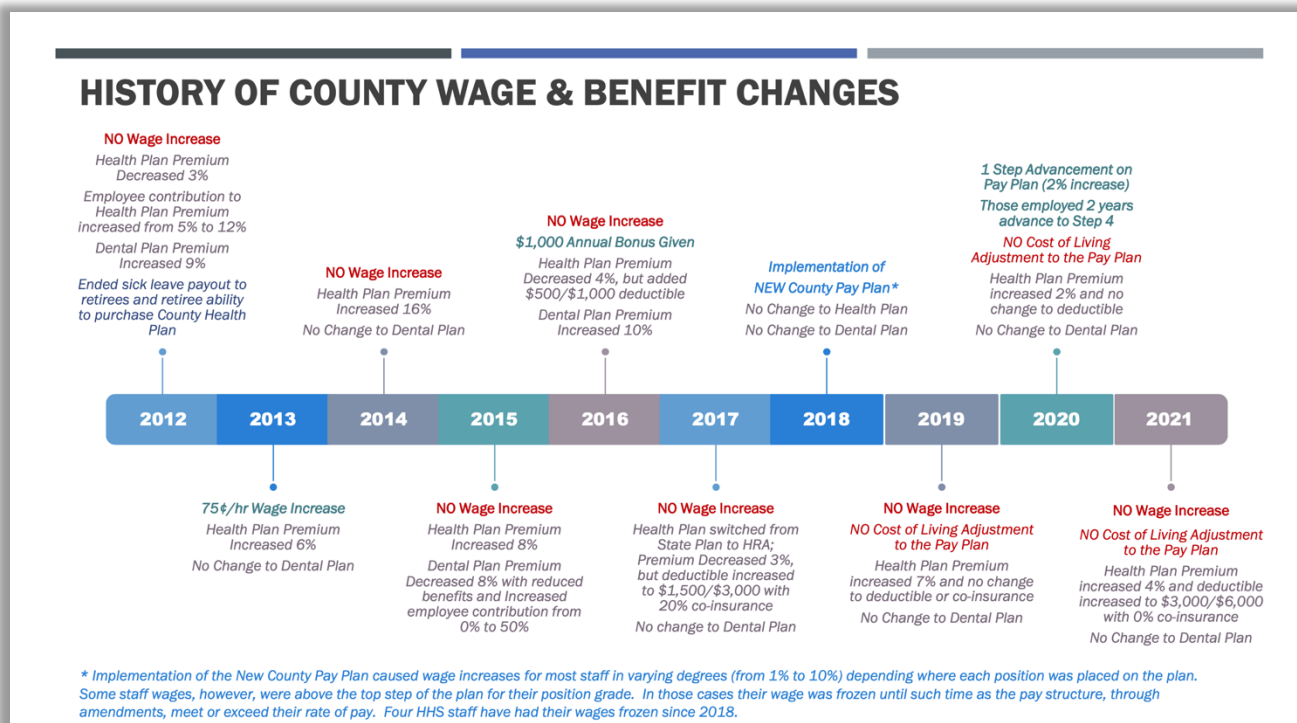
Since shared revenues from the State of Wisconsin are declining, this means **Richland County has had to rely more on property taxes to finance departments that need additional revenues**, as shown in the following chart:



Note: Over the coming months, the Referendum Ad Hoc Committee will be working with the Finance & Personnel Standing Committee to better understand the development of the State of Wisconsin budget, as it relates to state shared revenues.

Where Do We Go from Here?

Over the past decade, Richland County has been responding to the State of Wisconsin's policies by **skipping annual pay increases and reducing health insurance benefits**, as shown in the following graphic.

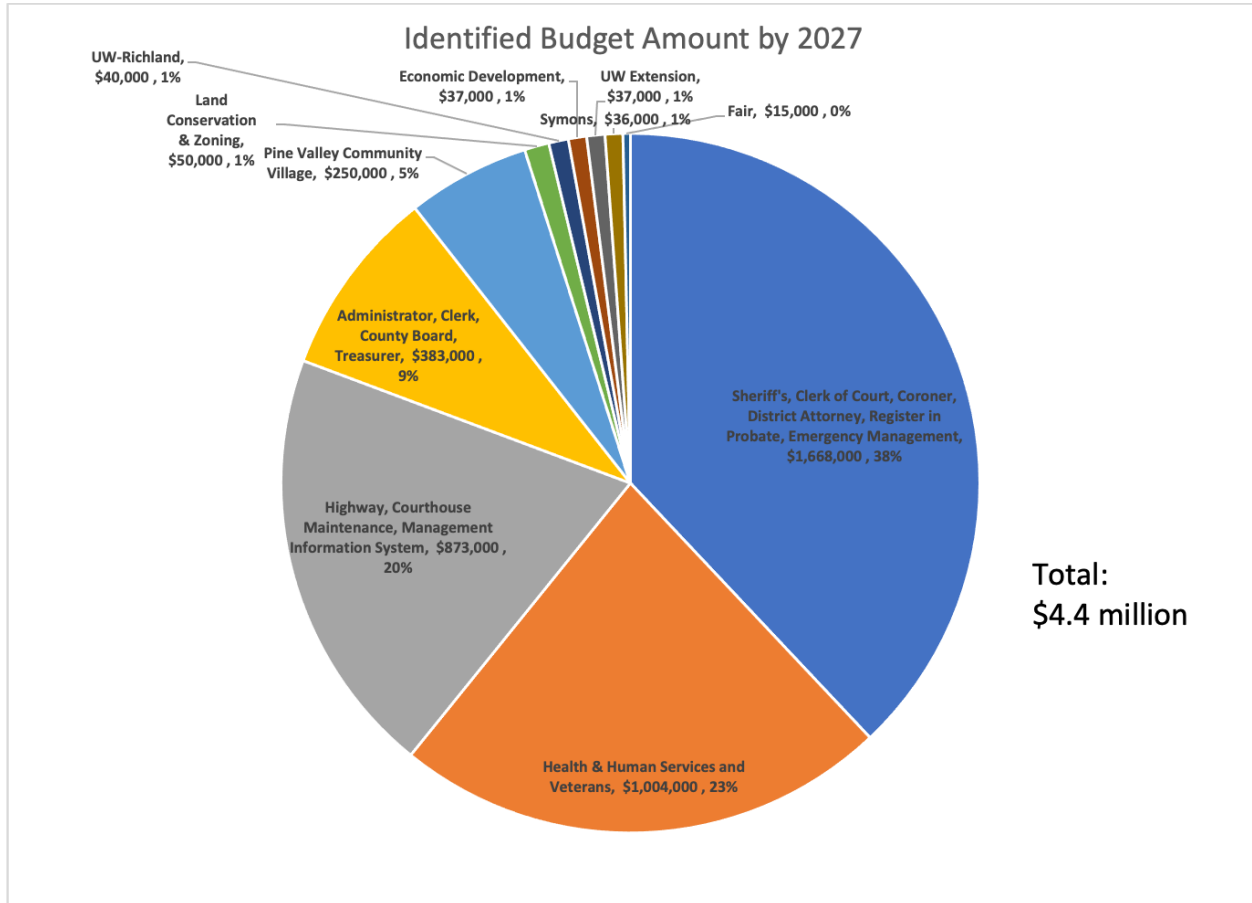


Earlier this year, Richland County adopted a Strategic Plan⁵ that determined that path is no longer sustainable, with a **commitment to annual pay increases for employees**.

The County Administrator has also created a 5-year (2023 – 2027) financial plan that **estimates the additional revenues that will be needed** to deliver those pay increases and fund other County priorities, such as finance, human resources, and maintenance positions.

⁵ <https://administrator.co.richland.wi.us/wp-content/uploads/2022/03/Richland-County-Strategic-Plan-Chapter-2-Operations.pdf>

The County Board also recently adopted a set of resolutions guiding committees and departments as to how to decrease their impact on the property tax levy. **Some of these decreases may be permanent, but some may be identified for a potential property tax operating levy referendum in 2023, to take effect in 2024** as shown in the following chart:



Next Steps

The Referendum Ad Hoc Committee has identified the following next steps:

1. Communicate directly with committees and departments heads affected by a potential referendum, so that expectations are clear
2. Research other operating levy referendums
3. Educate the public about the work of the committee
 - Radio
 - Newspaper
 - Video
4. Recommend action on the referendum, including:
 - Whether or not to develop a referendum question
 - The date, amount, and purpose of a potential operating levy referendum
 - Public education content and format for a potential operating levy referendum
 - The consequences/outcome of a failed operating levy referendum
5. Draft a report for submittal to the committee we report to (Finance & Personnel Standing Committee)

FUND ACCOUNT	ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAININ G BALANCE
10.5111	COUNTY BOARD	60,000.00	60,000.00	9,874.83	56,972.97	3,027.03
10.5112	CITIZEN STAND COMMITTEES	.00	.00	.00	.00	.00
10.5113	OPIOID SETTLEMENT	.00	.00	.00	.00	.00
10.5115	COUNTY ADMINISTRATOR	129,975.60	129,975.60	39,024.62	263,956.47	-133,980.87
10.5120	REGISTER IN PROBATE	191,597.26	191,597.26	37,479.02	188,502.88	3,094.38
10.5121	CIRCUIT COURT	344,253.73	344,253.73	63,331.28	340,794.25	3,459.48
10.5124	FAMILY COURT COMMISSIONER	29,553.19	29,553.19	3,879.91	29,201.84	351.35
10.5125	SHORT TERM CONSULTING	.00	.00	.00	.00	.00
10.5126	WELLNESS PROGRAM	2,000.00	2,000.00	.00	.00	2,000.00
10.5127	CORONER	55,850.00	55,850.00	8,342.02	66,246.46	-10,396.46
10.5128	ADMIN POLICY HANDBOOK	.00	.00	.00	.00	.00
10.5129	DEPARTMENT OF JUSTICE GRANT	.00	.00	17,243.84	67,075.87	-67,075.87
10.5130	LAW LIBRARY REMODEL	.00	.00	.00	.00	.00
10.5141	COUNTY CLERK	318,188.42	318,188.42	15,251.84	179,595.04	138,593.38
10.5144	DATA PROCESSING	5,000.00	5,000.00	.00	5,457.20	-457.20
10.5146	CO TRUNK HWY-VEHICLE FIRE	.00	.00	200.00	400.00	-400.00
10.5147	TAX DEED PROPERTY	.00	.00	.00	95,929.63	-95,929.63
10.5148	AUTOMATED MAIL MACHINE	3,600.00	3,600.00	-814.40	-2,189.68	5,789.68
10.5149	COUNTY OWNED R/E	.00	.00	1,600.00	1,600.00	-1,600.00
10.5150	CANCELLED TAX CERTIFICATES	.00	.00	.00	2,831.31	-2,831.31
10.5151	OWNER UNKNOWN TAX SEARCHES	.00	.00	.00	.00	.00
10.5152	PROPERTY TAX CHARGE BACK	.00	.00	.00	101.33	-101.33
10.5153	VIDEOCONFERENCING-COURTROOM	.00	.00	.00	.00	.00
10.5154	PROPERTY LISTER	84,986.17	84,986.17	6,883.94	82,994.01	1,992.16
10.5156	TREASURER	155,456.43	155,456.43	16,584.46	154,297.44	1,158.99
10.5157	R/E TAX OVERPAYMENTS	.00	.00	33.64	9,897.85	-9,897.85
10.5158	INDEPENDENT AUDITING	23,500.00	23,500.00	-5,358.00	26,385.00	-2,885.00
10.5159	SPECIAL ACCOUNTING	4,100.00	4,100.00	4,100.00	4,100.00	.00
10.5160	RICHLAND COUNTY BANK	1,200.00	1,200.00	100.00	1,225.48	-25.48
10.5161	DISTRICT ATTORNEY	131,742.40	131,742.40	13,893.61	128,299.02	3,443.38

10.5164	CORPORATION COUNSEL	61,731.76	61,731.76	13,553.50	59,825.59	1,906.17
10.5166	EMPLOYEE'S UNION NEGOTIATION	2,000.00	2,000.00	.00	.00	2,000.00
10.5167	EMPLOYEE BENEFITS-125 PLAN	.00	.00	.00	.00	.00
10.5168	DWD-UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00
10.5171	REGISTER OF DEEDS	163,184.68	163,184.68	14,672.69	158,031.91	5,152.77
10.5172	SURVEYOR	3,900.00	3,900.00	1,330.00	3,565.00	335.00
10.5175	COMPUTER/SOFTWARE UPGRADES	.00	.00	.00	.00	.00
10.5180	COUNTY TECHNOLOGY FUND	.00	.00	.00	.00	.00
10.5181	S W REGIONAL PLANNING COMMSN	29,835.66	29,835.66	12,581.26	42,148.14	-12,312.48
10.5182	MANAGEMT INFORMATION SYSTEMS	264,917.33	264,917.33	37,262.67	254,065.75	10,851.58
10.5183	ZONING	103,247.57	103,247.57	28,860.34	93,165.01	10,082.56
10.5189	FAILING SEPTIC SYSTEMS	.00	.00	.00	.00	.00
10.5194	COURTHOUSE	212,976.79	212,976.79	30,363.62	201,187.76	11,789.03
10.5195	PROPERTY & LIABILITY INSURAN	30,350.00	30,350.00	.00	-84,482.99	114,832.99
10.5196	TREASURER-TAX ENVELOPES	.00	.00	.00	.00	.00
10.5197	PUBLIC OFFICIAL BONDS	3,379.00	3,379.00	.00	3,379.00	.00
10.5198	WORKER'S COMPENSATION INS	15,000.00	15,000.00	54,914.00	-10,575.00	25,575.00
10.5199	PROPERTY TAX REIMBURSEMENT	.00	.00	.00	.00	.00
10.5205	INTERNET/BANDWIDTH ACCESS	3,050.00	3,050.00	253.24	3,038.88	11.12
10.5210	SHERIFF'S ADMINISTRATION SAL	444,783.00	444,783.00	53,693.23	435,864.03	8,918.97
10.5211	SHERIFF'S DEPARTMENT	1,554,474.00	1,554,474.00	197,047.49	1,541,797.28	12,676.72
10.5217	POLICE RADIO	46,190.00	46,190.00	1,156.13	30,025.51	16,164.49
10.5222	STATE SPECIAL CHARGES	188.68	188.68	.00	283.68	-95.00
10.5241	EMERGENCY GOVERNMENT	65,903.19	65,903.19	-2,435.78	62,174.60	3,728.59
10.5245	AMBULANCE SERVICE	.00	.00	.00	.00	.00
10.5246	UNCOLLECTIBLE AMBUL BILLS	.00	.00	.00	.00	.00
10.5251	COUNTY JAIL	1,333,676.00	1,333,676.00	171,304.61	1,200,326.34	133,349.66
10.5362	TRI-COUNTY AIRPORT	20,199.00	20,199.00	.00	.00	20,199.00
10.5482	CLEAN SWEEP PROGRAM	15,000.00	15,000.00	.00	6,070.53	8,929.47
10.5540	CHILD SUPPORT	170,662.75	170,662.75	16,876.93	141,035.22	29,627.53
10.5549	VETERANS SERVICE GRANT	8,500.00	8,500.00	.00	8,500.00	.00
10.5550	VETERAN SERVICE	88,182.48	88,182.48	8,259.15	68,926.70	19,255.78
10.5551	SOLDIERS AND SAILORS FUND	6,391.28	6,391.28	474.05	2,902.23	3,489.05
10.5553	CARE OF VETERANS' GRAVES	7,900.00	7,900.00	205.00	7,880.00	20.00

10.5554	VETERANS WDVA TRANSP GRANT	.00	.00	.00	.00	.00
10.5560	ADMINISTRATIVE STUDY	.00	.00	.00	.00	.00
10.5611	LIBRARIES IN COUNTY CHARGES	204,363.97	204,363.97	.00	204,363.97	.00
10.5670	UNIVERSITY EXTENSION PROGRAM	183,535.67	183,535.67	11,123.79	173,336.84	10,198.83
10.5676	SOIL TESTING ACCOUNT	.00	.00	.00	.00	.00
10.5679	UNFUNDED FICA LIABILITY	.00	.00	.00	.00	.00
10.5741	LAND CONSERVATION	166,947.73	166,947.73	18,944.81	151,539.46	15,408.27
10.5760	NEIGHBORHOOD HOUSING SERVICE	7,500.00	7,500.00	.00	7,500.00	.00
10.5761	H U D	.00	.00	.00	2,032.00	-2,032.00
10.5762	ECONOMIC DEVELOPMENT	121,558.97	121,558.97	10,852.50	96,803.31	24,755.66
10.5767	UNFUNDED WRS PRIOR SERV LIAB	.00	.00	.70	521.26	-521.26
10.5771	CHAMBER OF COMMERCE	4,000.00	4,000.00	.00	.00	4,000.00
10.5837	HRA INSURANCE	.00	.00	.00	.00	.00
10.5838	PCORF-HEALTH INSURANCE	.00	.00	.00	574.56	-574.56
10.5839	COVID-19 DENTAL RELIEF	.00	.00	.00	.00	.00
10.5920	TRANSFERS TO OTHER FUNDS	.00	.00	.00	17,831.31	-17,831.31
10	GENERAL FUND	6,884,532.71	6,884,532.71	912,944.54	6,587,312.25	297,220.46

FUND ACCOUNT	ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ENCUMB ERED AMOUNT	MTD ACTUAL	YTD ACTUAL	REMAININ G BALANCE
10.5111.0000.5111	CB CHAIR SALARY	3,000.00	3,000.00	.00	500.00	3,000.00	.00
10.5111.0000.5141	PER DIEM	30,000.00	30,000.00	.00	2,960.00	24,850.00	5,150.00
10.5111.0000.5146	PER DIEM - STAND COMMITTEE	.00	.00	.00	.00	.00	.00
10.5111.0000.5151	FICA - COUNTY SHARE	2,300.00	2,300.00	.00	264.62	2,130.44	169.56
10.5111.0000.5152	RETIREMENT - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5111.0000.5212	ATTORNEY FEES	.00	.00	.00	.00	608.00	-608.00
10.5111.0000.5311	POSTAGE	500.00	500.00	.00	42.18	674.52	-174.52
10.5111.0000.5312	BOOKS AND FORMS	1,000.00	1,000.00	.00	.00	.00	1,000.00
10.5111.0000.5313	PRINTING	10,000.00	10,000.00	.00	2,782.24	12,288.84	-2,288.84
10.5111.0000.5315	COPY PAPER AND EXPENSE	.00	.00	.00	.00	.00	.00
10.5111.0000.5319	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00
10.5111.0000.5324	DUES & SUBSCRIPTIONS	5,000.00	5,000.00	.00	.00	4,806.00	194.00
10.5111.0000.5326	ADVERTISING	.00	.00	.00	2,278.17	3,300.52	-3,300.52
10.5111.0000.5334	REGISTRATION	1,000.00	1,000.00	.00	.00	350.00	650.00
10.5111.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5111.0000.5336	LODGING	200.00	200.00	.00	.00	218.00	-18.00
10.5111.0000.5339	MILEAGE	7,000.00	7,000.00	.00	337.62	4,036.65	2,963.35
10.5111.0000.5819	NEW EQUIPMENT-UNDER 5000	.00	.00	.00	.00	.00	.00
10.5111.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5111.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	710.00	710.00	-710.00
10.5111.0000.5999	PROJECT	60,000.00	60,000.00	.00	9,874.83	56,972.97	3,027.03
10.5111	COUNTY BOARD	60,000.00	60,000.00	.00	9,874.83	56,972.97	3,027.03
10.5112.0000.5141	PER DIEM	.00	.00	.00	.00	.00	.00
10.5112.0000.5146	PER DIEM - STAND COMMITTEE	.00	.00	.00	.00	.00	.00
10.5112.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5112.0000.5152	RETIREMENT - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5112.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5112.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5112.0000.5340	PARKING	.00	.00	.00	.00	.00	.00
10.5112.0000.5340	PROJECT	.00	.00	.00	.00	.00	.00

10.5112	CITIZEN STAND COMMITTEES	.00	.00	.00	.00	.00	.00
10.5113.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5113.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5113	OPIOID SETTLEMENT	.00	.00	.00	.00	.00	.00
10.5115.0000.5111	SALARIES - REGULAR	96,900.00	96,900.00	.00	28,764.32	192,546.56	-95,646.56
10.5115.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	2,309.53	-2,309.53
10.5115.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5115.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5115.0000.5150	SECTION 125 PLAN-CO SHARE	.00	.00	.00	12.00	143.80	-143.80
10.5115.0000.5151	FICA - COUNTY SHARE	7,412.85	7,412.85	.00	2,179.71	14,352.43	-6,939.58
10.5115.0000.5152	RETIREMENT - COUNTY SHARE	6,540.75	6,540.75	.00	1,941.60	12,820.26	-6,279.51
10.5115.0000.5153	DENTAL INSURANCE-CO SHARE	.00	.00	.00	104.78	209.56	-209.56
10.5115.0000.5154	HEALTH INSURANCE - COUNTY SH	.00	.00	.00	3,974.18	22,726.30	-22,726.30
10.5115.0000.5155	LIFE INSURANCE - COUNTY SHAR	.00	.00	.00	6.07	35.71	-35.71
10.5115.0000.5161	HEALTH INS REIMBURSEMENT DED	.00	.00	.00	923.25	923.25	-923.25
10.5115.0000.5212	ATTORNEY FEES	.00	.00	.00	.00	5,762.30	-5,762.30
10.5115.0000.5214	COMPUTER PROGRAM SUPPORT	.00	.00	.00	.00	.00	.00
10.5115.0000.5224	FAX MACHINE	.00	.00	.00	.00	.00	.00
10.5115.0000.5225	TELEPHONE	600.00	600.00	.00	82.28	494.46	105.54
10.5115.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5115.0000.5311	POSTAGE & BOX RENTAL	.00	.00	.00	14.40	166.99	-166.99
10.5115.0000.5312	BOOKS AND FORMS	.00	.00	.00	257.63	257.63	-257.63
10.5115.0000.5315	COPY PAPER AND EXPENSE	250.00	250.00	.00	.00	406.48	-156.48
10.5115.0000.5319	OFFICE SUPPLIES	100.00	100.00	.00	6.66	136.99	-36.99
10.5115.0000.5324	DUES & SUBSCRIPTIONS	25.00	25.00	.00	.00	195.35	-170.35
10.5115.0000.5326	ADVERTISING	1,000.00	1,000.00	.00	.00	1,396.60	-396.60
10.5115.0000.5334	REGISTRATION	275.00	275.00	.00	.00	385.00	-110.00
10.5115.0000.5335	MEALS	80.00	80.00	.00	.00	26.55	53.45
10.5115.0000.5336	LODGING	372.00	372.00	.00	.00	164.00	208.00
10.5115.0000.5339	MILEAGE	420.00	420.00	.00	.00	158.10	261.90
10.5115.0000.5813	WEB ENABLED PAYROLL SERVICES	.00	.00	.00	.00	.00	.00
10.5115.0000.5815	COMPUTER SOFTWARE	.00	.00	.00	.00	370.98	-370.98
10.5115.0000.5819	NEW EQUIPMENT-UNDER 5000	.00	.00	.00	185.74	7,225.64	-7,225.64
10.5115.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00

10.5115.0000.5970	CONTRACT SERVICES	16,000.00	16,000.00	.00	572.00	732.00	15,268.00
10.5115.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5115.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	10.00	-10.00
10.5115.0000.5999	PROJECT	129,975.60	129,975.60	.00	39,024.62	263,956.47	-133,980.87
10.5115	COUNTY ADMINISTRATOR	129,975.60	129,975.60	.00	39,024.62	263,956.47	-133,980.87
10.5120.0000.5111	SALARIES - REGULAR	77,113.40	77,113.40	.00	7,079.60	73,963.01	3,150.39
10.5120.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5120.0000.5144	WITNESS FEES	150.00	150.00	.00	.00	.00	150.00
10.5120.0000.5150	SECTION 125 PLAN-CO SHARE	225.00	225.00	.00	13.00	142.95	82.05
10.5120.0000.5151	FICA - COUNTY SHARE	5,899.18	5,899.18	.00	507.35	5,282.04	617.14
10.5120.0000.5152	RETIREMENT - COUNTY SHARE	5,205.15	5,205.15	.00	477.87	4,827.77	377.38
10.5120.0000.5153	DENTAL INSURANCE-CO SHARE	1,257.36	1,257.36	.00	103.12	844.20	413.16
10.5120.0000.5154	HEALTH INSURANCE - COUNTY SH	34,272.52	34,272.52	.00	1,654.30	22,505.75	11,766.77
10.5120.0000.5155	LIFE INSURANCE - COUNTY SHAR	24.65	24.65	.00	1.98	29.43	-4.78
10.5120.0000.5161	HEALTH INS REIMBURSEMENT DED	4,000.00	4,000.00	.00	.00	-314.86	4,314.86
10.5120.0000.5215	PSYCHOLOGICAL EVALUATION	6,000.00	6,000.00	.00	.00	2,373.00	3,627.00
10.5120.0000.5216	INTERPRETER FEES	500.00	500.00	.00	.00	.00	500.00
10.5120.0000.5225	TELEPHONE	1,400.00	1,400.00	.00	23.02	502.59	897.41
10.5120.0000.5251	TRANSCRIPTS	150.00	150.00	.00	.00	.00	150.00
10.5120.0000.5311	POSTAGE AND ENVELOPES	1,000.00	1,000.00	.00	133.10	619.02	380.98
10.5120.0000.5315	COPY PAPER AND EXPENSE	400.00	400.00	.00	.00	186.00	214.00
10.5120.0000.5319	OFFICE SUPPLIES & COMPUTER S	1,200.00	1,200.00	.00	174.57	575.16	624.84
10.5120.0000.5324	DUES	150.00	150.00	.00	.00	155.00	-5.00
10.5120.0000.5326	ADVERTISING	200.00	200.00	.00	262.30	524.60	-324.60
10.5120.0000.5334	REGISTRATION	100.00	100.00	.00	.00	50.00	50.00
10.5120.0000.5335	MEALS	200.00	200.00	.00	.00	13.72	186.28
10.5120.0000.5336	LODGING	450.00	450.00	.00	.00	82.00	368.00
10.5120.0000.5339	MILEAGE	500.00	500.00	.00	.00	138.72	361.28
10.5120.0000.5819	NEW EQUIPMENT	1,200.00	1,200.00	.00	.00	665.00	535.00
10.5120.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5120.0000.5970	PROJECT	141,597.26	141,597.26	.00	10,430.21	113,165.10	28,432.16
10.5120.0103.5212	ATTORNEY-GAL FEES	15,000.00	15,000.00	.00	5,738.36	12,452.68	2,547.32
10.5120.0103.5212	GAL FEES CHAPTER 48 & 938	15,000.00	15,000.00	.00	5,738.36	12,452.68	2,547.32
10.5120.0104.5212	ATTORNEY-GAL FEES	9,500.00	9,500.00	.00	9,426.01	32,052.95	-22,552.95

10.5120.0104.5212	GAL FEES CH 51, 54, & 55	9,500.00	9,500.00	.00	9,426.01	32,052.95	-22,552.95
10.5120.0109.5212	ADVERSARY ATT-REG IN PROBATE	25,000.00	25,000.00	.00	11,681.44	30,464.65	-5,464.65
10.5120.0109.5212	ADVERSARY-REG IN PROBATE	25,000.00	25,000.00	.00	11,681.44	30,464.65	-5,464.65
10.5120.0112.5212	ATTORNEY-N/F COURT COMMISSNR	500.00	500.00	.00	203.00	367.50	132.50
10.5120.0112.5212	N/F COURT COMMISSIONER	500.00	500.00	.00	203.00	367.50	132.50
10.5120	REGISTER IN PROBATE	191,597.26	191,597.26	.00	37,479.02	188,502.88	3,094.38
10.5121.0000.5111	SALARIES - REGULAR	144,314.56	144,314.56	.00	16,858.05	142,757.90	1,556.66
10.5121.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5121.0000.5113	SALARIES - OVERTIME	582.60	582.60	.00	.00	553.47	29.13
10.5121.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5121.0000.5144	WITNESS FEES	200.00	200.00	.00	.00	249.20	-49.20
10.5121.0000.5145	PER DIEM COURT REPORTER	300.00	300.00	.00	.00	.00	300.00
10.5121.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5121.0000.5150	SECTION 125 PLAN-CO SHARE	180.00	180.00	.00	27.00	327.85	-147.85
10.5121.0000.5151	FICA - COUNTY SHARE	11,084.63	11,084.63	.00	1,206.88	10,047.76	1,036.87
10.5121.0000.5152	RETIREMENT - COUNTY SHARE	9,780.56	9,780.56	.00	1,137.93	9,673.66	106.90
10.5121.0000.5153	DENTAL INSURANCE-CO SHARE	2,514.60	2,514.60	.00	209.55	2,514.60	.00
10.5121.0000.5154	HEALTH INSURANCE - COUNTY SH	51,408.78	51,408.78	.00	3,308.60	50,370.89	1,037.89
10.5121.0000.5155	LIFE INSURANCE - COUNTY SHAR	29.00	29.00	.00	2.67	30.79	-1.79
10.5121.0000.5161	HEALTH INS REIMBURSEMENT DED	6,000.00	6,000.00	.00	.00	4,661.47	1,338.53
10.5121.0000.5212	ATTORNEY FEES	.00	.00	.00	.00	.00	.00
10.5121.0000.5213	SOFTWARE SUPPORT	.00	.00	.00	.00	.00	.00
10.5121.0000.5214	SOFTWARE SUPPORT	724.00	724.00	.00	.00	724.00	.00
10.5121.0000.5215	PSYCHOLOGICAL EVALUATION	6,000.00	6,000.00	.00	.00	4,112.50	1,887.50
10.5121.0000.5216	INTERPRETER FEES	3,000.00	3,000.00	.00	375.00	1,810.00	1,190.00
10.5121.0000.5225	TELEPHONE	1,500.00	1,500.00	.00	23.51	511.07	988.93
10.5121.0000.5248	SERVICES ON MACHINES	500.00	500.00	.00	.00	.00	500.00
10.5121.0000.5251	TRANSCRIPTS	1,200.00	1,200.00	.00	20.00	1,220.00	-20.00
10.5121.0000.5256	JURY TRIAL EXPENSE	10,000.00	10,000.00	.00	.00	10,321.07	-321.07
10.5121.0000.5259	SMALL CLAIMS MEDIATION	2,000.00	2,000.00	.00	.00	1,062.00	938.00
10.5121.0000.5311	POSTAGE AND ENVELOPES	6,000.00	6,000.00	.00	418.21	4,648.25	1,351.75
10.5121.0000.5315	COPY PAPER AND EXPENSE	1,900.00	1,900.00	.00	400.12	1,346.68	553.32
10.5121.0000.5319	OFFICE SUPPLIES & COMPUTER S	2,000.00	2,000.00	.00	58.08	2,051.61	-51.61
10.5121.0000.5321	LAW LIBRARY	1,200.00	1,200.00	.00	80.16	863.96	336.04

10.5121.0000.5323	CLEAR (ON-LINE DATA SEARCH)	1,400.00	1,400.00	.00	117.09	1,282.41	117.59
10.5121.0000.5324	DUES	125.00	125.00	.00	.00	125.00	.00
10.5121.0000.5326	ADVERTISING	200.00	200.00	.00	.00	97.90	102.10
10.5121.0000.5334	REGISTRATION	170.00	170.00	.00	.00	270.00	-100.00
10.5121.0000.5335	MEALS	100.00	100.00	.00	.00	120.53	-20.53
10.5121.0000.5336	LODGING	640.00	640.00	.00	.00	492.00	148.00
10.5121.0000.5339	MILEAGE	700.00	700.00	.00	.00	264.59	435.41
10.5121.0000.5819	NEW EQUIPMENT	1,000.00	1,000.00	.00	.00	997.32	2.68
10.5121.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5121.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5121.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5121.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5121.0000.5999	PROJECT	266,753.73	266,753.73	.00	24,242.85	253,508.48	13,245.25
10.5121.0103.5212	ATTORNEY-GAL FEES	.00	.00	.00	.00	-417.00	417.00
10.5121.0103.5212	GAL FEES CHAPTER 48 & 938	.00	.00	.00	.00	-417.00	417.00
10.5121.0104.5212	ATTORNEY-GAL FEES	.00	.00	.00	.00	.00	.00
10.5121.0104.5212	GAL FEES CH 51, 54, & 55	.00	.00	.00	.00	.00	.00
10.5121.0106.5212	ATTORNEY-GAL FEES	34,000.00	34,000.00	.00	10,495.54	30,902.07	3,097.93
10.5121.0106.5212	GAL FEES CHAPTER 767	34,000.00	34,000.00	.00	10,495.54	30,902.07	3,097.93
10.5121.0112.5212	ATTORNEY-N/F COURT COMMISSNR	2,000.00	2,000.00	.00	588.00	1,767.50	232.50
10.5121.0112.5212	N/F COURT COMMISSIONER	2,000.00	2,000.00	.00	588.00	1,767.50	232.50
10.5121.0114.5212	ATTORNEY-GAL FEES	1,500.00	1,500.00	.00	.00	1,521.20	-21.20
10.5121.0114.5212	GAL FEES	1,500.00	1,500.00	.00	.00	1,521.20	-21.20
10.5121.0116.5212	ATTORNEY-DEAN FEES	40,000.00	40,000.00	.00	28,004.89	53,512.00	-13,512.00
10.5121.0116.5212	DEAN FEES	40,000.00	40,000.00	.00	28,004.89	53,512.00	-13,512.00
10.5121.0118.5212	ATTORNEY-LAW CLERK	.00	.00	.00	.00	.00	.00
10.5121.0118.5212	LAW CLERK	.00	.00	.00	.00	.00	.00
10.5121	CIRCUIT COURT	344,253.73	344,253.73	.00	63,331.28	340,794.25	3,459.48
10.5124.0000.5111	SALARIES - REGULAR	25,457.68	25,457.68	.00	2,937.42	25,457.64	.04
10.5124.0000.5151	FICA - COUNTY SHARE	1,947.51	1,947.51	.00	224.73	1,947.66	-.15
10.5124.0000.5298	SECRETARY FEE	900.00	900.00	.00	375.00	900.00	.00
10.5124.0000.5311	POSTAGE AND ENVELOPES	75.00	75.00	.00	.00	110.00	-35.00
10.5124.0000.5319	OFFICE SUPPLIES	300.00	300.00	.00	96.76	96.76	203.24
10.5124.0000.5324	DUES	200.00	200.00	.00	.00	200.00	.00

10.5124.0000.5336	LODGING	348.00	348.00	.00	246.00	246.00	102.00
10.5124.0000.5339	MILEAGE	325.00	325.00	.00	.00	243.78	81.22
10.5124.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5124.0000.5999	PROJECT	29,553.19	29,553.19	.00	3,879.91	29,201.84	351.35
10.5124	FAMILY COURT COMMISSIONER	29,553.19	29,553.19	.00	3,879.91	29,201.84	351.35
10.5125.0912.5258	CONSULTANTS	.00	.00	.00	.00	.00	.00
10.5125.0912.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5125.0912.5998	HEALTH INSURANCE CONSULTING	.00	.00	.00	.00	.00	.00
10.5125.0913.5258	CONSULTANTS	.00	.00	.00	.00	.00	.00
10.5125.0913.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5125.0913.5998	PROPERTY & CASUALTY CONSULT	.00	.00	.00	.00	.00	.00
10.5125.0914.5258	CONSULTANTS	.00	.00	.00	.00	.00	.00
10.5125.0914.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5125.0914.5998	COMPENSATION & BENEFITS STDY	.00	.00	.00	.00	.00	.00
10.5125	SHORT TERM CONSULTING	.00	.00	.00	.00	.00	.00
10.5126.0000.5999	BILLS-NO-LINE DETAIL	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5126.0000.5999	PROJECT	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5126	WELLNESS PROGRAM	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5127.0000.5111	SALARIES - REGULAR	8,500.00	8,500.00	.00	730.00	8,355.00	145.00
10.5127.0000.5112	SALARIES - PART-TIME	25,000.00	25,000.00	.00	2,141.25	26,832.25	-1,832.25
10.5127.0000.5151	FICA - COUNTY SHARE	2,000.00	2,000.00	.00	219.66	2,691.81	-691.81
10.5127.0000.5225	TELEPHONE	300.00	300.00	.00	22.95	274.26	25.74
10.5127.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5127.0000.5258	CONSULTANTS	18,000.00	18,000.00	.00	4,750.00	25,056.87	-7,056.87
10.5127.0000.5307	IMMUNIZATIONS	.00	.00	.00	.00	.00	.00
10.5127.0000.5311	POSTAGE AND ENVELOPES	50.00	50.00	.00	13.90	35.07	14.93
10.5127.0000.5319	SUPPLIES	300.00	300.00	.00	284.23	1,278.93	-978.93
10.5127.0000.5324	DUES	.00	.00	.00	.00	.00	.00
10.5127.0000.5334	REGISTRATION	.00	.00	.00	.00	.00	.00
10.5127.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5127.0000.5336	LODGING	.00	.00	.00	.00	.00	.00
10.5127.0000.5339	MILEAGE	1,700.00	1,700.00	.00	180.03	1,722.27	-22.27
10.5127.0000.5813	COMMUNICATIONS EQUIP MAINT	.00	.00	.00	.00	.00	.00
10.5127.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00

10.5127.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5127.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5127.0000.5999	PROJECT	55,850.00	55,850.00	.00	8,342.02	66,246.46	-10,396.46
10.5127	CORONER	55,850.00	55,850.00	.00	8,342.02	66,246.46	-10,396.46
10.5128.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5128.0000.5999	BILLS-NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5128.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5128	ADMIN POLICY HANDBOOK	.00	.00	.00	.00	.00	.00
10.5129.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	17,243.84	67,075.87	-67,075.87
10.5129.0000.5999	PROJECT	.00	.00	.00	17,243.84	67,075.87	-67,075.87
10.5129	DEPARTMENT OF JUSTICE GRANT	.00	.00	.00	17,243.84	67,075.87	-67,075.87
10.5130.0000.5258	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
10.5130.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5130.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5130.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5130	LAW LIBRARY REMODEL	.00	.00	.00	.00	.00	.00
10.5141.0000.5111	SALARIES - REGULAR	215,234.24	215,234.24	.00	9,109.92	118,777.45	96,456.79
10.5141.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5141.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5141.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5141.0000.5150	SECTION 125 PLAN-CO SHARE	215.00	215.00	.00	.00	86.95	128.05
10.5141.0000.5151	FICA - COUNTY SHARE	16,465.42	16,465.42	.00	696.90	9,187.43	7,277.99
10.5141.0000.5152	RETIREMENT - COUNTY SHARE	14,528.31	14,528.31	.00	614.91	7,928.15	6,600.16
10.5141.0000.5153	DENTAL INSURANCE-CO SHARE	1,696.80	1,696.80	.00	36.62	926.72	770.08
10.5141.0000.5154	HEALTH INSURANCE - COUNTY SH	37,819.70	37,819.70	.00	.00	12,294.67	25,525.03
10.5141.0000.5155	LIFE INSURANCE - COUNTY SHAR	53.95	53.95	.00	.00	13.88	40.07
10.5141.0000.5161	HEALTH INS REIMBURSEMENT DED	5,000.00	5,000.00	.00	.00	.00	5,000.00
10.5141.0000.5214	COMPUTER PROGRAM SUPPORT	16,500.00	16,500.00	.00	3,883.71	18,206.41	-1,706.41
10.5141.0000.5224	FAX MACHINE	300.00	300.00	.00	23.68	337.88	-37.88
10.5141.0000.5225	TELEPHONE	600.00	600.00	.00	1.72	480.21	119.79
10.5141.0000.5248	SERVICES ON MACHINES	700.00	700.00	.00	.00	.00	700.00
10.5141.0000.5311	POSTAGE & BOX RENTAL	1,650.00	1,650.00	.00	117.53	1,466.79	183.21
10.5141.0000.5312	BOOKS AND FORMS	500.00	500.00	.00	257.64	799.60	-299.60
10.5141.0000.5315	COPY PAPER AND EXPENSE	1,200.00	1,200.00	.00	.00	1,755.07	-555.07

10.5141.0000.5318	CHECKS	.00	.00	.00	.00	.00	.00
10.5141.0000.5319	OFFICE SUPPLIES	1,500.00	1,500.00	.00	24.01	2,557.25	-1,057.25
10.5141.0000.5324	DUES & SUBSCRIPTIONS	200.00	200.00	.00	68.00	193.00	7.00
10.5141.0000.5326	ADVERTISING	.00	.00	.00	167.20	909.00	-909.00
10.5141.0000.5334	REGISTRATION	200.00	200.00	.00	.00	125.00	75.00
10.5141.0000.5335	MEALS	50.00	50.00	.00	.00	.00	50.00
10.5141.0000.5336	LODGING	300.00	300.00	.00	.00	234.00	66.00
10.5141.0000.5339	MILEAGE	300.00	300.00	.00	.00	90.58	209.42
10.5141.0000.5813	WEB ENABLED PAYROLL SERVICES	3,175.00	3,175.00	.00	250.00	3,175.00	.00
10.5141.0000.5815	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10.5141.0000.5819	NEW EQUIPMENT-UNDER 5000	.00	.00	.00	.00	.00	.00
10.5141.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5141.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5141.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	50.00	-50.00
10.5141.0000.5999	PROJECT	318,188.42	318,188.42	.00	15,251.84	179,595.04	138,593.38
10.5141	COUNTY CLERK	318,188.42	318,188.42	.00	15,251.84	179,595.04	138,593.38
10.5144.0000.5293	MAINTENANCE AGREEMENTS	4,000.00	4,000.00	.00	.00	5,457.20	-1,457.20
10.5144.0000.5319	SUPPLIES	1,000.00	1,000.00	.00	.00	.00	1,000.00
10.5144.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5144.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5144.0000.5999	PROJECT	5,000.00	5,000.00	.00	.00	5,457.20	-457.20
10.5144	DATA PROCESSING	5,000.00	5,000.00	.00	.00	5,457.20	-457.20
10.5146.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5146.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	200.00	400.00	-400.00
10.5146.0000.5999	PROJECT	.00	.00	.00	200.00	400.00	-400.00
10.5146	CO TRUNK HWY-VEHICLE FIRE	.00	.00	.00	200.00	400.00	-400.00
10.5147.0000.5311	POSTAGE AND ENVELOPES	.00	.00	.00	.00	5.61	-5.61
10.5147.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5147.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	95,924.02	-95,924.02
10.5147.0000.5999	PROJECT	.00	.00	.00	.00	95,929.63	-95,929.63
10.5147	TAX DEED PROPERTY	.00	.00	.00	.00	95,929.63	-95,929.63
10.5148.0000.5293	MAINTENANCE AGREEMENT	1,400.00	1,400.00	.00	.00	1,400.00	.00
10.5148.0000.5311	POSTAGE	.00	.00	.00	-814.40	-5,395.38	5,395.38
10.5148.0000.5319	SUPPLIES	700.00	700.00	.00	.00	365.50	334.50

10.5148.0000.5532	METER RENTAL	1,500.00	1,500.00	.00	.00	1,440.20	59.80
10.5148.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5148.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5148.0000.5999	PROJECT	3,600.00	3,600.00	.00	-814.40	-2,189.68	5,789.68
10.5148	AUTOMATED MAIL MACHINE	3,600.00	3,600.00	.00	-814.40	-2,189.68	5,789.68
10.5149.0000.5260	TITLE WORK	.00	.00	.00	.00	.00	.00
10.5149.0000.5297	CLEAN-UP	.00	.00	.00	1,600.00	1,600.00	-1,600.00
10.5149.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5149.0000.5998	PROJECT	.00	.00	.00	1,600.00	1,600.00	-1,600.00
10.5149	COUNTY OWNED R/E	.00	.00	.00	1,600.00	1,600.00	-1,600.00
10.5150.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5150.0000.5999	TAX CERT-CANCELLATIONS	.00	.00	.00	.00	2,831.31	-2,831.31
10.5150.0000.5999	PROJECT	.00	.00	.00	.00	2,831.31	-2,831.31
10.5150	CANCELLED TAX CERTIFICATES	.00	.00	.00	.00	2,831.31	-2,831.31
10.5151.0000.5260	TAX SEARCH FEES	.00	.00	.00	.00	.00	.00
10.5151.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5151.0000.5998	PROJECT	.00	.00	.00	.00	.00	.00
10.5151	OWNER UNKNOWN TAX SEARCHES	.00	.00	.00	.00	.00	.00
10.5152.0000.5266	UNCOLLECTED PER PROP-COUNTY	.00	.00	.00	.00	101.33	-101.33
10.5152.0000.5267	UNCOLLECTED PER PROP-STATE	.00	.00	.00	.00	.00	.00
10.5152.0000.5270	R/E TAX CHARGEBACK	.00	.00	.00	.00	.00	.00
10.5152.0000.5273	P/P TAX CHARGEBACK	.00	.00	.00	.00	.00	.00
10.5152.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5152.0000.5999	PROJECT	.00	.00	.00	.00	101.33	-101.33
10.5152	PROPERTY TAX CHARGE BACK	.00	.00	.00	.00	101.33	-101.33
10.5153.0000.5356	EQUIPMENT REPAIRS	.00	.00	.00	.00	.00	.00
10.5153.0000.5356	PROJECT	.00	.00	.00	.00	.00	.00
10.5153	VIDEOCONFERENCING-COURTROOM	.00	.00	.00	.00	.00	.00
10.5154.0000.5111	SALARIES - REGULAR	41,288.00	41,288.00	.00	4,557.60	44,106.03	-2,818.03
10.5154.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5154.0000.5113	SALARIES - OVERTIME	297.80	297.80	.00	.00	.00	297.80
10.5154.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	1,265.44	1,265.44	-1,265.44
10.5154.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5154.0000.5150	SECTION 125 PLAN-CO SHARE	52.00	52.00	.00	.00	42.95	9.05

10.5154.0000.5151	FICA - COUNTY SHARE	3,181.31	3,181.31	.00	449.29	3,304.92	-123.61
10.5154.0000.5152	RETIREMENT - COUNTY SHARE	2,807.04	2,807.04	.00	393.07	2,746.61	60.43
10.5154.0000.5153	DENTAL INSURANCE-CO SHARE	628.68	628.68	.00	.00	471.51	157.17
10.5154.0000.5154	HEALTH INSURANCE - COUNTY SH	17,136.26	17,136.26	.00	.00	12,835.17	4,301.09
10.5154.0000.5155	LIFE INSURANCE - CO SHARE	18.48	18.48	.00	.56	21.98	-3.50
10.5154.0000.5161	HEALTH INS REIMBURSEMENT DED	2,000.00	2,000.00	.00	.00	1,495.48	504.52
10.5154.0000.5214	TAX PROGRAM SUPPORT	13,520.00	13,520.00	.00	.00	13,520.00	.00
10.5154.0000.5225	TELEPHONE	300.00	300.00	.00	.76	250.66	49.34
10.5154.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5154.0000.5308	TAX ROLLS	775.00	775.00	.00	43.67	901.67	-126.67
10.5154.0000.5311	POSTAGE AND ENVELOPES	50.00	50.00	.00	.00	3.54	46.46
10.5154.0000.5316	ASSESSMENT ROLLS	400.00	400.00	.00	.00	272.21	127.79
10.5154.0000.5319	OFFICE SUPPLIES	1,300.00	1,300.00	.00	173.55	1,174.47	125.53
10.5154.0000.5324	DUES	80.00	80.00	.00	.00	80.00	.00
10.5154.0000.5326	ADVERTISING	.00	.00	.00	.00	129.40	-129.40
10.5154.0000.5334	REGISTRATION	130.00	130.00	.00	.00	.00	130.00
10.5154.0000.5335	MEALS	40.00	40.00	.00	.00	.00	40.00
10.5154.0000.5336	LODGING	279.00	279.00	.00	.00	.00	279.00
10.5154.0000.5338	ASSESSOR'S-MILEAGE	100.00	100.00	.00	.00	.00	100.00
10.5154.0000.5339	MILEAGE	275.00	275.00	.00	.00	44.37	230.63
10.5154.0000.5815	COMPUTER SOFTWARE	327.60	327.60	.00	.00	327.60	.00
10.5154.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5154.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5154.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5154.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5154.0000.5998	PROJECT	84,986.17	84,986.17	.00	6,883.94	82,994.01	1,992.16
10.5154	PROPERTY LISTER	84,986.17	84,986.17	.00	6,883.94	82,994.01	1,992.16
10.5156.0000.5111	SALARIES - REGULAR	102,345.10	102,345.10	.00	11,809.05	104,845.90	-2,500.80
10.5156.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5156.0000.5113	SALARIES - OVERTIME	277.40	277.40	.00	.00	69.34	208.06
10.5156.0000.5150	SECTION 125 PLAN-CO SHARE	100.00	100.00	.00	13.00	111.90	-11.90
10.5156.0000.5151	FICA - COUNTY SHARE	7,850.62	7,850.62	.00	889.56	7,995.58	-144.96
10.5156.0000.5152	RETIREMENT - COUNTY SHARE	6,927.02	6,927.02	.00	797.13	7,081.94	-154.92
10.5156.0000.5153	DENTAL INSURANCE-CO SHARE	1,068.12	1,068.12	.00	89.01	1,068.12	.00

10.5156.0000.5154	HEALTH INSURANCE - COUNTY SH	24,030.74	24,030.74	.00	2,319.88	24,318.89	-288.15
10.5156.0000.5155	LIFE INSURANCE - COUNTY SHAR	123.43	123.43	.00	4.02	108.26	15.17
10.5156.0000.5161	HEALTH INS REIMBURSEMENT DED	3,000.00	3,000.00	.00	.00	.00	3,000.00
10.5156.0000.5225	TELEPHONE	600.00	600.00	.00	1.55	609.20	-9.20
10.5156.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5156.0000.5260	TAX SEARCH FEES	.00	.00	.00	.00	.00	.00
10.5156.0000.5311	POSTAGE AND ENVELOPES	3,650.00	3,650.00	.00	49.82	3,039.80	610.20
10.5156.0000.5312	BOOKS AND FORMS	100.00	100.00	.00	.00	.00	100.00
10.5156.0000.5315	COPY PAPER AND EXPENSE	1,000.00	1,000.00	.00	.00	1,083.67	-83.67
10.5156.0000.5319	OFFICE SUPPLIES	1,100.00	1,100.00	.00	380.54	1,157.14	-57.14
10.5156.0000.5326	ADVERTISING TAX NOTICES	1,550.00	1,550.00	.00	.00	1,488.53	61.47
10.5156.0000.5329	DUES AND SUBSCRIPTIONS	100.00	100.00	.00	.00	100.00	.00
10.5156.0000.5334	REGISTRATION	250.00	250.00	.00	.00	125.00	125.00
10.5156.0000.5335	MEALS	20.00	20.00	.00	.00	14.69	5.31
10.5156.0000.5336	LODGING	164.00	164.00	.00	.00	192.00	-28.00
10.5156.0000.5339	MILEAGE	500.00	500.00	.00	.00	189.21	310.79
10.5156.0000.5819	NEW EQUIPMENT	700.00	700.00	.00	230.90	698.27	1.73
10.5156.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5156.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5156.0000.5999	PROJECT	155,456.43	155,456.43	.00	16,584.46	154,297.44	1,158.99
10.5156	TREASURER	155,456.43	155,456.43	.00	16,584.46	154,297.44	1,158.99
10.5157.0000.5999	R/E TAX REFUNDS/OVERPAYMENTS	.00	.00	.00	33.64	9,897.85	-9,897.85
10.5157.0000.5999	PROJECT	.00	.00	.00	33.64	9,897.85	-9,897.85
10.5157	R/E TAX OVERPAYMENTS	.00	.00	.00	33.64	9,897.85	-9,897.85
10.5158.0000.5258	AUDITOR'S FEES	23,500.00	23,500.00	.00	-5,358.00	26,385.00	-2,885.00
10.5158.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5158.0000.5998	PROJECT	23,500.00	23,500.00	.00	-5,358.00	26,385.00	-2,885.00
10.5158	INDEPENDENT AUDITING	23,500.00	23,500.00	.00	-5,358.00	26,385.00	-2,885.00
10.5159.0000.5258	MAXIMUS FEES	4,100.00	4,100.00	.00	4,100.00	4,100.00	.00
10.5159.0000.5258	PROJECT	4,100.00	4,100.00	.00	4,100.00	4,100.00	.00
10.5159	SPECIAL ACCOUNTING	4,100.00	4,100.00	.00	4,100.00	4,100.00	.00
10.5160.0000.5318	CHECKING ACCOUNT FEES	1,200.00	1,200.00	.00	100.00	1,225.48	-25.48
10.5160.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5160.0000.5999	PROJECT	1,200.00	1,200.00	.00	100.00	1,225.48	-25.48

10.5160	RICHLAND COUNTY BANK	1,200.00	1,200.00	.00	100.00	1,225.48	-25.48
10.5161.0000.5111	SALARIES - REGULAR	89,812.80	89,812.80	.00	9,979.20	86,486.40	3,326.40
10.5161.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5161.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5161.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5161.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5161.0000.5150	SECTION 125 PLAN-CO SHARE	120.00	120.00	.00	9.00	113.90	6.10
10.5161.0000.5151	FICA - COUNTY SHARE	6,870.68	6,870.68	.00	729.73	6,251.52	619.16
10.5161.0000.5152	RETIREMENT - COUNTY SHARE	6,062.36	6,062.36	.00	673.59	5,837.78	224.58
10.5161.0000.5153	DENTAL INSURANCE-CO SHARE	1,257.36	1,257.36	.00	104.78	1,257.36	.00
10.5161.0000.5154	HEALTH INSURANCE - COUNTY SH	16,470.72	16,470.72	.00	1,654.30	17,341.73	-871.01
10.5161.0000.5155	LIFE INSURANCE - COUNTY SHAR	18.48	18.48	.00	3.10	32.10	-13.62
10.5161.0000.5161	HEALTH INS REIMBURSEMENT DED	2,000.00	2,000.00	.00	.00	2,000.00	.00
10.5161.0000.5225	TELEPHONE	1,500.00	1,500.00	.00	23.07	383.97	1,116.03
10.5161.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5161.0000.5251	TRANSCRIPTS	250.00	250.00	.00	22.00	763.10	-513.10
10.5161.0000.5255	PAPER SERVICE	500.00	500.00	.00	147.36	554.72	-54.72
10.5161.0000.5256	TRIAL EXPENSE	2,500.00	2,500.00	.00	.00	4,663.22	-2,163.22
10.5161.0000.5305	NOTARY FEES	45.00	45.00	.00	.00	.00	45.00
10.5161.0000.5311	POSTAGE AND ENVELOPES	750.00	750.00	.00	22.22	449.49	300.51
10.5161.0000.5312	BOOKS	250.00	250.00	.00	.00	.00	250.00
10.5161.0000.5315	COPIER MAINTENANCE/SUPPLIES	1,000.00	1,000.00	.00	114.00	304.34	695.66
10.5161.0000.5319	OFFICE SUPPLIES	750.00	750.00	.00	411.26	956.84	-206.84
10.5161.0000.5324	DUES	35.00	35.00	.00	.00	50.00	-15.00
10.5161.0000.5326	CLASSIFIED ADS	.00	.00	.00	.00	.00	.00
10.5161.0000.5334	REGISTRATION	550.00	550.00	.00	.00	.00	550.00
10.5161.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5161.0000.5336	LODGING	.00	.00	.00	.00	507.24	-507.24
10.5161.0000.5339	MILEAGE	1,000.00	1,000.00	.00	.00	345.31	654.69
10.5161.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5161.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5161.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5161.0000.5999	PROJECT	131,742.40	131,742.40	.00	13,893.61	128,299.02	3,443.38
10.5161	DISTRICT ATTORNEY	131,742.40	131,742.40	.00	13,893.61	128,299.02	3,443.38

10.5164.0000.5111	SALARIES - REGULAR	53,397.35	53,397.35	.00	761.22	15,957.24	37,440.11
10.5164.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	20,100.00	-20,100.00
10.5164.0000.5150	SECTION 125 PLAN-CO SHARE	.00	.00	.00	.00	.00	.00
10.5164.0000.5151	FICA - COUNTY SHARE	4,084.90	4,084.90	.00	58.23	2,758.35	1,326.55
10.5164.0000.5152	RETIREMENT - COUNTY SHARE	3,497.53	3,497.53	.00	51.39	1,077.18	2,420.35
10.5164.0000.5155	LIFE INSURANCE - COUNTY SHAR	1.98	1.98	.00	.16	1.92	.06
10.5164.0000.5225	TELEPHONE	.00	.00	.00	.00	.00	.00
10.5164.0000.5298	SECRETARY	425.00	425.00	.00	.00	.00	425.00
10.5164.0000.5311	POSTAGE AND ENVELOPES	325.00	325.00	.00	.00	.00	325.00
10.5164.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5164.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5164.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5164.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5164.0000.5999	PROJECT	61,731.76	61,731.76	.00	871.00	39,894.69	21,837.07
10.5164.5111.5970	COUNTY BOARD-LEGAL	.00	.00	.00	1,937.50	4,050.00	-4,050.00
10.5164.5111.5970	CTY BOARD-LEGAL	.00	.00	.00	1,937.50	4,050.00	-4,050.00
10.5164.5115.5970	CTY ADMINISTRATOR-LEGAL	.00	.00	.00	1,287.50	2,375.00	-2,375.00
10.5164.5115.5970	CTY ADMIN-LEGAL	.00	.00	.00	1,287.50	2,375.00	-2,375.00
10.5164.5121.5970	CLERK OF COURT-LEGAL	.00	.00	.00	.00	.00	.00
10.5164.5121.5970		.00	.00	.00	.00	.00	.00
10.5164.5141.5970	CTY CLERK-LEGAL	.00	.00	.00	225.00	337.50	-337.50
10.5164.5141.5970	CTY CLERK-LEGAL	.00	.00	.00	225.00	337.50	-337.50
10.5164.5156.5970	TREASURER-LEGAL	.00	.00	.00	125.00	722.50	-722.50
10.5164.5156.5970	CTY TREASURER-LEGAL	.00	.00	.00	125.00	722.50	-722.50
10.5164.5165.5970	PVCV-LEGAL	.00	.00	.00	525.00	804.45	-804.45
10.5164.5165.5970	PVCV-LEGAL	.00	.00	.00	525.00	804.45	-804.45
10.5164.5183.5970	ZONING-LEGAL	.00	.00	.00	.00	425.00	-425.00
10.5164.5183.5970		.00	.00	.00	.00	425.00	-425.00
10.5164.5210.5970	SHERIFF-LEGAL	.00	.00	.00	575.00	850.00	-850.00
10.5164.5210.5970	SHERIFF-LEGAL	.00	.00	.00	575.00	850.00	-850.00
10.5164.5241.5970	EMERG MGMT-LEGAL	.00	.00	.00	100.00	812.50	-812.50
10.5164.5241.5970	EMERG MGMT-LEGAL	.00	.00	.00	100.00	812.50	-812.50
10.5164.5362.5970	TRI-COUNTY AIRPORT	.00	.00	.00	.00	.00	.00
10.5164.5362.5970		.00	.00	.00	.00	.00	.00

10.5164.5511.5970	HHS-LEGAL	.00	.00	.00	6,895.00	7,870.00	-7,870.00
10.5164.5511.5970	HHS-LEGAL	.00	.00	.00	6,895.00	7,870.00	-7,870.00
10.5164.5540.5970	CHILD SUPPORT-LEGAL	.00	.00	.00	.00	.00	.00
10.5164.5540.5970		.00	.00	.00	.00	.00	.00
10.5164.5550.5970	VETERANS-LEGAL	.00	.00	.00	.00	37.50	-37.50
10.5164.5550.5970	VETERANS-LEGAL	.00	.00	.00	.00	37.50	-37.50
10.5164.5614.5970	FAIR-LEGAL	.00	.00	.00	.00	.00	.00
10.5164.5614.5970	FAIR-LEGAL	.00	.00	.00	.00	.00	.00
10.5164.5651.5970	COUNTY PARKS-LEGAL	.00	.00	.00	75.00	75.00	-75.00
10.5164.5651.5970	COUNTY PARKS LEGAL	.00	.00	.00	75.00	75.00	-75.00
10.5164.5682.5970	SYMONS-LEGAL	.00	.00	.00	125.00	212.50	-212.50
10.5164.5682.5970	SYMONS-LEGAL	.00	.00	.00	125.00	212.50	-212.50
10.5164.5741.5970	LAND CONSERVATION-LEGAL	.00	.00	.00	.00	25.00	-25.00
10.5164.5741.5970	LAND CON-LEGAL	.00	.00	.00	.00	25.00	-25.00
10.5164.5762.5970	ECON DEV-LEGAL	.00	.00	.00	425.00	846.45	-846.45
10.5164.5762.5970	ECON DEV-LEGAL	.00	.00	.00	425.00	846.45	-846.45
10.5164.5763.5970	HIGHWAY-LEGAL	.00	.00	.00	387.50	487.50	-487.50
10.5164.5763.5970	HIGHWAY-LEGAL	.00	.00	.00	387.50	487.50	-487.50
10.5164	CORPORATION COUNSEL	61,731.76	61,731.76	.00	13,553.50	59,825.59	1,906.17
10.5166.0000.5212	ATTORNEY FEES	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5166.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5166.0000.5999	PROJECT	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5166	EMPLOYEE'S UNION NEGOTIATION	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5167.0000.5150	EBC - MEDICAL EXCESS	.00	.00	.00	.00	.00	.00
10.5167.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5167.0000.5998	PROJECT	.00	.00	.00	.00	.00	.00
10.5167	EMPLOYEE BENEFITS-125 PLAN	.00	.00	.00	.00	.00	.00
10.5168.0000.5926	SPECIAL ASSESSMENT	.00	.00	.00	.00	.00	.00
10.5168.0000.5926	PROJECT	.00	.00	.00	.00	.00	.00
10.5168	DWD-UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5171.0000.5111	SALARIES - REGULAR	96,099.90	96,099.90	.00	10,995.88	95,857.18	242.72
10.5171.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5171.0000.5150	SECTION 125 PLAN-CO SHARE	48.00	48.00	.00	8.00	101.90	-53.90
10.5171.0000.5151	FICA - COUNTY SHARE	7,351.64	7,351.64	.00	846.92	7,131.11	220.53

10.5171.0000.5152	RETIREMENT - COUNTY SHARE	6,486.75	6,486.75	.00	673.20	6,401.35	85.40
10.5171.0000.5153	DENTAL INSURANCE-CO SHARE	1,885.92	1,885.92	.00	104.77	1,833.53	52.39
10.5171.0000.5154	HEALTH INSURANCE - COUNTY SH	34,272.52	34,272.52	.00	1,654.30	33,029.16	1,243.36
10.5171.0000.5155	LIFE INSURANCE - COUNTY SHAR	83.45	83.45	.00	7.18	89.61	-6.16
10.5171.0000.5161	HEALTH INS REIMBURSEMENT DED	4,000.00	4,000.00	.00	.00	3,672.48	327.52
10.5171.0000.5214	COMPUTER PROGRAM SUPPORT	8,068.50	8,068.50	.00	158.00	8,068.50	.00
10.5171.0000.5225	TELEPHONE	360.00	360.00	.00	23.54	300.77	59.23
10.5171.0000.5248	SERVICE ON MACHINES	266.00	266.00	.00	.00	163.00	103.00
10.5171.0000.5249	RESTORATION	1,000.00	1,000.00	.00	.00	.00	1,000.00
10.5171.0000.5311	POSTAGE AND ENVELOPES	600.00	600.00	.00	33.70	304.70	295.30
10.5171.0000.5312	BOOKS AND FORMS	500.00	500.00	.00	.00	428.16	71.84
10.5171.0000.5315	COPY PAPER AND EXPENSE	810.00	810.00	.00	.00	315.81	494.19
10.5171.0000.5319	OFFICE SUPPLIES	300.00	300.00	.00	.00	42.45	257.55
10.5171.0000.5324	DUES	125.00	125.00	.00	.00	125.00	.00
10.5171.0000.5326	ADVERTISING	.00	.00	.00	167.20	167.20	-167.20
10.5171.0000.5334	REGISTRATION	235.00	235.00	.00	.00	.00	235.00
10.5171.0000.5335	MEALS	42.00	42.00	.00	.00	.00	42.00
10.5171.0000.5336	LODGING	450.00	450.00	.00	.00	.00	450.00
10.5171.0000.5339	MILEAGE	200.00	200.00	.00	.00	.00	200.00
10.5171.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5171.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5171.0000.5999	PROJECT	163,184.68	163,184.68	.00	14,672.69	158,031.91	5,152.77
10.5171	REGISTER OF DEEDS	163,184.68	163,184.68	.00	14,672.69	158,031.91	5,152.77
10.5172.0000.5258	SURVEYOR FEES	3,500.00	3,500.00	.00	1,330.00	3,465.00	35.00
10.5172.0000.5269	CORNER SECTION MONUMENTATION	.00	.00	.00	.00	.00	.00
10.5172.0000.5319	OFFICE SUPPLIES	200.00	200.00	.00	.00	.00	200.00
10.5172.0000.5324	DUES & SUBSCRIPTIONS	200.00	200.00	.00	.00	100.00	100.00
10.5172.0000.5326	ADVERTISING	.00	.00	.00	.00	.00	.00
10.5172.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5172.0000.5999	PROJECT	3,900.00	3,900.00	.00	1,330.00	3,565.00	335.00
10.5172	SURVEYOR	3,900.00	3,900.00	.00	1,330.00	3,565.00	335.00
10.5175.0000.5815	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10.5175.0000.5815	PROJECT	.00	.00	.00	.00	.00	.00
10.5175	COMPUTER/SOFTWARE UPGRADES	.00	.00	.00	.00	.00	.00

10.5180.0000.5214	COMPTR HDW & SOFTWARE SUPP	.00	.00	.00	.00	.00	.00
10.5180.0000.5293	MAINT AGREEMENTS	.00	.00	.00	.00	.00	.00
10.5180.0000.5351	DIESEL FUEL	.00	.00	.00	.00	.00	.00
10.5180.0000.5809	COMPUTERS/PRINTERS/NETWORK	.00	.00	.00	.00	.00	.00
10.5180.0000.5813	COMPUTER MAINT & UPGRADES	.00	.00	.00	.00	.00	.00
10.5180.0000.5815	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10.5180.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5180.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5180.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5180.0509.5809	CAP BORROW-COMP/PRINT/NET	.00	.00	.00	.00	.00	.00
10.5180.0509.5813	CAP BORROW-COMP MAINT/UPGRAD	.00	.00	.00	.00	.00	.00
10.5180.0509.5815	CAP BORROW-COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10.5180.0509.5819	CAP BORROW-NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5180.0509.5970	CAP BORROW-CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5180.0509.5999	CAP BORROW-BILLS NO DETAIL	.00	.00	.00	.00	.00	.00
10.5180.0509.5999	CAPITAL BORROWED EXPENSES	.00	.00	.00	.00	.00	.00
10.5180	COUNTY TECHNOLOGY FUND	.00	.00	.00	.00	.00	.00
10.5181.0000.5141	PER DIEM	.00	.00	.00	30.00	90.00	-90.00
10.5181.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	2.30	6.90	-6.90
10.5181.0000.5258	PLANNING COMMISSION	17,335.66	17,335.66	.00	.00	17,002.28	333.38
10.5181.0000.5334	REGISTRATION	.00	.00	.00	.00	.00	.00
10.5181.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5181.0000.5339	MILEAGE - COMMITTEE	.00	.00	.00	48.96	48.96	-48.96
10.5181.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5181.0000.5925	FED ECONOMIC DEV ADMIN GRANT	12,500.00	12,500.00	.00	12,500.00	25,000.00	-12,500.00
10.5181.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5181.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5181.0000.5999	PROJECT	29,835.66	29,835.66	.00	12,581.26	42,148.14	-12,312.48
10.5181	S W REGIONAL PLANNING COMMSN	29,835.66	29,835.66	.00	12,581.26	42,148.14	-12,312.48
10.5182.0000.5111	SALARIES - REGULAR	153,212.80	153,212.80	.00	19,526.20	156,958.92	-3,746.12
10.5182.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5182.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5182.0000.5118	PAGER ON CALL	.00	.00	.00	.00	.00	.00
10.5182.0000.5150	SECTION 125 PLAN-CO SHARE	270.00	270.00	.00	22.00	272.85	-2.85

10.5182.0000.5151	FICA - COUNTY SHARE	11,720.78	11,720.78	.00	1,424.94	11,323.02	397.76
10.5182.0000.5152	RETIREMENT - COUNTY SHARE	10,341.87	10,341.87	.00	1,318.03	10,594.85	-252.98
10.5182.0000.5153	DENTAL INSURANCE-CO SHARE	1,477.08	1,477.08	.00	123.09	1,477.08	.00
10.5182.0000.5154	HEALTH INSURANCE - COUNTY SH	30,925.22	30,925.22	.00	2,985.46	31,296.05	-370.83
10.5182.0000.5155	LIFE INSURANCE - COUNTY SHAR	19.58	19.58	.00	3.04	29.43	-9.85
10.5182.0000.5157	TRAINING	.00	.00	.00	.00	.00	.00
10.5182.0000.5161	HEALTH INS REIMBURSEMENT DED	4,000.00	4,000.00	.00	161.37	229.81	3,770.19
10.5182.0000.5214	COMPTR HDW & SOFTWARE SUPPRT	10,000.00	10,000.00	.00	.00	10,620.08	-620.08
10.5182.0000.5225	TELEPHONE	600.00	600.00	.00	313.74	1,119.62	-519.62
10.5182.0000.5311	POSTAGE	.00	.00	.00	.00	.00	.00
10.5182.0000.5312	BOOKS AND FORMS	.00	.00	.00	.00	.00	.00
10.5182.0000.5315	COPIER MAINT & SUPPLIES	.00	.00	.00	.00	.00	.00
10.5182.0000.5319	OFFICE SUPPLIES	500.00	500.00	.00	.00	.00	500.00
10.5182.0000.5326	ADVERTISING	.00	.00	.00	.00	.00	.00
10.5182.0000.5334	REGISTRATION	200.00	200.00	.00	.00	.00	200.00
10.5182.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5182.0000.5336	LODGING	.00	.00	.00	.00	.00	.00
10.5182.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5182.0000.5340	PARKING FEES	.00	.00	.00	.00	.00	.00
10.5182.0000.5351	DIESEL FUEL	150.00	150.00	.00	.00	.00	150.00
10.5182.0000.5593	LICENSING	.00	.00	.00	.00	.00	.00
10.5182.0000.5809	COMPUTERS/PRINTERS/NETWORK	10,000.00	10,000.00	.00	.00	9,362.10	637.90
10.5182.0000.5813	COMPUTER MAINT & UPGRADES	7,500.00	7,500.00	.00	80.10	5,816.06	1,683.94
10.5182.0000.5814	NEW EQUIPMENT OVER \$5000	20,000.00	20,000.00	.00	.00	.00	20,000.00
10.5182.0000.5815	COMPUTER SOFTWARE	2,000.00	2,000.00	.00	11,029.70	14,135.72	-12,135.72
10.5182.0000.5970	CONTRACT SERVICES	2,000.00	2,000.00	.00	275.00	662.50	1,337.50
10.5182.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5182.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	167.66	-167.66
10.5182.0000.5999	PROJECT	264,917.33	264,917.33	.00	37,262.67	254,065.75	10,851.58
10.5182	MANAGEMT INFORMATION SYSTEMS	264,917.33	264,917.33	.00	37,262.67	254,065.75	10,851.58
10.5183.0000.5111	SALARIES - REGULAR	59,631.17	59,631.17	.00	18,173.24	55,064.51	4,566.66
10.5183.0000.5141	PER DIEM	1,080.00	1,080.00	.00	150.00	840.00	240.00
10.5183.0000.5150	SECTION 125 PLAN-CO SHARE	50.00	50.00	.00	12.00	64.85	-14.85
10.5183.0000.5151	FICA - COUNTY SHARE	4,644.19	4,644.19	.00	1,362.79	4,109.94	534.25

10.5183.0000.5152	RETIREMENT - COUNTY SHARE	4,024.92	4,024.92	.00	1,226.70	3,716.91	308.01
10.5183.0000.5153	DENTAL INSURANCE-CO SHARE	675.20	675.20	.00	141.40	665.30	9.90
10.5183.0000.5154	HEALTH INSURANCE - COUNTY SH	17,689.59	17,689.59	.00	4,547.96	17,209.57	480.02
10.5183.0000.5155	LIFE INSURANCE - COUNTY SHAR	36.42	36.42	.00	8.25	38.47	-2.05
10.5183.0000.5157	TRAINING	190.00	190.00	.00	.00	60.00	130.00
10.5183.0000.5161	HEALTH INS REIMBURSEMENT DED	2,302.08	2,302.08	.00	.00	1,000.00	1,302.08
10.5183.0000.5225	TELEPHONE	700.00	700.00	.00	48.20	583.86	116.14
10.5183.0000.5248	SERVICES ON MACHINES	250.00	250.00	.00	250.00	250.00	.00
10.5183.0000.5305	NOTARY FEES	.00	.00	.00	.00	.00	.00
10.5183.0000.5311	POSTAGE AND ENVELOPES	2,000.00	2,000.00	.00	206.37	1,648.14	351.86
10.5183.0000.5315	COPY PAPER AND EXPENSE	2,000.00	2,000.00	.00	190.00	583.68	1,416.32
10.5183.0000.5319	OFFICE SUPPLIES	700.00	700.00	.00	304.16	437.38	262.62
10.5183.0000.5326	PUBLIC NOTICES	750.00	750.00	.00	140.65	1,134.96	-384.96
10.5183.0000.5329	DUES	40.00	40.00	.00	.00	40.00	.00
10.5183.0000.5334	REGISTRATION	250.00	250.00	.00	.00	.00	250.00
10.5183.0000.5335	MEALS	25.00	25.00	.00	.00	.00	25.00
10.5183.0000.5336	LODGING	164.00	164.00	.00	.00	.00	164.00
10.5183.0000.5339	MILEAGE	3,700.00	3,700.00	.00	441.66	1,932.39	1,767.61
10.5183.0000.5593	LICENSING	340.00	340.00	.00	56.96	403.76	-63.76
10.5183.0000.5815	COMPUTER SOFTWARE	205.00	205.00	.00	.00	.00	205.00
10.5183.0000.5817	COUNTY ADDRESS SIGNS	1,000.00	1,000.00	.00	.00	1,781.29	-781.29
10.5183.0000.5819	NEW EQUIPMENT	800.00	800.00	.00	1,600.00	1,600.00	-800.00
10.5183.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5183.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5183.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5183.0000.5999	PROJECT	103,247.57	103,247.57	.00	28,860.34	93,165.01	10,082.56
10.5183	ZONING	103,247.57	103,247.57	.00	28,860.34	93,165.01	10,082.56
10.5189.0000.5999	FAILING SEPTIC SYSTEMS	.00	.00	.00	.00	.00	.00
10.5189.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5189	FAILING SEPTIC SYSTEMS	.00	.00	.00	.00	.00	.00
10.5194.0000.5111	SALARIES - REGULAR	82,617.60	82,617.60	.00	9,695.29	82,911.72	-294.12
10.5194.0000.5113	SALARIES - OVERTIME	999.50	999.50	.00	.00	587.43	412.07
10.5194.0000.5150	SECTION 125 PLAN-CO SHARE	162.00	162.00	.00	8.00	101.90	60.10
10.5194.0000.5151	FICA - COUNTY SHARE	6,396.71	6,396.71	.00	725.01	6,198.18	198.53

10.5194.0000.5152	RETIREMENT - COUNTY SHARE	5,644.16	5,644.16	.00	654.44	5,636.25	7.91
10.5194.0000.5153	DENTAL INSURANCE-CO SHARE	848.40	848.40	.00	36.62	575.76	272.64
10.5194.0000.5154	HEALTH INSURANCE - COUNTY SH	24,030.74	24,030.74	.00	1,331.16	13,954.32	10,076.42
10.5194.0000.5155	LIFE INSURANCE - COUNTY SHAR	77.68	77.68	.00	6.94	80.93	-3.25
10.5194.0000.5161	HEALTH INS REIMBURSEMENT DED	3,000.00	3,000.00	.00	.00	.00	3,000.00
10.5194.0000.5217	PEST CONTROL	1,350.00	1,350.00	.00	.00	1,117.53	232.47
10.5194.0000.5222	RICHLAND UTILITIES	40,000.00	40,000.00	.00	9,776.74	46,423.63	-6,423.63
10.5194.0000.5225	TELEPHONE	350.00	350.00	.00	83.76	653.91	-303.91
10.5194.0000.5226	HEAT	10,000.00	10,000.00	.00	1,953.65	9,515.49	484.51
10.5194.0000.5288	ELEVATOR MAINTENANCE	1,000.00	1,000.00	.00	.00	2,655.50	-1,655.50
10.5194.0000.5291	FIRE SYSTEM MAINTENANCE	500.00	500.00	.00	.00	.00	500.00
10.5194.0000.5293	HVAC MAINT AND REPAIR	8,000.00	8,000.00	.00	881.20	2,547.13	5,452.87
10.5194.0000.5297	REFUSE COLLECTION	3,000.00	3,000.00	.00	477.83	3,277.37	-277.37
10.5194.0000.5319	SUPPLIES	10,000.00	10,000.00	.00	1,415.45	9,829.18	170.82
10.5194.0000.5326	ADS	.00	.00	.00	.00	.00	.00
10.5194.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5194.0000.5347	CARPET CLEANING	.00	.00	.00	.00	.00	.00
10.5194.0000.5351	GASOLINE	500.00	500.00	.00	.00	177.60	322.40
10.5194.0000.5356	MAINTENANCE AND REPAIRS	6,300.00	6,300.00	.00	879.67	5,693.65	606.35
10.5194.0000.5814	NEW EQUIPMENT OVER \$5000	5,000.00	5,000.00	.00	.00	.00	5,000.00
10.5194.0000.5818	RENTAL OF EQUIP (SKID STEER)	1,200.00	1,200.00	.00	1,200.00	1,196.37	3.63
10.5194.0000.5819	NEW EQUIPMENT	1,000.00	1,000.00	.00	.00	1,081.44	-81.44
10.5194.0000.5906	UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	.00	.00	.00	1,000.00
10.5194.0000.5970	CONTRACT SERVICES	.00	.00	.00	1,237.86	6,972.47	-6,972.47
10.5194.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5194.0000.5999	BILLS-NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5194.0000.5999	PROJECT	212,976.79	212,976.79	.00	30,363.62	201,187.76	11,789.03
10.5194	COURTHOUSE	212,976.79	212,976.79	.00	30,363.62	201,187.76	11,789.03
10.5195.0000.5905	DIVIDEND ADJUSTMENT	.00	.00	.00	.00	.00	.00
10.5195.0000.5931	DEDUCTIBLE FUND DEPOSIT	.00	.00	.00	.00	.00	.00
10.5195.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5195.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5195.5010.5897	GENERAL LIABILITY INSURANCE	20,500.00	20,500.00	.00	.00	-49,328.00	69,828.00
10.5195.5010.5897	GENERAL LIABILITY	20,500.00	20,500.00	.00	.00	-49,328.00	69,828.00

10.5195.5011.5897	IDENTITY RECOVERY INSURANCE	450.00	450.00	.00	.00	428.00	22.00
10.5195.5011.5897	IDENTITY RECOVERY INSURANCE	450.00	450.00	.00	.00	428.00	22.00
10.5195.5014.5897	AUTO LIABILITY INSURANCE	.00	.00	.00	.00	-36,816.00	36,816.00
10.5195.5014.5897	AUTOMOBILE LIABILITY	.00	.00	.00	.00	-36,816.00	36,816.00
10.5195.5016.5897	LIABILITY DEDUCTIBLE	.00	.00	.00	.00	.00	.00
10.5195.5016.5897	LIABILITY DEDUCTIBLE	.00	.00	.00	.00	.00	.00
10.5195.5017.5897	BLDINGS & PERSONAL PROPERTY	8,500.00	8,500.00	.00	.00	4,226.00	4,274.00
10.5195.5017.5897	BLDINGS & PERSONAL PROPERTY	8,500.00	8,500.00	.00	.00	4,226.00	4,274.00
10.5195.5018.5897	AUTO COLLISION & COMP INSUR	.00	.00	.00	.00	.01	-.01
10.5195.5018.5897	AUTO COLLISION & COMP	.00	.00	.00	.00	.01	-.01
10.5195.5020.5897	EQUIPMENT BREAKDOWN INS	400.00	400.00	.00	.00	-3,485.00	3,885.00
10.5195.5020.5897	EQUIPMENT BREAKDOWN	400.00	400.00	.00	.00	-3,485.00	3,885.00
10.5195.5021.5897	COMMERCIAL CRIME INSURANCE	500.00	500.00	.00	.00	492.00	8.00
10.5195.5021.5897	COMMERCIAL CRIME	500.00	500.00	.00	.00	492.00	8.00
10.5195	PROPERTY & LIABILITY INSURAN	30,350.00	30,350.00	.00	.00	-84,482.99	114,832.99
10.5196.0000.5311	TAX ENVELOPES	.00	.00	.00	.00	.00	.00
10.5196.0000.5311	PROJECT	.00	.00	.00	.00	.00	.00
10.5196	TREASURER-TAX ENVELOPES	.00	.00	.00	.00	.00	.00
10.5197.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5197.0000.5999	PUBLIC OFFICIAL BONDS	3,379.00	3,379.00	.00	.00	3,379.00	.00
10.5197.0000.5999	PROJECT	3,379.00	3,379.00	.00	.00	3,379.00	.00
10.5197	PUBLIC OFFICIAL BONDS	3,379.00	3,379.00	.00	.00	3,379.00	.00
10.5198.0000.5900	WORKER'S COMPENSATION INSURA	15,000.00	15,000.00	.00	-3,877.00	11,757.00	3,243.00
10.5198.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	58,791.00	-22,332.00	22,332.00
10.5198.0000.5912	WRKS COMP DIVIDEND ADJUSTMT	.00	.00	.00	.00	.00	.00
10.5198.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5198.0000.5998	PROJECT	15,000.00	15,000.00	.00	54,914.00	-10,575.00	25,575.00
10.5198	WORKER'S COMPENSATION INS	15,000.00	15,000.00	.00	54,914.00	-10,575.00	25,575.00
10.5199.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5199.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5199	PROPERTY TAX REIMBURSEMENT	.00	.00	.00	.00	.00	.00
10.5205.0000.5814	NEW EQUIPMENT OVER \$5000	.00	.00	.00	.00	.00	.00
10.5205.0000.5952	INTERNET/BANDWIDTH	3,050.00	3,050.00	.00	253.24	3,038.88	11.12
10.5205.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00

10.5205.0000.5999	PROJECT	3,050.00	3,050.00	.00	253.24	3,038.88	11.12
10.5205	INTERNET/BANDWIDTH ACCESS	3,050.00	3,050.00	.00	253.24	3,038.88	11.12
10.5210.0000.5111	SALARIES - REGULAR	304,309.00	304,309.00	.00	36,535.39	307,871.82	-3,562.82
10.5210.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5210.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5210.0000.5115	TEMPORARY - CASUAL	9,484.00	9,484.00	.00	.00	.00	9,484.00
10.5210.0000.5133	LONGEVITY PAY	2,300.00	2,300.00	.00	2,300.00	2,300.00	.00
10.5210.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5210.0000.5150	SECTION 125 PLAN-CO SHARE	425.00	425.00	.00	25.00	274.75	150.25
10.5210.0000.5151	FICA - COUNTY SHARE	23,280.00	23,280.00	.00	2,888.92	22,756.90	523.10
10.5210.0000.5152	RETIREMENT - COUNTY SHARE	31,442.00	31,442.00	.00	3,986.55	32,286.86	-844.86
10.5210.0000.5153	DENTAL INSURANCE-CO SHARE	2,325.00	2,325.00	.00	227.86	2,587.38	-262.38
10.5210.0000.5154	HEALTH INSURANCE - COUNTY SH	65,198.00	65,198.00	.00	7,282.78	66,951.59	-1,753.59
10.5210.0000.5155	LIFE INSURANCE - COUNTY SHAR	220.00	220.00	.00	13.73	199.30	20.70
10.5210.0000.5161	HEALTH INS REIMBURSEMENT DED	5,800.00	5,800.00	.00	433.00	635.43	5,164.57
10.5210.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5210.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5210.0000.5999	PROJECT	444,783.00	444,783.00	.00	53,693.23	435,864.03	8,918.97
10.5210	SHERIFF'S ADMINISTRATION SAL	444,783.00	444,783.00	.00	53,693.23	435,864.03	8,918.97
10.5211.0000.5111	SALARIES - REGULAR	827,812.00	827,812.00	.00	110,701.66	790,134.02	37,677.98
10.5211.0000.5113	SALARIES - OVERTIME	20,000.00	20,000.00	.00	10,522.66	58,137.05	-38,137.05
10.5211.0000.5115	CASUAL-TRANSPORTS	16,000.00	16,000.00	.00	2,012.43	11,056.06	4,943.94
10.5211.0000.5121	COURT OFFICERS	27,000.00	27,000.00	.00	.00	9,403.66	17,596.34
10.5211.0000.5133	LONGEVITY PAY	6,500.00	6,500.00	.00	3,950.00	3,950.00	2,550.00
10.5211.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5211.0000.5150	SECTION 125 PLAN-CO SHARE	710.00	710.00	.00	40.00	926.30	-216.30
10.5211.0000.5151	FICA - COUNTY SHARE	68,224.00	68,224.00	.00	9,543.53	64,088.66	4,135.34
10.5211.0000.5152	RETIREMENT - COUNTY SHARE	99,618.00	99,618.00	.00	14,864.58	102,135.77	-2,517.77
10.5211.0000.5153	DENTAL INSURANCE-CO SHARE	5,280.00	5,280.00	.00	298.57	4,606.72	673.28
10.5211.0000.5154	HEALTH INSURANCE - COUNTY SH	198,940.00	198,940.00	.00	13,584.13	173,099.21	25,840.79
10.5211.0000.5155	LIFE INSURANCE - COUNTY SHAR	125.00	125.00	.00	15.66	158.11	-33.11
10.5211.0000.5157	TRAINING AND EDUCATION	8,000.00	8,000.00	.00	1,135.00	4,757.43	3,242.57
10.5211.0000.5161	HEALTH INS REIMBURSEMENT DED	11,000.00	11,000.00	.00	364.06	10,566.82	433.18
10.5211.0000.5212	ATTORNEY FEES	2,000.00	2,000.00	.00	.00	12,597.00	-10,597.00

10.5211.0000.5213	AUDITING SERVICES	2,000.00	2,000.00	.00	1,340.00	1,340.00	660.00
10.5211.0000.5216	INTERPRETER FEES	100.00	100.00	.00	.00	275.55	-175.55
10.5211.0000.5217	PEST CONTROL	250.00	250.00	.00	.00	202.57	47.43
10.5211.0000.5222	LIGHTS	10,000.00	10,000.00	.00	2,672.06	12,858.28	-2,858.28
10.5211.0000.5225	TELEPHONE	11,000.00	11,000.00	.00	3,560.68	16,266.50	-5,266.50
10.5211.0000.5226	HEAT	2,000.00	2,000.00	.00	354.16	1,724.96	275.04
10.5211.0000.5240	IMPOUND GARAGE MAINTENANCE	500.00	500.00	.00	310.17	310.17	189.83
10.5211.0000.5250	SCAAP-ALIEN ASSISTANCE PROG	.00	.00	.00	.00	.00	.00
10.5211.0000.5262	INSURANCE CLAIM REPAIRS	10,000.00	10,000.00	.00	.00	4,769.36	5,230.64
10.5211.0000.5290	PRISONER TRANSP-OUT OF STATE	500.00	500.00	.00	.00	.00	500.00
10.5211.0000.5291	FIRE SYSTEM MAINTENANCE	500.00	500.00	.00	.00	.00	500.00
10.5211.0000.5293	HTG & AIR COND MAINT AGREEMT	2,000.00	2,000.00	.00	.00	35.22	1,964.78
10.5211.0000.5295	TOWING	1,000.00	1,000.00	.00	750.00	1,425.00	-425.00
10.5211.0000.5305	NOTARY FEES	50.00	50.00	.00	.00	50.00	.00
10.5211.0000.5311	POSTAGE AND ENVELOPES	1,200.00	1,200.00	.00	73.28	1,191.31	8.69
10.5211.0000.5315	COPY LEASE AND SUPPLIES	800.00	800.00	.00	50.60	633.12	166.88
10.5211.0000.5319	OFFICE & OFFICER'S SUPPLIES	7,000.00	7,000.00	.00	1,132.77	6,681.14	318.86
10.5211.0000.5320	PREVENTION/EDUCATION	100.00	100.00	.00	.00	.00	100.00
10.5211.0000.5324	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	.00	150.00	834.00	166.00
10.5211.0000.5325	CONFERENCES AND REGISTRATION	750.00	750.00	.00	.00	175.00	575.00
10.5211.0000.5326	ADVERTISING	1,000.00	1,000.00	.00	360.80	1,588.10	-588.10
10.5211.0000.5335	MEALS	1,200.00	1,200.00	.00	311.13	2,920.08	-1,720.08
10.5211.0000.5336	LODGING	1,400.00	1,400.00	.00	1,379.84	11,503.07	-10,103.07
10.5211.0000.5339	MILEAGE	1,000.00	1,000.00	.00	78.54	6,749.08	-5,749.08
10.5211.0000.5340	PARKING FEES	25.00	25.00	.00	.00	.00	25.00
10.5211.0000.5346	UNIFORMS & MEDICAL EXAMS	2,000.00	2,000.00	.00	1,638.00	6,773.79	-4,773.79
10.5211.0000.5351	GASOLINE	35,500.00	35,500.00	.00	5,058.28	57,156.58	-21,656.58
10.5211.0000.5352	CAR REPAIRS AND MAINTENANCE	35,000.00	35,000.00	.00	5,456.66	25,610.66	9,389.34
10.5211.0000.5356	EQUIPMENT REPAIRS	700.00	700.00	.00	.00	59.80	640.20
10.5211.0000.5361	AMMO & FIREARM SUPPLIES	8,000.00	8,000.00	.00	690.34	7,989.76	10.24
10.5211.0000.5532	SRT VEHICLE STORAGE RENT	.00	.00	.00	.00	.00	.00
10.5211.0000.5813	COMPUTER MAINT & UPGRADES	30,000.00	30,000.00	.00	5,541.34	18,999.44	11,000.56
10.5211.0000.5814	NEW EQUIPMENT OVER \$5000	.00	.00	.00	.00	.00	.00
10.5211.0000.5818	CRIME SCENE RESPONSE EQUIP	1,000.00	1,000.00	.00	.00	1,158.88	-158.88

10.5211.0000.5819	NEW EQUIPMENT	25,000.00	25,000.00	.00	11,483.11	20,687.76	4,312.24
10.5211.0000.5900	WORKMEN'S COMPENSATION INSUR	35,000.00	35,000.00	.00	-15,248.00	27,225.00	7,775.00
10.5211.0000.5901	LIABILITY INSURANCE	11,000.00	11,000.00	.00	.00	12,164.00	-1,164.00
10.5211.0000.5903	AUTO INSURANCE	15,000.00	15,000.00	.00	.00	37,325.84	-22,325.84
10.5211.0000.5904	PROPERTY INS/BLDG & PERSONAL	1,150.00	1,150.00	.00	.00	1,751.00	-601.00
10.5211.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	.00	.00	.00
10.5211.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5211.0000.5927	COMMERCIAL CRIME INSURANCE	500.00	500.00	.00	.00	475.00	25.00
10.5211.0000.5952	INTERNET ACCESS	3,040.00	3,040.00	.00	253.25	3,039.00	1.00
10.5211.0000.5959	SRT SUPPLIES & EQUIPMENT	4,000.00	4,000.00	.00	2,439.28	3,911.57	88.43
10.5211.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5211.0000.5977	DRUG TASK FORCE SUPPLY/EQUIP	1,000.00	1,000.00	.00	.00	13.17	986.83
10.5211.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5211.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	178.92	306.71	-306.71
10.5211.0000.5999	PROJECT	1,554,474.00	1,554,474.00	.00	197,047.49	1,541,797.28	12,676.72
10.5211	SHERIFF'S DEPARTMENT	1,554,474.00	1,554,474.00	.00	197,047.49	1,541,797.28	12,676.72
10.5217.0000.5222	LIGHTS	350.00	350.00	.00	100.30	414.98	-64.98
10.5217.0000.5225	TELEPHONE	1,075.00	1,075.00	.00	142.00	993.12	81.88
10.5217.0000.5289	WEATHER CENTER	.00	.00	.00	.00	.00	.00
10.5217.0000.5293	MAINTENANCE AGREEMENT	19,000.00	19,000.00	.00	.00	18,970.90	29.10
10.5217.0000.5352	PARTS AND REPAIR	10,000.00	10,000.00	.00	.00	25.00	9,975.00
10.5217.0000.5532	BUNKER HILL TOWER LEASE	1,200.00	1,200.00	.00	.00	1,140.00	60.00
10.5217.0000.5533	MUSCODA TOWER RENT	1,300.00	1,300.00	.00	343.83	1,217.03	82.97
10.5217.0000.5535	WRCO TOWER	5,875.00	5,875.00	.00	.00	5,871.48	3.52
10.5217.0000.5818	SABIN TOWER LEASE	1,140.00	1,140.00	.00	570.00	1,140.00	.00
10.5217.0000.5819	NEW EQUIPMENT	6,000.00	6,000.00	.00	.00	.00	6,000.00
10.5217.0000.5901	PROPERTY INS/BLDG & PERSONAL	250.00	250.00	.00	.00	253.00	-3.00
10.5217.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	.00	.00	.00
10.5217.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5217.0000.5999	PROJECT	46,190.00	46,190.00	.00	1,156.13	30,025.51	16,164.49
10.5217	POLICE RADIO	46,190.00	46,190.00	.00	1,156.13	30,025.51	16,164.49
10.5222.0000.5961	FIRE SUPPRESSION	.00	.00	.00	.00	95.00	-95.00
10.5222.0000.5964	CHARITABLE & PENAL	188.68	188.68	.00	.00	188.68	.00
10.5222.0000.5964	PROJECT	188.68	188.68	.00	.00	283.68	-95.00

10.5222	STATE SPECIAL CHARGES	188.68	188.68	.00	.00	283.68	-95.00
10.5241.0000.5111	SALARIES - REGULAR	33,571.20	33,571.20	.00	3,873.60	33,571.20	.00
10.5241.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5241.0000.5150	SECTION 125 PLAN-CO SHARE	.00	.00	.00	.00	.00	.00
10.5241.0000.5151	FICA - COUNTY SHARE	2,568.20	2,568.20	.00	289.51	2,501.50	66.70
10.5241.0000.5152	RETIREMENT - COUNTY SHARE	2,266.06	2,266.06	.00	261.47	2,266.12	-.06
10.5241.0000.5153	DENTAL INSURANCE-CO SHARE	.00	.00	.00	.00	.00	.00
10.5241.0000.5154	HEALTH INSURANCE - COUNTY SH	4,136.69	4,136.69	.00	399.35	4,186.32	-49.63
10.5241.0000.5155	LIFE INSURANCE - COUNTY SHAR	8.29	8.29	.00	.74	8.68	-.39
10.5241.0000.5157	TRAINING AND EDUCATION	500.00	500.00	.00	.00	.00	500.00
10.5241.0000.5161	HEALTH INS REIMBURSEMENT DED	600.00	600.00	.00	.00	.00	600.00
10.5241.0000.5214	COMPUTER HDW & SOFTWR SUPPRT	200.00	200.00	.00	.00	.00	200.00
10.5241.0000.5225	TELEPHONE	1,500.00	1,500.00	.00	462.19	1,675.70	-175.70
10.5241.0000.5311	POSTAGE	40.00	40.00	.00	.00	37.66	2.34
10.5241.0000.5319	OFFICE SUPPLIES	400.00	400.00	.00	.00	13.96	386.04
10.5241.0000.5324	DUES & SUBSCRIPTIONS	.00	.00	.00	11.66	234.23	-234.23
10.5241.0000.5326	ADS	50.00	50.00	.00	.00	.00	50.00
10.5241.0000.5334	REGISTRATION	200.00	200.00	.00	.00	.00	200.00
10.5241.0000.5335	MEALS	.00	.00	.00	.00	19.29	-19.29
10.5241.0000.5336	LODGING	140.00	140.00	.00	.00	.00	140.00
10.5241.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5241.0000.5351	GASOLINE	950.00	950.00	.00	43.86	124.86	825.14
10.5241.0000.5352	TRUCK MAINTENANCE	1,500.00	1,500.00	.00	.00	52.53	1,447.47
10.5241.0000.5356	MAINTENANCE & REPAIRS	100.00	100.00	.00	.00	.00	100.00
10.5241.0000.5813	COMMUNICATIONS EQUIP MAINT	600.00	600.00	.00	.00	672.00	-72.00
10.5241.0000.5815	COMPUTER SOFTWARE	125.75	125.75	.00	.00	.00	125.75
10.5241.0000.5819	NEW EQUIPMENT	1,000.00	1,000.00	.00	.00	42.47	957.53
10.5241.0000.5900	WORKER'S COMPENSATION INSURA	1,856.00	1,856.00	.00	-738.00	-1,205.00	3,061.00
10.5241.0000.5901	BUILDINGS & PERSONAL PROPRTY	676.00	676.00	.00	.00	715.00	-39.00
10.5241.0000.5903	TRUCK & COMMAND POST INS	2,900.00	2,900.00	.00	.00	3,033.89	-133.89
10.5241.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	.00	.00	.00
10.5241.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5241.0000.5927	COMMERCIAL CRIME INSURANCE	15.00	15.00	.00	.00	21.00	-6.00
10.5241.0000.5970	CONTRACT SERVICES	10,000.00	10,000.00	.00	.00	14,070.88	-4,070.88

10.5241.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5241.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	-7,040.16	132.31	-132.31
10.5241.0000.5999	PROJECT	65,903.19	65,903.19	.00	-2,435.78	62,174.60	3,728.59
10.5241	EMERGENCY GOVERNMENT	65,903.19	65,903.19	.00	-2,435.78	62,174.60	3,728.59
10.5245.0000.5111	SALARIES - REGULAR	.00	.00	.00	.00	.00	.00
10.5245.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5245.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5245.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5245.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5245.0000.5998	PROJECT	.00	.00	.00	.00	.00	.00
10.5245	AMBULANCE SERVICE	.00	.00	.00	.00	.00	.00
10.5246.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5246.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5246	UNCOLLECTIBLE AMBUL BILLS	.00	.00	.00	.00	.00	.00
10.5251.0000.5111	SALARIES - REGULAR	684,379.00	684,379.00	.00	89,924.26	652,020.69	32,358.31
10.5251.0000.5113	SALARIES - OVERTIME	10,000.00	10,000.00	.00	3,751.59	20,522.77	-10,522.77
10.5251.0000.5115	TEMP CASUAL-DISPATCH	10,000.00	10,000.00	.00	426.78	6,170.58	3,829.42
10.5251.0000.5133	LONGEVITY PAY	3,650.00	3,650.00	.00	3,200.00	3,200.00	450.00
10.5251.0000.5150	SECTION 125 PLAN-CO SHARE	650.00	650.00	.00	36.00	495.40	154.60
10.5251.0000.5151	FICA - COUNTY SHARE	53,885.00	53,885.00	.00	7,275.76	50,335.87	3,549.13
10.5251.0000.5152	RETIREMENT - COUNTY SHARE	46,871.00	46,871.00	.00	6,567.96	45,522.59	1,348.41
10.5251.0000.5153	DENTAL INSURANCE-CO SHARE	5,689.00	5,689.00	.00	455.74	4,879.54	809.46
10.5251.0000.5154	HEALTH INSURANCE - COUNTY SH	198,940.00	198,940.00	.00	15,326.11	142,219.71	56,720.29
10.5251.0000.5155	LIFE INSURANCE - COUNTY SHAR	200.00	200.00	.00	15.79	184.76	15.24
10.5251.0000.5157	TRAINING & EDUCATION	3,000.00	3,000.00	.00	99.00	3,206.36	-206.36
10.5251.0000.5161	HEALTH INS REIMBURSEMENT DED	15,750.00	15,750.00	.00	.00	4,578.43	11,171.57
10.5251.0000.5217	PEST CONTROL	270.00	270.00	.00	.00	593.83	-323.83
10.5251.0000.5222	LIGHTS	9,500.00	9,500.00	.00	2,957.19	14,244.56	-4,744.56
10.5251.0000.5225	TELEPHONE	6,500.00	6,500.00	.00	810.83	8,241.52	-1,741.52
10.5251.0000.5226	HEAT	2,100.00	2,100.00	.00	397.15	1,934.33	165.67
10.5251.0000.5248	SERVICES ON MACHINES	200.00	200.00	.00	.00	112.10	87.90
10.5251.0000.5291	FIRE SYSTEM MAINTENANCE	400.00	400.00	.00	.00	.00	400.00
10.5251.0000.5292	TIME	9,792.00	9,792.00	.00	.00	9,537.00	255.00
10.5251.0000.5293	HTG & AIR COND MAINT AGREEMT	2,300.00	2,300.00	.00	.00	39.49	2,260.51

10.5251.0000.5294	MEALS FOR PRISONERS	160,000.00	160,000.00	.00	19,369.30	126,716.24	33,283.76
10.5251.0000.5296	CARE OF PRISONERS	63,000.00	63,000.00	.00	7,220.53	65,380.13	-2,380.13
10.5251.0000.5297	REFUSE COLLECTION	.00	.00	.00	.00	.00	.00
10.5251.0000.5299	NURSE FEES	3,900.00	3,900.00	.00	1,250.00	2,265.00	1,635.00
10.5251.0000.5305	NOTARY FEES	200.00	200.00	.00	40.00	220.00	-20.00
10.5251.0000.5314	JAIL BOOKING PROCESSING	.00	.00	.00	.00	.00	.00
10.5251.0000.5315	COPY MAINTENANCE & SUPPLIES	1,000.00	1,000.00	.00	171.14	988.79	11.21
10.5251.0000.5319	OFFICE SUPPLIES	1,500.00	1,500.00	.00	61.10	994.60	505.40
10.5251.0000.5324	DUES & SUBSCRIPTIONS	100.00	100.00	.00	.00	.00	100.00
10.5251.0000.5326	ADVERTISING	100.00	100.00	.00	.00	.00	100.00
10.5251.0000.5335	MEALS	.00	.00	.00	.00	.00	.00
10.5251.0000.5352	JAIL SUPPLIES	17,600.00	17,600.00	.00	5,102.00	12,275.39	5,324.61
10.5251.0000.5356	JAIL REPAIR	7,500.00	7,500.00	.00	3,016.38	6,241.12	1,258.88
10.5251.0000.5357	MAINT CONTRACT - JAIL LOCKS	7,000.00	7,000.00	.00	3,319.00	8,208.95	-1,208.95
10.5251.0000.5358	CARD SCAN MAINT CONTRACT	3,800.00	3,800.00	.00	.00	.00	3,800.00
10.5251.0000.5532	HOUSING OF PRISONERS-OTHR CO	.00	.00	.00	.00	.00	.00
10.5251.0000.5819	NEW EQUIPMENT	2,000.00	2,000.00	.00	511.00	1,328.27	671.73
10.5251.0000.5901	INSURANCE	1,200.00	1,200.00	.00	.00	1,964.00	-764.00
10.5251.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	.00	.00	.00
10.5251.0000.5906	UNEMPLOYMENT INSURANCE	700.00	700.00	.00	.00	5,694.32	-4,994.32
10.5251.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	10.00	-10.00
10.5251.0000.5999	PROJECT	1,333,676.00	1,333,676.00	.00	171,304.61	1,200,326.34	133,349.66
10.5251	COUNTY JAIL	1,333,676.00	1,333,676.00	.00	171,304.61	1,200,326.34	133,349.66
10.5362.0000.5999	BILLS - NO LINE DETAIL	20,199.00	20,199.00	.00	.00	.00	20,199.00
10.5362.0000.5999	PROJECT	20,199.00	20,199.00	.00	.00	.00	20,199.00
10.5362	TRI-COUNTY AIRPORT	20,199.00	20,199.00	.00	.00	.00	20,199.00
10.5482.0000.5141	PER DIEM	.00	.00	.00	.00	.00	.00
10.5482.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5482.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5482.0000.5770	CLEAN SWEEP-ELECTRONIC	3,000.00	3,000.00	.00	.00	6,070.53	-3,070.53
10.5482.0000.5944	RECEIPTS	.00	.00	.00	.00	.00	.00
10.5482.0000.5955	HOUSEHOLD CLEAN SWEEP PROJCT	9,000.00	9,000.00	.00	.00	.00	9,000.00
10.5482.0000.5956	AGRICULTURAL CLEAN SWEEP	3,000.00	3,000.00	.00	.00	.00	3,000.00
10.5482.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00

10.5482.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5482.0000.5999	PROJECT	15,000.00	15,000.00	.00	.00	6,070.53	8,929.47
10.5482	CLEAN SWEEP PROGRAM	15,000.00	15,000.00	.00	.00	6,070.53	8,929.47
10.5540.0000.5111	SALARIES - REGULAR	115,991.91	115,991.91	.00	12,576.21	107,583.20	8,408.71
10.5540.0000.5112	SALARIES - PART-TIME	.00	.00	.00	.00	.00	.00
10.5540.0000.5115	TEMPORARY CASUAL	.00	.00	.00	.00	.00	.00
10.5540.0000.5119	VITAL RECORDS REQUEST FEES	.00	.00	.00	.00	.00	.00
10.5540.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5540.0000.5150	SECTION 125 PLAN-CO SHARE	250.00	250.00	.00	9.00	113.90	136.10
10.5540.0000.5151	FICA - COUNTY SHARE	8,873.38	8,873.38	.00	932.06	7,939.28	934.10
10.5540.0000.5152	RETIREMENT - COUNTY SHARE	7,829.46	7,829.46	.00	848.88	7,261.75	567.71
10.5540.0000.5153	DENTAL INSURANCE-CO SHARE	1,477.08	1,477.08	.00	70.70	848.40	628.68
10.5540.0000.5154	HEALTH INSURANCE - COUNTY SH	24,030.74	24,030.74	.00	665.58	6,977.16	17,053.58
10.5540.0000.5155	LIFE INSURANCE - COUNTY SHAR	65.18	65.18	.00	2.50	24.75	40.43
10.5540.0000.5161	HEALTH INS REIMBURSEMENT DED	3,000.00	3,000.00	.00	.00	7.74	2,992.26
10.5540.0000.5212	ATTORNEY FEES	.00	.00	.00	.00	.00	.00
10.5540.0000.5213	ACCOUNTING AND AUDITING SERV	1,100.00	1,100.00	.00	1,340.00	1,340.00	-240.00
10.5540.0000.5216	INTERPRETER FEES	200.00	200.00	.00	.00	29.00	171.00
10.5540.0000.5225	TELEPHONE	650.00	650.00	.00	25.31	552.01	97.99
10.5540.0000.5228	BOX RENT	.00	.00	.00	.00	.00	.00
10.5540.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5540.0000.5250	VITAL STATISTICS FEES	50.00	50.00	.00	.00	10.00	40.00
10.5540.0000.5253	GENETIC TESTING	1,000.00	1,000.00	.00	138.00	851.00	149.00
10.5540.0000.5255	PAPER SERVICE	2,000.00	2,000.00	.00	170.40	2,168.74	-168.74
10.5540.0000.5258	CONSULTANTS	.00	.00	.00	.00	275.00	-275.00
10.5540.0000.5272	CREDIT BUREAU FEES	.00	.00	.00	.00	.00	.00
10.5540.0000.5305	NOTARY FEES	70.00	70.00	.00	.00	.00	70.00
10.5540.0000.5311	POSTAGE AND ENVELOPES	1,700.00	1,700.00	.00	93.43	1,670.40	29.60
10.5540.0000.5312	BOOKS AND FORMS	75.00	75.00	.00	.00	73.80	1.20
10.5540.0000.5313	COPIES AND DUPLICATION	150.00	150.00	.00	4.86	162.16	-12.16
10.5540.0000.5319	OFFICE SUPPLIES	800.00	800.00	.00	.00	795.99	4.01
10.5540.0000.5323	CLEAR (ON-LINE DATA SEARCH)	.00	.00	.00	.00	.00	.00
10.5540.0000.5324	DUES & SUBSCRIPTIONS	.00	.00	.00	.00	150.00	-150.00
10.5540.0000.5326	ADVERTISING	.00	.00	.00	.00	.00	.00

10.5540.0000.5334	REGISTRATION	500.00	500.00	.00	.00	660.00	-160.00
10.5540.0000.5335	MEALS	150.00	150.00	.00	.00	55.80	94.20
10.5540.0000.5336	LODGING	400.00	400.00	.00	.00	246.00	154.00
10.5540.0000.5339	MILEAGE	300.00	300.00	.00	.00	67.32	232.68
10.5540.0000.5719	OTHER AGENCY SERVICES	.00	.00	.00	.00	.00	.00
10.5540.0000.5813	COMPUTER MAINT & UPGRADES	.00	.00	.00	.00	68.78	-68.78
10.5540.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	842.04	-842.04
10.5540.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5540.0000.5952	INTERNET/BANDWIDTH	.00	.00	.00	.00	.00	.00
10.5540.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5540.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	261.00	-261.00
10.5540.0000.5999	PROJECT	170,662.75	170,662.75	.00	16,876.93	141,035.22	29,627.53
10.5540	CHILD SUPPORT	170,662.75	170,662.75	.00	16,876.93	141,035.22	29,627.53
10.5549.0000.5111	SALARIES - REGULAR	3,740.80	3,740.80	.00	.00	4,962.41	-1,221.61
10.5549.0000.5112	SALARIES - PART TIME	3,135.30	3,135.30	.00	.00	2,573.15	562.15
10.5549.0000.5150	SECTION 125 PLAN-CO SHARE	10.76	10.76	.00	.00	.00	10.76
10.5549.0000.5151	FICA - COUNTY SHARE	526.02	526.02	.00	.00	572.48	-46.46
10.5549.0000.5152	RETIREMENT - COUNTY SHARE	464.13	464.13	.00	.00	334.96	129.17
10.5549.0000.5153	DENTAL INSURANCE - CO SHARE	49.77	49.77	.00	.00	52.39	-2.62
10.5549.0000.5154	HEALTH INSURANCE - CO SHARE	405.38	405.38	.00	.00	.00	405.38
10.5549.0000.5155	LIFE INSURANCE-COUNTY SHARE	1.84	1.84	.00	.00	1.24	.60
10.5549.0000.5161	HEALTH INS REIMBURSEMENT DED	166.00	166.00	.00	.00	.00	166.00
10.5549.0000.5214	TECHNOLOGY	.00	.00	.00	.00	3.37	-3.37
10.5549.0000.5336	LODGING	.00	.00	.00	.00	.00	.00
10.5549.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5549.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5549.0000.5972	VETERANS OUTREACH	.00	.00	.00	.00	.00	.00
10.5549.0000.5999	GRAVE MARKERS	.00	.00	.00	.00	.00	.00
10.5549.0000.5999	PROJECT	8,500.00	8,500.00	.00	.00	8,500.00	.00
10.5549	VETERANS SERVICE GRANT	8,500.00	8,500.00	.00	.00	8,500.00	.00
10.5550.0000.5111	SALARIES - REGULAR	39,231.64	39,231.64	.00	4,909.80	36,511.54	2,720.10
10.5550.0000.5112	SALARIES - PART-TIME	17,527.77	17,527.77	.00	2,388.66	20,361.87	-2,834.10
10.5550.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	276.74	-276.74
10.5550.0000.5150	SECTION 125 PLAN-CO SHARE	15.00	15.00	.00	.00	5.90	9.10

10.5550.0000.5151	FICA - COUNTY SHARE	4,342.09	4,342.09	.00	558.36	4,372.16	-30.07
10.5550.0000.5152	RETIREMENT - COUNTY SHARE	3,831.26	3,831.26	.00	331.41	2,459.92	1,371.34
10.5550.0000.5153	DENTAL INSURANCE-CO SHARE	576.29	576.29	.00	.00	.00	576.29
10.5550.0000.5154	HEALTH INSURANCE - COUNTY SH	15,708.24	15,708.24	.00	.00	.00	15,708.24
10.5550.0000.5155	LIFE INSURANCE - COUNTY SHAR	6.86	6.86	.00	.62	6.20	.66
10.5550.0000.5161	HEALTH INS REIMBURSEMENT DED	1,833.33	1,833.33	.00	.00	352.38	1,480.95
10.5550.0000.5212	VET SVC ATTORNEY FEES	.00	.00	.00	.00	156.00	-156.00
10.5550.0000.5214	COMPUTER SOFTWARE SUPPORT	150.00	150.00	.00	.00	900.00	-750.00
10.5550.0000.5225	TELEPHONE	660.00	660.00	.00	66.15	823.48	-163.48
10.5550.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5550.0000.5311	POSTAGE AND ENVELOPES	200.00	200.00	.00	4.15	28.92	171.08
10.5550.0000.5319	OFFICE SUPPLIES	1,100.00	1,100.00	.00	.00	503.87	596.13
10.5550.0000.5324	DUES	400.00	400.00	.00	.00	320.00	80.00
10.5550.0000.5326	ADVERTISING	1,000.00	1,000.00	.00	.00	692.30	307.70
10.5550.0000.5334	REGISTRATION	500.00	500.00	.00	.00	120.00	380.00
10.5550.0000.5335	MEALS	300.00	300.00	.00	.00	.00	300.00
10.5550.0000.5336	LODGING	.00	.00	.00	.00	708.00	-708.00
10.5550.0000.5339	MILEAGE	800.00	800.00	.00	.00	327.42	472.58
10.5550.0000.5341	TRANSPORTATION	.00	.00	.00	.00	.00	.00
10.5550.0000.5819	NEW EQUIPMENT	.00	.00	.00	.00	.00	.00
10.5550.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5550.0000.5970	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
10.5550.0000.5972	VETERANS OUTREACH	.00	.00	.00	.00	.00	.00
10.5550.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5550.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5550.0000.5999	PROJECT	88,182.48	88,182.48	.00	8,259.15	68,926.70	19,255.78
10.5550	VETERAN SERVICE	88,182.48	88,182.48	.00	8,259.15	68,926.70	19,255.78
10.5551.0000.5141	PER DIEM - COMMISSION	900.00	900.00	.00	30.00	630.00	270.00
10.5551.0000.5151	FICA - COUNTY SHARE	69.00	69.00	.00	2.30	48.30	20.70
10.5551.0000.5328	FLAGS	500.00	500.00	.00	.00	1,160.26	-660.26
10.5551.0000.5331	FLAG HOLDERS	1,500.00	1,500.00	.00	424.41	848.90	651.10
10.5551.0000.5339	MILEAGE - COMMISSION	422.28	422.28	.00	17.34	214.77	207.51
10.5551.0000.5719	AID	3,000.00	3,000.00	.00	.00	.00	3,000.00
10.5551.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00

10.5551.0000.5999	PROJECT	6,391.28	6,391.28	.00	474.05	2,902.23	3,489.05
10.5551	SOLDIERS AND SAILORS FUND	6,391.28	6,391.28	.00	474.05	2,902.23	3,489.05
10.5553.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5553.0000.5999	CARE OF VETERANS' GRAVES	7,900.00	7,900.00	.00	205.00	7,880.00	20.00
10.5553.0000.5999	PROJECT	7,900.00	7,900.00	.00	205.00	7,880.00	20.00
10.5553	CARE OF VETERANS' GRAVES	7,900.00	7,900.00	.00	205.00	7,880.00	20.00
10.5554.0000.5337	VETERANS TRANSP AID	.00	.00	.00	.00	.00	.00
10.5554.0000.5337	PROJECT	.00	.00	.00	.00	.00	.00
10.5554	VETERANS WDVA TRANSP GRANT	.00	.00	.00	.00	.00	.00
10.5560.0000.5141	PER DIEM	.00	.00	.00	.00	.00	.00
10.5560.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5560.0000.5258	CONSULTANTS	.00	.00	.00	.00	.00	.00
10.5560.0000.5339	MILEAGE	.00	.00	.00	.00	.00	.00
10.5560.0000.5339	PROJECT	.00	.00	.00	.00	.00	.00
10.5560	ADMINISTRATIVE STUDY	.00	.00	.00	.00	.00	.00
10.5611.0000.5909	RICHLAND CENTER LIBRARY	120,249.93	120,249.93	.00	.00	120,249.93	.00
10.5611.0000.5910	LONE ROCK LIBRARY	4,277.65	4,277.65	.00	.00	4,277.65	.00
10.5611.0000.5911	VIOLA LIBRARY	24,038.05	24,038.05	.00	.00	24,038.05	.00
10.5611.0000.5921	OUT OF COUNTY LIBRARIES	55,798.34	55,798.34	.00	.00	55,798.34	.00
10.5611.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5611.0000.5998	PROJECT	204,363.97	204,363.97	.00	.00	204,363.97	.00
10.5611	LIBRARIES IN COUNTY CHARGES	204,363.97	204,363.97	.00	.00	204,363.97	.00
10.5670.0000.5111	SALARIES - REGULAR	30,375.80	30,375.80	.00	3,602.34	30,473.24	-97.44
10.5670.0000.5112	SALARIES - PART-TIME	25,334.40	25,334.40	.00	2,825.76	25,236.96	97.44
10.5670.0000.5150	SECTION 125 PLAN-CO SHARE	156.00	156.00	.00	9.00	113.90	42.10
10.5670.0000.5151	FICA - COUNTY SHARE	4,261.83	4,261.83	.00	481.63	4,156.82	105.01
10.5670.0000.5152	RETIREMENT - COUNTY SHARE	3,760.44	3,760.44	.00	433.89	3,760.38	.06
10.5670.0000.5153	DENTAL INSURANCE-CO SHARE	219.72	219.72	.00	18.31	219.72	.00
10.5670.0000.5154	HEALTH INSURANCE - COUNTY SH	6,626.72	6,626.72	.00	665.58	6,977.16	-350.44
10.5670.0000.5155	LIFE INSURANCE - COUNTY SHAR	5.76	5.76	.00	.51	5.97	-.21
10.5670.0000.5161	HEALTH INS REIMBURSEMENT DED	1,000.00	1,000.00	.00	.00	.00	1,000.00
10.5670.0000.5214	COMPUTER PROGRAM SUPPORT	500.00	500.00	.00	500.00	1,000.00	-500.00
10.5670.0000.5225	TELEPHONE	2,000.00	2,000.00	.00	168.71	2,052.59	-52.59
10.5670.0000.5248	SERVICES ON MACHINES	150.00	150.00	.00	.00	.00	150.00

10.5670.0000.5293	LEASE ON COPIER & DUPLICATOR	3,000.00	3,000.00	.00	475.38	2,852.28	147.72
10.5670.0000.5311	POSTAGE AND ENVELOPES	700.00	700.00	.00	146.00	674.58	25.42
10.5670.0000.5312	BOOKS AND FORMS	300.00	300.00	.00	207.47	235.47	64.53
10.5670.0000.5315	COPIES AND DUPLICATION	2,000.00	2,000.00	.00	283.29	831.70	1,168.30
10.5670.0000.5319	OFFICE SUPPLIES	3,000.00	3,000.00	.00	1,119.20	1,638.38	1,361.62
10.5670.0000.5324	EXTENSION & AGENTS DUES	465.00	465.00	.00	150.00	415.00	50.00
10.5670.0000.5334	AGENTS REGISTRATION	600.00	600.00	.00	.00	130.00	470.00
10.5670.0000.5335	AGENTS MEALS	97.00	97.00	.00	.00	.00	97.00
10.5670.0000.5336	AGENTS LODGING	340.00	340.00	.00	.00	.00	340.00
10.5670.0000.5339	AGENTS MILEAGE	3,000.00	3,000.00	.00	36.72	36.72	2,963.28
10.5670.0000.5815	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10.5670.0000.5819	NEW EQUIPMENT	1,000.00	1,000.00	.00	.00	796.86	203.14
10.5670.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5670.0000.5970	CONTRACT SERVICES	94,643.00	94,643.00	.00	.00	91,696.11	2,946.89
10.5670.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5670.0000.5999	BILLS-NO-LINE DETAIL	.00	.00	.00	.00	33.00	-33.00
10.5670.0000.5999	PROJECT	183,535.67	183,535.67	.00	11,123.79	173,336.84	10,198.83
10.5670	UNIVERSITY EXTENSION PROGRAM	183,535.67	183,535.67	.00	11,123.79	173,336.84	10,198.83
10.5676.0000.5922	TESTING LABS	.00	.00	.00	.00	.00	.00
10.5676.0000.5944	RECEIPTS	.00	.00	.00	.00	.00	.00
10.5676.0000.5999	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5676.0000.5999	PROJECT	.00	.00	.00	.00	.00	.00
10.5676	SOIL TESTING ACCOUNT	.00	.00	.00	.00	.00	.00
10.5679.0000.5980	UNFUNDED FICA LIABILITY	.00	.00	.00	.00	.00	.00
10.5679.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5679.0000.5998	PROJECT	.00	.00	.00	.00	.00	.00
10.5679	UNFUNDED FICA LIABILITY	.00	.00	.00	.00	.00	.00
10.5741.0000.5111	SALARIES - REGULAR	80,680.60	80,680.60	.00	9,309.30	80,680.60	.00
10.5741.0000.5141	PER DIEM - ASCS MEMBER	360.00	360.00	.00	240.00	420.00	-60.00
10.5741.0000.5150	SECTION 125 PLAN-CO SHARE	132.00	132.00	.00	18.00	221.90	-89.90
10.5741.0000.5151	FICA - COUNTY SHARE	6,199.60	6,199.60	.00	665.09	5,578.83	620.77
10.5741.0000.5152	RETIREMENT - COUNTY SHARE	5,445.94	5,445.94	.00	628.41	5,446.21	-.27
10.5741.0000.5153	DENTAL INSURANCE-CO SHARE	1,194.49	1,194.49	.00	99.54	1,194.49	.00
10.5741.0000.5154	HEALTH INSURANCE - COUNTY SH	32,558.89	32,558.89	.00	3,143.17	32,949.31	-390.42

10.5741.0000.5155	LIFE INSURANCE - COUNTY SHAR	15.21	15.21	.00	2.31	22.51	-7.30
10.5741.0000.5157	CONTESTS AND EDUCATIONAL MAT	200.00	200.00	.00	.00	.00	200.00
10.5741.0000.5161	HEALTH INS REIMBURSEMENT DED	3,800.00	3,800.00	.00	.00	3,000.00	800.00
10.5741.0000.5225	TELEPHONE	300.00	300.00	.00	22.67	271.08	28.92
10.5741.0000.5305	NOTARY FEES	.00	.00	.00	.00	.00	.00
10.5741.0000.5311	POSTAGE AND ENVELOPES	600.00	600.00	.00	.00	232.00	368.00
10.5741.0000.5315	COPY PAPER AND EXPENSE	625.00	625.00	.00	53.48	243.48	381.52
10.5741.0000.5319	OFFICE SUPPLIES	400.00	400.00	.00	139.01	254.66	145.34
10.5741.0000.5324	DUES & SUBSCRIPTIONS	1,536.00	1,536.00	.00	.00	1,507.00	29.00
10.5741.0000.5326	ADVERTISING	.00	.00	.00	.00	44.10	-44.10
10.5741.0000.5334	REGISTRATION	300.00	300.00	.00	.00	.00	300.00
10.5741.0000.5335	MEALS	100.00	100.00	.00	.00	.00	100.00
10.5741.0000.5336	LODGING	175.00	175.00	.00	.00	.00	175.00
10.5741.0000.5339	MILEAGE	1,500.00	1,500.00	.00	87.21	286.11	1,213.89
10.5741.0000.5351	GASOLINE	900.00	900.00	.00	270.65	1,328.73	-428.73
10.5741.0000.5352	REPAIRS AND MAINTENANCE	200.00	200.00	.00	609.64	699.85	-499.85
10.5741.0000.5532	RENT	11,112.00	11,112.00	.00	.00	11,256.00	-144.00
10.5741.0000.5901	GENERAL LIABILITY INSURANCE	25.00	25.00	.00	.00	.00	25.00
10.5741.0000.5903	BUSINESS AUTO INSURANCE	700.00	700.00	.00	.00	1,426.46	-726.46
10.5741.0000.5905	AUDIT ADJUSTMENTS - INSURANC	.00	.00	.00	.00	.00	.00
10.5741.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5741.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5741.0000.5999	BILLS-NO-LINE DETAIL	17,888.00	17,888.00	.00	3,656.33	4,476.14	13,411.86
10.5741.0000.5999	PROJECT	166,947.73	166,947.73	.00	18,944.81	151,539.46	15,408.27
10.5741.0125.5111	SALARIES - REGULAR	.00	.00	.00	.00	.00	.00
10.5741.0125.5111	LAKE MONITORING GRANT	.00	.00	.00	.00	.00	.00
10.5741	LAND CONSERVATION	166,947.73	166,947.73	.00	18,944.81	151,539.46	15,408.27
10.5760.0000.5999	BILLS - NO LINE DETAIL	7,500.00	7,500.00	.00	.00	7,500.00	.00
10.5760.0000.5999	PROJECT	7,500.00	7,500.00	.00	.00	7,500.00	.00
10.5760	NEIGHBORHOOD HOUSING SERVICE	7,500.00	7,500.00	.00	.00	7,500.00	.00
10.5761.0000.5111	SALARIES - REGULAR	.00	.00	.00	.00	.00	.00
10.5761.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5761.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5761.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00

10.5761.0000.5150	SECTION 125 PLAN-CO SHARE	.00	.00	.00	.00	32.00	-32.00
10.5761.0000.5151	FICA - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5761.0000.5152	RETIREMENT - COUNTY SHARE	.00	.00	.00	.00	.00	.00
10.5761.0000.5153	DENTAL INSURANCE-CO SHARE	.00	.00	.00	.00	.00	.00
10.5761.0000.5154	HEALTH INSURANCE - COUNTY SH	.00	.00	.00	.00	.00	.00
10.5761.0000.5155	LIFE INSURANCE - COUNTY SHAR	.00	.00	.00	.00	.00	.00
10.5761.0000.5161	HEALTH INS REIMBURSEMENT DED	.00	.00	.00	.00	2,000.00	-2,000.00
10.5761.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5761.0000.5929	REFUNDS - SALARIES AND FRING	.00	.00	.00	.00	.00	.00
10.5761.0000.5999	BILLS - NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5761.0000.5999	PROJECT	.00	.00	.00	.00	2,032.00	-2,032.00
10.5761	H U D	.00	.00	.00	.00	2,032.00	-2,032.00
10.5762.0000.5111	SALARIES - REGULAR	60,528.00	60,528.00	.00	7,142.40	61,900.80	-1,372.80
10.5762.0000.5113	SALARIES - OVERTIME	.00	.00	.00	.00	.00	.00
10.5762.0000.5115	TEMPORARY - CASUAL	.00	.00	.00	.00	.00	.00
10.5762.0000.5141	PER DIEM	.00	.00	.00	.00	.00	.00
10.5762.0000.5149	RETIREE SK LV/HE INS CONVERS	.00	.00	.00	.00	.00	.00
10.5762.0000.5150	SECTION 125 PLAN-CO SHARE	.00	.00	.00	4.00	50.95	-50.95
10.5762.0000.5151	FICA - COUNTY SHARE	4,630.39	4,630.39	.00	532.77	4,513.97	116.42
10.5762.0000.5152	RETIREMENT - COUNTY SHARE	4,085.64	4,085.64	.00	482.10	4,178.20	-92.56
10.5762.0000.5153	DENTAL INSURANCE-CO SHARE	628.68	628.68	.00	52.39	628.68	.00
10.5762.0000.5154	HEALTH INSURANCE - COUNTY SH	17,136.26	17,136.26	.00	1,654.30	17,341.73	-205.47
10.5762.0000.5155	LIFE INSURANCE - COUNTY SHAR	.00	.00	.00	.00	.00	.00
10.5762.0000.5161	HEALTH INS REIMBURSEMENT DED	2,000.00	2,000.00	.00	56.48	1,075.97	924.03
10.5762.0000.5214	COMPUTER PROGRAM SUPPORT	.00	.00	.00	.00	.00	.00
10.5762.0000.5224	FAX MACHINE	.00	.00	.00	.00	.00	.00
10.5762.0000.5225	TELEPHONE	600.00	600.00	.00	82.28	494.46	105.54
10.5762.0000.5248	SERVICES ON MACHINES	.00	.00	.00	.00	.00	.00
10.5762.0000.5311	POSTAGE & BOX RENTAL	500.00	500.00	.00	.00	16.83	483.17
10.5762.0000.5312	BOOKS AND FORMS	.00	.00	.00	.00	.00	.00
10.5762.0000.5315	COPY PAPER AND EXPENSE	200.00	200.00	.00	.00	.00	200.00
10.5762.0000.5319	OFFICE SUPPLIES	2,000.00	2,000.00	.00	.00	151.99	1,848.01
10.5762.0000.5324	DUES & SUBSCRIPTIONS	2,000.00	2,000.00	.00	.00	157.90	1,842.10
10.5762.0000.5326	ADVERTISING	2,000.00	2,000.00	.00	.00	.00	2,000.00

10.5762.0000.5334	REGISTRATION	2,000.00	2,000.00	.00	.00	.00	2,000.00
10.5762.0000.5335	MEALS	500.00	500.00	.00	.00	20.54	479.46
10.5762.0000.5336	LODGING	1,800.00	1,800.00	.00	.00	.00	1,800.00
10.5762.0000.5339	MILEAGE	3,450.00	3,450.00	.00	91.80	554.37	2,895.63
10.5762.0000.5815	COMPUTER SOFTWARE	1,500.00	1,500.00	.00	143.00	143.00	1,357.00
10.5762.0000.5819	NEW EQUIPMENT-UNDER 5000	1,000.00	1,000.00	.00	.00	1,348.63	-348.63
10.5762.0000.5906	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.00	.00
10.5762.0000.5970	CONTRACT SUPPORT	15,000.00	15,000.00	.00	610.98	4,225.29	10,774.71
10.5762.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5762.0000.5999	BILLS-NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5762.0000.5999	PROJECT	121,558.97	121,558.97	.00	10,852.50	96,803.31	24,755.66
10.5762	ECONOMIC DEVELOPMENT	121,558.97	121,558.97	.00	10,852.50	96,803.31	24,755.66
10.5767.0000.5935	PRIOR SERVICE REFUNDING	.00	.00	.00	.00	.00	.00
10.5767.0000.5980	UNFUNDED WRS PRIOR SVC LIAB	.00	.00	.00	.70	521.26	-521.26
10.5767.0000.5999	BILL-NO-LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5767.0000.5999	PROJECT	.00	.00	.00	.70	521.26	-521.26
10.5767	UNFUNDED WRS PRIOR SERV LIAB	.00	.00	.00	.70	521.26	-521.26
10.5771.0000.5999	CHAMBER OF COMMERCE	4,000.00	4,000.00	.00	.00	.00	4,000.00
10.5771.0000.5999	PROJECT	4,000.00	4,000.00	.00	.00	.00	4,000.00
10.5771	CHAMBER OF COMMERCE	4,000.00	4,000.00	.00	.00	.00	4,000.00
10.5837.0000.5150	HRA INSURANCE FEES	.00	.00	.00	.00	.00	.00
10.5837.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5837.0000.5998	PROJECT	.00	.00	.00	.00	.00	.00
10.5837	HRA INSURANCE	.00	.00	.00	.00	.00	.00
10.5838.0000.5998	DEFICIENCY APPROPRIATION	.00	.00	.00	.00	.00	.00
10.5838.0000.6306	PCORF FEE-HEALTH INSURANCE	.00	.00	.00	.00	574.56	-574.56
10.5838	PCORF-HEALTH INSURANCE	.00	.00	.00	.00	574.56	-574.56
10.5839.0000.5999	BILLS-NO LINE DETAIL	.00	.00	.00	.00	.00	.00
10.5839	COVID-19 DENTAL RELIEF	.00	.00	.00	.00	.00	.00
10.5920.0000.1710	TRANSFER TO GENERAL FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1711	TRANS TO CRTHSE REPAIR FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1712	TRANSFER TO 9 1 1 OUTLAY	.00	.00	.00	.00	.00	.00
10.5920.0000.1713	TRANS-TAX DELINQ PARCEL FUND	.00	.00	.00	.00	2,831.31	-2,831.31
10.5920.0000.1714	TRAN TO ASH CREEK COMM FORST	.00	.00	.00	.00	.00	.00

10.5920.0000.1715	TRANS TO COUNTY SURVEYOR	.00	.00	.00	.00	.00	.00
10.5920.0000.1717	TRANSFER TO CO HIGHWAY FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1718	TRANS TO SOLID WASTE & RECYC	.00	.00	.00	.00	.00	.00
10.5920.0000.1719	TRAN TO WATERSHED MAINT	.00	.00	.00	.00	.00	.00
10.5920.0000.1720	TRANS TO R CTY HOUSNG AUTHOR	.00	.00	.00	.00	.00	.00
10.5920.0000.1722	TRANS TO-CANINE UNIT FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1723	TRANS TO-SHERIFF'S GRANTS	.00	.00	.00	.00	.00	.00
10.5920.0000.1724	TRANSFER TO COUNTY PARKS	.00	.00	.00	.00	.00	.00
10.5920.0000.1725	TRANS TO UNCOLLECTIBLE AMBUL	.00	.00	.00	.00	.00	.00
10.5920.0000.1728	TRANS TO-SYMONS CAPITAL IMPR	.00	.00	.00	.00	.00	.00
10.5920.0000.1729	TRANSFER TO DEBT SERVICE FUN	.00	.00	.00	.00	.00	.00
10.5920.0000.1730	TRANS-CO AGING UNIT FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1731	TRANSFER TO COUNTY FAIR FUND	.00	.00	.00	.00	15,000.00	-15,000.00
10.5920.0000.1732	TRANS-CAU CAR REPLACEMENT	.00	.00	.00	.00	.00	.00
10.5920.0000.1733	TRAN TO INSTITUTIONAL ADULT	.00	.00	.00	.00	.00	.00
10.5920.0000.1734	TRAN TO INSTITUTIONAL CHILD	.00	.00	.00	.00	.00	.00
10.5920.0000.1736	TRANS TO HEALTH & HUMAN SVCS	.00	.00	.00	.00	.00	.00
10.5920.0000.1737	TRANS TO U W CTR RICH OUTLAY	.00	.00	.00	.00	.00	.00
10.5920.0000.1738	TRANSFER TO CONTINGENCY FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1739	TRANSFER TO PINE VALLEY	.00	.00	.00	.00	.00	.00
10.5920.0000.1742	TRAN TO INS REIMBURSEMENT FD	.00	.00	.00	.00	.00	.00
10.5920.0000.1743	TRAN TO LOCAL EMERG PLAN COM	.00	.00	.00	.00	.00	.00
10.5920.0000.1744	TRANS TO VIDEOCONFERENCING	.00	.00	.00	.00	.00	.00
10.5920.0000.1745	TRAN TO TRI-CO AIRPORT	.00	.00	.00	.00	.00	.00
10.5920.0000.1749	TRANSF TO NEW AMBULANCE FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1750	TRANS TO LAND RECORDS FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1753	TRANS TO MEDIATION SERVICE	.00	.00	.00	.00	.00	.00
10.5920.0000.1754	TRANS TO CAPITAL PROJECTS	.00	.00	.00	.00	.00	.00
10.5920.0000.1755	TRANS TO-ELECTIONS FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1756	TRANS TO-SWIMMING POOL OPER	.00	.00	.00	.00	.00	.00
10.5920.0000.1757	TRANS TO SPECIAL INVESTIGATN	.00	.00	.00	.00	.00	.00
10.5920.0000.1759	TRANSFER TO-NUTRITION PROG	.00	.00	.00	.00	.00	.00
10.5920.0000.1760	TRANSFER TO SNOWMOBILE TRAIL	.00	.00	.00	.00	.00	.00
10.5920.0000.1761	TRANSFER TO - COUNTY CLERK	.00	.00	.00	.00	.00	.00

10.5920.0000.1762	TRANSFER TO ZONING	.00	.00	.00	.00	.00	.00
10.5920.0000.1763	TRANSFER TO UW FOOD SERVICE	.00	.00	.00	.00	.00	.00
10.5920.0000.1764	TRANSFER TO DOG LICENSE FUND	.00	.00	.00	.00	.00	.00
10.5920.0000.1767	TRANSFER TO WORKING LANDS	.00	.00	.00	.00	.00	.00
10.5920.0000.1768	TRANS TO COUNTY OWNED R/E	.00	.00	.00	.00	.00	.00
10.5920.0000.1770	TRANS TO SHERIFF-NEW CAR FND	.00	.00	.00	.00	.00	.00
10.5920.0000.1771	TRANS TO AMB EQUIP & TRAIN	.00	.00	.00	.00	.00	.00
10.5920.0000.1772	TRANS TO AMBULANCE SVC DON	.00	.00	.00	.00	.00	.00
10.5920.0000.1773	TRANS TO SOIL CON COST SHARE	.00	.00	.00	.00	.00	.00
10.5920.0000.1774	TRANS TO CONS PLANNER TECH	.00	.00	.00	.00	.00	.00
10.5920.0000.1774	PROJECT	.00	.00	.00	.00	17,831.31	-17,831.31
10.5920	TRANSFERS TO OTHER FUNDS	.00	.00	.00	.00	17,831.31	-17,831.31
10	GENERAL FUND	6,884,532.71	6,884,532.71	.00	912,944.54	6,587,312.25	297,220.46

RESOLUTION NO. 22 - _____

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2021 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	25,533.84
UW-Richland Outlay	7,281.41
Symons Recreation Complex Fund	95,222.81
Local Emergency Planning Committee	1,066.16
Campus Food Service Fund	70,273.72
Conservation Planner Technician	87,130.47

Total Deficiencies

BE IT FURTHER RESOLVED that the sum of \$286,508.41 is hereby appropriated from the General Fund to the above-listed accounts in the 2021 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed Fund 10 accounts after this transfer and after the 2021 audit has been completed shall be returned to the General Fund, and

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: SEPTEMBER 20, 2022

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(06 SEPTEMBER 2022)

FOR AGAINST

MARTY BREWER
SHAUN MURPHY-LOPEZ
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
STEVE CARROW

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to the Richland County Handbook

Department:	Administration	Presented By:	Administrator
Date of Meeting:	6-Sep-22	Action Needed:	Report
Disclosure:	Open	Authority:	Finance & Personnel
Date submitted:	31-Aug-22	Referred by:	
Action needed by no later than (date)	10/4/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review the changes to the Richland County Handbook at the September 6th meeting for changes to be approved at the October 4th meeting.

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

Several recommended amendments are being brought forward for approval to the Richland County Handbook: Removal for Job Description Definitions and reference to such in Handbook.

Pg. 10 - Add ESS website information

Pg 10 - Accident and Injuries reporting update

Pg 10 & 11 - Leave of absence clarification

Pg 11 - Time reporting clarification

Pg 12 - Health insurance. Updated hours to match ACA qualifying hours

Pg 13 - Update Holiday per Pine Valley

Pg 15, 16 & 17 - Clarification of what happens to time when a person moves to a position where they do not qualify for benefits.

Pg 16 Sick leave donation changed to hours vs. days

P 17 Update vacation accrued schedule and payout if not used by 18 months

P 17 Location of FMLA paperwork

Pg 20 Update to Hiring for Temporary Vacancies probation time, County Board approval in 2015 missed in the last update.

Pg 23 Purchasing card use added, convenience fees added, & Requests for reimbursements.

Pg 24 Added Parking in place of other expense

Pg 25 Notification of absence and Jury duty submission

Attachments and References:

Richland County Handbook 10-2022 changes	

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)

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Standing Committee

Agenda Item Cover

Agenda Item Name: Approve Revision to the Richland County Handbook of Personnel Policies and Work Rules

Department:	HHS	Presented By:	Tricia Clements, Director
Date of Meeting:	September 16, 2022	Action Needed:	Vote // Resolution
Disclosure:		Authority:	
Date submitted:	September 9, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to approve a revision to the Richland County Handbook of Personnel Policies and Work Rules-Hiring and Employment Considerations section as noted below, and forward the recommendation onto the County Board for approval.

HIRING AND EMPLOYMENT CONSIDERATIONS (page 19-20)

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

- h. Department Heads shall have the ability to make a recommendation to the County Administrator requesting a variance from the hiring practices established in order to recognize leased or contracted staff by awarding them Richland County's standard benefit package for their accredited years of service in a similar or same position at the time when hired into a full-time county position.*

Background: Over the years, the Health & Human Services (HHS) Department and other county departments have contracted with the Southwest Wisconsin Workforce Development Board (SWWDB) to employ leased staff. This practice has been entered into to meet a variety of immediate staffing needs throughout the county. Most leased positions have been part-time, seasonal, or grant funded, but some have become long-term, full-time positions.

HHS currently has two leased staff that have been employed by the SWWDB for 3-5 years and are now being considered for newly created full-time county positions. While we are not looking to have these individuals appointed into the new county positions, recognizing their years of service as a leased employee would be fair if they are selected into a full-time county position. Individuals who sever employment with Richland County lose their accrued sick leave but get paid out their accrued vacation and comp time. Leased employees would also be sacrificing their accrued sick leave by accepting a county position; however, offering them vacation time upon hire with the county recognizing their years of service would be appropriate.

Attachments and References:

Handbook of Personnel Policies and Work Rules of Richland County
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Financial Review: Currently the SWWDB receives a 7% Administrative fee on top of an employee's salary and related costs, so it would be in the county's best interest to transition long-term full-time leased positions into full-time county positions.

(please check one)

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

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

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

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY

Updated as of 6/21/22

Developed by
Finance and Personnel Committee
In Collaboration with County Department Heads,
Elected and Appointed Officials
and Employee Representatives

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

~~1. Definitions:~~

~~"County employee" is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in BOLD. *Denotes Employees Exempt from Fair Labor Standards Act.~~

~~ADMINISTRATION~~

~~Administrator~~

~~Accounting Supervisor
Assistant to the County Administrator
Payroll and Benefits Specialist~~

~~AMBULANCE/EMERGENCY GOVERNMENT OFFICE~~

~~Emergency Medical Services/Emergency Management Director*~~

~~Advanced Emergency Medical Technician
Emergency Management Specialist~~

~~CHILD SUPPORT AGENCY~~

~~Child Support Administrator/Assistant Corporation Counsel*~~

~~Clerical Assistant II
Lead Child Support Worker
Child Support Worker~~

~~CLERK OF CIRCUIT COURT'S OFFICE~~

~~Clerk of Circuit Court~~

~~Deputy Clerk of Circuit Court
Clerical Assistant II~~

~~COURTHOUSE MAINTENANCE~~

~~Maintenance Supervisor~~

~~Custodian~~

~~CORPORATION COUNSEL'S OFFICE~~

~~Corporation Counsel*~~

~~COUNTY CLERK'S OFFICE~~

~~County Clerk~~

~~Deputy County Clerk/ Payroll and Benefits Specialist~~

~~DISTRICT ATTORNEY'S OFFICE~~

~~District Attorney*~~

~~Assistant District Attorney*
Legal Assistant
Victim/Witness Coordinator
Clerical Assistant (Part time)~~

~~FAIRGROUNDS / RECYCLING~~

~~Fair and Recycling Coordinator~~

~~Groundskeeper
Seasonal Clerical~~

~~FAMILY COURT COMMISSIONER~~

~~Family Court Commissioner*~~

~~HEALTH AND HUMAN SERVICES~~

~~Director*~~

~~Administrative and Building Operations Manager*
Adult Protective Services/Crisis Professional
Adult Protective Services Worker*
Aging and Disability Resource Center Manager*
Behavioral Health Services Manager*
Business and Financial Services Manager*
Business System Analyst*~~

~~Children's Long-Term Support and Birth to 3 Case Manager~~
~~Children's Long-Term Support & Birth to 3 Supervisor*~~
~~Child & Family Case Manager~~
~~Child & Youth Case Manager*~~
~~Child and Youth Services Manager~~
~~Child & Youth Services Supervisor*~~
~~Clerical Assistant II~~
~~Comprehensive Community Services Supervisor~~
~~Comprehensive Community Services Quality Coordinator~~
~~Confidential Administrative Secretary*~~
~~Corporation Counsel~~
~~Disability Benefit Specialist*~~
~~Driver/Escort Driver (Temp/Casual)~~
~~Early Intervention Special Educator*~~
~~Economic Support Lead Worker*~~
~~Economic Support Manager*~~
~~Economic Support Specialist~~
~~Elderly Benefit Specialist~~
~~English/Spanish Interpreter~~
~~Fiscal Specialist~~
~~Health and Wellness Coordinator*~~
~~Information and System Specialist*~~
~~Manager of Operation~~
~~Mental Health Therapist (Licensed)*~~
~~Mental Health Therapist (Non-Licensed)*~~
~~Nutrition Driver (Temp/Casual)~~
~~Nutrition Program Coordinator~~
~~Nutrition Site Worker (part-time)~~
~~Occupational Therapist~~
~~Psychiatric Nurse*~~
~~Public Health Manager/Local Health Officer*~~
~~Public Health Nurse*~~
~~Regional Program Specialist~~
~~Secretary~~
~~Speech and Language Pathologist~~
~~Substance Abuse Counselor*~~
~~Treatment Court Coordinator~~
~~Youth Aide Worker~~

HIGHWAY DEPARTMENT

Highway Commissioner*

~~Patrol Superintendent*~~

~~Bookkeeper~~

~~Clerk~~

~~Equipment Operator~~

~~Lead Grade Foreman~~

~~Lead Paving Foreman~~

~~Lead Shop Foreman~~

~~Mechanic~~

~~Parts Manager/ Shop Clerk~~

~~Seasonal Employee~~

~~Sign Foreman~~

~~Truck Driver~~

~~Welder and Mechanic~~

JUDICIAL OFFICE

Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant*

~~Deputy Clerk~~

LAND CONSERVATION OFFICE

County Conservationist*

Conservation Technician

Secretary

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems Director*

Management Information Systems Administrator

Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER

Administrator*

Activity Aide

Activities Director/Volunteer Service Coordinator

Administrative Assistant*

Certified Nursing Assistant

Clerical Assistant*

Community-Based Residential Facility Administrator

Cook-I

Director of Nursing*

Director of Social Services*

Fiscal Clerk*

Food Service Assistant*

Food Service Supervisor*

Food Service Worker I

Food Service Worker II

Housekeeper

Housekeeping/Laundry Supervisor*

Human Resources Director*

Laundry Worker

Licensed Practical Nurse I

Licensed Practical Nurse II

Maintenance Supervisor*

Maintenance Worker

Manager of Health Information Services*

Medical Records Supervisor*

Nursing Administrator Assistant*

Nurse Technician

Personal Care Worker

Registered Nurse I

Registered Nurse II

Registered Nurse Manager*

Registered Nurse Supervisor

Residential Assistant

Social Worker*

Unit Clerk

REGISTER OF DEEDS' OFFICE

Register of Deeds

Deputy Register of Deeds

SHERIFF'S DEPARTMENT

Sheriff

Chief Deputy*

Dispatcher/Jailer

Office Manager/Confidential Assistant

Road Patrol Lieutenant*

Secretarial/Clerical Assistant II

SYMONS NATATORIUM

Director*

Assistant Director

Instructors

Life Guard
Maintenance
Receptionist

TREASURER'S OFFICE

County Treasurer

Deputy County Treasurer

Real Property Lister

Assistant Real Property Lister (part time)

U.W. EXTENSION OFFICE

Administrative Secretary

Clerical Assistant II

UW-RICHLAND FOOD SERVICE

Food Services Supervisor*

Food Service Worker

Food Service Worker (part time)

Food Service Worker—Temp Casual

VETERAN SERVICE OFFICE

Veteran Service Officer

Veterans Benefit Specialist

ZONING DEPARTMENT

Zoning Administrator*

Office System Technician

Geographical Information Systems (GIS) Technician/Assistant Zoning Administrator/Sanitarian

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-88, Job Definitions amended; Eff. 8/21/12, Res. 12-99, Zoning & Sheriff amended; Eff. 12/11/12, Res. 12-141, Fairgrounds amended; Eff. 1/15/13, Res. 13-17, HHS & Zoning amended; Eff. 2/19/13, Res. 13-29, Definition renamed; Eff. 3/19/13, Res. 13-40, Probate/District Attorney amended; Eff. 9/17/13, Res. 13-116, County Clerk amended; Eff. 10/29/13, Res. 13-127, HHS position elimination, Ass. Real Property Lister added; Eff. 1/21/14, Res. 14-18, Definition addition and retitle – Child Support, County Clerk's Office, District Attorney's Office, Health and Human Services, Judicial Office, Treasure's Office and UW Extension; Eff. 12/9/14, Res. 14-157, Veterans Office amended; Eff. 5/19/15, Res. 15-62, Highway definitions amended; Eff. 8/17/15, Res. 15-44, Definitions added & deleted; Eff. 8/18/15, Res. 15-106, HHS and PV amended; Eff. 9/15/15, Res. 15-113, Veterans amended & Res. 15-114 Pine Valley amended; Eff. 2/16/16, Res. 16-25 Pine Valley amended; Eff. 9/20/16, Res. 16-115 Pine Valley addition & 16-122, MIS amended; Eff. 8/20/19, Res. 19-87, classification change; Eff. 9/17/19, Res. 19-101, HHS; Eff. 10/29/19, Res. 19-120 & 121, HHS definitions modified; Eff. 8/18/20, Res. 20-98, HHS definitions modified; Eff. 9/15/20, Res. 20-109, Judicial Office definition modified; Eff. 6/21/22, Res. 22-55, Highway Dept. definitions modified; [Eff. 9/20/22, Res 22- , Remove definitions;](#)

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

This Handbook of Personnel Policies and Work Rules (the "Handbook") provides a broad overview of Richland County's (the "County") employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County's policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the County Administrator.

An electronic copy of this Handbook can be accessed on the County's website.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-~~160~~, change authority.

EXTENT OF HANDBOOK

Extent of Handbook: Powers and duties of the County Administrator and Finance and Personnel Committee (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff's Department – See Addendum).

The County Administrator shall have the authority to administer and manage County personnel. Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control. The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook.

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the County Administrator, who reports to the Finance and Personnel Committee. It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the County Administrator to making such decision.

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. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to

enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-160, change authority;

MANAGEMENT RIGHTS

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

EQUAL OPPORTUNITY

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-160, change authority;

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

1. Office Hours:

a. **Courthouse:**

The normal office hours for regular, full-time County Employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

b. **Highway Department:**

The normal office hours for regular, full-time County employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

c. **Sheriff's Department:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

d. **Health and Human Services:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.

e. **Pine Valley Healthcare and Rehabilitation Center:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.

f. **Extension Offices:**

The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

g. **UW-Richland Food Service:**

The normal hours for the cafeteria are 7:00 a.m. to 2 p.m., Monday - Thursday; 7:00 a.m. to 12:00 p.m. Friday, except holidays set forth in this Handbook.

h. **Management Information Systems:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

i. **Symons Natatorium:**

The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

2. Outside employment:

Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of Conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

3. Pay period:

Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks. Pay stubs are available on <https://richland.ess.visualgov.com/>.

4. Time Paid:

All paid time shall be considered time worked for the purpose of computing overtime.

5. Accident and Injuries:

All injuries or accidents involving employees ~~or visitors will be reported immediately.~~ must be reported within 24 hours to the Department Head. The Department head must report injuries or accident within 48 hours to the Richland County Administrator or their designee. In the case of visitors, accidents must be reported immediately to the Richland County Administrator and the employee or person assisting. All employee accidents shall be reported to the Richland County Administrator.

6. Health Examinations:

Any health examination required as a condition of employment will be paid by the County.

7. Breaks:

Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.

8. Leave of Absence:

Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The County Administrator, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the Administrator's Office within one week of its occurrence. All requests will be considered on their merits.

County employees that have received a leave of absence for medical reasons must and that have exhausted their sick leave before starting the leave of absence. FMLA, must request any extensions in writing to the County Administrator.

The County will pay its normal health and dental insurance premium contribution for those employees who are on Worker's compensation for a period of up to six months. County employees ~~do~~ will not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

9. Flexible Work Schedule:

A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the County Administrator must approve and inform the supervising committee. The schedule may be revised or terminated at any time.

10. Seniority or Length of Hire:

Seniority or length of hire is defined as an employee's total length of continuous service with the county.

11. Performance Evaluations:

The County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The director's/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Administrator's office.

12. Personnel Files:

The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.

13. Time Cards Reporting (Time Keeping):

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate. All time cards are to be turned in at the end of each pay period, or if paid monthly, by the end of the month.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 1.b. deleted, c-j relettered; Eff. 1/21/14, Res. 14-18, 8. Reworded; Eff. 1/21/14, Res. 14-18, changes to 11.; Eff. 6/16/15, Res. 15-74, changes to 8.; Eff. 1/10/12 - 1. a. - h., 8. & 9. reworded, 12. & 13. added; Eff. 3/17/15, Res. 15-44, 2. Modified; Eff. 8/18/20, Res 20-98, 1. d. modified; Eff. 12/14/21, Res. 21-160, change authority, 1.g. change hours; Eff. 9/20/22, Res. 22- , 3. Added ESS, 5., 8., & 13. Revised;

COMPENSATION AND FRINGE BENEFITS

Salaries: See Richland County Salary Grades

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

1. Health Insurance:

The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:

304+ hours	88%
25-23.25 hours – 33.9929.99 hours	78%
17.5 hours – 24.99 hours	68%, and

A copy of the health insurance policy will be given to the County employee by the insurance agent. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium. In the case of such a leave of absence, the employee's premium payment is to be calculated by dividing the total annual premium in effect at the start of the employee's leave of absence by the number of hours which the employee works per year then multiply that figure by the number of hours in the employee's leave of absence. COBRA coverage will be provided as determined by Federal law. (See Administrator's Office).

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

2. Dental Insurance:

The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County pays the half of the premium for the dental insurance plan for part-time (35 hours per period and above) and full-time employees. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with employee paying 100% of the premium. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

3. Loss of Time Insurance:

A loss of time policy is available to County employees at the employee's expense.

4. Retirement Plan:

Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement plan is dictated by Employee Trust Funds and their regulation.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

5. Life Insurance:

All County employees participating in the Wisconsin Retirement System are eligible to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.

6. Section 125 Flex:

Employees may use pretax earnings to pay for medical expenses (including health and dental insurance premiums and qualified dependent care expenses).

7. Paid Holidays:

The following paid holidays are observed:

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Good Friday		X	X		
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day		X		X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		
Last Day Before Christmas	X Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	
Floating Holiday			X		
3 Personal Days	X				

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
Birthday				X	X
Total	120	10	10	9	9

- a. Regular, part-time employees who work 35 hours or more per pay period or more are paid one-half day of holiday for each day of holiday.
- b. Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- c. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused paid absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.

8. Bereavement Leave:

In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner, step sibling and step grandparent. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death 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 leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

9. Compensatory Time:

Compensatory time is accumulated by non-exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory

time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 40 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator's Office.

In the case where an employee transfers to a position that does not qualify for benefits, compensatory time will be paid out.

10. Overtime:

An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the County Administrator's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

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 of compensation.

~~The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (*) are exempt from the provision Of Fair Labor Standards Act.~~

11. Sick Leave:

Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used in increments no less than one quarter (1/4) hour by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Administrator's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees in their department. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) days of sick leave are taken for the same reason. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

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 be charged

only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee cannot collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.):

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

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 in a lump sum 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 toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Administrator. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

In the case where an employee transfers to a position that does not qualify for benefits, sick time will be paid out.

12. Voluntary Sick Leave Donation:

This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County Administrator and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to twenty-four (324) sick ~~days~~ hours to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. ~~Only full days may be donated.~~

Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to 60 days of donated sick time under this policy.

The County Administrator or their designee will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

13. Vacation:

For full-time employees, vacation shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six (6) months of employment. Vacation shall be accrued at the following rate: ~~for newly hired employees, one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment; two (2) work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty three (23) years of employment.~~

Date of Hire
6 Months of Service
1 Year of Service
5 Years of Service
10 Years of Service
15 Years of Service

1 Week of Vacation
1 Week of Vacation
2 Weeks of Vacation
3 Weeks of Vacation
4 Weeks of Vacation
5 Weeks of Vacation

Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees will receive payout of up to one (1) week that is not used by 18 months. The Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees in their department. All vacation time must be reported biweekly to the County Administrator's Office.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. (see page 21 Resignation/Retirement). Employees who have not passed probation, will not receive a payout of vacation.

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

In the case where an employee transfers to a position that does not qualify for benefits, vacation time will be paid out.

Elected officials are not eligible to receive vacation.

14. Family and Medical Leave:

Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County Administrator's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy. Policy and forms can be found on the employee portal page.

15. Symons Employee Membership:

Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.

16. Military Leave:

A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States. A copy of Military (leave/deployment) Orders must be submitted to the Administrators Office,

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 9. Modified; Eff. 1/21/14, Res. 18, Changes to Introductory change, 1., 2., 3., 6., 7., 8., 10., 12., & 13.; Eff. 3/18/14, Res. 14-48, changes to 2. & 7.; Eff. 3/17/15, Res. 15-44, 2. & 11. Modified; Eff. 8/18/15, Res. 15-106, 7. Add EMS column; Eff. 10/25/16, Res. 16-133, Introduction & 1. modified; Eff. 6/20/17, Res. 17-59, 11. Modified; Eff. 4/16/19, Res. 19-36, 12. Vacation modified; Eff. 8/20/19, Res. 19-88, 12. Vacation repealed and adopted; Eff. 10/29/19, Res. 19-125, 12. Vacation modified; Eff. 8/18/20, Res. 20-95, 9. Modified; Eff. 12/14/21, Res. 21-160, change authority, Provision updated, 4., 5., 7., 7.a., 13. reworded; Eff. 6/21/22, Res. 22-68, 8. "steps" added, 11. FMLA definition changed, 16. Deployment paperwork added; Eff. 9/20/22, Res. 22-, 1. Changes hours, 6. Add dental, 7. PVHC added holidays, 7.f. reworded, 9. Add payout, 10. Remove reference to definitions, 11. Reworded and payout, 12. Change days to hours and added authority, 13. Change vacation and add payout, 14. Add policy location;

RULES OF CONDUCT

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

1. Grounds for Termination:

Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job!
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:

No Department Head or County employee shall:

- Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
 - Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.
- l. Elimination of job due to reorganization or lack of work.
 - m. Elimination of job that has sunset per County Board Resolution.

2. Harassment:

Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or

- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the conduct to the County Administrator. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

3. No retaliation:

There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

4. Violence in the Workplace:

Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County's property, intimidation through verbalized or implied threats, fighting on or off

the County's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the County's property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County Administrator as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

Cr. 1/17/12, Res. 12-1; Eff. 1821-14, Res. 14-18, changes to Grounds of Termination k.; Eff. 12/14/21, Res. 21-, change authority

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

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

Whenever it appears to a department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:~~Upon written or verbal notice of a vacancy, then:~~

- a. The Department Head shall immediately notify the County Administrator, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Administrator shall perform the hiring steps which the Department Head would otherwise do.
- b. The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
- c. The Department Head or designee and the County Administrator or designee, may interview those applicants who appear from their written applications to be qualified for the job;
- d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from the County Administrator to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
- e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
- f. The County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. The County Administrator shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual Policy this paragraph or appropriate addendum.

g.h. Department Heads shall have the ability to make a recommendation to the County Administrator requesting

a variance from the hiring practices established in order to recognize leased or contracted staff by awarding them Richland County's standard benefit package for their accredited years of service in a similar or same position at the time when hired into a full-time county position.

2. Hiring for Temporary Vacancies (Less than 90 days):Temporary Vacancies:

Whenever it appears to the Department Head that a job position of a County Employee will be vacant for a period of less than 90 days, the Department Head may hire a limited term employee with the approval of the County Administrator, on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County's Job Classification and Salary Plan, based on qualifications and experience.

3. Probation Period:

All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the County Administrator a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Administrator's office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification:

Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise, all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.

5. Discipline, Suspension or Dismissal of an Employee:

If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:

- a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.

- b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the County Administrator for advice and consultation. The department head and the County Administrator will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the County Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and County Administrator.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the County Administrator for review and final approval.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
- f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- g. In the case of a department head, the County Administrator will follow the above procedure.

6. **Non-Disciplinary Termination/Layoff:**

Non-disciplinary termination/layoff due to reorganization or lack of work:

- a. **Elimination of Position:**
Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
- b. **Layoff:**
When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.
- c. **Recall:**
Recall will be at the discretion of the department head unless the County Board initiated the layoff.

7. **Resignation/Retirement:**

Employees shall submit upon resignation or retirement a letter giving 2 weeks' notice their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The County Administrator shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

8. **Concerns:**

Reference Formal Complaint and Mismanagement Policy at <https://administrator.co.richland.wi.us/policy/>

9. **Policy on Nepotism:**

- a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Administrator;
- b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;
- c. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- d. "Significant other" means a person with whom the employee co-habits;

- e. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- f. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- g. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- h. The County Administrator is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- i. This subsection shall not apply to temporary, casual or call-in County employees.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 7. Reworded, 8 & 9 renumbered; Eff. 1/21/14, Res. 14-18, changes to 1., 2., 3., 5.a., 6.a. & b. and 9; Eff. 3/17/15, Res. 15-41, 1. & 2. Header changed, 3. probation change, 7. modified; Eff. 7/17/18, Res. 18-99, 1.b. rewording; Eff. 12/10/19, Res. 19-148, 7. Modified; Eff. 12/14/21, Res. 21-160, change authority, 2., 3., 5.d., reworded, 8. Deleted, 9.c., 9.d-h. relettered; Eff. 6/21/22, Res. 22-68, 1. a & c. change authority; Eff. 9/20/22, Res. 22-, 1.h. Added, 2. Reworded;

REIMBURSEMENTS

1. Lodging:

Policy as to reimbursement for overnight lodging:

- a. All efforts should be made to use the assigned department purchase card.
- ~~a.b.~~ Actual expenses for the standard room ~~rate will be reimbursed,~~ should not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- ~~b.c.~~ Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- ~~c.d.~~ All registration fees are to be paid in advance so as to take advantage of any available discounts. The department purchase card should be used whenever possible
- ~~d.e.~~ All lodging reservations are to be made in advance and the proper paperwork be in place. County tax exempt certificates must be submitted when making reservations so as to eliminate sales and room tax charges on lodging.
- ~~e.f.~~ Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- ~~f.g.~~ Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- ~~g.h.~~ Receipts must be submitted in all cases with proof of payment.
- ~~h.i.~~ When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- i. When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.
- i.k. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

2. Meals:

Policy as to reimbursement for meals:

- a. Actual expenses for meals shall be reimbursed in amounts not to exceed \$25.00/day. If a convenience fee is charged for use of a debit/credit card, it will be reimbursed on top of the \$25.00/day costs.
- b. Alcoholic beverage is not a reimbursable expense.
- c. The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.

- d. Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating “room service” charges will not suffice.)
- e. Reimbursement of meals is only warranted when traveling out of the county on county business. All employee’ meal reimbursements must be approved by the department head.

3. Mileage:

Mileage for county related business will be reimbursed at the State rate in effect when the miles were driven.

4. ~~Other Expenses~~**Parking:**

~~Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the County Administrator.~~ **Parking charges for county related business must be submitted for reimbursement with receipts.**

5. Registration Fees:

When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.

6. Expense Vouchers:

Expense vouchers must be submitted to the County Clerk’s Office within 90 days from the time that the expense is incurred, except that the Audit ~~Committee~~ **team** may grant an extension when that committee deems it appropriate.

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee’s account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

Cr. 1/17/12, Res. 12-1; Eff. 9/18/21, Res. 12-103, 6. amended; Eff. 1/21/14, Res. 14-18, changes to 3. and 7.; Eff. 8/18/15, Res. 15-106, 2. modified; Eff. 7/20/21, Res. 21-100, 2. Modified; Eff. 12/14/21, Res. 21-~~160~~, change authority, 1.g. reworded; **Eff. 9/20/22, Res. 22-, 1.a. & k. Added, b., d., & e. reworded, 2.a. Convenience fee added, 4. Retitled & reworded, 6. Reworded;**

MISCELLANEOUS PERSONNEL PROVISIONS

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff’s Department, Highway Department – See Addendum).

1. Change of address or status:

It is each employee’s responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent’s eligibility for medical insurance, and other important matters. To update any of this information, please notify the Administrator Office **or their designee.**

2. Official County Bulletin Board:

The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.

3. Employee Bulletin Board:

Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.

4. Equipment:

Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.

5. Telephone Policies:

Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.

6. Notification of absence:

County employees must in all instances notify their Department Head when they are unable to report to work prior to the start of their shift or in case of an emergency, as soon as possible.

7. Weather Conditions:

Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in consultation with the County Board Chairman if available. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.

8. Jury Duty:

Employees shall be excused with full pay for jury duty. Employees not selected as jurors for a case shall report promptly back to their County employment. A time sheet must be submitted for hours missed due to jury duty.

9. Ambulance or Fire Department Volunteers:

It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.

- a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
- b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
 - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
 - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.
 - If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
- c. The volunteer will not be paid by the County for hours not worked.
- d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
- e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.

10. Break Room:

A break room when feasible is provided for employees.

~~11. Credit Union:~~

~~Employees may authorize money to be deducted from their paycheck to go to the Credit Union upon the filing of appropriate forms with the County Administrator's Office.~~

~~12-~~11. Deferred Compensation:

Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Administrator's Office.

~~13-~~12. Use of Computers, Software & Internet:

County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.

~~14-~~13. Picture Identification Badge:

The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Administrator at the termination of the employee's County employment.

~~15-~~14. Training Opportunities:

Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints. If local training does not meet requirements, out of state travel must be approved in advance by the County Administrator, through the employee's chain-of-command. To receive reimbursement, the employee shall submit proof of written approval, or emailed approval from the County Administrator (as obtained through the chain-of-command) for said travel.

~~16-~~15. Gifts or Gratuities:

No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.

~~17-~~16. County Workspaces and Personal Property:

Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-18, changes to 11. & 12., renumber 13 – 14; Eff. 1/21/20, Res 20-10, 8. Jury Duty modified; Eff. 12/14/21, Res. 21-160, change authority, 6. & 7. reworded; Eff. 6/7/22, 1. a. & c. Authority defined, 15. Out of state training approval defined; Eff. 6/21/22, Res 22-68, 15. Changes in out of state training; [Eff. 9/20/22, Res. 22-, 1. Added authority, 6. Reworded, 8. Modified, 11. Struck, 12.-17. Renumbered;](#)

RICHLAND COUNTY
EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

This Employee Handbook (the “Handbook”) is an important document intended to help you become acquainted with Richland County (the “County”). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County Administrator’s Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County’s Employee Handbook, dated June 21st, 2022, acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Administrator’s Office if I have any questions in the future.

I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is “at will” to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of Richland County.

I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

Employee’s Printed Name

Position

Employee’s Signature

Date

A signed original copy of this form must be returned to the County Administrator’s Office to be filed in your personnel file.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Pine Valley Addendum changes

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	9/16/22	Action Needed:	Review/approve
Disclosure:	Open	Authority:	
Date submitted:	9/7/22	Referred by:	PV/CS Trustees & F & PC

Recommendation and/or action language: Review the details of changes already included in PV's 2023 budget proposal that was passed by the PV/CS Trustees, and by the F & PC.

Background:

P.5, Add position but not staff hours. Has been approved by Trustees and Carlson Dettmann.
p. 7, correcting previous mistake in language.
p. 7, already had weekend on-call pay, and charge nurse pay; just updating amounts and now including in addendum
P. 11, add 12/24 and 12/31 pm shifts as holidays; will only affect nursing dept.
p. 12, Add position but not staff hours.

Attachments and References:

PV addendum	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	Is In budget that already passed through Trustees and F & PC		
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Adding pm shifts of 12/24 to 12/31 to holiday schedule is to address extreme challenges in staffing those shifts.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

PINE VALLEY ADDENDUMS AND ADDITIONS TO RICHLAND COUNTY PERSONNEL POLICIES

Updated as 12/14/21

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**RICHLAND COUNTY
PINE VALLEY COMMUNITY VILLAGE
ADDENDUM TO PERSONNEL POLICIES
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

1. Definitions

Refer to County Handbook

2. Extent of the Handbook

The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney and supervising committee may be made. Reclassification or changes in salary levels will be recommended to the supervising committee, County Personnel Committee and County Board.

3. Management Rights:

Refer to County Handbook

4. Equal Opportunity Policy:

Refer to County Handbook

5. Terms and Conditions of Employment

a. Office Hours:

• **Normal work hours:**

Shall be 8:00 A.M. to 4:15 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:15 P.M., 2:00 P.M. to 10:15 P.M., 10:00 P.M. to 6:15 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

• **Work Day:**

The normal work day shall consist of one (1) consecutive eight and one-quarter (8:15) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one-quarter (8:15) hours shall receive meal and break periods pursuant of the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Administrative Assistant

Social Services Supervisor

Social Worker
Human Resources Director
Registered Nurse Manager
Registered Nurse Supervisor
Manager of Information Systems
Nursing Administrative Assistant
Food Services Supervisor
Activity Aide
Payroll & Accounts Payable Clerk
Billing Specialist

- **Work Week:**

The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period.

- **Schedules:**

Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon a determination by the Pine Valley Administrator that a change in the schedules and hours of work is necessary. The Pine Valley Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 week's notice to the employees.

- The Pine Valley Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department.

b. Call Back Pay:

Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.

c. Pay Period:

All employees shall be paid every other Friday by direct deposit. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.

d. Time Paid

Employment Categories: A work day is defined as the equivalent of one (1) 7 ¾ hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

- **Full-time:**

Employees working at least 9 days or 69.75 hours in a 14 day pay period in a designated full time position.

- **Part-time:**

Employees working at least six (6) days or 46.50 hours in a 14 day pay period in a designated part-time position.

- **Call-in:**

Employees who have less than six (6) scheduled shifts or 46.50 hours in a 14 day pay period in a designated call-in position.

~~C.N.A. premium call in rate will be \$20.89. L.P.N. call in rate will be \$29.96. R.N. call in rate will be \$39.02.~~

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the Pine Valley Administrator, indicating such.

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ninety (90) calendar days, after which he/she will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, and Nursing Assistants and Maintenance Workers, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", CNA's who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of 25¢ per hour and if Maintenance Worker shift begins at or after 10:00 p.m. receive a 30¢ per hour premium added to the base rate.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed in Section F 8 under the heading "Compensatory Time", CNA's who receive hourly premium pay, whose shifts begin on or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one-weekend a month and the on-call pay is \$25.00 and the on-call pay is increased from \$15.00 per 8-hour shift (7 shifts per weekend) to \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a holiday that falls on a weekend.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

e. Accident and Injuries:

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the Business Office. Late incident reports or failure to follow facility safety policies may result in

disciplinary action.

f. Health Examinations:

Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation.

A two-step Mantoux skin test will be given at Pine Valley Mantoux was given if the results are negative. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.

g. Breaks:

Employees working a full 7 3/4-hour shift will be entitled to one paid 20-minute coffee break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10 minute paid break. Employees who work 6 or more hours will be scheduled for a 30-minute unpaid break.

h. Lactation Accommodation:

During their shift. To comply with state and federal laws regarding lactation breaks. It is the policy of this nursing facility to accommodate nursing mothers' who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee's breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

- **Procedure:**

- 1) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)
- 3) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4) Jokes or harassment based on this activity will not be tolerated.
- 5) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director.

i. Leave of Absence:

The Pine Valley Administrator has authority to grant employees a leave of absence without pay for up to six months when justified. Leave of absence may be extended for an additional six months if authorized by Pine Valley Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to

County Handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

j. Flexible Work Schedule:

A flexible work schedule may be arranged by mutual agreement between employee and department head.

k. Length of Service:

Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.

l. Performance Evaluations:

All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 468 hours of actual work or be employed for 3 months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 12 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the Pine Valley Board of Trustees. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants. The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

m. Personnel File:

Inquiries regarding employees should be directed to the Human Resource Director or Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to

know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records

are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

n. Time Clock and Badges:

Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at 608-649-5922. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Pine Valley Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Pine Valley Administrator, Department Head or their designated representative.

Cr 1/1/12; Res 12-1; Eff 7/17/12, Res. 12-87, Performance Eval modified; Eff. 1/15/13, Res. 13-15, Differential modified; Eff. 1/21/14, Res. 14-22, Part-Time reworded, Lactation added; Eff. 3/17/15, Res. 15-41, Perf Eval. Modified; Eff. 4/18/17, Res. 17-41, modified 1. c., 3., 4., 5., 7., 11., & 13., Eff. 5/16/17, Res. 17-49, Differential Pay; Eff 8/21/18, Res. 18-104, Differential Pay; Eff 10/30/18, Res. 18-152, Pay period; Eff. 12/10/19, Res. 151, A. 2., 3., 5., 6., 10., 14., 15., B. 7., 9., 11., 16., Days in Bank, C. 2., D. 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 5.a, revise positions, d. edit differential, f. & l. revised; [Eff 10/4/22, added Call-in rates, Weekend on call pay and Charge Nurse pay.](#)

Compensation and Fringe Benefits for Full and Part-time Employees

Call-in employees do not receive fringe benefits, except as noted.

1. Health Insurance:

Refer to County Handbook

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Pine Valley Administrator. The Pine Valley Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County Administrator's office to find out the premium due date, and then submit the premium to the County Administrator's office.

2. Dental Insurance:

Refer to County Handbook

3. Retirement Plan

Refer to County Handbook

4. Life Insurance

Refer to County Handbook

5. Section 125 Flex

Refer to County Handbook

6. Holidays:

Paid holidays for regular employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, **Christmas Eve (only for shifts beginning at or after 2:00pm), and** Christmas Day **and New Year's Eve (only for shifts beginning at or after 2:00pm).** Full-time employees receive 3 personal holidays and part-time employees receive one day & half personal holidays. Staff must satisfactorily complete the probationary period to be eligible for personal days.

- a. To qualify for holiday, pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
- b. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their straight time.
- c. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their straight time.
- d. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- e. Call-in employees will receive time and one half in addition to their straight time for all hours worked on a holiday.
- f. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- g. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- h. Personal holidays need to be used in the calendar year or they are forfeited.
- i. Holidays Falling On Weekends, Employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- j. Employees may observe special religious holidays by submitting their request through their immediate department head. Time off may be granted on a non-pay status, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- k. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- l. Employees on lay-off do not receive holiday pay.

7. Bereavement:

Refer to County Handbook/Policy.

8. Compensatory Time:

Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further

compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the Pine Valley Administrator. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions.

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Nursing Supervisor

Nursing Administrator Assistant

Nurse Managers

Director of Activities

Social Workers

Food Service Supervisor

Assistant Food Service Supervisor

Maintenance Supervisor

Administrative Assistant

Human Resource Director

Medical Records Supervisor/Manager of Information Systems

Clerical Assistants

Billing Specialist

Accounts Payable & Payroll Clerk

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

9. Overtime:

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period. Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

10. Sick Leave:

The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments.

Inappropriate use of sick leave may result in disciplinary action up to and including termination. (See County Handbook/Policy)

11. Accrued Sick Leave:

Refer to County Handbook

Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The Pine Valley Administrator reserves the right to demand a physician's certificate after one day of absence if the employee has a record of frequent absences due to illness.

12. Days in Bank:

When and if an employee maintains at least 24 sick days for a 12-month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12-month calendar year. The maximum number of days paid at the end of a 12-month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.

Part time earn ½ day per complete month of service.

Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the Pine Valley Administrator.

"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.

Pregnancy – maternity/paternity leave: Absence from work by a County employee for pregnancy – maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies. Unused Sick Time: Refer to County Handbook/Policy.

13. Workers Compensation:

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 be charged only for the portion of a full day's sick leave needed to supplement Worker's compensation to equal the employee's full day's pay.

14. Voluntary Sick Leave Donation:

An employee may contribute up to three (3) days of sick leave to another county employee. The employee donating sick leave must contribute full days (partial days are not allowed). The donated days will be paid at the rate of the employee receiving the donated days. The employee receiving donated days must exhaust all sick leave prior to receiving donated days. Donated days cannot be banked. or calculated as part of employee payout. The employee donating sick leave will have the hours deducted from his or her sick leave balance. Such donations will not affect the donating employee's eligibility to receive annual sick payout provided the employee meets the criteria outlined in the first paragraph of the subsection entitled "Days in Bank".

15. Unused Sick Time:

See County Handbook/Policy.

16. Vacation:

Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.

Years	Full-time	Part-time	OR (whichever is greater)
6 mo	5 days	2.5 days	1 day/403 hrs compensated
1 Yr.	5 days	2.5 days	1 day/403 hrs. compensated
2 Yrs.	10 days	5.0 days	1 day/201.5 hrs. compensated
6 Yrs.	15 days	7.5 days	1 day/134 hrs. compensated
12 Yrs.	20 days	10.0 days	1 day/101 hrs. compensated
23 Yrs.	25 days	12.5 days	1 day/81 hrs. compensated

Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.

All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.

17. Resignation/Retirement Notice:

SEE COUNTY HANDBOOK FOR.

18. Family and Medical Leave:

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

19. Symons Complex Employee Privileges:

Rrefer to Handbook of Personnel Policies.

20. Military Leave:

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff 3/20/18, Res 18-35 Sick Donation; Eff 5/15/18, Res 18-55, Compensatory Time; Eff 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised; Eff. 10/4/22, 6. Holidays added;

Rules of Conduct

1. Department Heads' Responsibility:

refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension:

- a. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- b. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- c. Possession of a dangerous weapon on nursing facility premises.
- d. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a “need to know” based on what is required to do their job. Breach of confidentiality.
- e. Willful damage to facility property.
- f. Insubordination.
- g. Disorderly or immoral conduct in or around the facility.
- h. Falsification of employment applications.
- i. Conviction for the violation of a criminal law.
- j. Falsification of nursing facility records.
- k. Conduct endangering the welfare of a resident or another employee, or facility property.
- l. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
- m. Violation of the Residents Bill of Rights.
- n. Smoking on facility grounds, includes use of e-cigarettes.
- o. Failure to obtain permission from the Supervisor to leave job or premises
- p. during working hours.
- q. Punching or swiping another employee’s time card or badge or requesting another employee to punch or swipe your time card.
- r. Un-excused Absence.
- s. Failure to follow safety practices or policies or personnel handbook.
- t. Sleeping on duty or unavailable/engaged while on duty.
- u. Unauthorized posting or removal of bulletin board items.
- v. Unauthorized distribution of literature.
- w. Unauthorized solicitation in or around the nursing facility premises.
- x. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Pine Valley Administrator.
- y. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
- z. Failure to report an accident or injury.
- aa. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time

employees, except for unusual circumstances, shall be considered excessive.

- bb. Refusing to report for a physical, laboratory test or x-rays when requested by the Pine Valley Administrator of the Nursing Facility.
- cc. Unsatisfactory work performance as based upon the employee performance evaluation.
- dd. Failure to follow supervisor's directions.
- ee. Repeated failure to be at the work station ready to work at the starting time.
- ff. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
- gg. Stopping work before time specified or overstaying rest or lunch periods.
- hh. Failure to follow facility parking restrictions.
- ii. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long distance calls & failure to reimburse the facility for toll calls.
- jj. Violation of the County's Code of Ethics Resolution, which states as follows:

3. No Department Head or County employee shall:

- a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.
- e. Elimination of job due to reorganization or lack of work.
- f. Elimination of job that has sunset per County Board Resolution.
- g. Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction.
- h. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.
- i. The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.

4. Grievances

Refer to Handbook of Personnel Policies.

5. Sexual Harassment Policy:

refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the work place is free from sexual harassment at all times.

6. Violence in the Workplace:

refer to Handbook of Personnel Policies and facility Policy.

7. Grievances:

See County Policy.

Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. e. struck, f.-j. relettered.

Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:

1. Hiring:

- a. The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.
- b. Reference checks are completed as provided by the candidate.
- c. Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.
- d. No one under the age of 18 years of age will be employed without a work permit.
- e. Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job description and the copy is maintained in the personnel file.
- f. Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.
- g. A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary period, that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- h. The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.
- i. Skills testing may be required for some positions specific to job requirements.
- j. Applicants will complete Pine Valley's application which is available at the reception desk or online at: www.co.richland.wi.us

2. Temporary Vacancies:

Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

3. Probation Period:

The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise

from the use of the terms “probation” or “probation period” that any employee has, upon the successful conclusion of that employee’s probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three (3) months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Pine Valley Administrator’s approval.

Any employee’s probationary period can be extended up to a maximum of an Additional six months. This decision will be made by the Pine Valley Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the County Administrator’s office regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification

refer to Handbook of Personnel Policies

5. Dismissal or Suspension:

If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:

- a. The Department Head shall discuss all problems relating to the employee’s job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice, if possible, of the nature of the problem relative to the County employee’s job performance.
- b. All employee concerns shall be presented to the employee’s Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head’s written response may then present their concern in writing to the Pine Valley Administrator who shall have five (5) working days from receipt of concern to act upon the concern.
- c. Employees who are dissatisfied with the Pine Valley Administrator’s written response shall have two weeks from the date of receipt of the Pine Valley Administrator’s response to appeal to Pine Valley Community Village’s Board of Trustees, by filing a written statement of the concern and the Board will act on it at their next meeting with notice to the concern. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Pine Valley Administrator and then the process would proceed as outlined above.

6. Termination/Layoff/Reduction of Hours due to Lack of Work:

Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss

of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, and any unused accumulated vacation time.

7. Non-disciplinary Termination/Layoff

refer to Handbook of Personnel Policies.

8. Complaints Procedures

Refer to Handbook of Personnel Policies.

Cr. 1/1/12, Res. 12-1, 3. Reworded, 5. a., b. & c. Modified; Eff. 3/17/15, Res. 15-41, Hiring modified; Eff. 9/19/17, Res. 17-89, Probation; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. reworded;

Reimbursement

1. Lodging:

refer to Handbook of Personnel Policies.

2. Meals

refer to Handbook of Personnel Policies.

a. Mileage

refer to Handbook of Personnel Policies.

b. Other Expenses

refer to Handbook of Personnel Policies.

c. Registration Fees

refer to Handbook of Personnel Policies.

d. Expense Vouchers

refer to Handbook of Personnel Policies.

Employees who attend conferences or seminars out of the County for professional or employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

Cr 1/1/12, Res. 12-1; Eff. 1/16/18, Res. 18-2, added 7.;

Miscellaneous Personnel Provisions:

1. Change of Address or Status:

refer to Handbook of Personnel Policies.

2. Official County Bulletin Board:

refer to Handbook of Personnel Policies.

3. Employee Bulletin Board:

refer to Handbook of Personnel Policies.

4. Equipment:

refer to Handbook of Personnel Policies.

5. Telephone Policies:

Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.

Notification of Absence: Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of one hour is required according to our Absenteeism Policy.

6. Weather Conditions:

If employees are unable to report to work due to weather conditions they should notify their Supervisor. If weather conditions improve employees should call in to see if they should report to work. Days missed due to weather conditions, will be taken as vacation, personal day, sick day, or without pay if a paid benefit day is unavailable.

7. Jury Duty:

Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their work station.

8. Ambulance or Fire Department Volunteers:

refer to Handbook of Personnel Policies.

9. Break Room:

refer to Handbook of Personnel Policies.

10. Credit Union/Deferred Compensation:

refer to Handbook of Personnel Policies.

11. Use of Computers, Software & Internet:

Employees are required to adhere to Pine Valley's Policies on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.

12. Picture Identification Badge:

All staff shall be issued a picture identification badge by the Centralized IT Department. Time Badges are required for all employees, except the Pine Valley Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.

13. Training Opportunities/In-service Education:

Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their particular department. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. An employee who is unable to attend a required in-service has 30 days to view the video tape. All in-services are videotaped except the fire in-service. Employees are required to attend the fire in-service and all other in-services required

by the department head or administration.

14. Gifts or Gratuities

refer to Handbook of Personnel Policies.

County Workspaces and Personal Property – refer to Handbook of Personnel Policies.

15. Parking:

Employees are to park in the lower level parking lot.

16. Service Awards:

Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five year intervals beginning with the fifth year of employment.

17. Suggestion box:

This box is located in the employee break-room for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestion with the appropriate person.

18. Professional Ethics:

- a. All information concerning the condition or wellbeing of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Pine Valley Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
- b. Information regarding the resident's diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
- c. No one shall abuse any resident. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

19. Mail:

All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.

20. Resignation:

Resignations must be submitted in writing two weeks prior to the last day of work for all employees with the exception of Department Heads and Licensed Personnel who shall be required to give thirty day's notice.

21. Smoking Regulations:

Employees are not permitted to smoke on the grounds. Employees who smoke must punch out

and leave the premises to do so.

22. Fire & Disaster Plan:

Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to insure that employees are familiar with these plans.

23. Security:

Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

24. Lost and Found:

The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

Cr. 1/1/12, Res. 12-1; Eff. 3/17/15, Res. 15-41, Weather conditions modified; Eff. 4/18/17, Res. 17-41, change Dept name change, revised 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title;

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name

Date

Richland County Committee

Agenda Item Cover

Agenda Item Name: Reclassification of Deputy Clerk of Court to Chief Deputy Clerk of Court

Department	Clerk of Circuit Court	Presented By:	Clerk of Circuit Court
Date of Meeting:	September 6, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Statutory
Date submitted:	September 2, 2022	Referred by:	Public Safety Committee
Action needed by no later than (date)			

Recommendation and/or action language:

Motion 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.

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

Per Wisconsin Statute 59.40, the Clerk of Court is allowed to designate one staff member as her chief deputy. This is an important detail that elected officials with multiple deputies are statutory-afforded for chain-of-command clarity (example: sheriff has multiple deputies but only one chief deputy).

The Clerk of Court has consulted with Administrator Langreck regarding this matter. The administrator sought a formal job classification review by Carlson-Dettman according. That review now complete, Heather Barber, a consultant from Carlson-Dettman, recommends that this position be placed in Grade H of the County's plan.

Schedule H scale:

Step 2 is the beginning rate = \$22.14

Step 3 is the after probation rate = \$22.64

Step 4 is the 2 year rate = \$23.14

The Public Safety Committee voted unanimously in support of this request on September 2, 2022, asking that it be placed on the September 6, 2022 Personnel and Finance agenda.

Richland County Committee**Agenda Item Cover****Attachments and References:**

Carlson-Dettman Memorandum	
Chief Deputy Job Description	

Financial Review:

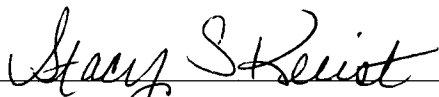
(Please check one)

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

(Summary of current and future impacts)

The present staff member the Clerk of Court plans to appoint, per Statute 59.40, to this position, is presently at Grade G and making \$21.25 per hour. If placed on the Grade H scale as Chief Deputy, this staff member will have a three-month probation period at the H Step 2 rate of \$22.14 per hour, an 89 cent per hour difference. The additional amount will be easily absorbed in the Clerk of Court's present budget.

The Clerk of Court has been working with Administrator Langreck regarding this matter and has already incorporated this reclassification into the 2023 Clerk of Court budget.

Approval:


Department Head

Review:

Clinton Langreck

Administrator, or Elected Office (if applicable)

September 1, 2022

MEMORANDUM

TO: Clinton Langreck and Cheryl Dull

FR: Heather Barber, Consultant

RE: Job Classification Review – Chief Deputy Clerk of Circuit Court

The County requested we evaluate this newly-created position for placement on the County's salary plan.

The County provided a job description detailing duties and experience required to perform the role. The position was evaluated in a number of areas including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience. As a result of the evaluation, it is recommended that this position be placed in Grade H of the County's plan.

Please feel free to contact us with questions.

CHIEF DEPUTY CLERK OF CIRCUIT COURT

Department: Clerk of Circuit Court

Reports to: Clerk of Circuit Court

JOB SUMMARY: As a function of the Richland County Clerk of Court Department, this position assists the Clerk of Court with administration of the standard operating policies and procedures of the Clerk of Circuit Court Office per section 59.40 Wis. Stats. This position performs a wide variety of time-sensitive, complex clerical and administrative functions in retaining official court and financial records. In the absence of the Clerk of Court, this position assumes additional administrative duties to support the staff.

This position works under the direct supervision of the Clerk of Court.

ESSENTIAL RESPONSIBILITIES:

Assumes duties of the Clerk of Court in his/her absence.

Represents the Clerk of Court department at county board and county committee meetings in the Clerk of Court's absence.

Together with the Clerk of Court, performs interviews of potential employees.

Supervises support staff work tasks and deals with the daily changes in workload such as coverage for absent staff and other matters that need immediate attention.

Implements advice and assists with training and information on any new, necessary changes within the Circuit Court system.

Oversees and maintains an assigned caseload.

Performs essential Circuit Court Automation Project (CCAP) tasks.

Clerks in court proceedings. Manages exhibits, minutes, documents, the jury, and administers oaths.

Works extensively in with judges, attorneys, law enforcement, county and state agencies, and members of the public in person, by phone, through email, and various electronic applications as required.

Performs other duties as assigned by the Clerk of Court.

PERIPHERAL RESPONSIBILITIES:

Serves as the backup for the Clerk of Court in carrying out his/her duties per section 59.40 Wis. Stats.

Serves as backup for the other staff in the Clerk of Court office.

QUALIFICATIONS:

EDUCATION: Associate's degree or equivalent. Degree in paralegal, accounting, business administration and/or related area is preferred.

EXPERIENCE: Three years experience in a legal setting and two years Clerk of Court experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Proficient and knowledgeable of Circuit Court Automation Project (CCAP).

Superior degree of knowledge, proficiency and understanding of the Circuit Court.

Ability and skill with attention to detail.

Ability to work independently and assist/instruct junior staff.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to effectively meet and deal with the public.

Ability to maintain appropriate confidentiality.

Employee (Signature)

Date:

Employee (Print Name)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Increase in Juror Pay Rate

Department	Clerk of Circuit Court	Presented By:	Clerk of Circuit Court
Date of Meeting:	September 6, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	September 2, 2022	Referred by:	Public Safety Committee
Action needed by no later than (date)			

Recommendation and/or action language:

Motion to approve and forward to Personnel and Finance 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.

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

Wisconsin Statute **756.25** dictates that every juror summonsed be paid an amount set by the County Board (not to be less than \$16 per day) for each day of attendance. Additionally, jurors are reimbursed for travel. In some counties, jurors may be paid by the half-day.

Richland County has traditionally paid the statutory minimum of \$16 plus mileage for citizens who serve as jurors to our Circuit Court.

Juror pay rates vary throughout the state, though few counties pay the statutory minimum.

The Clerk of Court is recommending the County Board approve a full day rate of \$40 and a half-day rate of \$20. The Public Safety Committee voted unanimously in favor of this on 9/2/22.

Financial Review:

(please check one)

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

(summary of current and future impacts)

As there is already a jury expenditure line in the Circuit Court budget and the Court rarely uses the full amount of the jury line or even a significant portion of it due to the relatively low number of trials each year, this item is not expected to have significant financial impact.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Standing Committee

Agenda Item Cover

Agenda Item Name: Approve Behavioral Health Services Unit Restructuring Plan

Department:	HHS	Presented By:	Tricia Clements, Director
Date of Meeting:	September 16, 2022	Action Needed:	Vote // Resolution
Disclosure:		Authority:	
Date submitted:	September 9, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion 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, and forward the recommendation onto the County Board for approval.

Background: The Mental Health Therapist (licensed) position is currently at Pay Grade K. We submitted a formal request to Carlson Dettmann to place the new Mental Health Case Manager position into the county wage scale. We have recommended Pay Grade H for Certified Social Workers and Pay Grade G for all other related degrees.

Comprehensive Community Services (CCS) is a program that is provided to individuals in the community by Richland County HHS, Behavioral Health Services Unit. CCS supports individuals of all ages to address their unique needs related to mental health and substance use. This program is fully funded by Medicaid and does not have any county levy in the program.

Our current structure has two mental health therapists (county employees) and three service facilitators (leased positions) in the program to provide service facilitation to the program. The service facilitators are responsible for the assessment and enrollment of consumers into the program, setting up the recovery plan and associated services, and monitoring of the services set in place. Currently two out of three of the leased positions are unfilled. The two Mental Health Therapist positions are also unfilled. Additionally, in this unit, there are three more vacant Mental Health Therapist positions. (Refer to organizational chart)

These positions are necessary to the agency operations and the staffing need is not expected to end. In the past, HHS has contracted with Southwest Wisconsin Workforce Development Board (SWWDB) for leased employees. This has been done to meet the staffing needs of the agency. Most positions have been part-time, seasonal, or grant funded, but some have been long-term, full time positions. These three leased positions will be permanent and adding them will not be at any additional cost to the county. Additionally, it will not add any positions to HHS, as we will be eliminating three other existing positions. It is hoped that with making them county positions, they may be more desirable and fill the vacancies. Currently SWWDB receives a 7% Administrative fee on top of an employee's salary and related costs.

Attachments and References:

<i>Mental Health Case Manager Position Description</i>	<i>Mental Health Therapist Position Description (licensed)</i>
<i>Updated Behavioral Health Services Unit Organizational Chart</i>	

Financial Review:

(please check one)

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

Approval:

Review:

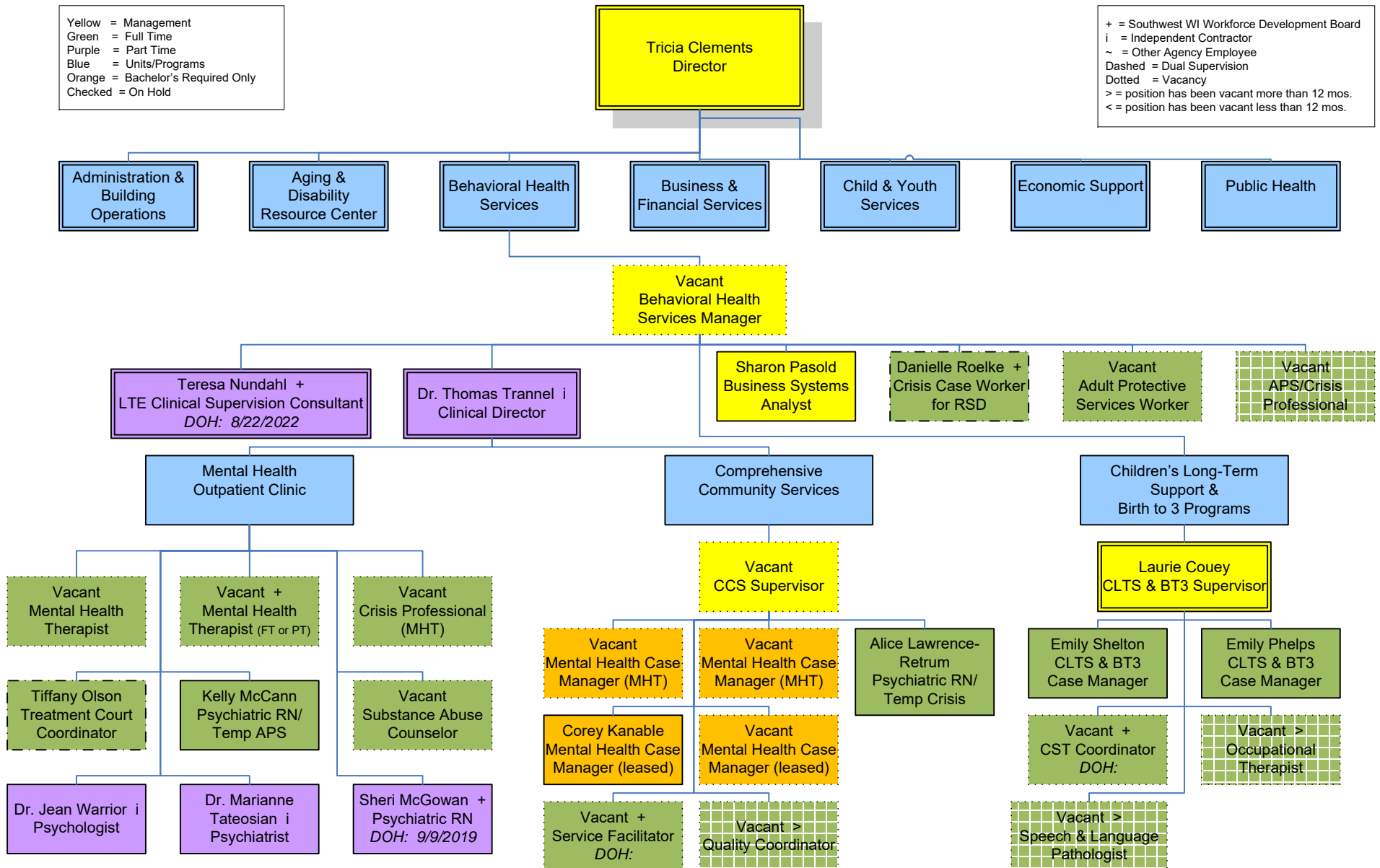
Department Head

Administrator, or Elected Office (if applicable)

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

RICHLAND COUNTY HEALTH & HUMAN SERVICES

BEHAVIORAL HEALTH SERVICES ORGANIZATIONAL STRUCTURE



RICHLAND COUNTY POSITION DESCRIPTION

Replace 3 eliminated
MHT positions with 3 of
these new positions.

Position Title: Mental Health Case Manager

Department: Health and Human Services

Reports to: Behavioral Health Services Manager

Pay Grade: H (certified Social Worker) or
G (non-certified Social Worker)

Date: October 1, 2022

Hours Per Week: 40

PURPOSE OF POSITION

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Maintain a client treatment caseload including: coordinating team meetings, case management activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, and coordination with other staff and client's families.
- Provide outreach, information and training to schools, local governments, service providers and community organizations.
- Coordinate services with other agency departments and community organizations.
- Provide emergency assessments and crisis intervention.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Participate in 24-hour emergency coverage rotation as directed.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or human service related field required.
- State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date preferred.
- Current training in recovery concepts, mental illness and substance abuse disorders.
- Experience working with consumers with mental illness and substance use disorders.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

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

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

3 of these positions
will be eliminated.
2 of these positions
will remain.

Position Title: Mental Health Therapist
(Licensed)

Department: Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** 26 & K

Date: September 1, 2019

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide clinical services in a community mental health setting within the Behavioral Health Services Unit of Richland County Health & Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Maintain a client treatment caseload including: clinical assessment, diagnosis, treatment planning, therapy sessions/contacts, case management/service facilitation activities, psychosocial rehabilitation services, treatment documentation, correspondence, scheduling, court reports, provide adult at risk services, adult protective services and coordination with other staff and client's families.
- Provide emergency assessments and crisis intervention services.
- Participate in 24-hour emergency coverage rotation as directed.
- Serve as designee Coordinator to assigned program(s) when directed.
- Provide clinical supervision/collaboration to agency staff members providing mental health services as assigned.
- Provide leadership and act as a resource to the community in the area of mental health education and prevention.
- Coordinate services with other agency departments and community organizations.
- Facilitate and coordinate program committee meetings as assigned.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Masters degree in social work or related field with the required number of hours of supervised clinical experience based upon degree type.
- Current State of Wisconsin License required: Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Counselor or other equivalent licensure in Wisconsin.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION NO. 22- _____

A Resolution Approving to Eliminate Three Mental Health Therapist Positions and Replace them with Three Mental Health Case Manager Positions.

WHEREAS the HHS & Veterans Standing Committee and the Director of the Health and Human Services Department, Ms. Tricia Clements, has recommended to eliminate three Mental Health Therapist positions and replace the positions with three Mental Health Case Manager positions to accommodate the need to restructure the Behavioral Health Services Unit; and

WHEREAS the Mental Health Case Manager positions will largely perform service facilitation to Comprehensive Community Services (CCS) consumers. CCS supports individuals of all ages to address their unique needs related to mental health and substance use. This program is fully funded by Medicaid and does not have any county levy in the program; and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to eliminate three Mental Health Therapist positions (Grade K for licensed professionals) and replace them/create three Mental Health Case Manager positions (Grade H for Certified Social Workers and Grade G for all other related degrees on the existing county pay scale – pending Carlson Dettmann review results).

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

VOTE ON FOREGOING RESOLUTION
RESOLUTION OFFERED BY THE COUNTY BOARD
SUPERVISOR MEMBERS OF THE HEALTH AND
HUMAN SERVICES BOARD

AYES _____ NOES _____ FOR _____ AGAINST _____

RESOLUTION _____

COUNTY CLERK _____

DATED _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY

Updated as of 6/21/22

Developed by
Finance and Personnel Committee
In Collaboration with County Department Heads,
Elected and Appointed Officials
and Employee Representatives

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

1. Definitions:

"County employee" is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in BOLD. *Denotes Employees Exempt from Fair Labor Standards Act.

ADMINISTRATION

Administrator

Accounting Supervisor
Assistant to the County Administrator
Payroll and Benefits Specialist

AMBULANCE/EMERGENCY GOVERNMENT OFFICE

Emergency Medical Services/Emergency Management Director*

Advanced Emergency Medical Technician
Emergency Management Specialist

CHILD SUPPORT AGENCY

Child Support Administrator/Assistant Corporation Counsel*

Clerical Assistant II
Lead Child Support Worker
Child Support Worker

CLERK OF CIRCUIT COURT'S OFFICE

Clerk of Circuit Court

Deputy Clerk of Circuit Court
Clerical Assistant II

COURTHOUSE MAINTENANCE

Maintenance Supervisor

Custodian

CORPORATION COUNSEL'S OFFICE

Corporation Counsel*

COUNTY CLERK'S OFFICE

County Clerk

Deputy County Clerk/ Payroll and Benefits Specialist

DISTRICT ATTORNEY'S OFFICE

District Attorney*

Assistant District Attorney*
Legal Assistant
Victim/Witness Coordinator
Clerical Assistant (Part time)

FAIRGROUNDS / RECYCLING

Fair and Recycling Coordinator

Groundskeeper
Seasonal Clerical

FAMILY COURT COMMISSIONER

Family Court Commissioner*

HEALTH AND HUMAN SERVICES

Director*

Administrative and Building Operations Manager*
Adult Protective Services/Crisis Professional
Adult Protective Services Worker*
Aging and Disability Resource Center Manager*
Behavioral Health Services Manager*
Business and Financial Services Manager*
Business System Analyst*

~~Children's Long-Term Support and Birth to 3 Case Manager~~
~~Children's Long-Term Support & Birth to 3 Supervisor*~~
~~Child & Family Case Manager~~
~~Child & Youth Case Manager*~~
~~Child and Youth Services Manager~~
~~Child & Youth Services Supervisor*~~
~~Clerical Assistant II~~
~~Comprehensive Community Services Supervisor~~
~~Comprehensive Community Services Quality Coordinator~~
~~Confidential Administrative Secretary*~~
~~Corporation Counsel~~
~~Disability Benefit Specialist*~~
~~Driver/Escort Driver (Temp/Casual)~~
~~Early Intervention Special Educator*~~
~~Economic Support Lead Worker*~~
~~Economic Support Manager*~~
~~Economic Support Specialist~~
~~Elderly Benefit Specialist~~
~~English/Spanish Interpreter~~
~~Fiscal Specialist~~
~~Health and Wellness Coordinator*~~
~~Information and System Specialist*~~
~~Manager of Operation~~
~~Mental Health Therapist (Licensed)*~~
~~Mental Health Therapist (Non-Licensed)*~~
~~Nutrition Driver (Temp/Casual)~~
~~Nutrition Program Coordinator~~
~~Nutrition Site Worker (part-time)~~
~~Occupational Therapist~~
~~Psychiatric Nurse*~~
~~Public Health Manager/Local Health Officer*~~
~~Public Health Nurse*~~
~~Regional Program Specialist~~
~~Secretary~~
~~Speech and Language Pathologist~~
~~Substance Abuse Counselor*~~
~~Treatment Court Coordinator~~
~~Youth Aide Worker~~

HIGHWAY DEPARTMENT

Highway Commissioner*

~~Patrol Superintendent*~~

~~Bookkeeper~~

~~Clerk~~

~~Equipment Operator~~

~~Lead Grade Foreman~~

~~Lead Paving Foreman~~

~~Lead Shop Foreman~~

~~Mechanic~~

~~Parts Manager/ Shop Clerk~~

~~Seasonal Employee~~

~~Sign Foreman~~

~~Truck Driver~~

~~Welder and Mechanic~~

JUDICIAL OFFICE

Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant*

~~Deputy Clerk~~

LAND CONSERVATION OFFICE

County Conservationist*

Conservation Technician

Secretary

MANAGEMENT INFORMATION SYSTEMS**Management Information Systems Director***

Management Information Systems Administrator

Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER**Administrator***

Activity Aide

Activities Director/Volunteer Service Coordinator

Administrative Assistant*

Certified Nursing Assistant

Clerical Assistant*

Community-Based Residential Facility Administrator

Cook-I

Director of Nursing*

Director of Social Services*

Fiscal Clerk*

Food Service Assistant*

Food Service Supervisor*

Food Service Worker I

Food Service Worker II

Housekeeper

Housekeeping/Laundry Supervisor*

Human Resources Director*

Laundry Worker

Licensed Practical Nurse I

Licensed Practical Nurse II

Maintenance Supervisor*

Maintenance Worker

Manager of Health Information Services*

Medical Records Supervisor*

Nursing Administrator Assistant*

Nurse Technician

Personal Care Worker

Registered Nurse I

Registered Nurse II

Registered Nurse Manager*

Registered Nurse Supervisor

Residential Assistant

Social Worker*

Unit Clerk

REGISTER OF DEEDS' OFFICE**Register of Deeds**

Deputy Register of Deeds

SHERIFF'S DEPARTMENT**Sheriff**

Chief Deputy*

Dispatcher/Jailer

Office Manager/Confidential Assistant

Road Patrol Lieutenant*

Secretarial/Clerical Assistant II

SYMONS NATATORIUM**Director***

Assistant Director

Instructors

Life Guard
Maintenance
Receptionist

TREASURER'S OFFICE

County Treasurer

Deputy County Treasurer

Real Property Lister

Assistant Real Property Lister (part time)

U.W. EXTENSION OFFICE

Administrative Secretary

Clerical Assistant II

UW-RICHLAND FOOD SERVICE

Food Services Supervisor*

Food Service Worker

Food Service Worker (part time)

Food Service Worker—Temp Casual

VETERAN SERVICE OFFICE

Veteran Service Officer

Veterans Benefit Specialist

ZONING DEPARTMENT

Zoning Administrator*

Office System Technician

Geographical Information Systems (GIS) Technician/Assistant Zoning Administrator/Sanitarian

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-88, Job Definitions amended; Eff. 8/21/12, Res. 12-99, Zoning & Sheriff amended; Eff. 12/11/12, Res. 12-141, Fairgrounds amended; Eff. 1/15/13, Res. 13-17, HHS & Zoning amended; Eff. 2/19/13, Res. 13-29, Definition renamed; Eff. 3/19/13, Res. 13-40, Probate/District Attorney amended; Eff. 9/17/13, Res. 13-116, County Clerk amended; Eff. 10/29/13, Res. 13-127, HHS position elimination, Ass. Real Property Lister added; Eff. 1/21/14, Res. 14-18, Definition addition and retitle – Child Support, County Clerk's Office, District Attorney's Office, Health and Human Services, Judicial Office, Treasure's Office and UW Extension; Eff. 12/9/14, Res. 14-157, Veterans Office amended; Eff. 5/19/15, Res. 15-62, Highway definitions amended; Eff. 8/17/15, Res. 15-44, Definitions added & deleted; Eff. 8/18/15, Res. 15-106, HHS and PV amended; Eff. 9/15/15, Res. 15-113, Veterans amended & Res. 15-114 Pine Valley amended; Eff. 2/16/16, Res. 16-25 Pine Valley amended; Eff. 9/20/16, Res. 16-115 Pine Valley addition & 16-122, MIS amended; Eff. 8/20/19, Res. 19-87, classification change; Eff. 9/17/19, Res. 19-101, HHS; Eff. 10/29/19, Res. 19-120 & 121, HHS definitions modified; Eff. 8/18/20, Res. 20-98, HHS definitions modified; Eff. 9/15/20, Res. 20-109, Judicial Office definition modified; Eff. 6/21/22, Res. 22-55, Highway Dept. definitions modified; [Eff. 9/20/22, Res 22- , Remove definitions;](#)

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

This Handbook of Personnel Policies and Work Rules (the "Handbook") provides a broad overview of Richland County's (the "County") employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County's policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the County Administrator.

An electronic copy of this Handbook can be accessed on the County's website.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-~~160~~, change authority.

EXTENT OF HANDBOOK

Extent of Handbook: Powers and duties of the County Administrator and Finance and Personnel Committee (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff's Department – See Addendum).

The County Administrator shall have the authority to administer and manage County personnel. Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control. The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook.

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the County Administrator, who reports to the Finance and Personnel Committee. It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the County Administrator to making such decision.

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. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to

enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-~~160~~, change authority;

MANAGEMENT RIGHTS

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

EQUAL OPPORTUNITY

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-~~160~~, change authority;

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

1. Office Hours:

a. **Courthouse:**

The normal office hours for regular, full-time County Employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

b. **Highway Department:**

The normal office hours for regular, full-time County employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

c. **Sheriff's Department:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

d. **Health and Human Services:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.

e. **Pine Valley Healthcare and Rehabilitation Center:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.

f. **Extension Offices:**

The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

g. **UW-Richland Food Service:**

The normal hours for the cafeteria are 7:00 a.m. to 2 p.m., Monday - Thursday; 7:00 a.m. to 12:00 p.m. Friday, except holidays set forth in this Handbook.

h. **Management Information Systems:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

i. **Symons Natatorium:**

The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

2. Outside employment:

Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of Conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

3. Pay period:

Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks. Pay stubs are available on <https://richland.ess.visualgov.com/>.

4. Time Paid:

All paid time shall be considered time worked for the purpose of computing overtime.

5. Accident and Injuries:

All injuries or accidents involving employees ~~or visitors will be reported immediately.~~ must be reported within 24 hours to the Department Head. The Department head must report injuries or accident within 48 hours to the Richland County Administrator or their designee. In the case of visitors, accidents must be reported immediately to the Richland County Administrator and the employee or person assisting. All employee accidents shall be reported to the Richland County Administrator.

6. Health Examinations:

Any health examination required as a condition of employment will be paid by the County.

7. Breaks:

Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.

8. Leave of Absence:

Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The County Administrator, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the Administrator's Office within one week of its occurrence. All requests will be considered on their merits.

County employees that have received a leaves of absence for medical reasons ~~must and that have exhausted their sick leave before starting the leave of absence.~~ FMLA, must request any extensions in writing to the County Administrator.

The County will pay its normal health and dental insurance premium contribution for those employees who are on Worker's compensation for a period of up to six months. County employees ~~do~~ will not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

9. Flexible Work Schedule:

A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the County Administrator must approve and inform the supervising committee. The schedule may be revised or terminated at any time.

10. Seniority or Length of Hire:

Seniority or length of hire is defined as an employee's total length of continuous service with the county.

11. Performance Evaluations:

The County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The director's/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Administrator's office.

12. Personnel Files:

The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.

13. Time Cards Reporting (Time Keeping):

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate. All time cards are to be turned in at the end of each pay period, or if paid monthly, by the end of the month.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 1.b. deleted, c-j relettered; Eff. 1/21/14, Res. 14-18, 8. Reworded; Eff. 1/21/14, Res. 14-18, changes to 11.; Eff. 6/16/15, Res. 15-74, changes to 8.; Eff. 1/10/12 - 1. a. - h., 8. & 9. reworded, 12. & 13. added; Eff. 3/17/15, Res. 15-44, 2. Modified; Eff. 8/18/20, Res 20-98, 1. d. modified; Eff. 12/14/21, Res. 21-160, change authority, 1.g. change hours; Eff. 9/20/22, Res. 22- , 3. Added ESS, 5., 8., & 13. Revised;

COMPENSATION AND FRINGE BENEFITS

Salaries: See Richland County Salary Grades

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

1. Health Insurance:

The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium effective 1/1/2023:

304+ hours	88%
25-23.25 hours – 33.9929.99 hours	78%
17.5 hours – 24.99 hours	68%, and

A copy of the health insurance policy will be given to the County employee by the insurance agent. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium. In the case of such a leave of absence, the employee's premium payment is to be calculated by dividing the total annual premium in effect at the start of the employee's leave of absence by the number of hours which the employee works per year then multiply that figure by the number of hours in the employee's leave of absence. COBRA coverage will be provided as determined by Federal law. (See Administrator's Office).

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

2. Dental Insurance:

The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County pays the half of the premium for the dental insurance plan for part-time (35 hours per period and above) and full-time employees. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with employee paying 100% of the premium. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

3. Loss of Time Insurance:

A loss of time policy is available to County employees at the employee's expense.

4. Retirement Plan:

Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement plan is dictated by Employee Trust Funds and their regulation.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

5. Life Insurance:

All County employees participating in the Wisconsin Retirement System are eligible to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.

6. Section 125 Flex:

Employees may use pretax earnings to pay for medical expenses (including health and dental insurance premiums and qualified dependent care expenses).

7. Paid Holidays:

The following paid holidays are observed:

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Good Friday		X	X		
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day		X		X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		
Last Day Before Christmas	X Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	
Floating Holiday			X		
3 Personal Days	X				

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
Birthday				X	X
Total	120	10	10	9	9

- a. Regular, part-time employees who work 35 hours or more per pay period or more are paid one-half day of holiday for each day of holiday.
- b. Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- c. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused paid absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.

8. Bereavement Leave:

In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner, step sibling and step grandparent. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death 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 leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

9. Compensatory Time:

Compensatory time is accumulated by non-exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory

time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 40 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator's Office.

In the case where an employee transfers to a position that does not qualify for benefits, compensatory time will be paid out.

10. Overtime:

An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the County Administrator's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

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 of compensation.

~~The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (*) are exempt from the provision Of Fair Labor Standards Act.~~

11. Sick Leave:

Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used in increments no less than one quarter (1/4) hour by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Administrator's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees in their department. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) days of sick leave are taken for the same reason. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

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 be charged

only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee cannot collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.):

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

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 in a lump sum 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 toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Administrator. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost.

12. Voluntary Sick Leave Donation:

This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County Administrator and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to twenty-four (324) sick ~~days~~ hours to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. ~~Only full days may be donated.~~

Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to 60 days of donated sick time under this policy.

The County Administrator or their designee will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

13. Vacation:

For full-time employees, vacation shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six (6) months of employment. Vacation shall be accrued at the following rate effective 1/1/2023: ~~for newly hired employees, one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment; two (2) work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty three (23) years of employment.~~

Date of Hire
6 Months of Service
1 Year of Service
5 Years of Service
10 Years of Service
15 Years of Service

1 Week of Vacation
1 Week of Vacation
2 Weeks of Vacation
3 Weeks of Vacation
4 Weeks of Vacation
5 Weeks of Vacation

Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees will receive payout of up to one (1) week that is not used by 18 months. The Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees in their department. All vacation time must be reported biweekly to the County Administrator's Office.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. (see page 21 Resignation/Retirement). Employees who have not passed probation, will not receive a payout of vacation.

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

In the case where an employee transfers to a position that does not qualify for benefits, vacation time will be paid out.

Elected officials are not eligible to receive vacation.

14. Family and Medical Leave:

Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County Administrator's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy. Policy and forms can be found on the employee portal page.

15. Symons Employee Membership:

Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.

16. Military Leave:

A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States. A copy of Military (leave/deployment) Orders must be submitted to the Administrators Office,

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 9. Modified; Eff. 1/21/14, Res. 18, Changes to Introductory change, 1., 2., 3., 6., 7., 8., 10., 12., & 13.; Eff. 3/18/14, Res. 14-48, changes to 2. & 7.; Eff. 3/17/15, Res. 15-44, 2. & 11. Modified; Eff. 8/18/15, Res. 15-106, 7. Add EMS column; Eff. 10/25/16, Res. 16-133, Introduction & 1. modified; Eff. 6/20/17, Res. 17-59, 11. Modified; Eff. 4/16/19, Res. 19-36, 12. Vacation modified; Eff. 8/20/19, Res. 19-88, 12. Vacation repealed and adopted; Eff. 10/29/19, Res. 19-125, 12. Vacation modified; Eff. 8/18/20, Res. 20-95, 9. Modified; Eff. 12/14/21, Res. 21-160, change authority, Provision updated, 4., 5., 7., 7.a., 13. reworded; Eff. 6/21/22, Res. 22-68, 8. "steps" added, 11. FMLA definition changed, 16. Deployment paperwork added; Eff. 9/20/22, Res. 22-, 1. Changes hours, 6. Add dental, 7. PVHC added holidays, 7.f. reworded, 9. Add payout, 10. Remove reference to definitions, 11. Reworded and payout, 12. Change days to hours and added authority, 13. Change vacation and add payout, 14. Add policy location;

RULES OF CONDUCT

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

1. Grounds for Termination:

Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:

No Department Head or County employee shall:

- Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
 - Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.
- l. Elimination of job due to reorganization or lack of work.
 - m. Elimination of job that has sunset per County Board Resolution.

2. Harassment:

Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or

- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the conduct to the County Administrator. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

3. No retaliation:

There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

4. Violence in the Workplace:

Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County's property, intimidation through verbalized or implied threats, fighting on or off

the County's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the County's property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County Administrator as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

Cr. 1/17/12, Res. 12-1; Eff. 1821-14, Res. 14-18, changes to Grounds of Termination k.; Eff. 12/14/21, Res. 21-, change authority

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

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

Whenever it appears to a department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:~~Upon written or verbal notice of a vacancy, then:~~

- a. The Department Head shall immediately notify the County Administrator, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Administrator shall perform the hiring steps which the Department Head would otherwise do.
- b. The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
- c. The Department Head or designee and the County Administrator or designee, may interview those applicants who appear from their written applications to be qualified for the job;
- d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from the County Administrator to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
- e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
- f. The County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. The County Administrator shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual Policy this paragraph or appropriate addendum.

g.h. Department Heads shall have the ability to make a recommendation to the County Administrator requesting

a variance from the hiring practices established in order to recognize leased or contracted staff by awarding them Richland County's standard benefit package for their accredited years of service in a similar or same position at the time when hired into a full-time county position.

2. Hiring for Temporary Vacancies (Less than 90 days):Temporary Vacancies:

Whenever it appears to the Department Head that a job position of a County Employee will be vacant for a period of less than 90 days, the Department Head may hire a limited term employee with the approval of the County Administrator, on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County's Job Classification and Salary Plan, based on qualifications and experience.

3. Probation Period:

All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the County Administrator a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Administrator's office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification:

Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise, all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.

5. Discipline, Suspension or Dismissal of an Employee:

If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:

- a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.

- b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the County Administrator for advice and consultation. The department head and the County Administrator will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the County Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and County Administrator.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the County Administrator for review and final approval.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
- f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- g. In the case of a department head, the County Administrator will follow the above procedure.

6. **Non-Disciplinary Termination/Layoff:**

Non-disciplinary termination/layoff due to reorganization or lack of work:

- a. **Elimination of Position:**
Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
- b. **Layoff:**
When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.
- c. **Recall:**
Recall will be at the discretion of the department head unless the County Board initiated the layoff.

7. **Resignation/Retirement:**

Employees shall submit upon resignation or retirement a letter giving 2 weeks' notice their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The County Administrator shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

8. **Concerns:**

Reference Formal Complaint and Mismanagement Policy at <https://administrator.co.richland.wi.us/policy/>

9. **Policy on Nepotism:**

- a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Administrator;
- b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;
- c. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- d. "Significant other" means a person with whom the employee co-habits;

- e. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- f. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- g. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- h. The County Administrator is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- i. This subsection shall not apply to temporary, casual or call-in County employees.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 7. Reworded, 8 & 9 renumbered; Eff. 1/21/14, Res. 14-18, changes to 1., 2., 3., 5.a., 6.a. & b. and 9; Eff. 3/17/15, Res. 15-41, 1. & 2. Header changed, 3. probation change, 7. modified; Eff. 7/17/18, Res. 18-99, 1.b. rewording; Eff. 12/10/19, Res. 19-148, 7. Modified; Eff. 12/14/21, Res. 21-160, change authority, 2., 3., 5.d., reworded, 8. Deleted, 9.c., 9.d-h. relettered; Eff. 6/21/22, Res. 22-68, 1. a & c. change authority; Eff. 9/20/22, Res. 22-, 1.h. Added, 2. Reworded;

REIMBURSEMENTS

1. Lodging:

Policy as to reimbursement for overnight lodging:

- a. All efforts should be made to use the assigned department purchase card.
- ~~a.b.~~ Actual expenses for the standard room rate will be reimbursed, should not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- ~~b.c.~~ Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- ~~c.d.~~ All registration fees are to be paid in advance so as to take advantage of any available discounts. The department purchase card should be used whenever possible
- ~~d.e.~~ All lodging reservations are to be made in advance and the proper paperwork be in place. County tax exempt certificates must be submitted when making reservations so as to eliminate sales and room tax charges on lodging.
- ~~e.f.~~ Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- ~~f.g.~~ Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- ~~g.h.~~ Receipts must be submitted in all cases with proof of payment.
- ~~h.i.~~ When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- j. When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.
- k. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

2. Meals:

Policy as to reimbursement for meals:

- a. Actual expenses for meals shall be reimbursed in amounts not to exceed \$25.00/day. If a convenience fee is charged for use of a debit/credit card, it will be reimbursed on top of the \$25.00/day costs.
- b. Alcoholic beverage is not a reimbursable expense.
- c. The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.

- d. Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating “room service” charges will not suffice.)
- e. Reimbursement of meals is only warranted when traveling out of the county on county business. All employee’ meal reimbursements must be approved by the department head.

3. Mileage:

Mileage for county related business will be reimbursed at the State rate in effect when the miles were driven.

4. ~~Other Expenses~~**Parking:**

~~Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the County Administrator.~~ **Parking charges for county related business must be submitted for reimbursement with receipts.**

5. Registration Fees:

When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.

6. Expense Vouchers:

Expense vouchers must be submitted to the County Clerk’s Office within 90 days from the time that the expense is incurred, except that the Audit ~~Committee~~ **team** may grant an extension when that committee deems it appropriate.

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee’s account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

Cr. 1/17/12, Res. 12-1; Eff. 9/18/21, Res. 12-103, 6. amended; Eff. 1/21/14, Res. 14-18, changes to 3. and 7.; Eff. 8/18/15, Res. 15-106, 2. modified; Eff. 7/20/21, Res. 21-100, 2. Modified; Eff. 12/14/21, Res. 21-~~160~~, change authority, 1.g. reworded; **Eff. 9/20/22, Res. 22-, 1.a. & k. Added, b., d., & e. reworded, 2.a. Convenience fee added, 4. Retitled & reworded, 6. Reworded;**

MISCELLANEOUS PERSONNEL PROVISIONS

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff’s Department, Highway Department – See Addendum).

1. Change of address or status:

It is each employee’s responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent’s eligibility for medical insurance, and other important matters. To update any of this information, please notify the Administrator Office **or their designee.**

2. Official County Bulletin Board:

The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.

3. Employee Bulletin Board:

Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.

4. Equipment:

Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.

5. Telephone Policies:

Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.

6. Notification of absence:

County employees must in all instances notify their Department Head when they are unable to report to work prior to the start of their shift or in case of an emergency, as soon as possible.

7. Weather Conditions:

Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in consultation with the County Board Chairman if available. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.

8. Jury Duty:

Employees shall be excused with full pay for jury duty. Employees not selected as jurors for a case shall report promptly back to their County employment. A time sheet must be submitted for hours missed due to jury duty.

9. Ambulance or Fire Department Volunteers:

It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.

- a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
- b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
 - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
 - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.
 - If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
- c. The volunteer will not be paid by the County for hours not worked.
- d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
- e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.

10. Break Room:

A break room when feasible is provided for employees.

11. Credit Union or Bank:

Employees may authorize money to be deducted from their paycheck to go to ~~the~~ another ~~Credit Union~~ or bank upon the filing of appropriate forms with the County Administrator's Office.

12. Deferred Compensation:

Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Administrator's Office.

13. Use of Computers, Software & Internet:

County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.

14. Picture Identification Badge:

The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Administrator at the termination of the employee's County employment.

15. Training Opportunities:

Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints. If local training does not meet requirements, out of state travel must be approved in advance by the County Administrator, through the employee's chain-of-command. To receive reimbursement, the employee shall submit proof of written approval, or emailed approval from the County Administrator (as obtained through the chain-of-command) for said travel.

16. Gifts or Gratuities:

No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.

17. County Workspaces and Personal Property:

Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-18, changes to 11. & 12., renumber 13 – 14; Eff. 1/21/20, Res 20-10, 8. Jury Duty modified; Eff. 12/14/21, Res. 21-160, change authority, 6. & 7. reworded; Eff. 6/7/22, 1. a. & c. Authority defined, 15. Out of state training approval defined; Eff. 6/21/22, Res 22-68, 15. Changes in out of state training; Eff. 9/20/22, Res. 22-, 1. Added authority, 6. Reworded, 8. Modified, 11. Struck, 12.-17. Renumbered;

RICHLAND COUNTY
EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

This Employee Handbook (the “Handbook”) is an important document intended to help you become acquainted with Richland County (the “County”). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County Administrator’s Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County’s Employee Handbook, dated June 21st, 2022, acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Administrator’s Office if I have any questions in the future.

I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is “at will” to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of Richland County.

I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

Employee’s Printed Name

Position

Employee’s Signature

Date

A signed original copy of this form must be returned to the County Administrator’s Office to be filed in your personnel file.

Richland County Finance and Personnel Standing Committee

Agenda Item Cover

Agenda Item Name: Approve the Application and Acceptance of an Employer-Sponsored Blood Drives Grant

Department:	HHS	Presented By:	Tricia Clements, Director
Date of Meeting:	September 16, 2022	Action Needed:	Vote
Disclosure:		Authority:	
Date submitted:	September 9, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to approve the application and acceptance of an Employer-Sponsored Blood Drives Grant, allowing all Richland County employees to give blood through the Richland County sponsored blood drive on work time (approximately 1 hour), and forward the recommendation onto the County Administrator for implementation.

The grant does not require matching funds, in-kind match, or adding personnel, so it does not require County Board approval. It requires Finance & Personnel and County Board approval because it enables Richland County employee participation while on work time.

Background: The Wisconsin Department of Health Services Chronic Disease Prevention Program is awarding grants to employers who apply to DHS to organize blood drives. The blood drive is to be a function organized by a nonprofit blood bank organization and open to only the employees of Richland County. For each voluntary blood donation given, \$25 will be given to the Health & Human Services Department. This grant is being provided as Wisconsin has blood shortages at Wisconsin hospitals statewide. The goal is, with employer on-site donation opportunities, the amount of blood donations in Wisconsin will increase.

At this time, the venue and date of blood drive/s has yet to be determined. If approved, Public Health Manager/County Health Officer, Rose Kohout would communicate this information to the County Administrator and/or Department Heads to promote participation by county employees.

Attachments and References:

Richland County Board Rule #14	
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Financial Review: There is no direct cost or match for this grant. There would be costs associated with allowing Richland County employees to give blood on work time, but in exchange, Health & Human Services would receive \$25 per blood donation.

(please check one)

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

Approval:

Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Insurance 2023

Department:	Administration	Presented By:	County Administrator
Date of Meeting:	16-Sep-22	Action Needed:	Review and vote
Disclosure:	Open	Authority:	County Board
Date submitted:	16-Sep-22	Referred by:	
Action needed by no later than (date)	9/16/22	Resolution	

Recommendation and/or action language:

Recommend to... approve to accept the results of the employee survey and forward to County Board a recommendation to enroll with ETF for the year 2023

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

On 9/6/22, 2 insurance options were presented to Finance & Personnel. The Finance & Personnel Committee voted to send employees a survey on insurance options and choices.

Of those Surveys returned:

87 voted in favor of the ETF plan

30 voted in favor of the existing WCE plan

6 voted expressed alternate not listed:

State Plan P12

Quartz without WCE

State Plan P12

More information to make an educated decision

State Plan P12

Will stay on my husbands insurance. Options offered do not offer financial piece of mind.

Attachments and References:

Survey written responses	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Richland County Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

Insurance Survey Comments 2022

Switch to P17 State

- I am wondering why the county wouldn't be able to continue with the Health Reimbursement for back half of the employee deductible and change it to \$500/individual and \$1000/family - AKA HRA)?? This would still give the county savings from the previous amounts of 1000/2000 and would offset the additional cost the county would have to pay for the state rate for a family member. If they would make this change the employee would save money with the deductible and the county would save money from the current plan too which would draw more interest for everyone.
- County could/should contribute \$1,000 towards family, \$500 to single plan and still be saving money by switching to the state plan while still lowering deductibles. Everyone is happy.
- County should still pay \$1,000 towards deductible, we never asked to leave the state plan anyway!
- I took this job because of the State Insurance plan that I thought the county had. It is a major benefit that I wanted! The only reason I work is so that my husband and I have decent insurance. In the new year I will have to evaluate where I want to work. The state plan would be a recruitment tool and also a retention tool. If we can't keep the people we already have it gets harder and harder to recruit people.
- With saving the county and employee would see after the 3rd years, I request the county check into a plan with lower or \$0 deductible.
- The State plan would be better for employees because our current plan has a high premium as well as a high deductible. I believe this issue deters employees from going to the doctor because they cannot afford to go, which down the road could cause more extensive health issues and therefore more medical costs. The high premiums each month and high deductible makes it hard for employees to make a decent living, especially when the cost of living is constantly going up. It also does not help with the very minimal raises the county employees are given and then the insurance premiums increasing every year actually equals to no raise or we are losing money. The State plan should be looked at more for future years, not just the next year with the surcharge, and how it would compare after the surcharge is no longer added to the cost. The consideration for switching to the State plan should be based on the benefit for all employees in the county who take the insurance and not so much one person or a select few that do not currently take the insurance. It seems if the plan was not as complex, the WCE customer service would not be needed. Not sure how much the customer service should really be a factor in this decision. I personally have not used the WCE customer service in over 4 years. I am also curious on why the P12 information was provided but is not a listed option?
- 1) Need to look at the long term benefits. Look at what the comparison will look like in two years when the surcharge is gone. In two years' employees could move to the P12 plan with no deductible for only \$56.28 per month more than WCE. That would be savings for employees on a family plan of \$3,324.64 per year!
- 2) County would no longer need to spend the average \$157,000 to \$235,500 in HRA costs every year. Maybe this could fund the wage increases that have been withheld for years.
- 3) County could use COVID money to cover additional surcharge cost now to get back in to the state plan. This money may not be around later.
- 4) The county can no longer expect the employees that work here to personally fund operations. Withholding wage increase and cutting benefits is not different than requesting employees to write a check back to the county to pay for operations.
- County to cover at least \$1,000 of the deductible
- County to continue to pay \$1,000 of deductible
- County to continue to pay \$1,000 deductible
- County continue to pay a portion of deductible (\$1,000)
- County to continue to pay \$1,000 towards deductible
- County should cover \$1,000 of deductible
- County pays \$1,000 of deductible
- The county to cover at least \$1,000 of deductible

- County continue to pay a portion of deductible (\$1,000).
- Want county to pay for \$1,000 of deductible.
- County needs to pay part of the deductible.
- In addition, looking ahead, once the surcharges disappear, there are some really good options for us as employees (ex. P12-no deductible).
- If you project out with the state plan, once the surcharge fee has been fulfilled, it appears that this plan would not only be saving employees money but also the county. I think projections of what the state plan looks like once the surcharge is completed needs to also be presented to the board and employees. We project everything else out, why not this. If we are in the state plan, we also will be in pool of more people and our plan utilization wouldn't be as high causing insane premium increases every year (unlike Wallace Cooper and Elliott now). The rise in insurance premiums every year in conjunction with the hit and miss of wage increases is causing employees, who take the insurance, to take continual wage reductions. When wage increase do happen, they rarely cover the cost increases of the insurance. The current plan is expensive yes but is also not easy to use. The main reason we need "customer" support is because the plan isn't easy to use. At some point we need to start listening to all the employees who actually use the insurance. Insurance plan decisions should never be based on what one person's opinion of it is.
- With the savings by the 3rd year, request would be to move to a better State plan in the future.
- This is due to hoping that we could make a move to a better state plan by the third year due to the savings after the penalties are paid in year one and two.
- Would want the P12
- I currently do not have the County Insurance plan, I am a new employee to the county as of Nov 2021. The current plan is not for the employees and honestly very costly. I came from a previous county where the HRA was awesome and the county contributed a huge chunk of the deductible and actually benefited to the family, this was a huge perk with being young and just starting a family. Paying a high premium and then a higher deductible was one main reason I opt'd out of the plan and took my spouses plan. The level of care/ coverage needs to be a main concern vs just solely looking at the cost.
Another option I wish the county pursued was paying a stipend for employees that opt out of the insurance- this will save money as well. My spouse receives this perk working for a school district but due to the plan that is offered at Richland Co, we now opted out of his, losing the stipend but still saving money and receiving a better plan over all.
- Here it goes again! This can of worms was opened a while ago and the surveys were already completed so why there is a need another one is beyond me.

I have had an issue with the insurance since I started at Richland County. It is expensive for what is offered and makes a family choose money over health care. I still have the dental and eye insurance from my previous job because it was more cost effective to keep the old one through Cobra (that's insane and irresponsible). I have told the county they have until my one-year anniversary (December) to get the insurance fixed or I have to consider other options. Unfortunately for me, I'm an insurance user; it matters to me how much coverage I have and how much it nickels and dimes my family throughout the year. There is an employee at Richland County that does not want to change insurance (she made this clear when this was being discussed earlier in the year, not just my opinion) because it adds to her workload; not my problem, but it becomes my problem when the insurance is not good. I constantly have to track my usage and then make calls to get my bills paid when it's the county's turn to pay their portion. I have never had to do this with any other insurance company or place of employment.

Why are the only choices offered high deductible plans? Why are we not offered a plan that covers office visits for \$20 or \$30? Why is there no orthodontia coverage with the dental plan? There is a basic eye appointment covered, but no glasses or contact coverage. Buying glasses and contacts for 5-6 people is expensive; the last company I worked for paid for contact or glasses in full once per year. I couldn't even get the required field vision test that I need every six months because this insurance won't pay for it and I've already paid \$4000.00 in insurance this year, not including my premiums.

The reason for the increase in premium for the state plan is no different than a new business start-up for unemployment insurance, the premiums are higher when you first start a plan. They (Richland County) discontinued the state plan several years ago with no insight or future planning and now have to "pay the penalty" for their decision. There has to be a better plan than this; both regarding insurance and future decisions related to employees. Sauk County workers have great benefits on the state plan and they hardly pay anything in premiums. Maybe Richland County could ask them for advice.

They (administrators) are choosing these plans (and yearly salary rates, among other things...) based on money and some employee's personal preferences; not basing it on the fact that these plans are for real people- the county's employees and their families! Now we are into September having the same conversation that was going on in January, which means there is the likelihood that the insurance change will not be ready as the county is still arguing and sending out surveys as if their employees didn't really want different or better insurance coverage like they stated in the other surveys that were completed.

In case you didn't gather through all of this, insurance along with the general care of employees and their families, is a big deal to me.

Sincerely,
Kelly L. McCann

- Lower deductible for only a few dollars more a month. And I would be able to keep my doctors and stay at my clinics.
- I don't understand why the County would discontinue the HRA contribution if we go to the State Plan. I can understand reducing the HRA amount so the County would save money. If family plan, county contributes \$1,000 HRA then the total out of pocket for employee \$4,000 includes pharmacy.
- What the extra cost to stay with Quartz. With Dean do you cover Grand River Medical? Coverage different for staff that live in Grant County?
- What does it mean that we can be penalized for returning to the State provided plan?
- With increased costs of health insurance over the past several years with the Wallace, Cooper and Elliott brokerages I feel that had we stayed with the State plan initially our out of pocket costs would have remained lower over time based on feedback from others who I work with in a professional capacity who have had similar benefits. With the increases in health insurance and lack of significant increases in wages and other benefits to outweigh that, these have been costs that have landed on the employees themselves to cover the costs. Although there will be an initial surcharge which will increase costs my understanding is that after a period of time these surcharges will no longer exist and therefore other options within the State plan may be more feasible to get employees to a lower or no cost deductible in future years while offering similar medical coverages.
- Please return to State Plan

Stay with WCE

- As a department head moving back to the State Plan would cause the department to lose an employee and have increases in health insurance expenses. Would lose an employee because they will then be restricted to how many hours they are allowed to work as a temp casual worker. Right now they work less than 17 hours per week and receive no benefits, in the state plan because they are eligible for retirement it doesn't matter how many hours they work they are eligible for insurance benefits. This will cause at least one of the employees to only be able to work less than 49 hours per month (yes per month). Currently there are 4 potential employees who could take insurance that currently are not eligible if the county switches back to the state plan (even though they work less than 17 hours per week) at just over \$200.00 per month cost to Symons for each of those employee's taking insurance. That's over \$10,500.00 that is not budgeted for in 2023 if all four take the insurance. If my assumption is correct and one would quit instead it is still over \$7,900 that is not in the budget for 2023.

Personally as an employee either is fine for me, I'm not a high user of my insurance so I haven't seen a big difference when switching except a larger deductible. Which I understand that even going back to the state plan there will be a deductible. IF I were to start using my insurance and more frequently due to a major health issue the Quartz plan would be what I would prefer.

- I was all for the state plan but after looking everything over and there is no HRA, and the county doesn't contribute 88% per plan across the board but a fixed rate for the state I want to keep my Quartz insurance for a family. By changing to the state I would have to pay \$763.19 a month on the state plan due to the county only paying \$1,900.25 which is not 88% of the plan. If the County contributed the 88% of that my monthly rate for insurance would be around \$319.61. That I could do but not \$763.19. The state plan is to allow the employee to pick the best providers for the individual by only paying 88% of the lowest plan you are forcing the employee to take a provider that they do not want. I am picking Wallace Cooper and Elliot. I feel that I have more benefits by staying then going; for my family and for the county clerk's office. I do believe the state plan would be better for my family if 88% of each plan was paid by the county and we can keep the HRA account.

- I am going to be forced to quit working or reduced hours at Symons if the insurance changes. Why ??? because my husband's insurance will make me pay for the insurance. It sucks that I will have to give up a job that I like and enjoy.
- I strongly feel the HRA should kick in before the employee pays the \$2,000.
- There is a value to staying with our local insurance company. If I have issues with my health insurance bills or HRA plan, WCE will help figure things out & will act as a go between in the event it's not easily solved. The State will not provide that level of service. On a professional level, WCE will provide us with all the legal support we need and will update our compliance notices we are to legally provide to employees as part of the package. The State will direct us to seek out legal counsel which would be an added cost to the County. ABT Swayne may not have the expertise or resources to deal with the Affordable Care Act, in answering insurance questions or knowledge in insurance compliance. If they don't, where am I go with these issues if we move back to the State?
- I see no benefit to me with state plans.
- The county really didn't give us much of an option than to stick with what we have. This state plan option is not even close to good.
- I wish that we had some better choices than what we were given. However as these are my only choices I would choose the Quartz plan not because I am happy with this plan but because of the network. I really do not want to start over with the Dean HMO. I feel like the deductible amounts in this plan are very high. With the cost of living and inflation it is very difficult to pay the high deductible.
- I'm only choosing the current plan because my college aged son is living in LaCrosse and Quartz covers medical providers there. I would suggest removing the HRA portion of the plan and have the county pay that money to us directly at the beginning of each year.

Choosing from two high deductible plans is not what I had hoped for as options, had hoped for one that was better than what we currently have. Would rather have paid a bit more of a premium than to have deductibles.

Am frustrated that a better insurance plan won't be a selling point for new employees or to retain those we have.

I am aware that this insurance is not the worst out there but improving employee benefits is a way to show we are valued.

- It would be nice to have a person explain each plan. Are these the only 2 options available? Are our doctors in Richland Center in network or out?
- 1) State P17 has higher premium so if you don't use it you pay more.
- 2) State P17 has copays after the \$1,500, Quartz stops at \$3,000 no copays.
- 3) Changing insurance 8 doctors would make you pay new patient of \$300 instead of \$200 established.
- 4) Most people do not get up to \$1,500 a year.
- 5) We need something with less premiums but maybe keep \$3,000 deductible.
- 6) And what if you are not in WRS retirement?

Other

- I didn't check a box on this survey because I don't feel either of these are a good choice for the employees of Richland County. The repetitive theme lately has been "recruitment & retention". One way to recruit & retain employees is to offer a rich benefits package. In reducing an employee's deductible/copays, you have essentially contributed to their total compensation package. Have employees ever received a summary of their total compensation package? I understand that a richer benefits package would cost the county more for the employer portion but maybe a richer plan should be looked at instead of higher raises, bonuses, premium pay, sign on bonuses, etc...

In my opinion, some of the employees' desire to return to the previous state plan is for peace of mind. It doesn't matter whether the insurance plan is through WCE, the state, or some other insurance broker, the employees just want a plan that isn't going to cause them a financial hardship. In today's uncertain economy, having the potential of

thousands of dollars in medical bills is a stressor to many families. I worked in the healthcare industry for over 10 years and many patients would avoid medical treatment because of the potential out of pocket cost they would incur.

I am currently covered under my husband's insurance (state plan) which is offered through the City of Richland Center. I do not know the P# for the plan but it is a no deductible plan, no copay for primary/specialty visits, \$60 ER copay, and low prescription copay plan. While I don't have the 2023 premium info yet, here is a breakdown of the 2022 premium.

This is choosing the Dean Health Plan option with no dental.

Family:	Single:
Employee: \$246.63/mo	Employee: \$100.34/mo
Employer: \$1808.65/mo	Employer: \$735.90/mo
Total: \$2055.28/mo	Total: \$836.24/mo

I can honestly say that I have never spent more than \$200/year in out of pocket costs for my family while on this plan. It is reassuring to know that my family can go to the doctor, specialist, have tests done, and not have to worry about a looming medical bill and how I am going to pay for it. It is worth paying a slightly higher premium to have the peace of mind knowing our medical care will not be a financial burden.

In the presentation it was noted that ETF doesn't offer the level of service to employees that WCE does. I have never had to call ETF while on the state plan. I have had to call my insurance carrier a couple time but had no issue there either.

Thank you for listening to my perspective on this important matter.

- I'm wondering why there is a third option listed throughout the documents but it isn't listed as an option to select up above? I personally would rather pay a higher premium each month if I don't have a deductible and other medical expenses. The P12 option is a higher premium each month but it does not have a deductible and covers 100% for most services. WCE and the P17 plan are virtually the same and neither one is a "good" option for medical insurance. If it is between those two, it does not matter what you do, it will not benefit the county for employee retention as one plan is not a better option than the other.
- Unfortunately, the choices of plans are both sub-standard which make it incredibly hard to choose. It is unfortunate that the county looks at addressing the health insurance issue only to give us a choice between bad coverage and bad coverage. This is a top reason that we continue to lose staff and has also forced me to start look for positions in other counties. Being a 10 year employee my hope has been to retire from the county but am now sure that it will not happen. I enjoy what I do and the people I serve but also have to be able to afford to live in my community. Until there is a true effort to give employees there the benefits they need and deserve we will not be able to fix the issue of attrition. This is more another stab at employee moral than an opportunity for better benefits.
- A better explanation of the differences would've been more helpful. Employees were left to figure out on their own which plan was better and only given 6 days to make a choice and research information. The information that was provided was hard to read (state plan). So employees are left to interpret the differences on their own, in too short of amount of time. I'm not voting for one either way. We owe it to our employees to provide better explanations to them of what is being offered, and why the county will not pay for any of the deductible for the state plan. I feel this process was rushed on the employees' end.
- 1) My first choice would be P-12 with the state plan. This option was not discussed or investigated. Richland County was always known for taking care of their employees. When a county job came open people raced to get applications. We had a better insurance plan than any private business. Now all anyone can say is we are comparable with other businesses. P-12 would put Richland County back in front of all private businesses and answer most if not all employee shortages. There would be no more contracting jobs out from other counties or in some cases other states. Every time you have to contract out jobs it hurts Richland County. (Financially and the ability to stay sustainable.) With the high deductible plans our lower income employees cannot pay off there deductible in the same year they accrued. So every year they carry over money that they couldn't pay and go farther in debt. I know people say "they chose to be a housekeeper or dietary or other" but where would we be without people to do this kind of work.
- 2) My second choice is the Quartz plan
- 3) My third choice would be the State plan. However if the county was contributing towards the deductible like they do with Quartz I would have the State plan as my second choice. In closing I think with this being done last of the 9th inning and not giving enough time for an informed decisions this will need to be re-visited in the near future. With everyone working together we can make Richland County a place people want to be part of.
- Quartz direct without Wallace, Cooper & Elliott

- Why dangle a plan in front of us that you have no intention of choosing? Why even ask us what we think because the county board will never choose what is best for the staff that keep the county programs going... I invite the county board to suffer through these awful choices they keep make for us.

"Let's focus on retention." Continually choosing terrible healthcare options and not staying competitive with wages is killing us. Maybe we could hire staff worth training...and keep good ones...if we had benefits that were worth a damn.

I'm also not sure where this great customer service is coming from, but it's not WCE or the idiotic HRA.

Richland County jobs used to be coveted. The previous board was allowed to destroy that when they left the State Insurance. Now we hire someone because they are breathing and can fill the vacancy...if there are even applicants.

Fix the benefits=fix staffing issues.

If you want to attract younger families to the area, we need to offer insurance that won't bankrupt them for using the doctor or having more children.



Resolution for Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the _____ of the _____
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance Program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

All participants in the WPE Group Health Insurance Program will need to be enrolled in a program option. An employer may elect participation in program options listed below, **with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.**

We choose to participate in the (check applicable options):

- ☐ Traditional HMO-Standard PPO W/ Dental, P02
- ☐ Deductible HMO-Standard PPO W/ Dental, P04
- ☐ Coinsurance HMO-Standard PPO W/ Dental, P06
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
- ☐ Traditional HMO-Standard PPO W/O Dental, P12
- ☐ Deductible HMO-Standard PPO W/O Dental, P14
- ☐ Coinsurance HMO-Standard PPO W/O Dental, P16
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO W/O Dental, P17

Send resolution(s) to:
Department of Employee Trust Funds
Division of Insurance Services
PO Box 7931
Madison WI 53707-7931

or

ETFSMBESSNewEmployer@etf.wi.gov

The large group (50 or more employees) underwriting and enrollment process takes 120 days. (Small groups of 49 or less employees do not go through underwriting and take 60 days.) All groups are eligible to enroll effective January 1, April 1, July 1, or October 1.

RESOLUTION EFFECTIVE DATE: (select one date): _____

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the ____ day of _____, year _____ and that said resolution has not been repealed or amended, and is now in full force and effect.

☐ I further certify that we offered insurance to our employees immediately prior to joining this program.

Dated this ____ day of _____, year _____.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

Federal tax identification number (FEIN/TIN)

Authorized employer representative signature

69-036-

ETF employer identification number

Authorized employer representative printed name

Number of eligible employees

Authorized representative title

Employer county

Employer benefit contact email address

Mailing address

For ETF use only - EFFECTIVE DATE
OF COVERAGE ENTERED BY ETF:

RESOLUTION NO.22- _____

A Resolution For Inclusion Under the Wisconsin Public Employers Group Health Insurance Program

WHEREAS, Richland County has interest in rejoining participation in the Wisconsin Public Employers (WPE) Group Health Insurance Program; and

WHEREAS, under the Local Employer Health Insurance Standards, Guidelines and Administration Manual (ET-1144), a resolution for inclusion (Employee Trust Fund Form ET-1324) is required with 90-day advanced notification, in order for Richland County to participate in the WPE Group Health Insurance Program, and

WHEREAS, the Finance and Personnel Committee are recommending that a return to the program is in the best interest of meeting the organization's health care needs; and

WHEREAS, the 2023 Richland County Budget has been built around this healthcare plan.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Richland that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance Program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the Local Employer Health Insurance Standards, Guidelines and Administration Manual (ET-1144).

BE IT FURTHER RESOLVED that Richland County elects to participate in the High Deductible Health Plan HMO-Standard HDHP PPO W/O Dental, P17; and

BE IT FUTRHTER RESOLVED that the County Administrator is authorized to complete necessary applications and to administer the program on behalf on the County; and

BE IT FURTHER RESOLVED that this Resolutions shall be effective September 20th, 2022.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE
(06 September 2022)

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED SEPTEMBER 06th, 2022

	FOR	AGAINST
Marty Brewer		
Shaun Murphy-Lopez		
Steve Carrow		
Melissa Luck		
Timothy Gotschall		
David Turk		
Steve Williamson		
Marc Couey		
Gary Manning		

DRAFT