

# RICHLAND COUNTY

Finance & Personnel Standing Committee



October 31, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **November 1<sup>st</sup> 2022 at 5:00 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](mailto:barbara.scott@co.richland.wi.us) (email).

### Agenda:

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

### Reports:

5. Report — Southwest Wisconsin Regional Planning Commission
6. Report — Local Assistance and Tribal Consistency Fund (“LATCF”)
7. Report — Response from members on future meeting dates (to decide at adjournment)

### Directive Resolutions and Ad Hoc Committee:

8. Discussion and possible action on response to Resolution 22-96
  - a. Staffing study and proposal on Finance and Human Resources
9. Discussion and possible action regarding other resolutions and committee responses
  - a. Response from Pine Valley
  - b. Response from Symons Natatorium
  - c. Response from Richland Economic Development
  - d. Response from Public Safety
  - e. Response from Health & Human Services
  - f. Response from Veterans
  - g. Response from UW Campus, Food Services & UW Extension
  - h. Response from Land & Zoning
  - i. Response from Administrator, Clerk & Treasurer
  - j. Response from Public Works
10. Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee

### Personnel:

11. Discussion and possible action on Classification, Compensation and Authorization Policy
12. Discussion and possible action Reclassification for HHS Mental Health Therapist
13. Discussion and possible action on Handbook changes

### Financial:

14. Fund #75 Policy – Discussion and possible action on amendment of policy

### Closing:

15. Future agenda items
16. 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

# Richland County

## Finance & Personnel Standing Committee

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**October 4th, 2022**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, October 4<sup>th</sup> in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Melissa Luck with David Turk, Shaun Murphy-Lopez and Tim Gottschall 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. John Couey and Barb Scott were present from MIS running the teleconferencing.

Not present: Marc Couey, Gary Manning & Steve Williamson

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:16 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 with the correction of Item 6c being changed to Public Works. Moved by Supervisor Luck to approve the agenda with that change, 2<sup>nd</sup> by Supervisor Carrow. All voting aye, motion carried.
4. **Previous minutes:** Hearing no changes, Supervisor Brewer declared them approved as presented.
8. **Pine Valley Items - Discussion and possible action on outside shelter project:** Pine Valley Administrator Rislow informed the committee that these are funds that are donated funds and grants. Moved by Supervisor Luck to approve proposed shelter at Pine Valley, 2<sup>nd</sup> by Supervisor Carrow. All voting aye, motion carried.
11. **Discussion and possible action on reclassifications associated with the 2023 Budget:** Administrator Langreck reviewed the proposed reclassifications. Moved by Supervisor Luck to approve the reclassification, 2<sup>nd</sup> by Supervisor Turk. Gottschall asking for discussion. He would like to know what the changes are that they require a reclassification. Rislow explained the changes for Pine Valley. Tricia explained the changes to HHS positions. Gottschall questioned the process for departments to request a reclassification to their employees. Administrator Langreck reviewed the policy and procedure. All voting aye, motion carried.
12. **Report — WCA Legal notice regarding borrowing to pay for costs associated with insurance and compliance with court orders:** Administrator Langreck reviewed the recommendation from WCA to Counties and how it works.
13. **Report — Fee Schedule Changes for Wisvote Data Entry Services:** Clerk Kalish stated that the County has shouldered the burden of completing this for the Townships for years. With the restructuring of the Clerk's Office and reduced staff to complete the task from years prior, he will be shifting the duties back to the municipalities or charge the townships for completing that task for them. Clerk Kalish stated he recently completed a training with the Municipalities where he presented this to them and told them it would be coming to Finance & Personnel today for approval. Moved by Supervisor Murphy-Lopez to approve the fee schedule and send to County Board, 2<sup>nd</sup> by Supervisor Turk. All voting aye, motion carried.
9. **Discussion and possible action on proposed handbook changes:** Administrator Langreck reviewed the proposed changes to the handbook. Moved by Supervisor Luck to accept the changes as presented, 2<sup>nd</sup> by Supervisor Turk. All voting aye, motion carried.
10. **Discussion and possible action on Classification, Compensation and Authorization:** Administrator Langreck reviewed proposed changes to the policy. Moved by Supervisor Carrow to approve changes as presented and send to County Board, 2<sup>nd</sup> by Supervisor Murphy-Lopez with discussion. He questioned why HHS employee count went up. Tricia stated several positions are currently unfilled and will remain that way. He questioned Pine Valley is getting a 7% raise instead of 5%. Administrator Langreck stated the HHS staff table will be reviewed and brought back. Moved by Supervisor Murphy-Lopez to postpone until the next meeting to get HHS clarified, 2<sup>nd</sup> by Supervisor Luck. All voting aye, motion carried.
5. **Discussion and possible action on response to Resolution 22-96:** Administrator Langreck presented the

# Richland County

## Finance & Personnel Standing Committee

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directive to the committee and what they recommended to reduce. Discussion and questions followed on the proposal and other reductions proposed. Supervisor Luck stated SWRP will be discussing in November that if we stop funding them, will they continue to provide contacted services to Richland County. Supervisor Murphy-Lopez questioned what other counties are doing with HR and Finance Director, why we have so many payroll and finance people in the county and if those positions can be consolidated. Theresa from PV explained what their payroll person does and how it works.

Jennifer Laue asked to speak.

Moved by Chair Brewer to ask the Administrator to do research and planning on HR staffing and combining of duties and bring the information back to the committee, 2<sup>nd</sup> by Supervisor Murphy-Lopez. All voting aye, motion carried.

### 6. Discussion and possible action regarding other resolutions and committee responses:

a. **Response from Pine Valley:** PV Administrator Rislow met with their committee and after much discussion felt it would be difficult for PV to meet the request of 50% of the debt payment. Although they are being conservative with their calculations, they cannot predict if it could be possible.

Gottschall & Brewer left at 2:46.

b. **Response from Richland Economic Development:** Not acted on

c. **Response from Public Works:** Not acted on.

### 7. Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee:

Not acted on.

### 14. Future agenda items:

### 15. Adjournment:

The next meeting to be held Tuesday, November 1st at 1:00 p.m. in the County Board room. Moved by Supervisor Luck to adjourn at 2:46 p.m., seconded by Supervisor Carrow. All voting aye, motion carried.

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



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Richland County Board of Supervisors  
181 W. Seminary St.  
Richland County, WI 53581

October 21, 2022

Dear Supervisors,

I am writing in the hope you will reconsider the current 2024 proposal to end the long-standing partnership between Richland County and the Southwestern Wisconsin Regional Planning Commission. This 52-year relationship began when we were created by our five partner counties and continues to deliver value to your residents.

Enclosed with this letter is a brief summary of the benefits and financial return to Richland County from our work during the past 4-5 years. It is impossible to calculate 52-years of value, and so we've compiled this list of recent projects.

We've organized this information around your 2022-2024 Strategic Plan, and believe this partnership will help you execute on the following Strategic Priorities:

- *Effectiveness*, due to low billable rates and broad skills,
- *Growth* resulting from our economic development and planning funding streams,
- *Focus* on this partnership which "generates measurable community wealth", and
- *Improvement* due to the continual alignment of our work, your Strategic Plan, and the Comprehensive Plans of communities like Boaz, Lone Rock, and Richland Center.

Additionally, we understand the work performed at the municipal level may not always be readily understood or recognized by the County Board, and so we've included testimonials from other county partners.

The SWWRPC Strategic Plan directs us to create "*resilient rural communities.*" It is clear to us, and we hope it becomes clear to you, that the continuation of our partnership will be a crucial asset as you seek to achieve your stated Mission to "*think strategically and anticipate the future, ensuring that the decisions made today will have lasting value and provide fiscal solvency.*"

Thank you for years of partnering to serve Richland County, and for considering us in your future plans.

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Maggied".

Troy Maggied, Executive Director

Cc: Robert Keeney, SWWRPC Chair

## **County Benefits and Return on Investment**

For every \$1 Richland County provides to SWWRPC, the county receives \$1.81 in annual planning and economic development services. This figure excludes competitive grants such as those outlined below.

Richland County's investment of \$17,562.58 enables SWWRPC to provide \$31,714.74 of planning and economic development services. This is a result of our ability to leverage this funding for an additional \$7,739.50 from the US Economic Development Administration (EDA) and \$6,412.66 from the Wisconsin Department of Transportation (DOT).

One of the most significant benefits of our partnership, and the one that is most difficult to calculate, is having access to additional planning and economic development capacity. In the past 2 years alone, SWWRPC's staff secured over \$8.6 million in federal funding and local match from the CARES and ARPA stimulus packages to assist the region. This funding includes \$1.5 million in new revolving loan funds (RLF) and \$6.36 million to develop 39 acres of new industrial land. We also secured \$645 thousand dollars across 3 years for SWWRPC operations, which dropped county contributions from 21% to 16% of our operational funding. Your funding is required for us to maintain capacity to pursue these opportunities.

The loss of SWWRPC support presents a major concern for Richland County. SWWRPC's active role in Richland County communities is both forward-looking and practical. The initiative and activities by SWWRPC are not added bonuses, but essential, for the immediate and long-term financial health of the county. Should our partnership end, each of the projects and initiatives below would need to be completed by county staff who currently lack capacity for additional work, or the county would be required to contract these services at a significantly higher billable rate.

In order to share the impacts that will result from a decision to end the county's relationship with SWWRPC, we have provided the outline below summarizing recent Richland County projects. We have organized the information around strategies from the Richland County 2022-2025 Strategic Plan to demonstrate the alignment of our work with your county's objectives.

### Richland County Strategy: Maintain Investment in Workforce and Community Development

- Ending the 52-year relationship between SWWRPC and Richland County will cause the county to lose active participation in the EDA's Economic Development District, which serves as the critical requirement for securing EDA grant funding. This will also result in Richland County's omission from the 5-year Comprehensive Economic Development Strategy, the plan required for future EDA investments. Loss of SWWRPC as an EDA contact and grant writer for federal projects will result in increased costs associated with grant writing, which by federal law must be disconnected from the firm performing work. This adds complexity, time, redundancy in workload, and cost to grant projects. The historic benefits of this partnership are significant, and include:

- \$3,140,000 in EDA grants secured for development of 104 acres across two industrial parks built in Richland Center in 1990 and 2009. These projects currently house \$3,716,800 in property value, and contribute \$112,000 in annual property taxes.
- \$411,215 for long-range planning in Richland County, Richland Center, Lone Rock, Boaz, and Yuba, including free grant writing and administration
- In 2021, SWWRPC spent \$6,800 in labor and mileage funded by EDA to assist the Village of Yuba determine eligibility for a CDBG Public Works grant to assist with constructing a new fire station. This work included conducting a survey of the Fire District to evaluate income levels, as well as follow-up door-to-door interviews with residents who did not initially respond to the survey.
- SWWRPC applies county and EDA funds for a variety data and GIS maps used by local economic developers, including access to the regional Constructability Map, Financial Asset Map, and Broadband Asset Map used by local economic developers. This has included over 280 hours of free mapping and GIS support over the past 3 years equal to \$18,200 of SWWRPC staff time. We have also used our GIS tools to inform private and non-profit organizations seeking to locate or relocate in the county.
- SWWRPC applies county and DOT funding to develop the 5-year Locally Developed Coordinated Transit Plans required for grant funding in support of vehicles and other transit operating expenses. Every five years, SWWRPC provides over 200 hours to Richland County, equal to \$15,500 in public engagement, data analysis, meeting facilitation, and plan writing services. Due to the creation of these plans, Richland County received \$850,553 between 2018 and 2022 to fund vehicles, volunteer driver mileage, and department overhead in support of ADRC transit services. Since 2008, the county received an average of \$70,878 in annual transit operating funding only eligible through the creation of these plans.
- Due to our partnership, Richland County is a partner in the annual SWWRPC Transportation Planning Program, enabling the county access to DOT funding for a wide-variety of projects. These projects have included no-cost administration and grant funded work to complete the Richland Center Safe Routs to School plan in 2013. This work was valued at \$15,000, and resulted in the design for the existing walking path between Richland Center and Richland Middle School. In 2017, SWWRPC provided over 30 hours of mapping and field work to create pedestrian safety maps of the county fairgrounds, equal to \$1,800 in staff time.
- We have also used Richland County contributions as local matches for grants, including two back-to-back regional transit studies and mobility management grants. The local matches of \$1,326.77 in 2019 and \$1,680.58 in 2020 resulted in grants equal to \$46,100 each year. These grants supported data collection and analysis, including asset mapping, to identify future locations for volunteer driver recruitment. It also provided

significant funding towards SWCAP regional volunteer driver recruitment and training efforts benefiting the county.

- Regional Planning Commissions are eligible for grants that municipalities, private businesses, and non-profits are not. Most recently, we agreed to serve as the grant administrator and fiscal agent for a \$15,000 project studying stream and wetland restoration on Fancy Creek in Rockbridge Township. The project is designed to assist with flood reduction and water quality improvements, and is funded by a \$10,000 Department of Natural Resources grant, \$2,000 in cash contributions from SWWRPC, and \$3,000 from in-kind donations from the Wisconsin Wetlands Association.
- SWWRPC is currently developing a work plan to support counties and municipalities prepare for the pending impacts of a variety of issues, including small-scale renewable energy, electric vehicles, and climate change. There are no other consultants in the region that are prepared to address these issues, or who have access to funding and relationships to meet these future needs. Current projects in development include:
  - Planning for electric vehicle charging stations, including site assessment, business model development, ordinance review and development, and public / private engagement.
  - Development of county support of the Property Assessed Clean Energy program that will enable businesses and non-profits to get financial incentives for inclusion of renewable energy or energy efficiency into their projects. This will be a new tool for economic developers to use in business retention, expansion, and attraction efforts.
  - Development of turn-key plans to advise local governments on how they can install solar panels and (potentially) other renewable or energy efficient technology on their buildings. This work will include the development of funding sources and return-on-investment analyses for projects.
  - Development of county-level climate vulnerability assessments, including mapping and analysis of high-risk infrastructure and populations.

#### Richland County Strategy: Increase Coordination

- SWWRPC staff frequently connect communities with UW Platteville Senior Design initiatives that apply student and professor knowledge to local issues. We bring our relationships and knowledge of the region's issue to facilitate these connections. Each UWP Senior Design cohort is estimated to provide the equivalent of \$10,000 of professional services. In the past 4 years alone, our presence and relationships have provided Viola (Flood mitigation study), Cazenovia (Phosphorus reduction study), Yuba (Fire station design), and Rockbridge Township (Fancy Creek Floodplain modeling) access to \$40,000 of free technical assistance.
- Working with SWWRPC results in savings due to billable rates lower than those offered by private, for-profit consultants. On average (due to diverse revenue streams, a lean staffing operation, and a non-profit business model), SWWRPC offers services for

between \$60 and \$80 per hour, compared to \$100-\$180 per hour from private firms. This is critical for small communities and counties who lack the budget for more expensive consultants. County contributions enable our staff to be present and responsive to these needs. Richland County has benefited from this model in several ways over the past 2-4 years:

- From 2017-2019, SWWRPC employee Kate Koziol provided economic development services to Richland County when there was no active economic development staff, during which time businesses were opting to by-pass the county for Reedsburg and other neighboring communities.
  - In 2021 and 2022, SWWRPC staff Cory Ritterbusch and Jaclyn Essandoh assisted with the creation of Outdoor Recreation Plans for Lone Rock, Boaz, and Richland County. These plans are required for communities to be eligible for DNR recreation grants.
  - Richland County is currently a partner in a regional Opioid Needs Assessment. The county is providing \$3,000 for interviews, data analysis, and plan writing. SWWRPC is using your county contributions to cover the cost of state and national experts on the subject, and to seek opportunities for inter-county coordination. Without county contributions and the regional approach developed by SWWRPC, the per-county fee would be approximately \$10,000.
- Regional Planning Commissions serve as administrators for programs developed by the Wisconsin Economic Development Corporation (WEDC), including the recent Disaster Recovery Micro-lending program and the Main Street Bounceback Program which to-date has provided \$240,000 in funding to small businesses in the Richland County. While these programs often have funding tied to administration, they nevertheless require hours of up-front set up, scoping, contracting, and administrative preparation which is funded by your county contributions. Termination of our relationship may jeopardize the county's access to these programs and funding streams. County funding enables SWWRPC to maintain the necessary capacity to manage these programs and makes sure they can take advantage of these opportunities.
  - SWWRPC staff serve as the liaison for regional technical assistance trainings from state partners. Most recently, this included partnering with the DNR for sessions on Community Redevelopment Projects and DNR Grant Funding in 2021 and Managing Flood Damage to Wisconsin Roadways in 2022. Together, the coordination, marketing, and managing of this event was valued at \$1,500 of SWWRPC staff time.
  - Partnering with SWWRPC ensures Richland County will be included in on-going regional planning and economic development projects such as the 2018 Regional Housing Studies, which are scheduled to be updated again in 2023. These plans, 6 in total for the Richland County and its municipalities, each have a value of \$15,000 in staff time. However, due to SWWRPC's presence, partnerships, regional approach, and competitive billable rates, Richland County and its municipalities received *all* these plans for a total cost of \$4,000.

- As part of our commitment to ensuring that our plans are implemented, SWWRPC has begun meeting quarterly with communities after plan adoption and working through a Plan-Do-Study-Act continual improvement process. SWWRPC is currently meeting quarterly with Lone Rock to assist in implementation of its planning projects and goals at no cost to the village or county.

#### Richland County Strategy: Support Business Attraction and Retention

- SWWRPC currently administers a revolving loan portfolio valued at over \$1.8 million. In the past 2 years, \$200,000 has been lent to Richland County Businesses, leveraging an additional \$1.2 million in private financing and resulting in the creation of 17 jobs. We use our EDA funding and Richland County contribution to cover the cost of RLF administration, including marketing, application in-take, review, and loan processing. We also conduct regular meetings with RLF applicants to ensure they're successful or determine what additional support they need. The impacts eliminating county funding would be either that the business or local government would pay for administration fees, or the RLF would be unavailable to Richland County businesses.

#### Richland County Strategy: Improve County Identity and Marketing

- During 2021 and 2022, SWWRPC secured EDA funding for branding and logo development in Richland County and Richland Center, a process which included multiple community and partner engagement meetings. In 2023 we will continue this process in Lone Rock and Boaz. This process, with SWWRPC staff time valued at \$5,600 and an additional \$15,000 in consulting time from Kristin Mitchell Designs, was provided and paid for through the 2020 EDA Flood Recovery and Economic Resiliency Grant. Withdraw from SWWRPC will impact the county and its municipalities' ability to acquiring future funding for such initiatives.
- In 2022, SWWRPC partnered with WEDC to serve as a regional administrator for their Connect Communities program which provides free technical assistance and training for community development initiatives. SWWRPC is serving as a regional administrator in order to enable small communities to get the benefit of these programs without the administrative burden. If the partnership between SWWRPC and Richland County is ended, these communities may lose access to this program and the technical resources, funding resources, and networking opportunities that train them in marketing, branding, and community development. SWWRPC uses its EDA funding, and associated local match, to fund our staff time to support these communities.

October 16, 2022

Richland County Board, c/o County Clerk  
181 W. Seminary St.  
Richland Center, WI 53581

Dear Richland County Board:

I am writing on behalf of the *Lone Rock Economic Development Committee* with a concern relating to your upcoming 2024 budget. I understand that what is proposed suggests cutting the funding for the *Southwest Wisconsin Regional Planning Commission (SWWRPC)*.

*I urge the Board to consider the benefits of keeping the SWWRPC funded in 2024 as to keep them engaged in supporting economic development efforts in our County's local communities - and that cutting their funding could prove to be more costly than a savings.*

I speak as someone who's had personal experience working with them over a three-year period. Troy Maggied, Executive Director at the SWWRPC, and his staff have been active members of our Economic Development Committee this entire time, and have been very instrumental in helping us build our economic development strategy:

- They held four, day-long community meetings here in Lone Rock so residents can come out and talk about their views, what's important to them and what they wanted and needed in the village.
- Demographic and map data was updated and when coupled with resident input, created a more definitive profile that became our village's updated Comprehensive Plan.
- They helped us work with our Zoning Commission to approve the updated zoning plan and maps.
- We received ongoing professional advice and project management service, which was critical, as they did all the work to compile all the data and write the Plan for approval, then create a final plan and commitment to stay engaged as we work on our goals.
- To date, SWWRPC staff continues to attend our quarterly economic development meetings where they present new opportunities, advice and guidance to help us continue building our economic base.

And mine is only one story. I know they have impacted other communities here in our County, as well. Without the County's ongoing support in providing this valuable service to our municipalities, they will lose access to that special attention needed in order to help community leaders envision a better future for their municipalities. Thank you for your attention and your consideration in this matter, and I ask that the board approve continued funding for the SWWRPC in 2024.

Sincerely,

Mary Litviak  
*Trustee, Village of Lone Rock*  
*Chairperson, Lone Rock Economic Development Committee*  
*Chairperson, Lone Rock 4<sup>th</sup> of July Committee*  
321 N. Mill St. - Lone Rock, WI 53556- [litviak@charter.net](mailto:litviak@charter.net), 608-225-8318

cc: Troy Maggied (SWWRPC)

October 16, 2022

RECEIVED

OCT 26 2022

DEREK S. KALISH  
RICHLAND COUNTY CLERK

Richland County Board, c/o County Clerk  
181 W. Seminary St.  
Richland Center, WI 53581

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Sincerely,



Mary Litviak

Trustee, Village of Lone Rock

Chairperson, Lone Rock Economic Development Committee

Chairperson, Lone Rock 4<sup>th</sup> of July Committee

321 N. Mill St. - Lone Rock, WI 53556- [litviak@charter.net](mailto:litviak@charter.net), 608-225-8318

cc: Troy Maggied (SWWRPC)

# Richland County Committee

## Agenda Item Cover

### Agenda Item Name: Report — Local Assistance and Tribal Consistency Fund

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	31 October 2022	<b>Action Needed:</b>	None - Report
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	01 November 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### Recommendation and/or action language:

Motion to... [no action necessary] – County is ineligible. Continuing to explore if there is any chance of inaccurate eligibility determination.

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

Section 605 of the Social Security Act (the Act), added by Section 9901 of the American Rescue Plan (ARPA), established the Local Assistance and Tribal Consistency Fund (LATCF), which provides for Treasury to pay \$2 billion to eligible revenue sharing counties and eligible Tribal governments across fiscal years 2022 and 2023 for use on any governmental purpose except for a lobbying activity. This document summarizes Treasury’s methodology for determining eligibility and allocating funds to eligible revenue sharing counties.

#### Eligibility Criteria

##### Statutory requirements for determining eligibility

The statute defines eligible revenue sharing counties to include any county, parish, or borough:

- (i) that is independent of any other unit of local government;
- (ii) that, as determined by the Secretary, is the principal provider of government services for the area within its jurisdiction; and
- (iii) for which, as determined by the Secretary, there is a negative revenue impact due to implementation of a Federal program or changes to such program.<sup>2</sup>

Treasury is defining counties with a “negative revenue impact due to the implementation of a Federal program or changes to such a program” to be counties that participate in the Payments in Lieu of Taxes (PILT) program administered by the Department of the Interior and the Refuge Revenue Sharing program administered by the Fish and Wildlife Service (FWS).<sup>9</sup>

<https://home.treasury.gov/system/files/136/LATCF-Eligibility-and-Allocation-Methodology-for-County-Governments.pdf>

Verification on list of distribution.

<https://home.treasury.gov/system/files/136/LATCF-Allocations-for-Eligible-Revenue-Sharing-County-Governments.pdf>

#### Attachments and References:

Fish and Wildlife Service	<a href="https://www.fws.gov/sites/default/files/documents/RefugeRevShare_Local_Summary_2022.pdf">https://www.fws.gov/sites/default/files/documents/RefugeRevShare_Local_Summary_2022.pdf</a>
Department of the Interior	<a href="https://pilt.doi.gov/counties.cfm?term=county&amp;state_code=WI&amp;fiscal_yr=2021&amp;Search.x=53&amp;Search.y=14">https://pilt.doi.gov/counties.cfm?term=county&amp;state_code=WI&amp;fiscal_yr=2021&amp;Search.x=53&amp;Search.y=14</a>

**Richland County Committee**

**Agenda Item Cover**

**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

				
	NOV	NOV	NOV	NOV
	1	1	1	3
	TUE	TUE	TUE	THU
	8:30 AM 11:30 AM	1:00 PM 4:00 PM	5:00 PM 8:00 PM	5:00 PM 8:00 PM
Participants	 4	 4	 6	 7
CD Cheryl Dull You				
MC Marc Couey				
TG Tim G				
SW STEVE WILIAMSON				
S Shaun				
SC steve carrow				
ML Melissa Luck				

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## Richland County Referendum Ad Hoc Committee

**Agenda Item Name:** Correspondence from Committees

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	10/10/22	<b>Action Needed:</b>	Motion
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	<a href="#">Resolution 22-74</a>
<b>Date submitted:</b>	10/10/22	<b>Referred by:</b>	Pine Valley & Child Support Committee; Richland Economic Development Board; Public Works Standing Committee

**Recommendation and/or action language:** A motion to request more information from the Pine Valley & Child Support Standing Committee, Richland Economic Development Board, and Public Works Standing Committee as detailed by the Referendum Committee.

**Background:** At the October 4<sup>th</sup> meeting of the Finance & Personnel Committee, the committee received 3 reports responding to resolutions passed by the County Board in August. See yellow highlighted sections in Attachment A. Reports came from:

1. Pine Valley & Child Support Standing Committee (Attachment B)
2. Richland Economic Development Board (Attachment C)
3. Public Works Standing Committee (Attachment D)

The Referendum Committee may choose to request information from each committee. Ideas may include but not be limited to:

### Pine Valley & Child Support Standing Committee

- A copy of Pine Valley’s 2023 proposed budget showing how proposed profits are being determined, including their amount and how proposed profits relate to other projected expenses and revenues.
- Financial projections showing how proposed profits are being determined for the years 2024 – 2027, including their amount and how they relate to other projected expenses and revenues.
- The current financial plan projects \$300,000 in profits from Pine Valley for each of the years 2023 – 2027. Resolution 22-92 directed Pine Valley to explore the possibility of increasing that amount to approximately \$740,000 per year. We are seeking information about how much of that \$440,000 difference the Pine Valley & Child Support Standing Committee would like to have placed on a referendum versus a permanent reduction in Pine Valley’s property tax operating levy amount (i.e., increase to the profits returned to the general fund).

### Richland Economic Development (RED) Board

- Research from other counties that have private funding for economic development (e.g., Vernon, Green), including the amount of time it takes to raise funds and how the governing board is represented by private contributors.
- Resolution 22-91 directs the RED Board to explore half of its budget coming from private sources, which amounts to approximately \$37,000 per year. We are seeking information about how much of that amount the RED Board would like to have placed on a referendum versus a permanent reduction in the RED budget.

### Public Works Standing Committee

## Richland County Referendum Ad Hoc Committee

- How proposed reductions to the property tax levy will be made in years 2025, 2026, and 2027, including the types of projects and purchases that will not be funded.
- The Highway Department is already projecting a \$567,000 decrease to highway reconstruction projects by 2027 to fund increases employee wage and benefits. What is the total budget for highway reconstruction projects in the operating levy, and is it large enough to absorb additional reductions through 2027?
- The portion of the Courthouse Maintenance budget that may be included in reductions to the property tax levy.
- Why MIS prioritized items in the 5-year financial plan over the purchase of new computers (shown in chart below)

Description	Impact	2027 Amount
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.	\$ 4,688
Sheriff Tech / and Radio Tower Coordinator Position	Anticipation of position at possible "I" rating.	\$ 91,442
Reclassification of MIS Position - MIS Director	Reclassification of the MIS Administrator Position potentially from a "M" to "N". Expectations and responsibility of the department continues to grow in efforts to meet service support expectations.	\$ 4,465
MIS Assistant (Continued as new employee 20hrs)	Currently this position is leased and funded through ARPA through 2022; if keep this position leased	\$ 26,512
Office 365 Licensing (Subscription)	With this the county will have a stronger platform for sharing server access, collaborative projects, efficiencies, and continuity of support programs including video conferencing	\$ 71,898
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	\$ 7,293
Smarsh - Mobile Device	Achieving Mobile Messages and Filtering; new expense in 2023	\$ 5,628
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	\$ 4,133
Telephone Licensing - looking to increase at about 7% each year	Current annual expense = \$7,035.00; increase expense at a projected 7% increase	\$ 646
New Website - for the county on a platform - Gov Office (example) estimated a 35,000 implementation and \$15,000 annual	Merge with estimates from Clerk's Budget	\$ 15,000
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.	\$ 304
Misc. software expenses - Adobe, genome, WebEx, etc. (currently \$2,000) anticipating 5% increase	Adds administrative ease on managing and editing data.	\$ 3,039
Antivirus - Sophos, changed to a centralized expense vs. department (\$17,000)	Current three year deal	\$ 19,469
Barracuda Web-filter	Filters access to inappropriate content and filters malicious emails.	\$ 6,381
Security Training and Testing Program	A program would help mitigate threats and data breaches.	\$ 3,647
Security Cameras and Video Storage	Protects physical infrastructure and mitigates breaches and liabilities.	\$ 608
Secondary Internet Redundancy	This would be a "small band-width" provider to use as a secondary in the event of outage with primary	\$ 1,216

### Attachments and References:

08A Resolutions	08B Pine Valley
08C RED	08D Public Works

### Financial Review:

(please check one)

**Richland County Referendum Ad Hoc Committee**

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

**Approval:**

**Review:**

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

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

## RESOLUTION NO. 22 - 90

A Resolution Directing The Joint Ambulance Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, the Joint Ambulance Committee is tasked to work in conjunction with county administration, supporting staff, and community partners to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the Ambulance and

BE IT FURTHER RESOLVED, that the Joint Ambulance Committee is specifically tasked with the following:

### Ambulance Operations

1. Service Consideration Matrix — Evaluate services under the guidance of the Service Consideration Matrix (of the Richland County Strategic Plan), finalize responses by a majority vote of the committee and submit the responses to the County Administrator to present to the Rules and Strategic Planning Standing Committee, Finance and Personnel Standing Committee and the Richland County Board.
2. Zero Levy for Operations and Capital Expenditures — Develop a course of action, if possible, where operations of services, ownership and maintenance of all grounds buildings and equipment remain under Richland County but in which no foreseeable operational levy is required entering into 2024 and beyond. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, for implementation no later than 01 Jan 2026.
3. Utilization of levy exemption — Develop a course of action, if possible, where operations of services, ownership of all grounds buildings and equipment, and administrative services remain under Richland County but in which levy exemption may be utilized to fund additional operational, capital and emergency dispatch expenditures. This course of action should include a business plan with expenditure and revenue projections, an autonomous capital management program, coordination with the Sheriff's Department and the Public Safety Committee regarding dispatch expenses, for implementation no later than 01 Jan 2026.



**RESOLUTION NO. 22 - 91**

A Resolution Notifying The Symons Natatorium And Richland Economic Development Department Of Future Funding Reductions And Directing The Symons Natatorium Board And Richland Economic Development Board To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the Symons Natatorium and Richland Economic Development have been identified for possible future funding reductions, and

BE IT FURTHER RESOLVED, the Symons Natatorium Board and Richland Economic Development Board 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 Symons Natatorium and Richland Economic Development Department respectfully; and

BE IT FURTHER RESOLVED, that the Symons Natatorium Board and Richland Economic Development Board are specifically tasked with the following:

**Symons Natatorium Operations**

- 1. Encouraged to explore the transfer of Symons to a non-profit organization, including research of similar non-profit models, and return to the Finance & Personnel Committee with a report by October 31<sup>st</sup> 2022.

**Economic Development Operations**

- 2. Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget; and return to Finance and Personnel Committee with a report by October 31<sup>st</sup> 2022.

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(10 AUGUST 2022)

**RESOLUTION ADOPTED**

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
DEREK S. KALISH	X	
COUNTY CLERK		
	DAVID TURK	
	STEVE WILLIAMSON	
DATED: AUGUST 16, 2022	MARC COUEY	
	GARY MANNING	X

**RESOLUTION NO. 22 - 92**

A Resolution Directing The Pine Valley And Child Support Standing Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, the Pine Valley and Child Support Standing Committee is 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 Community Village and

BE IT FURTHER RESOLVED, that the Pine Valley and Child Support Standing Committee is specifically tasked with the following:

**Pine Valley and Child Support Operations**

1. Explore the possibility of Pine Valley generating profits that annually equal 50% of their mortgage payments to be used by the county for operations or capital projects, outside of Pine Valley, and return to Finance and Personnel with a report by 10/31/2022

BE IT FURTHER RESOLVED, that the Pine Valley and Child Support Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the October 31<sup>st</sup>, 2022 Finance and Personnel Standing Committee Meeting; and

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

VOTE ON FOREGOING RESOLUTION  
AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
AND PERSONNEL STANDING COMMITTEE  
(10 AUGUST 2022)

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 16, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	



## RESOLUTION NO. 22 – 94 (Amended)

A Resolution Notifying The UW Platteville-Richland Leadership, UW Extension Office And Food Services Of Future Funding Reductions And Directing The Richland County Education Standing Committee To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

WHEREAS, the Richland County Board Accepted the County Administrator's Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator's Financial and Capital Plan that iterates the Richland County's Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the University of Wisconsin Extension Office, Food Services and partners in the UW Platteville-Richland have been identified for future funding reductions, and

BE IT FURTHER RESOLVED, the Richland County Education Standing Committee is tasked to work in conjunction with county administration, supporting staff, UW Platteville-Richland and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the UW Extension Office, Food Services and UW Platteville-Richland; and

BE IT FURTHER RESOLVED, that the Education Standing Committee is specifically tasked with the following:

### Regarding the UW Campus

1. Existing Agreement with No Levy — Develop a course of action, if possible, where ownership of all grounds and property is retained by Richland County and services are provided through UW Platteville-Richland, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2025 and beyond.
2. Explore more cost effective and efficient use of land and buildings.
  - a. Explore the return of recruiting and admissions from the UW Platteville Campus to the UW Richland Campus and
  - b. Explore a dollar for dollar match by UW Richland Foundation for capital projects, not to exceed \$100,000 year in exchange for the County committing to continue to allocate a minimum of \$20,000 a year for insurance and \$100,000 for capital maintenance projects.

### Regarding the Food Services

3. Existing Model with No Levy — Develop a course of action, if possible, where services are provided to UW Platteville-Richland, Nutrition Program and community, but in which no foreseeable county levy dollars are needed for any future operations or capital expenditures entering into 2024 and beyond. Consideration must also be given to future maintenance and ownership of the Coppertop Building.

Regarding the UW Extension Office

4. Service Reduction — Develop a course of action, for prioritizing services to operate at a 20% reduction by 2024 (from a 2022-year budget of approximately \$37,000).

BE IT FURTHER RESOLVED that the Education Standing Committee Chair, through the powers established of setting agendas, is responsible for completing these specified tasks by no later than the October 31<sup>st</sup>, 2022 Finance and Personnel Standing Committee Meeting; and

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

VOTE ON FOREGOING RESOLUTION  
 AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE FINANCE  
 AND PERSONNEL STANDING COMMITTEE  
 (10 AUGUST 2022)

RESOLUTION ADOPTED

DEREK S. KALISH  
 COUNTY CLERK

DATED: AUGUST 16, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		X
STEVE CARROW	X	
MELISSA LUCK		
TIMOTHY GOTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON		
MARC COUEY		
GARY MANNING	X	

*Amended On Board Floor August 16, 2022*



**RESOLUTION NO. 22 – 96 (Amended)**

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

WHEREAS, the Richland County Board Accepted the County Administrator’s Financial Conditions Report that illustrated the financial challenges in maintaining all current county provided services; and

WHEREAS, the Richland County Board Adopted the County Administrator’s Financial and Capital Plan that iterates the Richland County’s Strategic Plan calling for prioritization of services and reductions in levy expenditures on both mandated and non-mandated services; and

WHEREAS, the Richland County has received numerous petitions and concerns regarding the elimination, reduction or displacement of such highly valued services, and recognizes the importance that these services have to the community, and is taking actions to investigate a possible transition of these services.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the various Departments and Services listed below have been identified for service consideration and possible future funding reductions, and

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 Health and Human Services and Veterans Standing Committee is specifically tasked with the following:

Regarding Services Provided through Health and Human Services and Veterans Services

1. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Safety Standing Committee is specifically tasked with the following:

Regarding Services Provided through Sheriff’s Office, Clerk of Courts Office, Corner’s Office, District Attorney’s Office, Register in Probates Office and Emergency Management

2. Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$531,000 in 2024, \$1,058,000 in 2025, \$1,301,000 in 2026, and \$1,668,000 in 2027, including but not limited to lines 3.01 through 5.91, 8.01 through 8.90, 10.01 through 11.91, and 24.01 through 25.91 in the 5-year financial plan.

BE IT FURTHER RESOLVED, that the Public Works Standing Committee is specifically tasked with the following:





# Pine Valley Community Village

- Phone: (608)647-2138  
- Fax: (608)647-8955  
- Website: [pinevalleycommunity.org](http://pinevalleycommunity.org)  
- E-mail: [pvhrc@co.richland.wi.us](mailto:pvhrc@co.richland.wi.us)

**Skilled Nursing Center – Assisted Living Center – Rehabilitation Center**

**25951 Circle View Lane - Richland Center, WI 53581**

*"...dedicated to providing quality physical, spiritual and emotional care to all individuals who seek our services."*

Date: September 22, 2022

To: Clint Langreck, Administrator

Re: Response to Resolution 22-96

From: Tom Rislow, administrator Pine Valley

**Appointed Task:** The Pine Valley and Child Support Standing Committee was specifically asked to "Explore the possibility of Pine Valley generating profits that annually equal 50% of their mortgage payments to be used by the county for operations or capital projects, outside of Pine Valley, and return to Finance & Personnel with a report by 10/31/2022".

**Principle and Interest** on PV's debt for 2016-2019 varied.

However, from 2020 until 2036 it doesn't change.

Therefore, we will focus on that annual amount **which is \$1,482,912.**

**50% of \$1,482,912 = \$741,456.**

### **QUESTION**

So the question for Pine Valley is whether it can generate at least \$741,456 in profits annually.

### **ANSWER**

The short answer is NO.

The longer answer is...

YES, for 2017, 2018, 2019, and even 2020, when Covid stimulus dollars were received. However, since then even the best forecasted year would generate profits of only 23% of the mortgage amount. Why is that? What has changed?

**Future occupancy for the nursing home section is forecasted at least 7% below historical numbers.**

**Therefore, annual revenue for the nursing home section is forecasted more than \$400,000 below what was previously possible.**

**Lack of staff is the cause for that.**

### **Working against us...**

Factors working against Pine Valley's ability to make larger profits, include:

- Heavy reliance on government funding
- Heavy reliance on hands on care
- Heavy care needs of residents
- Staffing shortages
- High Cost of contracted staff
- Rising wages and cost of benefits for employees (necessary in order to stay competitive)
- Have little to no fat left in expenses for cutting
- Have continued to periodically turn away potential admissions (due to staffing)
- Have less revenue because of lower occupancy

### **Working in our favor...**

Factors working in Pine Valley's favor include:

- New facility
- Private rooms
- Reputation for high quality care (rated by CMS as 5-Star)
- Core group of committed dedicated employees
- Talented department leaders
- Strong demand for the assisted living apartments
- The State of Wisconsin recognizing nursing home challenges and raising Medicaid rates
- Higher retention rates and lower turnover rates among Pine Valley nursing positions when compared to the rest of the State of Wisconsin

### **Empty rooms...**

Since forecasted occupancy is less, that means plenty of empty beds. Can't those be used for something else? The nursing home section has 4 separate households. Only if one of those households totally emptied all of its rooms, could a different licensure and type of care and clientele be considered. That would be a consideration if occupancy ever dipped that low which hasn't happened to date. However, by closing a nursing home section and delicensing the beds, Pine Valley would permanently lose its ability to get those licensed beds back.

**Net cash** history by year, and **Occupancy**:

Net cash

Occupancy(N.H.) Asst.Liv.

2018	\$610,714	95%	89%
2019	\$1,146,359	95%	95%
2020	*\$1,011,173	86%	96%
2021	\$526,315	86%	95%
2022	\$350,000	85%	93%
2023 – est.	\$300,000	88%	92%
2024 – est.	\$250,000	88%	92%
2025 – est.	\$350,000	88%	92%

**Where did cash go?**

- build up operating cash (*currently at \$2,710,328*)
- build up capital fund (*currently at \$1,161,249*), and
- the county general fund (*\$1,346,996 from 2019-2022*)

**What causes the year-to-year variances?**

- Occupancy
- Labor costs
- \*additional COVID dollars in 2020

**Assumptions**

- Wage and health insurance increase percentages used for 2023, 2024 and 2025 were as originally proposed  
(wages 7% - 7% - 4%) & (health insurance premiums 15% - 11% - 10%)
- While still challenging, in preparing this forecast we assumed staffing levels would be sufficient for maintaining an occupancy of at least 88%. **Should staffing levels not be able to be maintained, then forecasted cash flow will be less. (for example, the effect of closing one of the 20-bed households would cause an annual drop in revenue of 1.3 million, and a reduction in expenses of 1 million.)**

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** *Response from Symons Natatorium Board on resolution 22-91*

<b>Department</b>	Symons Rec. Complex	<b>Presented By:</b>	Tracy Gobin
<b>Date of Meeting:</b>		<b>Action Needed:</b>	
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure E +O
<b>Date submitted:</b>	10/26/2022	<b>Referred by:</b>	Symons Natatorium Board

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

Symons Natatorium board made a motion to respond to the Finance and Personnel Committee on the resolution 22-91 to encourage the Symons Natatorium board and Symons staff to explore the transfer of Symons to a non-profit organization including research of similar non-profit models and return to the Finance & Personnel Committee.

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

Symons Recreation Complex director Tracy Gobin and the Symons Natatorium Board researched what Symons Recreation Complex would look like as a non-profit. The attached four-page document shows the options that were researched during the last couple of months.

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**Attachments and References:**

Minutes from October 24, 2022 Natatorium board meeting	
Document Response from the Symons Natatorium Board	

**Financial Review:**

*(please check one)*

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

*(summary of current and future impacts)*

Action results in some reduction s in expenditures:

**Approval:**

*Tracy Gobin*

**Review:**

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

## **Symons Recreation Complex Natatorium Board Minutes October 24<sup>th</sup>, 2022**

The Natatorium Board met virtually via Zoom on October 24, 2022 at 6:00 pm. The following people were in attendance: Melony Walters, Marty Brewer, John Cler, Chad Cosgrove, and Tim Gottschall. Tracy Gobin was also present.

1. Call to Order- Walters called the meeting to order at 6:17pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Chad Cosgrove made a motion to approve the agenda. Marty Brewer seconded. The motion carried.*

### Consent Items:

4. Approve Minutes

*Marty Brewer made a motion to approve the consent items: Approve minutes from September 12, 2022 meeting. Melony Walters seconded. The motion carried.*

### Action Items:

5. Symons 2023 Budget and Capital Improvements – Gobin presented the 2023 budget that will be presented at the County Board Meeting tomorrow night. Gobin presented the 2023 Capital Improvements that have been approved by Richland County. The City of Richland Center still has to approve the budget and the Capital Improvements. *John Cler made a motion to approve the 2023 budget and capital improvement projects for Symons Recreation Complex. Marty Brewer seconded. The motion carried.*
6. Symons Recreation Complex as a Non-Profit - Gobin shared the Symons as a non-profit document that was prepared for the Symons Natatorium Board. Included in the document is information that was discussed in the September Meeting: YMCA's, Symons Natatorium Board running a non-profit, Symons Recreation Complex Foundation running Symons and how easy it is for non-profits to fundraise. Document also includes information on other items that were discussed that didn't have to do with a non-profit status: Wisconsin state mandate for lifeguards on duty and what options there would be if SRC had a gymnasium. Additional items requested to be added from the September meeting was more details on the Just A Game Fieldhouse in Wisconsin Dells and information about Symons revenue and what happens if the membership rates go to high. *John Cler made a motion to present the document presented to finance and personnel in response to resolution 22-91 to encourage the Symons Natatorium board and Symons staff to explore the transfer of Symons to a non-profit organization including research of similar non-profit models and return to the Finance & Personnel Committee by October 31, 2022. Melony Walters seconded. The motion carried.*

### Closing:

7. Future Agenda Items – No items.
8. Schedule Next Meeting- November 14, 2022 at 6:00pm in person at the UWP-Richland campus and virtually via Zoom.
9. Adjourn—*Melony Walters made a motion to adjourn at 6:47pm. Marty Brewer seconded. The motion carried.*

## **Symons Natatorium Board research on Symons Recreation Complex (SRC) operated as a non-profit:**

YMCA's are the most successful non-profit fitness facility. There is not a lot of detailed information available on how a facility can become a YMCA as they only provide that information to organizations that are very serious about becoming a YMCA. Information gathered about YMCA's:

- YMCA's are non-profits whose mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.
- Facilities would need at least \$30,000.00 to pay for the franchise fee, this is an estimate given on the internet, however that was not quoted by the YMCA franchise. It is not exact and the cost could be more.
- Facility would need a lawyer who is well versed with franchising.
- Facility would need well detailed business plans.
- Facility would need financing plan.

The Symons Natatorium Board didn't see this as being an affordable answer, as one board member stated when I was a child I lived near a YMCA but I couldn't go there as it wasn't affordable.

### **Symons Recreation Complex as a non-profit run by the Symons Natatorium Committee:**

This was a proposed idea from a member who suggested that the current natatorium board become the non-profit board that operates Symons Recreation Complex. Grants would cover the \$70,000.00 that the City of Richland Center and the County of Richland provide through the tax levy.

A non-profit 501 ©3 cannot be a government body so this option as proposed wouldn't be possible.

### **Symons Recreation Complex Foundation is a non-profit:**

The Symons Recreation Complex Foundation (SRCF) is a non-profit 501©3 organization that supports SRC. Tracy Gobin, Director of Symons Recreation Complex asked the Symons Recreation Complex Foundation board members what their thoughts were on operating the facility. SRCF board members are not interested in operating SRC, they are retired or work full time jobs already and are not looking to take on the responsibility of running the facility. The SRCF is willing to help with fundraising or writing grants for programs at SRC to help the facility. Currently the SRCF is used to purchase new equipment for the facility as with budget cuts new equipment was an item on the budget that has been cut. The SRCF also helps to fundraise for Symons sharks swim team, every child a swimmer program, purchased four solar

panels, built an outdoor patio, and installed UV light systems for the pool and whirlpool at Symons Recreation Complex as well as many other projects throughout the years.

The other concern with becoming a non-profit would mean that the amount to raise would increase to an estimated \$120,000.00 difference. Right now as a county department there is some benefits to the SRC budget:

- Health insurance cost would increase. As SRC on its own there are only three staff with health insurance so the employees would be in a smaller group and the cost of health insurance would increase.
- Payroll person would need to be hired or outsourced. Currently payroll is processed through the county and checks are cut by the county as a non-profit someone would need to do these tasks.
- Insurance – Property, Liability, Workman’s Compensation are all through the County and receiving a government discount. As a non-profit there would be no government discount.
- Information Technology (IT) costs would increase as right now software, computers and upgrades are handled by Richland County IT department who can get government discounts and quantity discounts when you add in all the computers or phones across the many county departments. Prices would increase and any IT support would need to be outsourced.
- Paper products (paper towels and toilet paper) and cleaning chemicals will cost more without the government rate.
- Attorney costs will increase as there won’t be access to corporation council. Corporation Council is not used on a regular basis but is helpful in situations when legal advice is needed.

Easy to fundraise for non-profits with grant funding:

Grants are available to non-profits but they are usually available for programs or events. Grants that fund operational expenses are hard to find. Applying for a grant doesn’t guarantee that you will receive a grant. Every year the non-profit would need to fundraise for at least \$120,000 in addition to what it already funds for equipment and programs.

The Symons Natatorium Board has found that SRC as a non-profit is not a good fit for Symons Recreation Complex. While the focus of the resolution was to research SRC as a non-profit there were other ideas that came about that don’t pertain to non-profit status but would make an impact on the SRC budget.

State of Wisconsin Lifeguard mandate:

It would be helpful to Symons Recreation Complex budget if the State of Wisconsin were to make an exception to the SRC swimming pool rule in regards to a lifeguard on duty. There is the potential for a decrease in expenses and an increase in revenue by acquiring this exception. Currently the state requires SRC to have a lifeguard on duty at all times due to the size of the swimming pool. If an exception is made, during times when adults were swimming laps, water

walking or taking water fitness classes that a lifeguard is not required to be on duty. Then the pool would be available for longer times during the week for adults to lap swim or water walk. Doing so could save \$10,000.00 in payroll expenses in a year. While this doesn't cover the \$70,000 that is needed, it brings it down to \$60,000 and potentially increase revenues at the facility as well due to the flexibility in times for adults to swim throughout the day.

Adding amenities to the facility:

Additional idea of bringing in more revenue for Richland County, would be if Symons Recreation Complex had access to the UWP-Richland Gymnasium. Symons Recreation Complex has contacted the campus about the possibility of using the gymnasium. Nothing is final or even been promised to happen, this is still in the beginning research phase. At this time, it is just an idea. Exact details of how this would look has not been discussed. Symons Recreation Complex has not seen any bills for the gym to know what the yearly cost of owning the gym would cost. The other unknown is will the revenue exceed the cost to operate. Due to this idea being known to the Richland County Educational Committee and the Symons Natatorium Board, Supervisor Brewer has requested research to be completed about Just A game Fieldhouse in Wisconsin Dells, WI.

Wisconsin Dells Just A Game Fieldhouse is owned by a family of four who are full time staff members at the facility.

Facility Amenities:

- 6 Full Length Basketball Courts
- 10 Full Length Volleyball Courts
- Four Locker Rooms
- Fully stocked Concession Stand
- Sports Impressions Sporting goods store
- Court of Champions (seating for 1700+)
- There is the option for live events to be streamed online.

Basketball Camps on Wednesdays & Thursdays called Games and Gains:

- 13 & Under 5:45-7:15pm \$30.00 per day for 1 hour and 30 minutes (discounted rates for packages)
- 14-17 7:25pm-8:55pm \$30.00 per day for 1 hour and 30 minutes (discounted rates for packages)

The facility has their own girls' volleyball traveling team that has tryouts at the facility as well.

Daily Use – Individual Open Gym costs: Students \$3.00; Adults \$5.00

Court Rental: \$50.00/court per hour

Gaining access to the UWP-Richland gymnasium would not be comparable to the Just a Game Fieldhouse as it is much smaller, however it does give an idea of possible options that Symons

Recreation Complex would be interested in doing if there was more access to the UWP-Richland gymnasium.

#### SRC Revenue:

The main revenue for Symons Recreation Complex is through membership fees.

Richland County residents are lower income households compared to counties around the state. Keeping the facility affordable for residents to be able to come and learn to swim or to be able to move is vital. In 2022 and again for 2023 Symons Recreation Complex is increasing the membership rates by 5%. With inflation increases in rates and prices this seem to be more acceptable. However, being aware that people do need essentials like milk, eggs and gas. The price of “essentials” are increasing as well. Wages have not all increased at the rate of inflation. So items that are considered essentials to eat and get to work each day do take preference over a pool/fitness membership. Not all see a fitness membership as an insurance plan for living a longer and higher quality of life as they age. Keeping the facility at an affordable rate for all who live in the community, including the underserved populations is very important for the health and wellness of the community. Programs at Symons Recreation Complex like *Every Child a Swimmer* program help with providing swim lessons to children at a reduced cost through donations from local community members and businesses to ensure that all children are able to learn how to swim and be safe around water.

Looking at the population of Richland County and seeing that it is an older population. According to Wisconsin Institute for Healthy aging Wisconsin has the highest death rate due to falls for older adults of any state in the country. The population of Richland County is older and falls are a major contributor to deaths for seniors in the state of Wisconsin. While it is not the only thing seniors can do but an important step of preventing falls is engage in balance and strength exercises that are proven to reduce falls. Symons Recreation Complex in partnership with the ADRC of eagle country provide fall prevention classes to the public. Keeping memberships and classes affordable to all the older adults many of whom have a set monthly income that doesn't increase every year is important to the residents or Richland County.

SRC is a place that teaches children to swim and be safe around water, gives swimming skills to teenagers for jobs as lifeguard and a healthy place for kids and teenagers to hang out together while being active and moving. A place for families to spend time together have fun while moving. A place for seniors to take steps to prevent falls and make friends. The facility does so many wonderful things for the members of the community and beyond. While the Symons Natatorium Board is understanding that Richland County is in the position of budget cuts that must be made. The \$36,000 from the SRC budget, will affect many people in this county and beyond and is only a very small amount of the large numbers that need to be cut from the county budget. \$36,000 is really a very good investment of the health and wellbeing of Richland County residents and a very good reason for folks to move to Richland County area as you don't find an indoor swimming pool in every small town in the country.



## **Response to County Board Resolution No. 22-91 Seeking Funding Options for Richland Economic Development**

**September 28<sup>th</sup>, 2022**

*Resolution No. 22-91 - A Resolution Notifying The Symons Natatorium And Richland Economic Development Department Of Future Funding Reductions And Directing The Symons Natatorium Board And Richland Economic Development Board To Consider Services, Develop Options And Propose A Recommendation On Future Operations.*

**The Richland Economic Development Board hereby submits this document in response to County Board Resolution No. 22-91 which provided the following direction;**

*“2. Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget; and return to Finance and Personnel Committee with a report by October 31st 2022.”*



## Summary

9/28/2022

The RED Board has conducted research and assembled information regarding four possible funding models for Richland Economic Development. For reasons outlined throughout this document, the **Unanimous Recommendation** of the Richland Economic Development Board is to retain the current model of funding with **RED funded 50% by the County and 50% by the City**. While the actual budget documents for this model shows the County funding (60%) and the City (40%), the City provides office space and other amenities which, when factored, are intended to equally spread the cost of operations at 50% / 50%.

Past economic development efforts, and now Richland Economic Development have yielded substantial positive and measurable contributions to the County's economic position. These contributions come in ways that are both direct (increased property tax base, injection of grant money) and indirect (additional sales tax, more jobs, more students in our schools, new community amenities, and a positive outlook for the future).

There must be deep consideration of the fact that if the County and the City are not engaged in economic development then they are falling behind all counties and municipalities that are. This is almost universally understood, by governments, municipal and regional planning professionals, academia, and private industry alike.

Throughout the past year and a half, through numerous strategic planning efforts that have been conducted by Richland County and facilitated by Southwestern Wisconsin Regional Planning Commission, it has been clearly communicated that governments cannot solve their budgetary dilemmas through cuts alone. A complete action plan requires allocation of resources to economic growth. Richland Economic Development is, in fact, the primary entity that spurs on and facilitates growth for the County.

It is also critical to note that Richland Economic Development is one of the few county departments that has the capacity to generate revenues that cover all of the associated cost of the department. Once departmental costs are covered, the Economic Development Office produces profit. The RED Board has discussed and reviewed data and believes that it is reasonable to postulate that Richland Economic Development, approximately 2 years and 5 months into its current structure, has already generated enough new repeat yearly revenue for the County and City to pay 100% of its operating costs (See Exhibit B). This means that all future revenues that are generated from projects that Richland Economic Development helps facilitate should be understood to be 100% profit. These profits can now be used to fund other departments and services that are unable to produce revenue streams through their operations.

Cutting funding and jeopardizing the stability of Richland Economic Development is likely to increase the property tax burden on every land owner in the County, not reduce it.

Thank you for your thorough review and consideration of this recommendation and the documentation that is provided.



## A Letter from the RED Board

**August 8, 2022**

### **RE: General Statement - Alternative Funding for Richland Economic Development**

The Richland Economic Development Board, (“RED Board”), is aware of Richland County’s difficult budget considerations, we understand the complexity of the situation, and we appreciate the restrictive nature of state law with regards to municipal funding for rural communities.

We understand the County is in the process of searching for funding options, and considering possible cuts across multiple departments and services, we realize the need for difficult choices, and we offer our support to everyone involved.

This letter is our direct response to any consideration of defunding the Economic Development Director position.

“Strongly Opposed.”

Since the creation of this position, a joint effort between Richland County and the City of Richland Center, our community has added the new dialysis center/pharmacy building, the TechCom Building, multiple new homes, the Lone Rock Village Center Park, and the addition of an elevator to the Richland Center City Auditorium.

These projects have provided the County with increased property tax revenue, increased sales tax revenue, increased local employment opportunities, and a much-needed psychological boost for local residents, following an extended period of stagnation.

Jasen Glasbrenner, our current Economic Development Director, has been a critical player in every one of these positive developments. His expertise and experience have helped move each of these possibilities from simple ideas to tangible realities. We believe a decision by Richland County to remove support for this position would not only send a harshly negative message to worried friends and neighbors; it would also lead our community backwards, as we saw when economic development was defunded at both the city and county levels.

The RED Board strongly encourages Richland County to maintain financial support for the critically important Economic Development Director position.

Sincerely,  
The RED Board



## Richland Economic Development Board Report to Richland County Board and Committees on Funding Alternatives

**Date: September 12, 2022**

**Re: Report from RED Board regarding restructuring and funding alternatives**

Following are four potential models for the funding of Richland Economic Development as we move forward. The County Board requested RED to evaluate models that might work instead of the existing model. The profile for each model includes a brief description of the model, the governance, and the financing. The pros and cons of the model are stated and then a recommendation from the RED Board is included.

The four funding models below are ranked in the order of most desirable to least desirable and are as follows;

### **Models:**

- 1) **Recommended** - RED is funded 50% by the County and 50% by the City. (This is the Current Model) - The actual budget documents for this model shows the County funding (60%) and the City (40%). However, the City provides office space and other amenities which, when factored, are intended to equalized the cost at 50% / 50%.
- 2) RED is funded 100% by the City. This models assumes that the City decision makers would agree to this concept and that funding could be identified within the City budget.
- 3) RED is funded 50% by the County and City (The Public Sector) and 50% by Private Businesses (The Commerce Sector). This model assumes businesses will be willing to give large donations and that there is a large enough pool of businesses to raise the money from.
- 4) RED becomes a Self-Funded Private Non-Profit Entity having to raise 100% of the funds necessary to operate. This model requires RED to approach all local government entities and businesses on a one on one basis to try to gain the necessary funding of operate. This model presents the highest level of risk and uncertainty to the success of RED and economic development in Richland County.

### **Qualifying Statement regarding the Models:**

1. With regard to Model #2 - The City has not agreed to fund RED entirely if the County dropped out as a funding partner.
2. With regard to Model #3 and #4 - No private (commerce sector) businesses have been approached regarding soliciting contributions.
3. With regard to Model #4 - There have been no efforts to incorporate or file for an IRS 501(C)(3) tax exempt status.



## **Model #1 - Maintain the Current Model of Shared County and City Funding**

### **Governance**

At the present time the RED board has four (4) permanent representatives from government, two (2) from the City of Richland Center and two (2) from Richland County. In addition, there are 5 citizen members representing different economic sectors. There would be no change to government representation or the board structure.

### **Funding**

There would be no change from the current funding model.

### **Considerations**

#### **Pros**

1. The County and City would continue to fund their contributions to RED as in the past which would provide continuity. This is a role proper to government. There would not be favoritism, real or perceived, shown to any private entity or municipality.
2. The structural document will not have to be changed and approved by the Richland Center City Council and the Richland County Board of Supervisors.
3. Sector representation will remain the same.
4. The working relationship between the city and county is better than it has been for a very long time. It is important to recognize, nurture and support this improving relationship.

#### **Cons**

1. The County will have to find other areas of the budget to cut.
2. If Richland County chooses to not support RED, the lack of monetary (visible) county government support may have a negative psychological impact on businesses who wish to expand, relocate to Richland County, or start up.

### **Commentary**

An example of the power and potential of economic development is the Bear Creek Solar Project which will provide Richland County with \$116,667 of unrestricted funds on an annual basis. It is important to note that this project is the direct result of a part-time citizen driven economic development effort which made the solar farm a reality at no cost to the taxpayers. It was completed prior to the creation of RED. This revenue stream is scheduled to start in 2023 and is expected to continue for 30 years. The revenue from this economic development effort alone exceeds the county contribution to RED with the current Richland County contribution at \$73,859.54.



The document “Net New Construction by County” (Exhibit A) indicates that Richland County has lagged all other identified counties in a 5-year average in net new construction. Iowa county leads at 1.59%. Richland County is lowest at 0.83%. This demonstrates the importance of investment in Economic Development for Richland County.

There has been noticeable new construction activity in the City of Richland Center. A positive attitude is beginning to embrace the community. The Mayor is receiving regular contacts from businesses expressing interest in the community. Much of this has started since the creation of RED. It is important for the county to recognize the importance of RED and provide financial support.

Fiber optic cable throughout rural Richland County is going to enhance lives for current residents. It will also make the area more attractive for those considering relocating. RED has played a significant role to foster installation of fiber optic cable. In addition, recent utilization of CDBG Close grants (≈ \$1.2 million) to enhance the City Auditorium and the Village of Lone Rock would not have taken place without RED.

It is critical to recognize that many economic development efforts have a cumulative effect. Stated another way, once a building is constructed and goes on the property tax rolls, the revenue generated is recurring year after year for as long as the building is in existence. This means that revenues from economic development efforts are always sustained and increasing. An economic development department is one of the few governmental departments that can operate at a consistent profit with the ability to support other departments that are unable to generate a profit.

Please see (Exhibit B) below for a brief overview of the financial involvement that RED has already had for Richland County and Richland Center. It appears that the revenues generated through economic development activity and projects are already in excess of what the County and City have invested since the inception of the department. At this point, yearly costs could be considered 100% covered by the yearly revenues that economic development efforts and RED have been substantially involved in securing. In any business model, this department would be considered for additional funding, not less.

### **Recommendation**

***The RED Board strongly recommends maintaining the current funding, governance structure and sector representation of RED.***



## **Model #2 – RED is Funded 100% by the City**

### **Governance**

As dictated by the adopted Structural Document, the RED Board contains four seats for governmental representatives. Both the County and the City are assigned two seats each. If financial contributions were withdrawn from the County, the composition of the RED Board may change in the following ways:

1. As the County's representatives, the County Administrator and County Board Chair may be removed from their seats and lose voting authority. City representatives may fill the vacancies.
2. As the County may still have a vested interest in the work of the RED Board, their representatives may remain on the board with or without voting power.
3. The RED Board may alter their structure by reducing their size, eligibility requirements for representatives (E.g., city residents only), or disband entirely.

As the structure, composition, authority and purpose of the RED Board are set forth by the Structural Document requiring adoption by both the City and County, any significant alteration, such as the County withdrawing from the agreement, necessitates significant modifications to the Structural Document and readoption. At such time the County extricates itself, the City would set forth the prescribed governance or dissolution.

### **Funding**

The current departmental budget for Economic Development is approximately \$130,000 per year of which the City is currently responsible for 40% or about \$56,000. The City has and will continue to provide office space and other amenities for the department.

To absorb the full cost of the Economic Development Department, the City would need to allocate approximately \$75,000 additional dollars for the first year. This would be an ongoing annual cost subject to a variable increase based on several economic factors (E.g., wage increases, inflationary impact to the cost of goods, equipment replacement, etc).

The City does not have a funding source identified for this additional expense. However, several options are available for consideration such as: reallocating funding from other department budgets, increasing fees, terminating current contributions to Symons (to be considered if funding is withdrawn by the County), requiring the Economic Development Director to seek and obtain grants allowing for administrative costs to be recovered, and so on. Given the revenue generated by the Economic Development Director has largely exceeded the actual expense of the department, all-potential funding options available to the City will be explored to ensure economic development continues within the City.



## **Considerations**

### **Pros**

City continues to vigorously pursue economic development without a loss of momentum.

1. Full dedication to pursuing economic development interests within the City.
2. Ongoing projects will be seen to completion.
3. The Director's time is spent on high value projects rather than fundraising.
4. Streamlined reporting process for the Director.
5. Scope of work is narrowed and strategically focused as determined by the City.
6. The County continues to receive benefit of city based economic development as about 1/3 of tax revenue generated within the City is received by the County.

### **Cons**

1. The County may lose representation and influence on the RED Board.
2. Ongoing and future economic development projects/initiatives within the County would be at the full expense of the County. On a case-by-case basis, the City may elect to contract out the Economic Development Director to the County at an hourly rate. This may prove to be cost prohibitive depending on the scope of work contracted.
3. Independent from the County, a town or village may be compelled to utilize the services of the Economic Development Director. If so, they would be subject to paying the hourly contract rate which may be cost prohibitive.
4. Without a collaborative approach as is in effect now, the potential for relationship building and strategic planning in collaboration with the County may be impeded. Unintended side effects or inefficiencies may present themselves.
5. With less access to County officials and department heads, the exchange of information and opportunity for knowledge sharing may be diminished. Although the director's focus would be city-centric, preserving a communication pathway would be essential.
6. Potential risk of alienating entrepreneurs outside of the City.
7. Towns and villages routinely struggle gaining access to the vast number of resources that may be available to them given their part-time or volunteer status. Additionally, without the necessary technical expertise and adequate time/staffing, managing grants and other programs can be quite challenging for a part-time or volunteer staff. Removing economic development from the County may prevent towns and villages from much needed assistance and support thus impeding their goals as well as the County's.
8. Self-imposed regulation like local ordinances have a tremendous impact on economic development within a community. Without an Economic Development Director on staff, the ability to address regulatory barriers and create an environment favorable to economic development would be severely impeded within the County.



### **Recommendation**

***The RED Board does not recommend this Model.*** While the City would experience several benefits from a city-centric approach to economic development, the cost the County would be tremendous. The Economic Development Director has a proven track record of success within the City and County. This success has allowed the department to generate more revenue than expenses. The department provides both direct and indirect financial value and it creates no burden to the County's overall budget.

Given the importance of continued economic development throughout the entire County, and great challenges a separation would create, it is the recommendation of the RED Board to maintain the current structure and organization of the Economic Development Department. Any proposed change would create an undue burden to the entire County at large.

## **Model #3 – RED is funded 50% by the County and City (The Public Sector) and 50% by Private Businesses (The Commerce Sector)**

### **Governance**

The private and public governance model will include representatives from the government sector and the commerce sector. Presently the RED Board has four permanent representatives from government, two from the City and two from the County. That representation would not change unless the County discontinues funding RED. In such a case, the County may lose their seats on the RED Board and those seats could be redistributed to the City and Commerce sectors. For the sake of the commerce sector contributors, RED would likely need to be organized under a non-profit 501(C)(3) corporation.

### **Funding**

Equalized funding would mean the RED budget of approximately \$130,000 per year would have one-half of the contributions from the government sector (\$65,000) and one-half from the commerce sector (\$65,000). This split would mean the City would be responsible for approximately \$32,500 and the County for approximately \$32,500. Each year the funds would need to be reallocated from the government sector and the commerce sector. There is also the matter of office space and equipment. This model presumes the City would continue to grant usage of office space and equipment.



## Considerations

### **Pros**

1. The County and City would significantly reduce their contributions to RED.
2. There would be greater participation financially by the commerce sector in RED. This may tend to increase the buy-in from the commerce sector.
3. RED could operate as a 501(C)(3), which has some benefits in receiving grants.
4. The operations of a 501(C)(3) would be more nimble and less encumbered by governmental regulations.

### **Cons**

1. Funding through the commerce sector takes considerable time and resources to raise and maintain. The scarce resources of time that already tax the Economic Development Director (EDD) would be used for fundraising instead of bringing new commerce into the area.
2. The City and County would significantly decrease their investment in RED which may translate into less concern for economic development.
3. The EDD will have less opportunity to create relationships with governmental offices that will help them to streamline projects.
4. The EDD will have less capacity to influence governmental bodies and government regulations to become favorable to growth and development.
5. The potential for not raising enough funds from the commerce sector could be a reality, especially in economic downturns. In this case, there may be a struggle to continue full operations of economic development in the county.

## Recommendations

***The RED Board does not recommend this model.*** While this model of ED structure is used in some counties, and has some measure of success, it also has several limiting factors. It takes a substantial amount of time to raise and maintain funding from the commerce sector and there is a real potential that funding efforts fall short. This creates uncertainty and a potential for failure.

## **Model #4 - RED becomes a Self-Funded Private Non-Profit Entity having to raise 100% of the funds necessary to operate.**

### Governance

The Richland Economic Development Board would essentially reorganize to a 501(c)(3) non-profit organization and form a board of directors. The board of directors would be responsible for overseeing the operations and control of the newly formed non-profit.



This option will restructure the current make-up of the members and the size of the RED Board.

### **Funding**

Funding for a non-profit economic development organization would come from private donations from local industries or individuals or from grant monies applied for and received from local, state or federal entities.

### **Considerations**

#### **Pros:**

1. The benefit from adopting a privately funded RED Board would potentially eliminate the funding coming from the City and County funds.

#### **Cons:**

1. This type of board structure would require either the board of directors, volunteers, or the economic director to spend time generating the funding. The time spent trying to find funding sources would take away from essential time being used to cultivate and develop working relationships that directly impact economic development within our community.
2. The community tried this type of structure in the past and the experience had was a disconnect between the Economic Development and their board, the City Council, and the County Board. The ideas and visions between the 3 groups could not align and ultimately the Economic Development Board dissolved.
3. There's also a risk that funding this type of model with private donations from local industry will not succeed within our smaller community as we have fewer resources from industry than in larger communities. There's concern that either smaller businesses may not have the ability to provide funding and/or may not fully understand or have the 'buy in' to the idea of being a long-term funding source since the financial benefits are not always obtained immediately; they are gained over time as our community grows. There is a concern of a lack of long-term sustainability with this model.

### **Recommendation**

***The RED Board does not recommend this model.*** The RED Board's recommendation is to continue having both the county and city fund 100% of economic development to maintain the collaboration between the 3 groups and continue to build upon the successes that have develop over the past couple of years. Our current model, having the Economic Director as a liaison between the RED Board, the City, and County, has shown to have the most success in our smaller community with our current financial situation.



**Exhibit A**

**Net New Construction by County - Increase in Richland, surrounding, and similar counties by percent.**

Grant	2022	2021	2020	2019	2018	
	1.06	1.06	0.82	1.47	1.71	5-year average 1.16%

Lafayette	2022	2021	2020	2019	2018	
	1.35	1.35	0.91	1.16	1.93	5-year average 1.34%

Vernon	2022	2021	2020	2019	2018	
	1.70	1.42	1.04	1.03	1.47	5-year average 1.33%

Sauk	2022	2021	2020	2019	2018	
	1.29	0.95	1.33	1.47	1.37	5-year average 1.28%

Iowa	2022	2021	2020	2019	2018	
	2.24	1.27	1.34	1.56	1.56	5-year average 1.59%

Crawford	2022	2021	2020	2019	2018	
	1.13	0.96	0.74	0.73	1.16	5-year average 0.94%

Richland	2022	2021	2020	2019	2018	
	0.94	0.67	0.83	0.69	1.00	5-year average 0.83%



**Exhibit A – (continued)**

**Net New Construction in dollars by municipal entity in Richland County, as a percent of the total, and 5-year average.**

	2022		2021		2020		2019		2018	
Townships	8,560,000	70%	7,160,100	90%	6,136,000	61%	5,701,400	71%	6,952,200	61%
Villages	418,400	3%	271,700	3%	773,400	8%	(120,200)	-1%	456,400	4%
City	3,337,000	27%	525,400	7%	3,071,800	31%	2,398,100	30%	3,913,400	35%
Total	12,315,400		7,957,200		9,981,200		7,979,300		11,322,000	

**5-year average NNC**

Townships	6,901,960	70%
Villages	359,940	3%
City	2,649,140	27%
Total	9,911,040	



**Exhibit B - Richland Economic Development Impact Tracker**

<b>Project</b>	<b>Total Project Value</b>	<b>Direct &amp; Indirect Benefits</b>	
CDBG Close Grant – Lone Rock Park and RC Auditorium	\$1,200,000	Increase in Sales Tax, tourism, removal of blight so property values and community attractiveness increase.	
		New Renter @ Auditorium	≈ \$3,000 / month
		2 to 5 New Jobs	
Dialysis and Pharmacy in RC	\$1,210,000	Repeat Property Tax Income every Year	≈ \$34,800
		One time Sale of Land	\$100,000
		New and retained jobs, sales tax,	
Tech Com Building	\$585,900	Repeat Property Tax Income every Year	≈ \$35,090
		One time Sale of Land	\$25,000
		New and retained jobs, sales tax	
Phoenix Center Covid Relief Grant – made aware and assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Richland Locker Grant – assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Richland Locker RLF – assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Starlite Theaters Grant – assisted in pursuit	\$43,800	Retained and expanded businesses and economy	
TIF Extension for Affordable Housing - facilitated capture of dollars for fund that can be used to improve housing in the City	≈ \$115,000	Dollars to be invested in Richland Center	\$115,000



**Exhibit B – Richland Economic Development Impact Tracker (Continued)**

Project / Fund	Total Project Value	Direct & Indirect Benefits	
Wedgewood Development Lots – 2 Duplexes and 1 Home	≈ \$1,000,000		
		Facilitated receipt of land by donation and then sale of land	\$63,500
		Development Agreements for Net New Construction value of ≈ \$900,000. Repeat Property Tax income every year	≈ \$35,100
WEDC Idle Sites Grant for Rockbridge Childcare Facility	≈ \$150,000	Supports families and work force / provided jobs	
Facilitated Sunshine and Giggles Childcare arrival in RC		Supports families and work force / provided jobs	
		Repeat Property Tax income every year	≈ \$7,800
Main St. Bounce Back Grants	≈ \$150,000	Facilitated the application and receipt of grants to approx. 15 businesses in Richland County.	
County Housing Authority – Lost Fund Recovery Effort	≈ \$80,000	Assisted Administrator in identifying and working to recover lost / idle funds that were defederalized	\$80,000
Bear Creek / Savion / Alliant Energy Solar Field -	\$116,000 / Year for 30+ years	This project was not developed under RED. However, revenue streams are just coming on line and this project is a direct result of focused economic development efforts of the community members on behalf of the county.	



**Exhibit B – Richland Economic Development Impact Tracker (Continued)**

Project / Fund	Total Project Value	Direct & Indirect Benefits	
New Dollar Tree	\$800,000	Repeat Property Tax income every year	\$23,200
		Job creation retention and sales tax revenue	
New Dunkin Donuts / ATT Store	\$750,000	Repeat Property Tax income every year	\$21,750
Panorama Building #2	\$4,500,000	Repeat Property Tax Revenue is deferred to TIF for approx. 15 years	\$145,000
Facilitation of Richland Center Stori Field Development of new housing units	\$2,400,000	Projected Repeat Property Tax income every year	\$93,600
Los Amigos – WEDC – CDI Grant effort	\$200,000	Effort is in progress	
<b>Projects / Efforts that are in Progress that will bolster the Economy</b>			
City Website Rebuild for Marketing and public ease of use			
City Ordinance Recodification and Rewrite for growth and planning			
City / County Tax Deed Lot Program for redevelopment and new homes			
New Single Family Home Subdivision			
Facilitated transfer of vacant lot to Cazenovia for future redevelopment			
City Redevelopment Authority Revitalization			
City Industrial Park Revitalization Project			
Several Sales leads for Industrial Park			



**Exhibit B – Richland Economic Development Impact Tracker (Continued)**

Projects that are in Progress that will bolster the Economy		
Facilitating USEDA Grant implementation with Southwestern Wisconsin Regional Planning Commission - Comprehensive plans in Richland Center, Lone Rock, Boaz, Richland County Strategic Plan, Richland Center and Richland County rebranding for Workforce Retention and Attraction		
Assisting Richland Center in planning around the construction of the New Richland Center Hospital		
Environmental Protection Agency and DNR Technical Assistance Program to clear brownfields in Richland Center and Richland County for redevelopment		
Regional involvement on model for immigrant and migrant workforces of alleviate extreme workforce shortage in the county		
Assisting Richland Center in overhauling the City Planning and Zoning departments and efforts.		

**Economic Impact Summary - Since the Inception of RED:**

- RED has secured over \$1,700,000 in Grant dollars.
- RED is currently facilitating the process to secure over \$300,000 more in grants.
- RED has assisted in the development of projects (either complete or under construction) valued at \$5,545,900.
- RED is currently working to secure development projects valued at more than \$7,000,000
- RED has significantly contributed to the realized, or soon to be realized, year after year property tax revenues of more than \$150,000.



### **Exhibit B – Richland Economic Development Impact Tracker (Continued)**

- RED is working to secure development projects that, if completed, will have year after year property tax revenue streams that are in excess of \$240,000.
- RED was instrumental in acquisition and or sale of land for the City that resulted in one-time revenue streams that would not have been realized otherwise; \$163,500.
- The dollar values and contributions listed above are trackable and objective. There are numerous indirect economic and financial impacts that are more difficult to quantify, but never the less very real. Examples are jobs or businesses created or saved, increased sales tax revenues, and the overall positive social and economic environment that is created when we are actively and progressively working to develop our economy.

Richland County:	Response to Resolution No. 22-96	Committee: <b>Health and Human Services and Veterans</b>
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A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

Be it further resolved, that the Health and Human Services and Veterans Standing Committee is specifically tasked with the following:  
Regarding Services Provided through Health and Human Services and Beterans Services

“Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.”

**Options for Reductions:**

<u>Department/ Budget/ Account:</u>	<u>Function /Service/ Position:</u>	<u>Dollar/Cost:</u>	<u>Year of first reduction:</u>	<u>Service Impact:</u>	<u>Workaround or alternative delivery or service:</u>	<u>Reference 12 AUG 2022 Financial Workbook</u>	<u>Request consideration to add to Referendum levy exemption</u>
HHS/Behavioral Health Services/56.5472 & 56.5478	Upgrade/Replace Electronic Health Record	\$ 100,000.00	Projected Expense (2025)	To reduce workload for managing paper files and improve efficiencies in case work, billing, and revenue tracking. There will be annual maintenance/support costs once implemented. Partial costs recognized in following years.	We will continue to use the system that we have.	1.01	No
HHS/Behavioral Health Services/56.5478	Reclassification of Master-level, Mental Health Therapist	\$ 166.85	Current Expense (2024)	Positive impact. Goal is to be able to hire qualified individuals.		1.05	No
HHS/Behavioral Health Services/56.5478	Reclassification of Mental Health Counselors	\$ 2,609.06	Current Expense (2024)	Positive impact. Goal is to be able to hire qualified individuals.		1.06	No
HHS/Behavioral Health Services/56.5479	Reclassification of APS Worker	\$ 1,680.28	Current Expense (2024)	Positive impact. Goal is to be able to hire qualified individuals.		1.07	No
HHS/Behavioral Health Services/56.5480	Reclassification of APS/Crisis Worker	\$ 1,680.28	Current Expense (2024)	Positive impact. Goal is to be able to hire qualified individuals.		1.08	No
HHS/Behavioral Health Services/56.5481	Elimination of APS/Crisis Worker	\$ 82,486.20	Current Expense (2022); pulled from 2023	This was a position that was added in 2021 in the hope of taking care of the overflow APS and Crisis calls. Right now one worker covers each of the programs. We have found that there is more work than one person can respond to timely. If it is not filled, the Crisis worker and the APS worker will continue to have a large caseload and this may delay response time to crisis and APS calls.	Historically HHS was able to hire leased individuals to help with the extra work that was coming in. This may be an option in the future.	1.90	No
HHS/Behavioral Health Services/56.5520	Reallocate SOR Grant funding to Public Health to reduce Public Health Levy	\$ 20,000.00	Current Expense (2024)	This will not have an impact on services being provided. Through this re-allocation of funds, we will be able to provide additional services through the Public Health unit. This will also help their budget due to the amount of levy in the public health unit.		Not on planner	No
HHS/Behavioral Health Services/56.5472	Clinic Restructure: One Leased CCS Service Facilitators as County Employees Reclassify Three Mental Health Therapists as Mental Health Case Managers These positions would no longer provide Crisis Services.	\$ 349,174.99	Current Expense (2024)	This has been a savings in the budget. Additionally, this reclass of positions should make the filling of positions easier as the degree expectation has lessened.		Not on planner	No

<b>2024</b>		<b>2025</b>		<b>2026</b>		<b>2027</b>	
Directive: \$ 320,000.00		Directive: \$ 637,000.00		Directive: \$ 783,000.00		Directive: \$ 1,004,000.00	
<u>Recommend Reduction:</u>	<u>Running Total Column:</u>						
No	\$ -	Yes	\$ 100,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
No	\$ -						
No	\$ -						
No	\$ -						
No	\$ -						
Yes	\$ 26,882.20	Yes	\$ 26,948.33	Yes	\$ 26,983.38	Yes	\$ 28,222.86
No	\$ -						
Yes	\$ 79,000.52	Yes	\$ 77,993.66	Yes	\$ 72,755.56	Yes	\$ 72,932.76

HHS/Behavioral Health Services/56.5477 & 56.5478	Clinic Restructure: Two Contracted Mental Health Therapists - Postpone filling County positions.	\$ 198,349.09	Current Expense (2024)	There will be a decrease in the number of hours available for consumers for mental health therapy. Across the state, there is a need for mental health treatment. Making this change will continue to limit serve options in the county.		Not on planner	Yes	Yes	\$ 93,896.28	Yes	\$ 104,927.02	Yes	\$ 110,773.31	Yes	\$ 116,794.99
HHS/Behavioral Health Services/56.5459	Children's Long-Term Support Program and Staffing	\$ 36,836.96	Current Expense (2025)	No service impact.		Not on planner	No	No	\$ -	Yes	\$ 36,836.96	Yes	\$ 36,836.96	Yes	\$ 36,836.96
HHS/Behavioral Health Services/56.5408	Once the current Treatment Court Grant opportunity sunsets, we would not re-apply for the new round of grants.	\$ 130,000.00	Current Expense (2025)	This is a program that is fully supported by local law enforcement, the Courts, the District Attorney's office and some community members. This provides repeat offenders to have a stable treatment program. It also can keep individuals out of the jails and have the ability to remain in the community while the program ensures community safety.		1.92	Yes	No	\$ -	No	\$ -	Yes	\$ 27,103.00	Yes	\$ 27,103.00
HHS/Behavioral Health Services/56.5462	Eliminate provision of the Coordinated Services Team (CST) programming.	\$ 72,000.00	Current Expense (2025)	Families who are struggling to keep services and supports for their children will be without this service. This service connects all those working with the children to ensure services are not duplicated and that they are connected with what supports they need in the community, either formal or informal. This is an additional support to keep families together and children safe.		Not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
HHS/Building Operations/56.5511	Eliminate SWWDB Leased Custodian Position and create County Custodian Position	\$66,566.23	Current Expense (2024)	Eliminate leased SWWDB position will create a savings and will be a step closer to sharing maintenance staff between the Courthouse and HHS.		1.02	No	Yes	\$ 5,044.42	Yes	\$ 5,225.35	Yes	\$ 5,320.97	Yes	\$ 5,420.31
HHS/Building Operations/56.5511	Shared Staff Savings	\$4,544.90	Current Expense (2024)	Reduction of leased cleaning staff due to the opportunity for sharing of services with courthouse custodial staff.		1.02	No	Yes	\$ 4,858.55	Yes	\$ 5,146.21	Yes	\$ 5,299.06	Yes	\$ 5,455.10
HHS/Building Operations/56.5511	Technology Budget	\$64,177.00	Current Expense (2025)	Potential for higher costs in the future due to not upgrading technology in a timely manner.		2.02	Yes	No	\$ -	Yes	\$ 15,594.00	Yes	\$ 15,594.00	Yes	\$ 15,594.00
HHS/Support/56.5504	Reallocate Support Staff Payroll as a direct program expense vs AMSO.	\$18,327.00	Current Savings (\$10,000 in 2024/Additional \$5,569 in 2025)	Positive impact.		Not on planner	No	Yes	\$ 10,000.00	Yes	\$ 18,327.00	Yes	\$ 18,327.00	Yes	\$ 18,327.00
HHS/Child & Youth Services/56.5502	Implement operational changes in CYS resulting in a reduction in on-call premium pay.	\$ 13,000.00	Current Expense (2025)	Currently there are two workers on call at any given time, one line worker and one supervisor/manager. We will transition to just one individual on call. This will provide less support to the line worker. Increased chance of errors being made.		1.03	No	No	\$ -	Yes	\$ 13,000.00	Yes	\$ 13,000.00	Yes	\$ 13,000.00
HHS/Child & Youth Services/56.5503	Implement operational changes in CYS resulting in a reduction in regular comp payout.	\$ 9,250.00	Current Expense (2025)	Currently there are two workers on call at any given time, one line worker and one supervisor/manager. We will transition to just one on call. This will provide less support to the worker. Increased chance of errors being made. Worker retention may also be a factor as they may not feel comfortable doing the job.		Not on planner	No	No	\$ -	Yes	\$ 9,250.00	Yes	\$ 9,250.00	Yes	\$ 9,250.00

HHS/Child & Youth Services/56.5502	Reclassification of CYF Case Managers	\$ 22,324.92	Current Expense (2024)	Positive impact. Goal is to be able to hire qualified individuals.		1.09	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
HHS/Child & Youth Services/56.5502	Reclassification of CYF Youth Aide Worker	\$ 4,695.66	Current Expense (2024)	No impact, positive or negative.		1.10	No	Yes	\$ 5,024.35	Yes	\$ 5,325.81	Yes	\$ 5,485.58	Yes	\$ 5,650.36
HHS/ADRC	Remove Nutrition Program from Public Health and have it administered under the ADRC.	\$ 35,318.00	Current Expense (2024)	This is a levy requirement that was originally in Public Health and by being allocated to the ADRC, there is more flexibility in it's use including more use of in-kind matching. There is an ask for more levy in this program. In 2021, 2022 and 2023, there was a decrease in the amount of levy in the budget due to ARPA funds being used. When they are exhausted, the pre-COVID levy amount will be needed to maintain the program as is.		Not on planner	Yes	Yes	\$ 5,033.00	Yes	\$ 25,033.00	Yes	\$ 25,033.00	Yes	\$ 25,033.00
HHS/ADRC/63.5563.0000	Transportation Program	\$ 25,582.31	Current Expense (2025)	Less funds to provide transportation to those living with a disability or those over the age of 60.		Not on planner	Yes	No	\$ -	Yes	\$ 9,604.51	Yes	\$ 9,604.51	Yes	\$ 9,604.51
HHS/ESS/56.5503	Request a reduction in our MOE.	\$ 153,272.00	Projected Expense (2024)			Not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
HHS/ESS/56.5486	Reduction in Tax Levy that was needed to make the WHEAP program whole due to reduced allocation by the state.	\$ 9,650.00	Current Expense (2024)	Service still provided in the community but through another agency.		Not on planner	No	Yes	\$ 9,650.00	No	\$ -	No	\$ -	No	\$ -
HHS/PH/Nutrition	Remove Nutrition Program from Public Health and have it administered under the ADRC.	\$ 5,033.00	Current Expense (2024)	This is displaced tax levy that would be re-allocated to the ADRC to reduce the levy needed in Public Health.		Not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
HHS/PH	Allocate a portion of SOR Grant funding to Public Health so they can assist with prevention efforts.	\$ 20,000.00	Current Expense (2024)	This will not have an impact on services being provided. Through this re-allocation of funds, we will be able to provide additional services through the Public Health unit. This will also help their budget due to the amount of levy in the public health unit.		Not on planner	No	Yes	\$ 20,000.00	Yes	\$ 20,000.00	Yes	\$ 20,000.00	Yes	\$ 20,000.00
Other Budgets															
Fund 44	Child Placements	\$ 700,000.00	Current Expense (2022); reduced in 2023	Move expenses from operations to Short-Term Borrowing (Expenses needed to comply with court order or judgment by Statute 67.04(5)(b)). This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."		1.50	Yes	Yes	\$ 20,000.00	Yes	\$ 20,000.00	Yes	\$ 160,000.00	Yes	\$ 200,000.00
Fund 54	Adult Placements	\$ 785,000.00	Current Expense (2022); reduced in 2023	Move expenses from operations to Short-Term Borrowing (Expenses needed to comply with court order or judgment by Statute 67.04(5)(b)). This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."		1.50	Yes	Yes	\$ 80,000.00	Yes	\$ 80,000.00	Yes	\$ 140,000.00	Yes	\$ 200,000.00

Other Options

HHS - Agency-wide	HHS will eliminate five (5) positions by the end of 2027.	\$ 170,746.45	Projected Expense (2025)		Each open position will be reviewed. We will look at job duties, can those duties be shared with another position, and is it a mandated or non-mandated position.	Not on planner	No	No	\$ -	Yes	\$ 167,052.41	Yes	\$ 171,186.74	Yes	\$ 175,445.00	
<b>Veterans' Reductions</b>																
Veterans 10.5551	Cemetery flag holders provided by the Veterans Service office to the Next of Kin.	\$ 1,300.00	Current Expense (2024)	The families may not come in for other services available.	Keep brochures available for families to order their own.	Not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -	
Veterans 10.5551	Decreasing Commission per diem by 750.00.	\$ 750.00	Current Expense (2024)	There would be no impact.		Not on planner	No	Yes	\$ 750.00	Yes	\$ 750.00	Yes	\$ 750.00	Yes	\$ 750.00	
Veterans 10.5551	Commission Mileage reduction by 200.00.	\$ 200.00	Current Expense (2024)	There would be no impact.		Not on planner	No	Yes	\$ 200.00	Yes	\$ 200.00	Yes	\$ 200.00	Yes	\$ 200.00	
Veterans 10.5549	Canceling Computer program contract - ETK.	\$ 918.00	Current Expense (2024)	Ability to file claims online.	Creating a VA.gov online account for every Veteran and filing through there.	Not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -	
Veteran 10.5550	Eliminate Benefits Specialist position.	\$ 22,738.64	Current Expense (2025)	Decrease in services, dept head duties, and outreach.	Using 2 part time employees from HHS.	17.92	Yes	No	\$ -	Yes	\$ 22,738.64	Yes	\$ 22,738.64	Yes	\$ 22,738.64	
									Total:	\$ 360,339.32	Total:	\$ 763,952.90	Total:	\$ 906,241.71	Total:	\$ 1,018,358.49
									Overage:	\$ 40,339.32	Overage:	\$ 126,952.90	Overage:	\$ 123,241.71	Overage:	\$ 14,358.49
									<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>				

**Richland County Finance & Personnel Standing Committee  
Agenda Item Cover**

**Agenda Item Name:** 2024-2027 Budget Levy Reductions per Resolution 22-96 Directive; HHS Levy Reduction List & Referendum Recommendations

<b>Department</b>	HHS	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	November 1, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	October 18, 2022	<b>Referred by:</b>	Referendum Ad Hoc Committee HHS & Veterans Standing Cmt

**Recommendation and/or action language:** Motion to... Approve suggestions for cost savings to meet budgeting needs for HHS if no increase in tax levy can be made due to unsuccessful referendum. Some recommendations are permanent and will not be sent to the Referendum Ad Hoc Committee for their review.

**Background:** Richland County Health and Human Services and the Veteran Service Office has been tasked to develop a recommended list of proposed projected levy reductions of \$320,000 in 2024, \$637,000 in 2025, \$783,000 in 2026, and \$1,004,000 in 2027, including but not limited to lines 1.01 through 1.92 and 17.01 through 17.92 in the 5-year financial plan.

The following is a list of HHS levy reduction items:

Remove the request to replace the Electronic Health Record System

Eliminate the APS/Crisis Worker

Reclassify 3 Mental Health Therapist positions to Mental Health Case Managers

\*Postpone filling two Mental Health Therapist positions and contract out the service

Remove levy from the CLTS Program

~~\*Eliminate the Coordinated Service Team programming~~

\*Eliminate the Treatment Court Program

Eliminate the SWWDB leased custodian position and create a county custodian position

Eliminate the SWWDB leased part-time custodian position

\*Decrease the technology budget

Eliminate the second on-call worker in the Child and Youth Services Unit

Decrease the amount of comp time payout in the Child and Youth Services Unit

Remove the request to reclassify the CYS Youth Aide Worker

\*Move the Nutrition Program out of the Public Health Unit and put it in the ADRC – add additional funds to get to pre-COVID levy amount

\*Decrease funds allocated to the Transportation Program

Allocation a portion of the SOR Grant to Public Health

\*Decrease the Child Placement fund by \$200,000

\*Decrease the Adult Placement fund by \$200,000

Eliminate 5 positions by the end of 2027

Items with an \* will be sent to the Referendum Ad Hoc committee for their consideration.

**Attachments and References:**

Resolution Response No 22-96 (HHS)	
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**Financial Review:** More information and financial details are contained in the Resolution Response No 22-96 – HHS and Veterans

<input 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)

Department	2022 Levy Budget	% of Levy for HHS/Veterans Departments	2024 cuts/increase revenues	2025	2026	2027	Total Cuts/Increased Revenues by 2027
HHS	\$ 2,389,346.00	96.74%	\$ 309,574.88	\$ 306,672.62	\$ 141,243.54	\$ 213,800.15	\$ 971,291.19
Veterans	\$ 80,462.66	3.26%	\$ 10,425.12	\$ 10,327.38	\$ 4,756.46	\$ 7,199.85	\$ 32,708.81

**TOTAL BOTH DEPARTMENTS**     \$     **2,469,808.66**

Resolution Reductions			TOTAL NEW REDUCTIONS PER YEAR
2024	\$ 320,000.00		\$ 320,000.00
2025	\$ 637,000.00	includes 2024	\$ 317,000.00
2026	\$ 783,000.00	includes 2024/2025	\$ 146,000.00
2027	\$ 1,004,000.00	include 2024/2025/2026	\$ 221,000.00

**Richland County Finance & Personnel Standing Committee**

**Agenda Item**

**Agenda Item Name:** Review & Discuss HHS Staffing Levels

<b>Department</b>	HHS	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	November 1, 2022	<b>Action Needed:</b>	Vote // County Administrator // Finance & Personnel // County Board
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	October 18, 2022	<b>Referred by:</b>	Referendum Ad Hoc Committee HHS & Veterans Standing Cmt

**Recommendation and/or action language:** Motion to... Approve the elimination of the Occupational Therapist and Speech and Language Pathologist county positions and add the requirement to submit a request to the County Administrator and Finance & Personnel Committee prior to filling the thirteen long-term vacant county positions listed below, and forward the recommendation onto the County Board for approval.

1. Administration-Clerical Assistant II
2. Administration-Call-in Custodian (leased)
3. Behavioral Health Services-APS/Crisis Professional
4. Behavioral Health Services-Quality Coordinator
5. Behavioral Health Services-Service Facilitator (leased)
6. Behavioral Health Services-Service Facilitator (leased)
7. Public Health-Public Health Nurse
8. Public Health-Health & Wellness Coordinator
9. Public Health-Temp/Casual Nutrition Site Worker-Richland Center
10. Public Health-Temp/Casual Nutrition Site Worker-Richland Center
11. Public Health-Temp/Casual Nutrition Site Worker-Germantown
12. Public Health-Temp/Casual Nutrition Site Worker-Germantown
13. Public Health-Temp/Casual Nutrition Site Worker-Germantown

**Background:** During the Richland County Referendum Ad Hoc Committee meeting on 9/27/2022, a summary sheet was discussed which claimed that the Richland County HHS Department “may be overstaffed when compared to other peer counties of Bayfield, Burnett, and Kewaunee.” Public Education documents were also reviewed.

HHS Administration attempted to address the issue as requested during their meeting 9/29/2022; however, there were still uncertainties, so a subsequent private meeting was held 10/7/2022 to better understand the issue and discrepancies. Overall it seems that the current staffing levels, those positions on hold, and the practice for filling county positions at HHS was not properly understood or reflected in the County Administrator’s tracking spreadsheet. The actual HHS staffing level breakdown is as follows:

Full-Time County:	62	Other County positions with minimal hours	
Full-Time Leased:	3	Temp/Casual:	9 (Drivers & Nutrition Site)
Part-Time Leased:	4	Call-In:	4 (Spanish Interpreters)
TOTAL	69	TOTAL	13

**Richland County Finance & Personnel Standing Committee**

**Agenda Item**

The total number being reported in the Public Education Information Report totaled 75 compared to the actual total of 69. In an effort to offer more clarity to the actual HHS staffing numbers, the action listed above would reduce our overall numbers in the County Administrator’s tracking spreadsheet by 15. The category columns in that spreadsheet should then total 82 [62 Full-Time County, 9 Temp/Casual County, 4 Call-In, and 7 Leased].

**Attachments and References:**

07a Public Education Summary Sheet 092722	07b Public Education 092722
07c Public Education-UPDATED101022	07d HHS Co Admin Tracking Spreadsheet-UPDATED10102022
07e HHS Staffing Comparisons	

**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)

## Richland County Referendum Ad Hoc Committee

### Agenda Item Cover

**Agenda Item Name:** Public education information report

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	9/27/22	<b>Action Needed:</b>	Motion
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	<a href="#">Resolution 22-74</a>
<b>Date submitted:</b>	9/27/22	<b>Referred by:</b>	Motion at 9/7/22 meeting

**Recommendation and/or action language:** Motion to adopt an updated public education information report to use in communicating with the public, committees, boards, agencies, and other bodies, and refer staffing comparison information to the HHS & Veterans Standing Committee for use at their upcoming 9/29/22 meeting.

**Background:** At the September 7<sup>th</sup> meeting of the Referendum Ad Hoc Committee, the committee adopted a public education information report. Attached is an updated version for the committee's consideration, as well as a version with tracked changes.

Staffing comparisons have revealed that the Richland County Health & Human Services Department may be overstaffed when compared to the peer counties of Bayfield, Burnett, and Kewaunee. This information is recommended for referral to the HHS & Veterans Standing Committee to inform their efforts to reduce the property tax levy allocated to the Health & Human Services Department.

**Attachments and References:**

06A Public Education 092722	06B Public Education 092722 Tracked Changes
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**Financial Review:**

(please check one)

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

**Approval:**

**Review:**

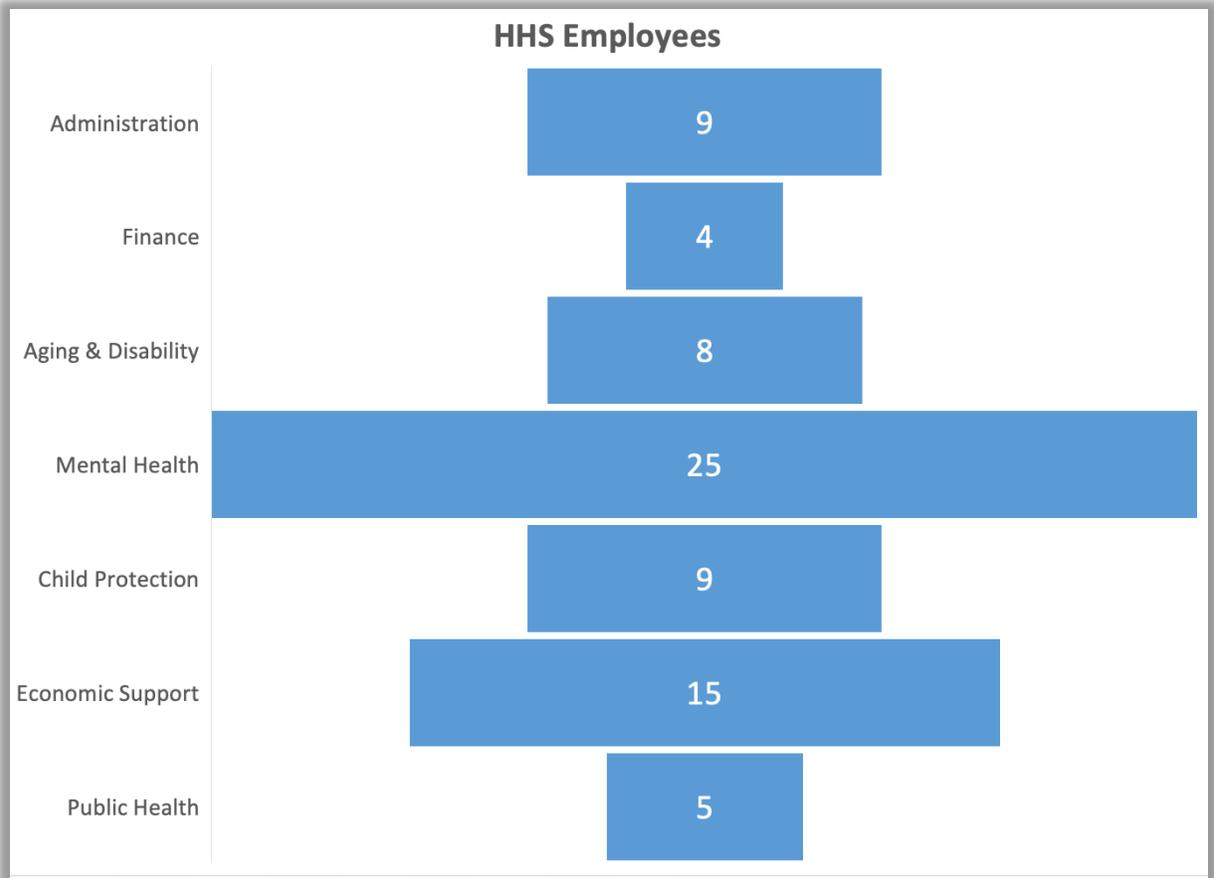
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Department Head

\_\_\_\_\_

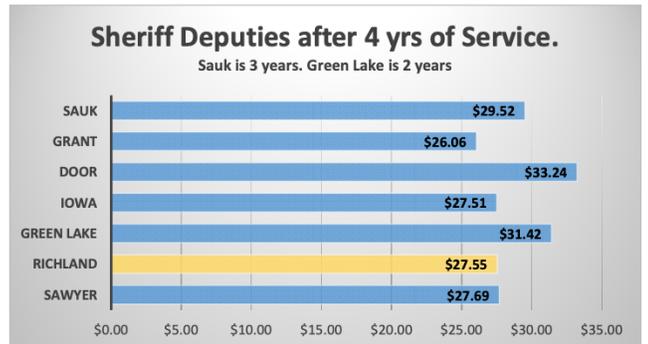
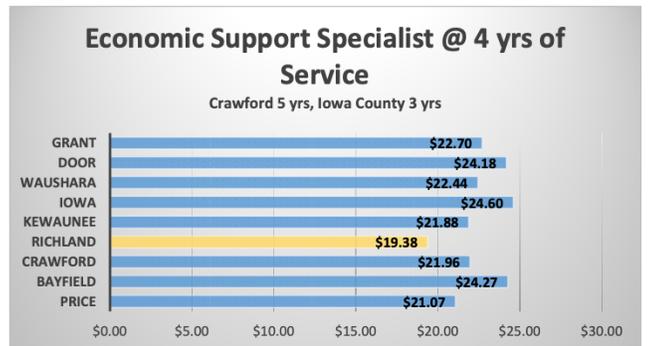
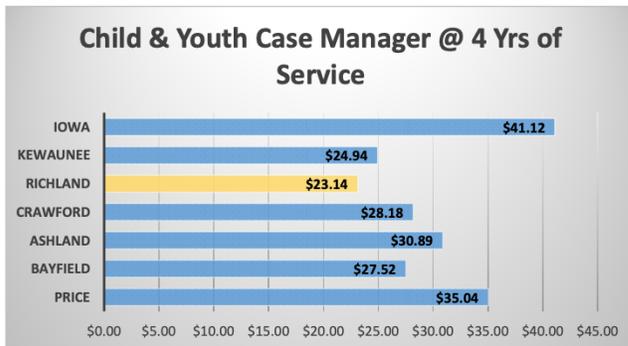
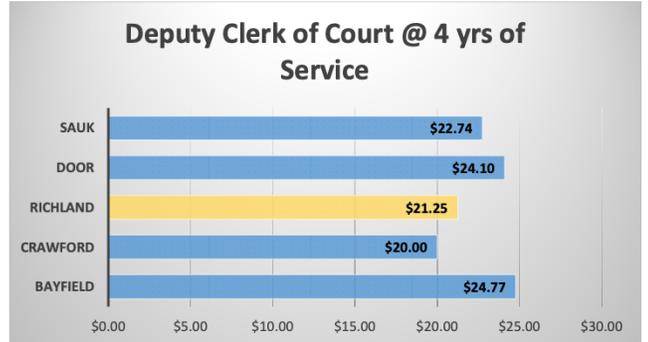
Administrator, or Elected Office (if applicable)

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.*

Current wages for select positions show how Richland County compares to peer counties in the following charts:



Current staffing levels for County departments show how Richland County compares to peer counties in the following charts:

Department	Richland*	Bayfield**	Burnett***	Kewaunee****	Grant*****	Sauk*****
Population of County	17,300	16,200	16,500	20,600	51,900	65,800
Pine Valley Community Village	85				112	125
Health & Human Services	75	47	47	43	110	195
Sheriff	33	46	39	37	57	53
Highway	30	26	22	28	52	62
Ambulance / Emergency Management	8	1	1	2	2	2
UW-Extension	5	6	2	6	6	7
Administration	4	2	5	6	5	13
Land Conservation & Parks	4	15	10	9	4	12
Clerk of Court	3	5	8	4	9	15
Management Information Systems	3	4	2	2	5	14
Symons Rec Complex	3					
Treasurer	3	2	3	2	3	3
Zoning & Sanitation	3	11	5	1	4	6
Child Support Office	2	3	3	3	6	11
Clerk	2	4	5	2	4	4
Courthouse Maintenance	2	3	6	4	6	14
District Attorney	2	4	4	2	4	8
Register of Deeds	2	3	2	2	3	3
Register in Probate	2			3	3	2
UW Food Service	2					
Veterans Service	2	1	2	2	2	5
Coroner	1		5		1	
Corporation Counsel	1		2	1	1	6
Economic Development	1	1	1			1
Fair & Recycling	1				3	
Airport			4		0	1
Family Court	0			1		2
<b>Total</b>	<b>279</b>	<b>184</b>	<b>178</b>	<b>160</b>	<b>402</b>	<b>564</b>

\*Richland County: Rounded to nearest whole number; full-time + contract staff included; part-time/seasonal/reserve/limited term staff generally not included

\*\* Bayfield County: Full-time employees only (no part-time employees included); Clerk of Court includes Register in Probate; Zoning includes 5 Land Records employees; Economic Development is Tourism; Land Conservation includes 11 Forestry employees

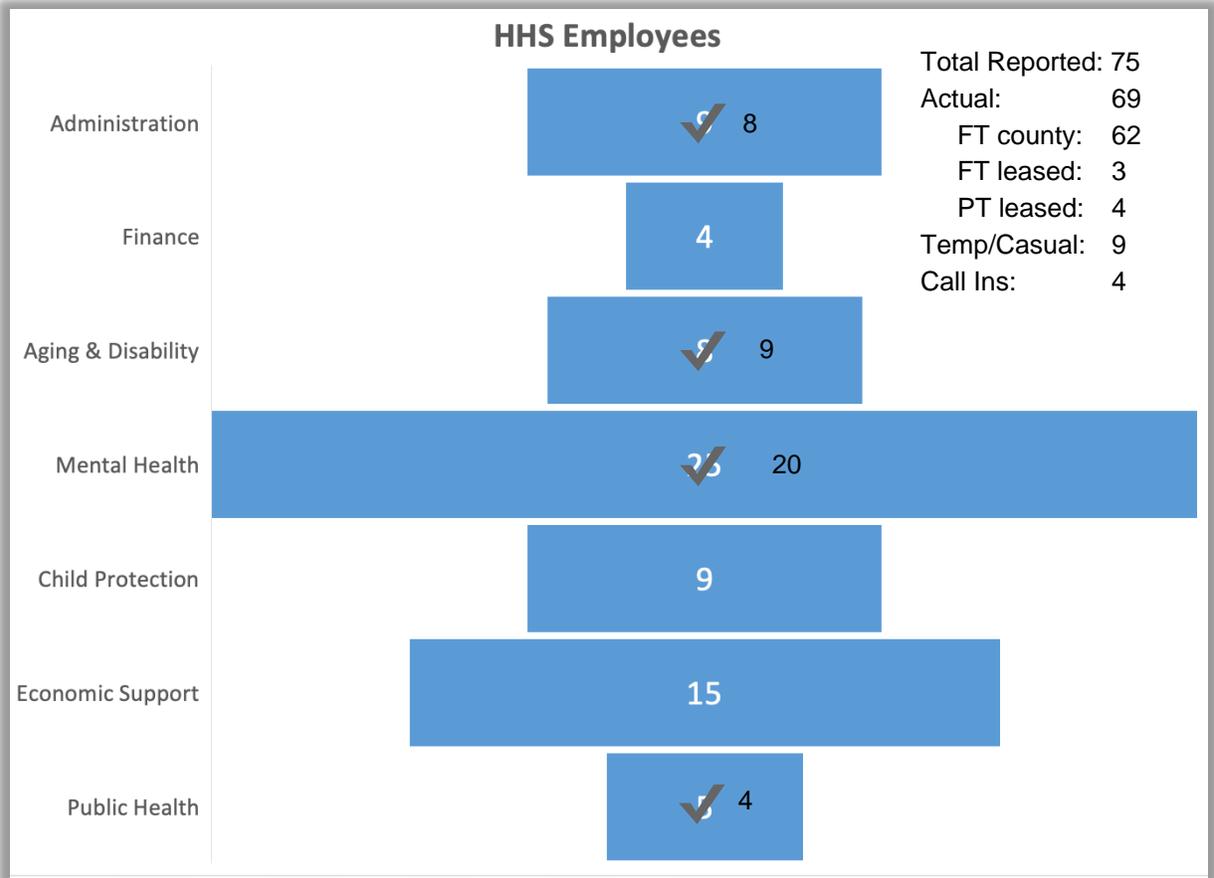
\*\*\* Burnett County: Part-time employees included; Courthouse Maintenance is Maintenance; Zoning includes 3 Surveyor/Land Records employees; Land Conservation includes 6 Forestry employees

\*\*\*\* Kewaunee County Notes: FTE employee count (individual employee count is not shown); Courthouse Maintenance is Maintenance; Land Conservation & Parks includes Fair and Zoning; Zoning is Land Information

\*\*\*\*\* Grant County: FTE employee count (individual employee count is not available); Administration includes Finance & Personnel Dept staff (no Administrator); Courthouse Maintenance is Facilities & Maintenance, Grant County contributes to an Economic Development Corporation

\*\*\*\*\* Sauk County: Individual employee count (including part-time employees) but no contracted employees are included except UW Extension; Courthouse Maintenance is Building Services; MIS includes GIS and property lister; Economic Development is Community Development Coordinator

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.*

Health & Human Services													
5501		Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	25%	
5501		Corporation Counsel		By Res	Exempt		0.00	0.00	0.00	0.00	0.00	25%	
5501	Administration & Building Operations	Admin & Building Operations Manager	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	25%	Res 20-97
5501		Conf Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	25%	
5504		Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00		ON HOLD-1 FTE
5504		Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00		
5504		Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	25%	
		Secretary (SWWDB Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	25%	
5504		Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00		replacing leased with county 1/1/2023
		Custodian (SWWDB Leased Position)		\$16.68/hr	Hourly	35	0.00	0.00	0.00	0.00	0.00	25%	ELIMINATE
		Fill-In Custodian (SWWDB Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	25%	ON HOLD-1 CALL-IN
5501	Business & Financial Services	Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	25%	
5504		Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	25%	
5507	Aging & Disability Resource Center	ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	0%	
5507		Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	0%	
5507		Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	0%	
5529		Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	0%	
5403		Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	9%	Res 21-162; G > H
5563		Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	9%	
5563		Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	12%	
5563		Clerical Assistant (SWWDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	0%	
5477	Behavioral Health Services	Behavioral Health Services Manager	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	10%	
5472		CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	0%	
		Quality Coordinator (LONGTERM VACANCY)			Exempt	40	0.00	0.00	0.00	0.00	0.00		ON HOLD-1 FTE
5457		CLTS & BT3 Supervisor	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	25%	
		Speech & Language Path (LONGTERM VACANCY)			Exempt	28	0.00	0.00	0.00	0.00	0.00	N/A	ELIMINATE
		Occupational Therapist (LONGTERM VACANCY)			Exempt	28	0.00	0.00	0.00	0.00	0.00	N/A	ELIMINATE
5477		Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	0%	
5472		Mental Health Case Manager	75	H		40	3.00	0.00	0.00	0.00	0.00		Created 1/1/2023. CD recommended grade H
5472		Mental Health Therapist	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	5%	
5478		Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0%	
5408		Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	17%	
5532		Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	30%	9/20/22 - CD recommended "H" to "I"
5532		APS/Crisis Professional (LONGTERM VACANCY)	75	H	Exempt	40	0.00	0.00	0.00	0.00	0.00	30%	One added 17Feb21; ON HOLD-1 FTE
5459		CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	25%	
5472		Psychiatric RN	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	5%	

		Psychiatric RN (SWWDB Leased Position)	\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	5%	
		Crisis Case Worker (SWWDB Leased Position)	\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	5%	
		Service Facilitator (SWWDB Leased Position)	\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	0%	
		Service Facilitator (SWWDB Leased Position)	\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	0.00	0%	ON HOLD-2 FTE
		CST Coordinator (SWWDB Leased Position)	\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00	0%	
		APS Consultant (SWWDB Leased Position)	\$25.48/hr	Hourly	10	0.00	0.00	0.00	0.00	0.00	3%	ELIMINATE
5502	Child & Youth Services	Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0%	Co Board Resolution 21-29 on February 17, 2021.
5502		Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0%	
5502		Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	0.00	0.00	0%	9/20/22 Carlson Dettman recommended "H" to "I"
5502		Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0%	
		Family Pres Worker (SWWDB Leased Position)	\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	0%	
5503	Economic Support	Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	17%	
5503		Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	17%	
5503		Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	17%	
5401	Public Health	Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	80%	
5401		Public Health Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	N/A	
5401		Public Health Nurse (LONGTERM VACANCY)	90	K	Exempt	40	0.00	0.00	0.00	0.00	N/A	ON HOLD-1 FTE
5401		Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	67%	
		Health & Wellness Coord (LONGTERM VACANCY)	75	H	Exempt	40	0.00	0.00	0.00	0.00	N/A	ON HOLD-1 FTE
		LTE PH Nurse (SWWDB Leased Position)	\$29.43/hr	Exempt			0.00	0.00	0.00	0.00	0%	ELIMINATE
		LTE PH Consultant (SWWDB Leased Position)	\$32.16/hr	Exempt			0.00	0.00	0.00	0.00	0%	ELIMINATE
		LTE PH Assistant (SWWDB Leased Position)	\$15.81/hr	Hourly			0.00	0.00	0.00	0.00	0%	ELIMINATE
5580		Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	15%	
		Clerical Assistant (SWWDB Leased Position)	\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.00	0%	ELIMINATE
5583		Nutrition Site Worker	25	A	Hourly		0.00	3.00	0.00	0.00	15%	ON HOLD-5 TEMP/CASUAL
5588		Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	15%	
		<b>TOTAL:</b>					<b>62.00</b>	<b>9.00</b>	<b>0.00</b>	<b>4.00</b>	<b>7.00</b>	

- RED:** Eliminate county position.
- ORANGE:** Eliminate leased position.
- GREEN:** On hold
- YELLOW:** Not exclusive HHS position.

Job Title	Bayfield	Burnett	Iowa	Kewaunee	Richland	Crawford
Director	1	1	1	1	1	1
ADRC Manager *	1	0	1	1	1	1
ADRC Specialist *	2	1	2	2	3	2
ADRC Lead *	0	0	1	1	0	0
Benefit Specialist **	2	2	2	2	2	2
ADRC Clerical/Secretary *	1	0	1	1	2	1
Elder American's Program Manager	1	1	0	1	0	0
Transportation Coordinator	0	0	1	1	0	0
Dementia Care Specialist	0	1	0	1	0	0
Business Services manager - ADRC	0	0	0	1	0	0
Family Caregiving Program Specialist	0	0	0	1	0	0
Nutrition Coordinator	0	0	0	0	1	1
Aging Clerical	2	0	0	0	1	0
Administration and Building Manager	0	0	0	0	1	0
Confidential Secretary	0	0	0	1	2	0
Custodian	0	0	0	0	1	0
Clerical staff	5	1	2	0	3	4
Fiscal Specialist	1	2	0	3	3	1
Business & Financial Manager	1	1	1	1	1	1
Behavioral Health Services Manager	1	1	0	1	1	1
CCS Supervisor *	0	0	0	1	1	0
Mental Health Case Managers - CCS *	5	4	0	3	4	0
Business Systems Analyst - CCS *	0	0	0	0	1	0
Mental Health Therapist	0	0	0	2	2	3
CSP social worker	0	0	0	0	0	2
Crisis Worker for RCSD ***	0	0	0	0	1	0
Clinic Nurse	0	0	0	0	3	0
Substance Abuse Counselor *	0	1	0	0	1	1
IDP Coordinator	0	0	0	1	0	0
CSP Manager	0	0	0	1	0	0
Behavioral Health Lead worker	0	1	0	0	0	0
Mental Health Tech	0	0	0	0	0	1
Treatment Court Coordinator	0	1	0	0	1	0
APS worker	1	1	2	1	1	1
CST	0	1	0	0	1	0
Birth to 3 and CLTS case managers *	0	2	0	3	2	2
Manager Family and Community Services Unit	0	0	0	1	0	0
Program assistant - Family & Community Services	0	0	0	1	0	0
BT3 and CLTS Supervisor *	0	0	0	1	1	0
CYS Manager	1	1	1	1	1	1
CYS Supervisor/Social Worker Lead CPS	0	1	1	0	1	1
Social worker - CYS	5	6	7	3	5	6
Youth Aid Worker	0	1	0	0	1	0
Family Preservation Worker	1	0	0	0	1	1
Social Services Specialist	1	0	1	0	0	0
Economic Support Manager	1	1	1	0	1	1
Economic Support Lead ****	0	0	1	0	1	0
Economic Support Specialist ****	6	4	5	3	13	5
Public Health Manager/Local Health Officer	1	1	1	1	1	1
Public health Nurse	2	1	3	1	2	2
WIC Director	0	1	0	1	0	0
Public health sanitarian	2	0	0	0	0	1
Public health educator	1	0	1	1	0	1
Public Health Office Manager	1	0	0	0	0	0
Public Health Clerk	1	0	1	1	0	1
Navigator Position	0	0	0	0	0	1
	<b>47</b>	<b>39</b>	<b>37</b>	<b>46</b>	<b>69</b>	<b>47</b>

\* No county tax levy

\*\* The EBS position has minimal tax levy - but is required position. DBS no tax levy.

\*\*\* Paid for by the Richland Center School District

\*\*\*\* Paid for by the Capital Consortium 9 positions

RESOLUTION NO. 22- \_\_\_\_\_

A Resolution Relating To Staffing Changes at the Richland County Department of Health & Human Services.

WHEREAS under the recommendation of the Referendum Ad Hoc Committee, Health and Human Services & Veterans Standing Committee, and Finance & Personnel Standing Committee the following changes shall be made to the Health & Human Services staffing levels:

- the elimination of one (1) Occupational Therapist and one (1) Speech & Language Pathologist which are long-term vacant county positions.
- the implementation of a requirement to submit a request to the County Administrator and Finance & Personnel Standing Committee prior to filling the thirteen (13) long-term vacant county positions listed below:
  1. Administration-Clerical Assistant II
  2. Administration-Call-in Custodian (leased)
  3. Behavioral Health Services-APS/Crisis Professional
  4. Behavioral Health Services-Quality Coordinator
  5. Behavioral Health Services-Service Facilitator (leased)
  6. Behavioral Health Services-Service Facilitator (leased)
  7. Public Health-Public Health Nurse
  8. Public Health-Health & Wellness Coordinator
  9. Public Health-Temp/Casual Nutrition Site Worker-Richland Center
  10. Public Health-Temp/Casual Nutrition Site Worker-Richland Center
  11. Public Health-Temp/Casual Nutrition Site Worker-Germantown
  12. Public Health-Temp/Casual Nutrition Site Worker-Germantown
  13. Public Health-Temp/Casual Nutrition Site Worker-Germantown

WHEREAS the Referendum Ad Hoc Committee questioned the current staffing levels at Health & Human Services, and in an effort to offer more clarity to the actual HHS staffing numbers, the action listed above would reduce their overall numbers in the County Administrator's tracking spreadsheet by fifteen (15), 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 the one (1) long-term vacant Occupational Therapist position and the one (1) long-term vacant Speech & Language Pathologist position, and the implementation of a requirement to submit a request to the County Administrator and Finance & Personnel Standing Committee prior to filling the thirteen (13) long-term vacant county positions listed above.

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

VOTE ON FOREGOING RESOLUTION

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

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

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

FOR AGAINST

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

DRAFT

**Richland County HS and Veterans Standing Committee**

**Agenda Item: Approve 2024-27 Budget Levy Reductions per Resolution 22-96 Veterans  
Reduction List and Referendum Recommendations**

**Agenda Item Name:**

<b>Department</b>	Veterans	<b>Presented By:</b>	CVSO Knock
<b>Date of Meeting:</b>	13 October 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Resolution 22-96
<b>Date submitted:</b>	12 October 2022	<b>Referred by:</b>	Referendum Ad Hoc Committee
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

Motion to... to approve listed options for cost savings to meet budgeting requests for the Veterans Service Office due to an unsuccessful Referendum.

**Background:** Richland County Departments have been tasked to create a potential list of budget cuts projecting forward five years.

The following are potential levy reductions:

- \*Discontinue issuing Cemetery flag holders to family members of deceased Veterans
- \*Elimination of Veterans Benefits Specialist office staff

Decrease Commission per Diem

Decrease Commission Mileage

Cancel ETK computer program

( \* asterisk indicated items will be forwarded to the Referendum Ad Hoc Committee for their consideration )

**Attachments and References:**

<b>see Resolution Response Number 22-96</b>	

**Financial Review: see Resolution Response Number 22-96**

(please check one)

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

*(summary of current and future impacts)*

**Richland County HS and Veterans Standing Committee**

**Agenda Item: Approve 2024-27 Budget Levy Reductions per Resolution 22-96 Veterans  
Reduction List and Referendum Recommendations**

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**Approval:**

***Karen Knock***

**Review:**

---

Department Head

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Administrator, or Elected Office (if applicable)

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We are asking the Committee to consider that the Veterans Benefits Specialist position to be placed on the referendum and also be funded through 2027 so that the Veterans population can be monitored. We would like the Committee to consider leaving our office location in the Courthouse.

**From:** [Linda Gentes](#)  
**To:** [Marty Brewer](#); [Clinton Langreck](#); [Shaun Murphy-Lopez](#)  
**Cc:** [Barbara Voyce](#); [Marc Couey](#); [Shaun Murphy-Lopez](#); [Chad M. Cosgrove](#); [Melivin Frank](#); [Daniel McGuire](#); [Ingrid Glasbrenner](#); [Linda Gentes](#)  
**Subject:** Education Standing Committee report for Finance and the Referendum Committees  
**Date:** Monday, October 31, 2022 11:31:57 AM

---

The Education Standing committee has followed the guidelines of the resolution passed on August 16, 2022. They have worked with the Food Service and hired a new director who is developing a plan to increase revenues with new initiatives. The committee cut Extension funding by \$37,000 by reducing the part time staff and reducing the 4H appointment to 85%. For the Richland Campus they are making plans to remove East Hall from the UW-system contract and have it available for rent or sale. The Richland County Campus Foundation has agreed to contribute \$100,000 for capital improvements. With UW Platteville, the committee is at a stalemate with establishing a dedicated recruiter. The Committee will be working on many other initiatives and will hopefully then have a meeting with UW Platteville Administration to work on solving the enrollment situation.

Linda Gentes

Richland District 12

County Board

Visit us on the web at <http://co.richland.wi.us>

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# Richland County

Land & Zoning Standing Committee

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To: Finance & Personnel Standing Committee

Date: October 31, 2022

Re: Response to Resolution 22-95

The departments that report to the Land & Zoning Standing Committee; which include Zoning, Land Conservation and Register of Deeds, have been asked to 1) Total projected levy operational expense reduction of \$50,000 entering into 2024 and the same sustained reduction beyond; and 2) These adjustments in expenditure must account for projected increases in COLA and Compensation Policy and other employee benefits included with the financial plan.

The following adjustments are proposed to meet the above requirements for item 1):

1. Land Conservation Administrative Assistant position will be reduced to 50% time. The total 2023 cost of this position in the Land Conservation budget with benefits is \$57,725.87. Parks currently pays for 10% of this position. When the position is reduced to 50% time it will not be possible for time to be spent on Parks so the \$6,413.98 in salary currently coming from the Parks budget will not be available. The total cost of this position is \$64,139.84 and 50% is \$32,069.92. **Therefore, the total reduction to the Land Conservation budget is \$25,655.95** (57725.87-32069.93).
2. Increase zoning fees for private septic inspections (required once every 3 years) from \$25 to \$50 which would **increase revenues by approximately \$45,000** annually.

**TOTAL = \$70,655.95**

Item 2a: Land Conservation and Zoning Departments. The estimated total increases to salaries, fringe and health insurance for 2024 to 2027 are \$43,000. \$20,655.95 is covered by the items identified above. The additional \$22,344.05 will be covered by unspent funds for the open GIS position in 2023. The GIS position in the Zoning Department is currently open and has not received any qualified applicants. The Committee is currently evaluating a short-term contract option as well as long-term contract options if a qualified applicant is not found. It is likely that GIS work will be completed by a contract vendor for all of 2023 while we evaluate our options. It is expected that the contract for GIS work will be significantly less than the cost of a full-time position so the underspent budget for that salary in 2023 will more than cover future costs of salary, fringe and health insurance increases.

Item 2b: Register of Deeds Department. The estimated total increases to salaries, fringe and health insurance for 2024-2027 are \$23,000. Currently, fees associated with property transfers are split with the state. The County gets 20% and the State gets 80%. Wisconsin Counties Association, with the approval of the Wisconsin Register of Deeds Association, is currently lobbying for this split to change to 50/50. Given the budget surplus at the State level and conversations with State Legislators, WCA is confident that they will be successful in passing this change. This will produce additional income of approximately \$59,000. That amount will be more than what is needed to cover the costs associated with increases in salaries, fringe and health insurance.

It should also be noted that the Land Conservation and Zoning Departments will be moving into shared space by the end of 2022. The Richland County strategic plan has tasked the Land & Zoning Standing Committee with evaluating the possibility of combining the Land Conservation and Zoning Departments in more than

# Richland County

Land & Zoning Standing Committee

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just shared space. It is possible that in the re-organization of the two departments, further efficiencies can be identified. There is also consideration as to what role the Register of Deeds office may offer in terms of assistance to Land Conservation and Zoning Departments (e.g. answering phones).

The committee is comfortable in making these recommendations without the need for these items to be placed on a referendum.

Sincerely,

A handwritten signature in cursive script, appearing to read "Melissa Luck".

Melissa Luck  
Chair, Richland County Land & Zoning Standing Committee

Richland County:	Response to Resolution No. 22-26	Committee:	<b>Finance and Personnel Standing Committee</b>
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A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

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

"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:								2024		2025		2026		2027	
								Directive: \$ 122,000.00	Directive: \$ 243,000.00	Directive: \$ 299,000.00	Directive: \$ 383,000.00				
Department/ Budget/ Account:	Function /Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workaround or alternative delivery or service:	Reference #2 AUG 2022 Financial Workbook	Request consideration to add to Referendum levy exemption	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:
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	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Was a planned reduction for 2027	\$ -
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	Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 100,842.82
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	Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 89,351.00
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	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00
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 an Administrative Coordinator position assigned to other employee or elected official. Consider a part-time Administrator shared with the City.	21.92	No	No	0	No	0	No	0	No	0
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	No	\$ -	No	\$ -	No	\$ -	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	No	0	No	0	No	0	No	0
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	No	0	No	0	No	0	No	0
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	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
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	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	\$ -
<b>Other Budgets</b>															
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
<b>Other Options</b>															
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:	\$ 168,616.60	Total:	\$ 242,179.18	Total:	\$ 302,179.18	Total:	\$ 387,256.40
Total in options \$ 1,389,961.13								Overage:	\$ 46,616.60	Overage:	\$ (820.82)	Overage:	\$ 3,179.18	Overage:	\$ 4,256.40
Note: Not all options can be exercised at once and many options are not a reduction in current, existing services.								<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>				

**Richland County Public Works**

**Agenda Item Cover**

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	MIS/Highway	<b>Presented By:</b>	Barbara Scott/Joshua Elder
<b>Date of Meeting:</b>	09/08/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for MIS if no increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints as possible directive action for 2024 budget.

While the MIS department is not a mandatory department and Highway is, the services that are provided by both are required for operations of mandatory services. Any business today requires IT support and service to function. The suggestions that are made here are carefully considered. It is with the utmost hesitation that we recommend cutting \$40,000.00 from MIS and \$238,000 from Highway for a combined savings of \$278,000. MIS uses \$40,000 for equipment that furnishes computers for departments within all of Richland County. Highway uses \$238,000 for purchase of asphalt. As this is compounded through 2027 the only way that computers will be replaced is through grants or other funding sources. Highway’s funding potential loss could be replaced through alternatives such as short term borrowing. Slowing replacement of computers and roads will have negative impacts on the county up to including loss of productivity and impact to users of county services.

**Attachments and References:**

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**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

**Approval:**     *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_

## Richland County Public Works

### Agenda Item Cover

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	Highway	<b>Presented By:</b>	Joshua Elder
<b>Date of Meeting:</b>	10/13/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for Highway increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints as possible directive action for 2024 budget.

In order to meet the \$238,000 for reduction of the 2024 budget, with a compounding total amount of reduction savings to county projected extending out into 2027 of \$952,000 for the tax levy proposed for Highway, two options were instructed to be considered. Option One is in response of the Referendum Ad Hoc Committee on 10-10-2022. Option 2 specifically for Finance and Personal on 11-1-2022.

**Option One** (Not Recommended by Department Head):

Reduction of three staff, reducing cost of staffing by \$236,518.62 and purchase of asphalt by \$1,481.38 to reach proposed portion of levy cut of \$238,000 in year 2024

Impact of Option One (Again Not recommended by Department Head):

Loss of revenue (Revenue produced by employees): \$164,269.08 per year and totaling \$657,076.32 by year 2027

Increased Overtime Cost (Added overtime to remaining employees): \$13,800 per year and totaling \$55,200 by year 2027

Additional Costs: \$36,000 per year (forced to sub contract labor and equipment) and totaling \$144,000 by year 2027

**Increase of average response time during weather and public safety events**

NOTE: These impact calculations are based off of a three-year average cost and revenue per employee.

**Option Two** (Recommended and accepted by department head and Public Works Committee on 9/8/2022 and again on 10/13/2022)

Reduce purchase of asphalt by \$238,000 (one mile of road) in 2024 and totaling \$952,000 by year 2027 (four miles of road).

Impact of option two:

No impact to revenue

No impact to overtime

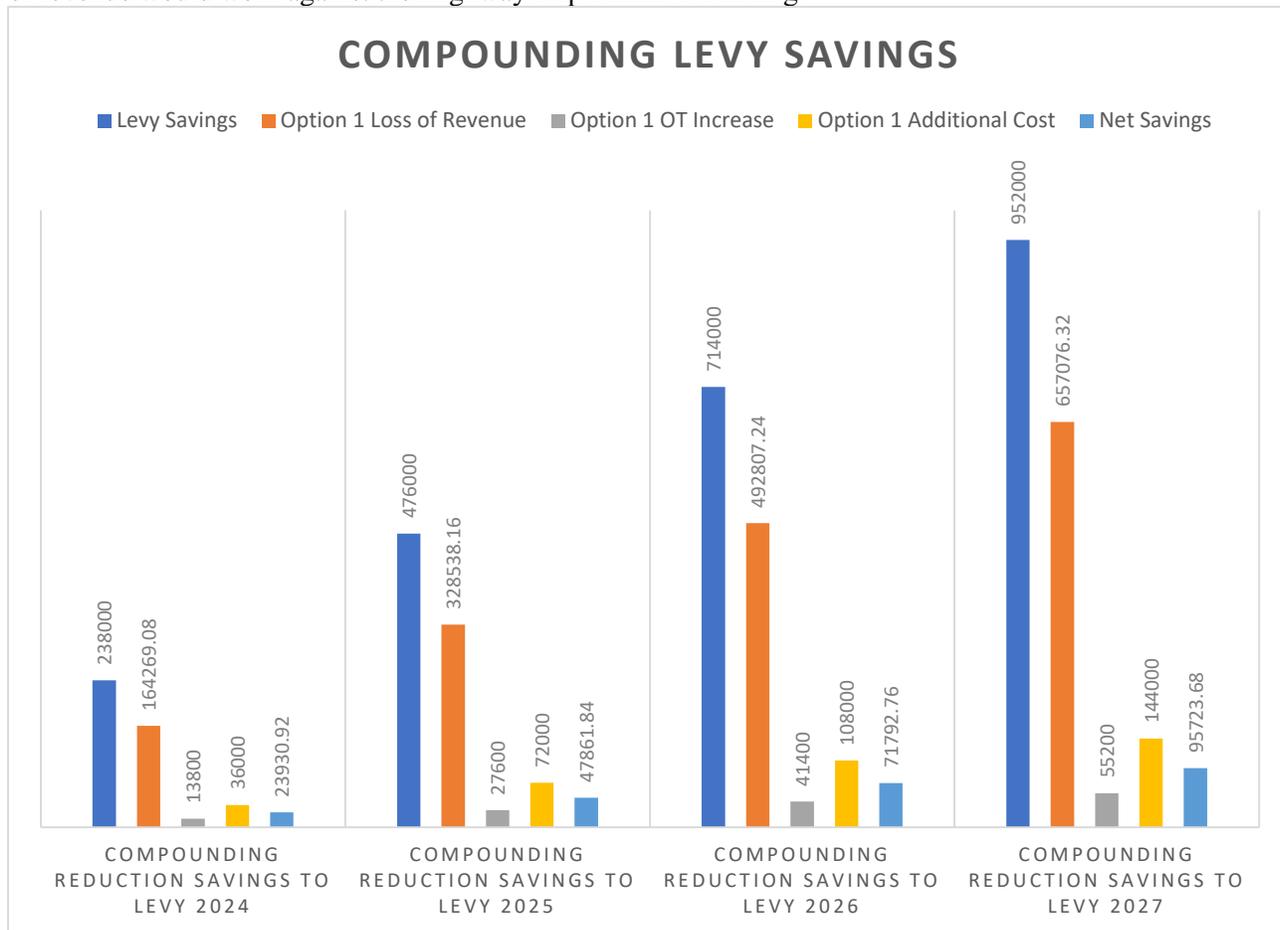
No impact to additional costs

No impact to current response times

## Richland County Public Works

### Agenda Item Cover

NOTE: With increased costs from option one, the reduction to staffing would greatly reduce revenue produced, which in return would show a decrease in the amount of asphalt purchased because of the addition funding loss along with inadequate man power to place materials. Future costs could see impacts totaling greater than option 1 reduction of asphalt given the fact severity of weather events cannot be determined each year. Highway has already reduced staffing by two employees for future budget constraints. Further reduction of staffing will result in decreased moral and most likely an increase in empty positions with no applicants to fill them causing again increased costs. Most importantly the Highway Department’s staffing costs, wage and benefit increases, are absorbed by the revenues employees produce. Employees time is always charged out for in all projects. In summary employee’s wages and benefits are not paid for completely by operating tax levy. Below is a chart showing levy savings and break down of Option 1 costs. Please Pay attention to the Net Savings column. The Net Savings column shows the projected savings only to the Highway Department if the recommendation of Option 2 is ignored and Option 1 was instructed to take place. With Option 1 added expenditures and loss of revenue would work against the Highway Department’s Funding.



This graph shows a couple of different key components that require further explanation. The first column (Dark Blue) shows the proposed reduction to the Highways Department’s portion of the tax levy and the County’s over all savings of tax levy compounding from 2024 thru 2027. This is the impact directly to the County and Highway.

**Richland County Public Works**

**Agenda Item Cover**

The second column (Orange) is specific to the Highway Department and not the County’s tax levy. It shows the estimated loss of revenue for the Highway Department projected in 2024 and compounded thru 2027. This dollar amount has no bearing on the County’s tax levy, but the overall loss of revenue that would affect the overall capability of Highway being able to produce revenues used specifically for the purchase of additional materials and support of highway maintenance.

Third (Grey), estimated increase in overtime costs that would not only effect Highway but a portion of the County’s tax levy distributed to Highway starting in 2024 thru 2027.

Fourth (Yellow), estimated increase in additional cost to Highway and again a portion of the tax levy distributed to Highway. This represents the projected added cost from having to sub contract additional labor and equipment in response to a possible directed reduction to staff starting in 2024 compounding thru 2027.

Fifth (Light Blue), This shows the projected actual savings specifically to Highway starting in 2024 and compounding thru 2027 from the actual reduction to Highway’s portion to tax levy.

**Attachments and References:**

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**Financial Review:**

(please check one)

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

(summary of current and future impacts)

**Approval:** *Joshua Elder*

**Review:** *Clinton Langreck*

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

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

## Richland County Public Works

### Agenda Item Cover

**Agenda Item Name:** Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	09/08/2022	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	09/06/2022	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for MIS if no increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints that may be a reality if the referendum fails. This has been accepted by my committee on 9/8/2022 and again on 10/13/2022

While the MIS department is not a mandatory department the services that are provided by it are required for all mandatory services. Any business today requires IT support and service to function. The suggestions that are made here are not made lightly. It is with the utmost hesitation that I recommend cutting \$40,000.00 used for equipment that furnishes computers for departments within all of Richland County.

2024 - \$40,000.00  
2025 - \$40,000.00  
2026 - \$40,000.00  
2027 - \$40,000.00

As this is compounded through 2027 totaling, \$240,000.00, the only way that computers will be replaced is through grants or other funding sources, if possible to find. This will decrease productivity and cause great frustration for employees. Downtime will cause delays in services to the public.

A second Approach that is not recommended by the MIS Director would be to cut the Radio Tech Position. This position will be in charge of managing the radio towers, communications systems, Spillman Cad and our 911 system. These duties would fall back to the network administrator if this position is not filled and that is not recommended as the position of network administrator becomes overwhelmed and will not be effective in completing all tasks as needed. This leads to a system that is not well maintained as well as taking away from the Network Administrators other duties.

The savings for the second NOT recommended would be:

2024 - \$79,750.48  
2025 - \$83,738.00  
2026 - \$87,924.90  
2027 - \$91,441.90

This total would be \$342,855.28.

**Richland County Public Works**

**Agenda Item Cover**

Attached is a list of other items in the budget with reasons they were not considered, by the MIS director, as sensible reductions.

**Attachments and References:**

5 year financial plan items.	
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**Financial Review:**

(please check one)

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

*(summary of current and future impacts)*

**Approval:**     *Barbara J Scott*

**Review:**     *Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

## Richland County Public Works

### Agenda Item Cover

#### 5 Year Financial Plan Items

#### **These are items not recommended as sensible as cuts by Department Head**

1. **Reclassification of MIS Administrator** – We would not want to forego this as this position is not being properly compensated according to Carlson Dettman. Not paying the position appropriately will cause problems with staff retention and recruitment.
2. **Sherriff Tech Position** – This is an additional position to be added. Currently the duties for this position are being handled by various people and not getting done consistently. We are putting in a new 8.5-million-dollar system and will need someone to manage the investment by the county.
3. **Reclassification of MIS Director** - We would not want to forego this as this position is not being properly compensated according to Carlson Dettman. Not paying the position appropriately will cause problems with staff retention and recruitment.
4. **MIS Assistant** – With the added demands on the MIS Departments and continued increase in technology it is not realistic to have the current staffing levels support the needs of the county.
5. **Office 365 Licensing**- This will become necessary from a cybersecurity standpoint. Many insurance companies are currently dropping coverage on those companies who are keeping their Exchange on Premise. Also keeping old versions of software will cause more security risks. Microsoft has moved to a per user/month model so the cost will rise significantly.
6. **AS400 Cloud Backup** – The AS400 contains all of the financial data for the county. Ensuring that we have adequate backups of such data is critical.
7. **Smarsh** - For Cyber liability and open records requirements we need this software to manage our mobile devices. Again insurance companies are requiring some type of device management software for mobile devices to mitigate against attacks.
8. **Jamf** – This software allows us to remotely manage their iPads and iPhones for the county. This allows us to assist the board members in keeping their iPads up to date and working properly. The time saved with this software pays for the cost.
9. **Telephone Licensing** – This is an anticipated increase in cost for licensing. The only way to reduce this line is to advise departments people they have to reduce the number of phones in their departments and take them away from employees.
10. **New Website for the County** – Our current website needs updated and we would like to change to a more aesthetically pleasing platform. To do this we would have to pay more money. If we stay in the platform we currently have it has been said that it is deterring people from coming to our county.
11. **VEEAM** – This software is what our servers run on. Without it we cannot run our servers and would have no data. There is only option is not to have servers and save all data on computers locally without backups – that is not an option.
12. **Misc Software** – This software is what is used by the county for day to day operations. The only option to paying for this software would be to use it illegally or to pirate it which would not be something I can recommend.
13. **Barracuda Web-Filter** – This program protects the county by restricting access to harmful websites. The cybersecurity of the county is dependent on technology like this and cyber insurance companies will require something such as this.
14. **Security Training and Testing Program** - In the past month Richland County users have been hit with several scams and we have found that our users lack training in security. Our cyber

## Richland County Public Works

### Agenda Item Cover

liability insurance will require this training and we will need to budget it to protect our network and our data.

- 15. Security Cameras and Video Storage** – We are required to retain video from sheriff department wearable video as well as squad cars. We also have video from security cameras in many buildings in the county. This creates a significant amount of data. Storing the data on our own servers is considerably cheaper than storing it in the cloud. So we have to purchase the equipment to store it. Security cameras protect the property of the county – we do not have to have them, but they have been used many times.
- 16. Secondary Internet Redundancy** – Almost all of the county’s departments rely on the internet to conduct business on a day to day basis. If we lose internet connection for one day we will lose significant amount of money. This preventative plan will be a backup so that if the internet is down from one provider we can still conduct business and serve our citizens.

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Classification, Compensation and Authorization Policy**

<b>Department:</b>	Various	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	1-Nov-22	<b>Action Needed:</b>	Review and approve
<b>Disclosure:</b>	Open	<b>Authority:</b>	Finance and Personnel Standing Committee
<b>Date submitted:</b>	1-Nov-22	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	11/1/22	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... approve the changes to the Classification, Compensation and Authorization Policy

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

- Pg. 2 - Update Authority
- Pg. 5 - Section 2 - Update Authority
- Pg. 6 - Section 3 - Add definition.
  - Section 4.B. Update General & Pine Valley pay steps
- Pg. 7 - Update Authority & define Carlson Dettmen Consultings role
- Pg. 8 - Remove departments with no supplemental pay schedule
  - Define Categories of employment
- Pg. 9, 10 & 11 - Define authority
- Pg. 11 & 12 - F. Clarify responsible party for billing of study & procedure
- Pg. 12 - Grammar correction and section reference
- Pg. 13 - Section reference, update authority, clarify timeline & update revision history
- Pg. 17-20 Update Staff Authorization Table
- Pg. 21-23 Update Wage schedule for 2023

**Attachments and References:**

Marked up policy	

**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)*

**Approval:**

*Clinton Langreck*

**Review:**

*Clinton Langreck*

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

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

**Richland County Committee**

**Agenda Item Cover**

RICHLAND COUNTY, WI



~~-DRAFT-~~ Policy on  
Personnel Classification,  
Compensation and Staff  
Authorization  
Of Richland County

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Effective: 20 July 2021

Revised: \_\_\_\_\_ 1 November 2022

<b>Policy Cover</b>	
<b>Title:</b> Policy on Personnel Classification, Compensation and Staff Authorization	<b>Effective Date:</b> <del>20 July 2021</del>
	<b>Adoption/Revision Date:</b> <del>20 July 2021</del>
<b>Custodian:</b> County Administrator	<b>Approving Body:</b> Richland County Finance and Personnel <u>Standing</u> Committee

**1. Authority**

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees).

**2. Reference:**

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 21-98<sub>1</sub>;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93<sub>1</sub>;
- c. Richland County Employee Handbook<sub>1</sub>;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale<sub>1</sub>;
- e. Res 18-61 Wage Scale amendment<sub>1</sub>;
- f. Res 18-97 Wage Grade Increased<sub>1</sub>;
- g. Res 19-89 Amending the County’s pay plan wage schedule<sub>1</sub>;
- h. Res 19-126 Amending Res 19-89<sub>1</sub>;
- i. Ordinance 82-3 Sheriff’s Department Ordinance<sub>1</sub>;
- j. Ordinance 89-7 Sheriff Department Ordinance<sub>1</sub>;

**3. Purpose:**

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

**4. Scope**

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

**5. Policy Overview**

- a. Authority of this policy is vested in the Richland County Board of Supervisors with

- specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

**6. Policy Performance Goals:**

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
  - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported ~~annually~~ by the Bureau of Labor Statistics.
  - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
  - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
  - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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## **SECTION 1: COMPENSATION PHILOSOPHY:**

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

## **SECTION 2: COMPENSATION PRINCIPLES**

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or Finance and Personnel Standing Committee ~~or designated authority thereof~~. All employees not specifically covered by a collective bargaining agreement, elected, specified employment agreement or appointed by statute are considered “at-will.”

## **SECTION 3: POLICY DEFINITIONS**

For purposes of this policy the following definitions will apply:

- A. Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”
- B. Wage Modifier** — any additional pay added to an employee’s hourly rate beyond

step of the wage schedule. Such as weekend or night differential, etc.

**C. Step Increase** — a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

**D. Effective Date** – date of the Adoption/Revision date of this Policy.

## SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

### A. PAY GRADE:

1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
3. Each pay grade has a “step range” approved by the County Board.
4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

### B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. ~~19-89~~ 22- ???)

#### General Government:

- ~~1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)~~
- ~~2. Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~
- ~~3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)~~

#### 1. New employees will be placed at Step 2.

- ~~4.~~2. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
- ~~5.~~3. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)

#### Pine Valley:

- ~~1. Employees with two or more years of employment as of the Effective Date will be placed at step 5 7 (is currently step 45)~~
- ~~2. Employees whose wages were above step 4 6 prior to the Effective Date will be~~

~~placed at the next step that provides an increase; except for those already at the top step~~

- ~~3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step ~~3~~ 5 (is currently step ~~2~~ 3)~~

1. New employees will be placed at step 5

- ~~4.~~2. After an employee passes probation, the employee will be placed at step ~~4~~ 6 (is currently step ~~3~~ 4)

- ~~5.~~3. After two years from the date of hire, the employee will be placed at step ~~5~~ 7 (is currently step ~~4~~ 5)

**General Provisions:**

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step ~~7~~ 5 for Pine Valley).
2. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step ~~7~~ 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
3. ~~The Finance and Personnel Standing Committee~~County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) ~~during 2020, to update the county's composition structures (steps) to reflect current market — update to be completed by April 30, 2020.~~
4. ~~“The Finance and Personnel Standing Committee is authorized to have~~recommend the County's compensation structures (steps) updated annually to reflect current market. ~~The Finance and Personnel Standing Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the oversight Committee and County Administration or deem feasible”~~

**SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES**

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Standing Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Standing Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- a. ~~AA. Ambulance Services / Emergency Management (reserved)~~
- ~~BB. Child Support (reserved)~~
- ~~CC. Circuit Court (reserved)~~
- b. ~~DD. Coroner (reserved)~~
- ~~EE. District Attorney's Office (reserved)~~
- ~~FF. Extension Office (reserved)~~
- c. ~~GG. Fair and Recycling (reserved)~~
- d. ~~HH. Health and Human Services (reserved)~~
- e. ~~H. Highway (reserved)~~
- ~~JJ. Land Conservation (reserved)~~
- ~~KK. MIS (reserved)~~
- f. ~~LL. Pine Valley Community Services~~
- ~~MM. Register of Deeds (reserved)~~
- ~~NN. Register in Probate (reserved)~~
- g. ~~OO. Sheriff's Office (including reference to WPPA Agreement)~~
- h. ~~PP. Symon's Recreation Complex (reserved)~~
- ~~QQ. Treasurer's Office (reserved)~~
- ~~RR. UW Food Services (reserved)~~
- ~~SS. Veteran's Services (reserved)~~
- ~~TT. Zoning and Sanitation (reserved)~~
- ~~UU. Misc. (reserved)~~

## SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

**A. Classification:** A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable.
2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules.
3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium.
4. **Category** — Defines position as full-time, part-time, casual reserve/~~pool~~, limited term, or seasonal.
  - a. Full-time - a minimum of 30 hours per week.
  - b. Part-time benefited - a minimum of 23.25 hours per week.
  - c. Part-time unbenefited - less than 23.24 hours per week.
  - d. Casual reserve - call-in, not a regular schedule, and only guaranteed work when needed.
  - e. Limited term employment - full time or part time employee contracted to work for a set amount of time.
  - 4.f. Seasonal - temporary employment that recurs around the same time every year.

5. **Capacity** — Indicates if the position's intended capacity of average hours per week.

**B. Position Description Content:** The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review and approval by the County Administrator, or supervisory committee as appropriate. ~~At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.~~

**C. Department Heads are responsible for:** eEnsuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.

**D. Record Retention:** A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

## SECTION 7: RECLASSIFICATION PROCESS

**A.** A reclassification is a change to any one of the classification components listed above in section 6A.

**B.** Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Standing Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. ~~Reclassifications require resolution by the County Board.~~

### **C. Reclassification Procedure:**

1. Department heads will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the County Administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"].

a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's ~~C~~ompensation ~~P~~lan ~~C~~onsultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.

2. The County Administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Standing Committee.

3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the Finance and

Personnel Standing Committee.

4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Standing Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
  - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
  - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
  - c. -Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County Compensation Philosophy (Section 1) and/or Principles (Section 2).
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by the County Administrator or supervisory committee (when the department head is an elected official).

## **SECTION 8: THE STAFF AUTHORIZATION TABLE**

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Standing Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the Staff Authorization Table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. Limited term employment does not need to be authorized by indication on the table.
- D. Exception Pine Valley — The Pine Valley Administrator is granted authority to amend, to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by

the County Administrator and all changes will be reported to the Pine Valley and Child Support Standing Committee and Finance and Personnel Standing Committee.

- E. Amending the authorization count, or removing an existing position, procedure:
1. The department head ~~should~~ must present their proposal(s) of amending the authorization count, or deletion of a position, to the County Administrator or supervisory committee (when the department head is an elected official). The Administrator or supervisory committee may take action to recommend to the Finance and Personnel Standing Committee. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.
  2. ~~The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.~~
  3. ~~Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.~~

**F. Creating a position procedure:**

1. Creation of a new position may be warranted by the following of criteria:
  - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County Wwage Sschedules.
  - b. Significant operational changes in a department that are adding new programs and services.
  - c. Requirements driven by a grant and/or funding needs.
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by the Administrator, or supervisory committee if an elected official.
2. Department heads will present the request to their supervisory committee with a copy provided to the County Administrator. A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the Compensation Plan Consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]- Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.
3. The Administrator, or supervisory committee when an elected official, may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
4. ~~The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study~~

~~will be charged to the requesting department.~~

- 5.4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 5) the supervisory committee recommendation, and 6) the recommendation from the Compensation Plan Consultant.
- 6.5. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
6. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
- 6.7. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
- 7.6. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

## **SECTION 9: EMPLOYEE MOVEMENT**

With relation to the Richland County Wage Schedule, employees may transition from one position to another during their tenure with Richland County. Transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

### **A. PROMOTION**

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee will not have a wage rate reduction resulting in a promotion.
2. When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
3. An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to Section 4.
4. Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval, according to Section 4.

### **B. LATERAL TRANSFER**

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

1. An employee will not have a wage rate reduction resulting in a lateral transfer.

2. An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date ~~may~~ and will continue to progress according to Section 4.
3. ~~The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.~~

**C. DEMOTION**

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee is subject to a wage rate reduction.
2. An employee transferring into a position of a lower wage grade may continue to progress according to Section 4.
3. Changes in an employee’s wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase according to Section 4, if available, on the anniversary of that new date, pending department head approval.

**SECTION 10: REVIEW AND MAINTENANCE**

A review of this compensation plan and all job positions will be conducted at a minimum of every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Standing ~~Committee or Richland County Board~~.

**SECTION 11: REVISION HISTORY**

Revision History	
Adoption/Revision Date	Overview of Adoption/Revision
20/07/2021	Original
<u>04/10/2022</u>	<u>Section 2, 4, 5, 6, 7, 8 &amp; 10 - Change in authority. Section 3 Effective date. Section 4 – Wage adjustment added. Section 5 – Update supplemental pay schedule. Section 6 – Define positions. Section 8 Define procedure. Section 9 – Define transfers.</u>
<u>11/1/2022</u>	<u>Section 2, 4, 5, 7, 8 &amp; 10 – Define authority. Section 3 &amp; 6 – Add definition &amp; description. Section 4. B. – Update pay plan. Section 5 – Modify supplemental pay schedule Section 9 – Update section reference. Section 8 – Procedure Clarification</u>



## APPENDIX B: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:
<b><u>Required Supporting Documentation:</u></b>		
<input type="checkbox"/> Current job description		
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements		
<input type="checkbox"/> Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.		
<input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review		
<input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____		
<input type="checkbox"/> Plan of how financial impact will be absorbed		
Department Head Signature:		Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
F+P Committee Action: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: _____ <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		- Date:

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:		Union Code:
Workmen's Comp Code:		EEOC Job/Salary Category:
New EEOC Function Number:		
Signature of Administrator:	Date:	Approve // Disapprove
Administrator Comments:		

## APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<b>Required Supporting Documentation:</b>			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements			
<input type="checkbox"/> Proposed pay grade			
<input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

# APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE													
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
5115	<b>Administration</b>		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	4.00						
5245	<b>Ambulance / Emergency Management</b>		Emergency Medical Services / Emergency Management Director			K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	60	E'F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Tech (Training Officer)	55	E'F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Technician	35	B'C	Hourly	40	3.00	6.00	0.00	0.00	0.00	
			Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	15.00	0.00	
			Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00	
Contracted			All Hazards Planner		Contract		0.00	0.00	0.00	0.00	1.00		
						TOTAL:	6.00	6.00	0.00	16.00	1.00		
5540	<b>Child Support Office</b>		Child Support Director	90		K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Financial Specialist & Caseworker	70		G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant Corporation Counsel			By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
							TOTAL:	2.20	1.00	0.00	0.00	0.00	
5121	<b>Clerk of Court</b>		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
			Chief Deputy Clerk of Court	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Deputy Clerk of Court	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00	
						TOTAL:	3.00	0.00	0.00	8.00	0.00		
State	<b>Circuit Court</b>		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00	
			Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	2.00	0.00	0.00	0.00	0.00		
5127	<b>Coroner</b>		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00	
			Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00	
						TOTAL:	1.00	0.00	0.00	5.00	0.00		
5164	<b>Corporation Counsel</b>		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
			Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00	
						TOTAL:	0.00	2.00	0.00	0.00	0.00		
5141	<b>County Clerk</b>		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
			Accounts Payable Specialist/Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	2.00	0.00	0.00	0.00	0.00		
5194	<b>Courthouse Maintenance</b>		Maintenance Supervisor	80		I	Hourly	40	1.00	0.00	0.00	0.00	
			Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	2.00	0.00	0.00	0.00	0.00		
5161	<b>District Attorney</b>		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00	
			Assistant District Attorney		By State	Appointed	40	0.00	0.80	0.00	0.00	0.00	
			Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	4.00	0.80	0.00	0.00	0.00		
5762	<b>Economic Development</b>		Economic Development Director		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00	
							TOTAL:	1.00	0.00	0.00	0.00	0.00	
5614	<b>Fair &amp; Recycling</b>		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00	
			Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	
			Fair Groundskeeper	30	B	Hourly		0.00	0.00	1.00	0.00	0.00	
			Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00	
			Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00	
			Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00	
						TOTAL:	0.00	1.00	66.00	0.00	0.00		
5124	<b>Family Court</b>		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
							TOTAL:	0.00	1.00	0.00	0.00	0.00	

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
<b>Health &amp; Human Services</b>													
5501			Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Corporation Counsel		By Res	Exempt		0.00	0.00	0.00	0.00	0.00	
5501	Administration & Building Operations		Admin & Building Operations Manager	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Conf Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5504			Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
5504			Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
5504			Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
5504			Secretary (Swwdb Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
			Custodian	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
			Fill-In Custodian (Swwdb Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	
5501	Business & Financial Services		Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5504			Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
5507	Aging & Disability Resource Center		ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5507			Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5507			Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5529			Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5403			Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5563			Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5563			Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
5563			Clerical Assistant (Swwdb Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	
5477	Behavioral Health Services		Behavioral Health Services Manager	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Quality Coordinator (LONGTERM VACANCY)			Exempt	40	0.00	0.00	0.00	0.00	0.00	
5467			CITS & RT3 Supervisor	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5477			Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472			Mental Health Case Manager	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5472			Mental Health Therapist	95	L	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5478			Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5408			Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			APS/Crisis Professional	75	H	Exempt	40	0.00	0.00	0.00	0.00	0.00	
5459			CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5472			Psychiatric RN	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
			Psychiatric RN (Swwdb Leased Position)		\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
			Crisis Case Worker (Swwdb Leased Position)		\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
			CST Coordinator (Swwdb Leased Position)		\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00	
			Service Facilitator (Swwdb Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
5502	Child & Youth Services		Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	0.00	0.00	0.00	
5502			Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Family Preservation Worker (Swwdb Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
5503	Economic Support		Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
5401	Public Health		Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Nurse (1-LONGTERM VACANCY)	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Health & Wellness Coordinator (LONGTERM VACANCY)	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5580			Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5583			Nutrition Site Worker	25	A	Hourly		0.00	3.00	0.00	0.00	0.00	
5588			Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>62.00</b>	<b>9.00</b>	<b>0.00</b>	<b>4.00</b>	<b>7.00</b>	
<b>Highway</b>													
5321			Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Clerk	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Shop Superintendent	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Lead Paving Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Grade Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Mechanic	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
			Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
			<b>TOTAL:</b>					<b>30.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Land Conservation</b>													
5741			County Conservationist	95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00	
			Secretary	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
5750			Conservation Technician	75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
			<b>TOTAL:</b>					<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Management Information Systems</b>													
5182			Management Information Systems Director	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			MIS Administrator	95	L	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Technical Support Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Assistant (Swwdb Leased Position)		\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
			<b>TOTAL:</b>					<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
<b>Pine Valley Community Village</b>												
5434	Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Human Resources Director	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5433	Administration	Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5432		Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Administration	Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
	Administration	Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5420		Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5421	Nursing	Clinical Reimbursement Coordinator	360	M	Hourly	40	0.00	0.00	0.00	0.00	0.00	
		RN Manager	365	L	Hourly	40	2.00	0.00	0.00	0.00	0.00	
	Nursing	RN Supervisor	350	K	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		Registered Nurse	345	J	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
	Nursing	Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		Registered Nurse	345	J	Hourly		0.00	0.00	0.00	0.00	1.00	
	Nursing	Registered Nurse		By Res	Hourly		0.00	0.00	0.00	11.00	0.00	
5422		LPN	330	G	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
	Nursing	LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00	
		LPN			By Res	Hourly		0.00	0.00	0.00	14.00	
	Nursing	LPN	330				0.00	0.00	0.00	0.00	1.00	
		Medication Aides			By Res	Hourly		0.00	0.00	0.00	3.00	
5423	Nursing	CNA Nursing Assistant	315	D	Hourly	38.75	26.00	0.00	0.00	0.00	0.00	
		CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00	
	Nursing	CNA Nursing Assistant	315	D	Hourly	23.25	0.00	0.00	0.00	38.00	0.00	
		CNA Nursing Assistant			By Res	Hourly		0.00	0.00	0.00	5.00	
	Nursing	Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
		Resident Assistant	300	A	Hourly		0.00	0.00	0.00	8.00	0.00	
5424	Activities	Activity Director	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00	
	Activities	Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00	
		Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00	
	Activities	Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00	
5425		Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Social Work	Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5427		Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	
	Dietary	Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
		Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
	Dietary	Food Service Worker II	305	B	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
		Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	
	Dietary	Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	5.00	0.00	
5428		Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Maintenance	Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
5429		Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
	CBRF	Personal Care Worker	305	B	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
		Personal Care Worker	305	B	Hourly	31	0.00	4.00	0.00	0.00	0.00	
	CBRF	Personal Care Worker	305	B	Hourly	27	0.00	0.00	0.00	3.00	0.00	
		Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00	
5430	Housekeeping	Housekeeper	300	A	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
		Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00	
	Housekeeping	Housekeeper	300	A	Hourly		0.00	0.00	0.00	4.00	0.00	
5431		Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00	
						<b>TOTAL:</b>	<b>69.00</b>	<b>13.00</b>	<b>0.00</b>	<b>87.00</b>	<b>7.00</b>	
5171	Register of Deeds	Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	
						<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5120	Register in Probate	Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00	
						<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Sheriff</b>												
5210	Administration	Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
	Administration	Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5211	Road Patrol	Administrative Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Investigator			CBA	Hourly	6/3	1.00	0.00	0.00	0.00	
	Road Patrol	Patrol Sergeant			CBA	Hourly	6/3	3.00	0.00	0.00	0.00	
		Deputy			CBA	Hourly	6/3	10.00	0.00	0.00	0.00	
	Road Patrol	Deputy (Reserve)	70	G	Hourly		0.00	0.00	0.00	7.00	0.00	
		Translator			\$35/hr	Hourly		0.00	0.00	0.00	5.00	
5251	Jail/Dispatch	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00	
		Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00	
	Jail/Dispatch	Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00	
						<b>TOTAL:</b>	<b>33.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	
5172	Surveyor	County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.10	
						<b>TOTAL:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	
5682	Symons Rec Complex	Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Custodian	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	
		Receptionist	25	A	Hourly		0.00	0.00	11.00	0.00	0.00	
		Weight Training Instructor	20	aa	Hourly		0.00	0.00	1.00	0.00	0.00	
		Land Aerobics Instructor	50	E	Hourly		0.00	0.00	10.00	0.00	0.00	
		Lifeguard Instructor	50	E	Hourly		0.00	0.00	1.00	0.00	0.00	
		Water Safety Instructor	10	aa	Hourly		0.00	0.00	8.00	0.00	0.00	
		Racquetball Instructor	20	aa	Hourly		0.00	0.00	0.00	0.00	0.00	
		Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00	
						<b>TOTAL:</b>	<b>3.00</b>	<b>0.00</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>	
5156	Treasurer	County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
		Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5154	Property Lister	Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						<b>TOTAL:</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**STAFF AUTHORIZATION TABLE**

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5670	UW-Extension		Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
						<b>TOTAL:</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>	
5678	UW Food Service		UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
						<b>TOTAL:</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5550	Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
							<b>TOTAL:</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5183	Zoning & Sanitation Land Information		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
							<b>TOTAL:</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT**

Total Regular Authorized Full-time (FT) Positions	245
Total Regular Authorized Part-time (PT) Positions	36
Total Limited Term Authorized Employee (LTE) Positions	127
Total Reserve/Call-in Authorized Positions	136
Total Contracted Authorized Positions	19
<b>TOTAL RICHLAND COUNTY Authorized Positions</b>	<b>563</b>



RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
65	F	CLERICAL ASSISTANT	CH PROBATE	19.46	19.90	20.35	20.78	21.22	21.67	22.11
		COUNTY TREASURER DEPUTY	CH TREASURER							
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES							
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES							
		HWAY CLERK	HIGHWAY							
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS							
		ADMINISTRATIVE ASSISTANT	SHERIFF							
		SYMONS ASSISTANT DIRECTR	SYMONS							
		ZONING OFFICE SYS TECH	CH ZONING							
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	18.20	18.61	19.03	19.44	19.86	20.30	20.69
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	16.22	16.58	16.95	17.33	17.68	18.06	18.43
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	17.57	17.97	18.36	18.76	19.16	19.56	19.96
		ADMINISTRATIVE SECRTY	CH UW EXTENSION							
		ADMINISTRATIVE SECRTY	HEALTH & HUMAN SERVICES							
		CLERICAL ASSISTANT II	CH UW EXTENSION							
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES							
		CUSTODIAN	CH MAINTENANCE							
		LAND AEROBICS INSTRUCTOR	SYMONS							
		LIFEGUARD INSTRUCTOR	SYMONS							
		SECRETARY	CH LAND CONSERVATION							
		SECRETARY	HEALTH & HUMAN SERVICES							
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE							
		WATER EXERCISE INSTRUCTOR	SYMONS							
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS							
45	D	FAIR & RECYCLING COORDINATOR	FAIR	16.14	16.52	16.87	17.24	17.61	17.98	18.34
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER							
40	C	PRIVATE LESSONS	SYMONS	14.95	15.29	15.62	15.96	16.31	16.64	16.99
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	14.65	14.97	15.31	15.63	15.97	16.30	16.63
30	B	GROUNDKEEPER	FAIR	13.84	14.15	14.47	14.78	15.10	15.41	15.73
		BAILIFF	CLERK OF COURT							
		STORAGE COORDINATOR	FAIR							
25	A	CLERICAL TEMPORARY	FAIR	12.81	13.10	13.39	13.68	13.98	14.26	14.55
		CLERICAL TEMPORARY	SHERIFF							
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS							
		HHS DRIVER/ESCORT DRIVER	HHS							
		HHS NUTRITION DRIVER	HHS							
		HHS NUTRITION SITE WORKER	HHS							
		HIGHWAY SEASONAL	HIGHWAY							
		RECEPTIONIST	SYMONS							
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	11.87	12.14	12.40	12.66	12.94	13.21	13.48
		CPR INSTRUCTOR	SYMONS							
		FIRST AID INSTRUCTOR	SYMONS							
		RAQUETBALL INSTRUCTOR	SYMONS							
		WATER SAFETY INSTRUCTOR	SYMONS							
		WEIGHT TRAINING INSTRUCTOR	SYMONS							
15	ab	LIFEGUARD	SYMONS	10.99	11.25	11.48	11.74	11.98	12.23	12.47
10	ac	DAY CARE AIDE	SYMONS	10.19	10.41	10.63	10.87	11.10	11.32	11.55
5	ad			9.43	9.63	9.84	10.06	10.27	10.48	10.70
<b>MINIMUM WAGE = \$7.25</b>										
		BATHROOM CLEANER	FAIR							
		CASHIER	FAIR							
		FOOD SERVICE WORKER	UW FOOD SERVICE							
		GRANDSTAND ORGANIZER	FAIR							
		MISCELLANEOUS WORKER	FAIR							
		TICKET TAKER	FAIR							
<b>SPECIAL NOTES</b>										
		County Board Members	County Board			per County Board meeting				
		Committee Members	County Board			per Committee meeting				
		Translator	HHS, Sheriff			\$35 per hour				
		Coroner salary + call	Coroner			\$ 6,600.00				
		Coroner Deputy	Coroner			per call				
		Ambulance Crew Member - volunteer	Ambulance			per call				
		Ambulance Driver - volunteer	Ambulance			per call				
		Ambulance Backup crew weekdays	Ambulance			per hour				
		Ambulance Primary crew weekends & holidays	Ambulance			per hour	3/9/22			
		County Administrator - DID NOT TAKE HIS INCREASE IN 2022	CH	annual	\$ 96,900.00	\$ 98,850.00	This is what his 2022 wage should have been			
					2023	2024				
		County Clerk - \$1200 2023, \$1200 2024	County Clerk	annual	\$ 82,126.44	\$ 83,326.44				
		County Treasurer - \$1200 2023, \$1200 2024	Treasurer	annual	\$ 66,682.95	\$ 67,882.95				
		Register of Deeds - \$1200 2023, \$1200 2024	Register of Deeds	annual	\$ 66,682.95	\$ 67,882.95				
		Sheriff - 7% 2023 & 2024, 4% 2025, 3% 2026	Sheriff	annual	\$ 84,998.00	\$ 90,947.86				
		Clerk of Court - 7% 2023 & 2024, 4% 2025, 3% 2026	Clerk of Court	annual	\$ 69,258.00	\$ 74,106.06				
		Family Court Commissioner	Family Court Commissioner	annual						
		Child Supprt Administrator/Assistant	D.A/Child Support	annual						



## **APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY**

This form is intended to be used for submission of proposed changes of the Compensation Policy in accordance with Section 1.

<b>Section</b>	<b>Applicable Language</b>	<b>Issue or Concern Noted</b>	<b>Resolution Proposed</b>
Appendix D & E			
-	-	-	-
-	-	-	-

## APPENDIX Z: POLICY REVIEW FORM

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

### Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

### Completed by Administrator

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

### Completed by Corporation Counsel

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

**Richland County Finance and Personnel Standing Committee Agenda Item**

**Cover**

**Agenda Item Name:** Mental Health Therapist Reclassification

<b>Unit</b>	Health and Human Services Department	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	November 1, 2022	<b>Action Needed:</b>	Vote // Finance and Personnel//County Board
<b>Disclosure:</b>	Open or Closed Session	<b>Authority:</b>	Statute and/or county board rule authorizing action
<b>Date submitted:</b>	November 1, 2022	<b>Referred by:</b>	HHS/Veterans Committee

**Recommendation and/or action language:** Motion to...Approve the reclassification of the Mental Health Therapist from Grade K to Grade L effective 1/1/2023.

**Background:** Richland County Health and Human Services has been struggling to fill the open Mental Health Therapist positions due to the current wage offering for the positions. A market review of the position was requested to be completed by Carlson Dettmann and a recommendation was made to move the position to Grade L.

---

**Attachments and References:**

Carlson Dettmann Memorandum dated October 26, 2022	Proposed Richland County Position 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"/>	No financial impact		

**Approval:**

**Review:**

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

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



October 26, 2022

**MEMORANDUM**

**TO:** Tricia Clements & Cheryl Dull

**FR:** Joshua Cheeseman, Analyst

**RE:** Market Review – Mental Health Therapist

The County has requested that we review the market for the above-mentioned position. In reviewing this position, we have collected and analyzed both public and private sector market data in order to identify the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles of the OVERALL market. We maintain a robust public sector database, but it is updated based on current project needs. Therefore it most likely does not include the precise listing of comparable organizations utilized in the County’s prior study. However, with 24 valid public sector matches, we have sufficient data to provide a reliable recommendation.

The results of that analysis are below:

<b>25<sup>th</sup> Percentile</b>	\$31.50 per hour	\$65,520 per year
<b>25<sup>th</sup> / 50<sup>th</sup> Percentile Blend</b>	\$33.00 per hour	\$68,640 per year
<b>50<sup>th</sup> Percentile</b>	\$34.50 per hour	\$71,760 per year
<b>50<sup>th</sup> / 75<sup>th</sup> Percentile Blend</b>	\$36.75 per hour	\$76,440 per year
<b>75<sup>th</sup> Percentile</b>	\$38.75 per hour	\$80,600 per year

Although the 25<sup>th</sup> and 75<sup>th</sup> percentiles typically represent an acceptable approximation of the minimums and maximums to be paid for a job, the County’s pay structure currently “tops out” at the estimated 50<sup>th</sup> percentile (median) of the market. Our recommendation is that an appropriate rate of pay for this classification would be between \$31.50 and \$34.50, and that the “25<sup>th</sup> / 50<sup>th</sup> Percentile Blend” is probably the most appropriate metric to consider given the makeup of the dataset and the County’s demographics. In reviewing the County’s current pay structure, it appears that Grade L is the most logical placement for this job. We are aware of the management-level jobs that are also place in this grade, but the request before us is for this one classification.

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Mental Health Therapist  
(Licensed)

**Department:** Health and Human Services

**Reports to:** Behavioral Health Services Manager

**Pay Grade:** L

**Date:** January 1, 2023

**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

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Amendments to the Richland County Handbook

<b>Department:</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	14-Nov-22	<b>Action Needed:</b>	Report
<b>Disclosure:</b>	Open	<b>Authority:</b>	Finance & Personnel
<b>Date submitted:</b>	1-Nov-22	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	11/2/22	<b>Resolution</b>	Non

**Recommendation and/or action language:**

Recommend to... approve to strike the last sentence, "In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost." under heading "Compensation and Fringe Benefits"

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

Handbook is correct, with the many changes, it was worded incorrectly in the resolution.

**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)*

**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

# Policy of Richland County

Policy Cover	
<b>Title:</b> Expenditure of remaining Fund#75 and Fund #92 (2021) borrowed funds for capital improvements	<b>Effective Date:</b> 01 November 2022 <hr/> <b>Adoption/Revision Date:</b> 01 November 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS) <hr/> <b>Sponsoring Committee, Board or Commission:</b> Finance and Personnel

**1. Authority**

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator)

**2. References**

- a. Adopting Resolution: 22 - 48
- b. Amendment Resolution: *none*
- c. 2020 Authorization and Award Resolutions: 20-2 and 20-20
- d. 2020 Authorization and Award Resolutions: 20-99 and 20-110
- e. Richland County Board Committee Structure
- f. Richland County Board Rules

**3. Purpose**

- a. To establish utilization of remaining funds from the 2020 \$2.9m notes borrowing and 2021 short-term note financing funds.
- b. To establish authority and discretion in expending these funds.

**4. Scope**

- a. Applies to Richland County employees, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
  - i. Extends to partner organizations utilizing appropriated funds

**5. Policy Overview**

- a. On January 21, 2020, the County Board adopted by ¾ vote, and Initial Resolution Authorizing Not to Exceed \$2,970,000 General Obligation Promissory Notes for Capital Improvement Projects.
- b. A resolution awarding the sale of \$2,970,000 General Obligation Promissory Notes was adopted on 18 February, 2020.
- c. On September 15, 2020, the County Board adopted, by ¾ vote, an Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects (the “Initial Resolution”).
- d. A resolution awarding the sale of \$1,050,000 Taxable General Obligation Promissory Notes was adopted by the County Board on October 27, 2020 (the “Award Resolution”).

# Policy of Richland County

- e. This policy is set in place to help manage the remaining appropriations of these borrowed capital funds within the limits of the legal resolution language, intensions of the borrowing and in the best interest of Richland County.
- f. This policy will supersede the “Short-Term Capital Borrowing Program” policy established by Resolution #21-38. (This policy will be replaced in the future by a finance policy).

## **6. Policy Performance**

- a. All utilization, appropriations and/or transfers of the \$2.9m and short term capital borrowed fund shall comply with this policy.
- b. Deviations from this policy require County Board approval where specified authority is not granted to the sponsoring committee or administration. Interpretation of this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee.

## **Policy Content**

## **7. Allocations:**

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. Authority is given to the Finance and Personnel to adjust items and appropriations as seen fit or as recommended by administration and staff, and to allow for administrative contingencies. All expenditures must be in compliance with the resolution language defining the purpose of the borrowings:
  - i. 2020 \$2.9 Million Borrowing, Authorization Resolution Language 20-2 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
    - 1. County building projects,
    - 2. park projects,
    - 3. highway improvements,
    - 4. dam repair,
    - 5. and acquisition of municipal vehicles and equipment
  - ii. 2021 Short-Term Financing, Authorization Resolution Language 20-99 — Proceeds of the Notes will be used for the public purpose of financing capital improvement projects, including:
    - 1. highway improvements,
    - 2. vehicles and fleet management,
    - 3. technology capital improvements,

# Policy of Richland County

4. facility maintenance and improvements,
  5. radio and tower project engineering and project design.
- c. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Committee, additional resolution is not required by the County Board.
  - d. Expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance.

## **8. Utilization Period:**

- a. It is the intensions of Richland County to expend all funds from Fund #75 (\$2.9m borrowing) and funds from the 2021 Short-term financing according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel Committee.
- c. All funds from the \$2.9m borrowing must legally be utilized by no later than 05 March 2023.
- d. This policy will terminate on the completion of the appropriations and expenditures of fund addressed in this policy.

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
17 Mar 2022	Original	Resolution 22 - 48

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Policy Review Form**

##### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by County Administrator**

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

##### **Completed by Corporation Counsel**

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

# Policy of Richland County

<b>Fund 75 Tracker</b>	<b>Approved Amt</b>	<b>\$ 2,965,500.00</b>
<b>Capital Improvement Borrowing</b>	<b>Total Spent</b>	<b>\$ 2,543,590.71</b>
<b>Fund 92 Tracker</b>	<b>Approved Amt</b>	<b>1,032,132.00</b>
	<b>Total Spent</b>	<b>1,007,742.00</b>

<b>Fund 75</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>		
	\$ 2,543,590.71	\$ 369,948.55				
<b>Fund 75 Interest</b>		10,145.53				
EMS for Building			\$ 239,784.30			
Difference to heat exchangers			\$ 8,391.00	\$ 97,366.38		
Sliding Extra			\$ 12,250.00			
Siding from Misc			\$ 5,000.00			
Windows			\$ 42,896.00			
Paint 1st floor			\$ 6,955.00			
Signs			\$ 2,655.00			
UW Campus						
Coppertop boiler work			\$ 11,350.00			
Gym - Air Circulation fan			\$ 5,888.00			
Gym Heating boiler pump leak			\$ 5,850.39			
Gym Broken water pipe in shower			\$ 665.00			
Water fountains			\$ 1,246.61			
<b>Fund 92 (2021)</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>	<b>Alternate spend</b>	
	\$ 1,007,742.00	\$ 24,390.00			Door Electric	\$500.00
Heat Exchangers			\$ 18,000.00		Ambulance Ceiling	\$9,800.00
					911 Grant Match	\$ 4,200.00
					Window Contingency	\$ 4,289.00
	\$ 3,551,332.71	\$ 404,484.08	\$ 360,931.30	\$ 43,552.78	Could spend	\$18,789.00
						\$ 24,763.78

# Policy of Richland County

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))						
Fund 75 Tracker			Approved Amt	\$ 2,965,500.00		
Capital Improvement Borrowing			Total Spend	\$ 2,420,153.26		
Spend by 3/5/2023			Remaining Balance	\$ 545,346.74		
Approved Area	Approved Amt	Current Spend:	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:
Technology	\$ 124,500.00	\$ 134,178.68	\$ (9,678.68)			
Parks	\$ 38,000.00	\$ 8,976.07	\$ 29,023.93	Well Project	31-Oct-2022	\$ 16,023.93
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ 688.81	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
Fairgrounds	\$ 105,000.00	\$ 102,057.21	\$ 2,942.79	Appropriate for \$4,756.79 Building 10,	31-Oct-2022	Full Remaining
Roof-HHS-UWR	\$ 603,000.00	\$ 590,527.55	\$ 12,472.45			
Highway	\$ 800,000.00	\$ 800,000.00	\$ -			
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)			
Symons Administrator	\$ 96,000.00	\$ 62,556.45	\$ 33,443.55	\$65,116.50 Roof, \$30,642.50 Plaster pool,	31-Oct-2022	Full Remaining
	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)			
Misc New Equip	\$ 125,000.00	\$ 99,710.16	\$ 25,289.84	*Appropriate at \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof		
Child Support	\$ 25,000.00	\$ 6,213.18	\$ 18,786.82	*Appropriate to Courthouse Roof	17-Jun-2022	\$ 18,786.82
Land Conservation				Balance being reappropriated to heat exchangers and courthouse windows	31-Oct-2022	\$ -
	\$ 100,000.00	\$ 2,633.62	\$ 97,366.38			
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ 3,272.55	*Appropriate for Courthouse Roof	17-Jun-2022	\$ 3,272.55
Ambulance	\$ 600,000.00	\$ 459,963.88	\$ 140,036.12	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining
	\$ 2,965,500.00	\$ 2,608,220.99	\$ 357,279.01			
	<b>Balance per Account Activity</b>	<b>\$ 2,608,220.99</b>		<b>Original Allocated to Roof</b>		
				Appropriate towards roof:		\$ 43,038.02
				Accounting for overages on lines against		\$ (26,044.23)
				<b>Total of #75 Towards Courthouse Roof:</b>		<b>\$ 16,993.79</b>
<b>Misc New Equipment</b>						
Approved Area	Approved Amt	Current Spend	Balance			
Circuit Court	\$ 1,000.00	\$ -	\$ 1,000.00			
Coroner	\$ 500.00	\$ -	\$ 500.00			
Courthouse (Side Paneling)	\$ 5,000.00	\$ -	\$ 5,000.00			
District Attorney	\$ 2,000.00	\$ -	\$ 2,000.00			
Emergency Gov't	\$ 1,100.00	\$ -	\$ 1,100.00			
Extension	\$ 1,000.00	\$ -	\$ 1,000.00			
Fairgrounds	\$ 500.00	\$ -	\$ 500.00			
Jail	\$ 4,000.00	\$ 259.20	\$ 3,740.80			
LEPC	\$ 1,178.00	\$ -	\$ 1,178.00			
MIS	\$ 20,000.00	\$ 30,620.06	\$ (10,620.06)			
Misc New Equipment	\$ 2,802.00	\$ -	\$ 2,802.00			
MIS-Comp Software	\$ 2,000.00	\$ 6,353.05	\$ (4,353.05)			
MIS-Comp/Maint/Upgrades	\$ 7,500.00	\$ 687.59	\$ 6,812.41			
MIS-Comp/Printer/Network	\$ 10,000.00	\$ 803.00	\$ 9,197.00			
Police Radio	\$ 8,000.00	\$ 5,409.18	\$ 2,590.82			
Property Lister	\$ 300.00	\$ 150.00	\$ 150.00			
Register of Deeds	\$ 220.00	\$ 220.00	\$ -			
Sheriff	\$ 25,000.00	\$ 24,401.20	\$ 598.80			
Sheriff Computer	\$ 30,000.00	\$ 19,150.00	\$ 10,850.00			
Sheriff-Crime Scene Equip	\$ 1,000.00	\$ 538.56	\$ 461.44			
Treasurer	\$ 700.00	\$ 1,395.60	\$ (695.60)			
Veterans Service	\$ 400.00	\$ -	\$ 400.00			
Zoning	\$ 800.00	\$ 800.00	\$ -			
	\$ 125,000.00	\$ 90,787.44	\$ 34,212.56			
<b>Fund 92 Tracker</b>			Approved Amt	\$ 1,032,132.00		
<b>Short Term Capital Improvement Borrowing 2021</b>			Total Spend	\$1,010,517.00		
			Remaining Balance	\$21,615.00		
Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Allocated to Roof Cost/Expenditure on Project:
Administration	\$ 2,132.00	\$ 2,132.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,132.00
Courthouse	\$ 159,000.00	\$ 141,000.00	\$ 18,000.00	\$18,000 for 3x Heat exchangers in 2022,	31-Oct-2022	\$ 68,337.21
3 Heat exchangers		\$ 18,000.00				
HHS	\$ 6,000.00	\$ -	\$ 6,000.00	Address heating and cooling needs	31-Oct-2022	Full Remaining
Highway	\$ 650,000.00	\$ 650,000.00	\$ -			
MIS	\$ 20,000.00	\$ 20,000.00	\$ -			
Sheriff	\$ 175,000.00	\$ 177,385.00	\$ (2,385.00)	Appropriate to Courthouse Roof	17-Jun-2022	\$ 9,424.42
UW Campus	\$ 20,000.00	\$ 20,000.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,074.01
			\$ 1,010,517.00	<b>Total of #92 (2021) Towards Courthouse Roof:</b>		<b>\$ 81,967.64</b>

<b>Fund 75 Tracker</b>	<b>Approved Amt</b>	<b>\$ 2,965,500.00</b>
<b>Capital Improvement Borrowing</b>	<b>Total Spent</b>	<b>\$ 2,543,590.71</b>

<b>Fund 92 Tracker</b>	<b>Approved Amt</b>	<b>1,032,132.00</b>
	<b>Total Spent</b>	<b>1,007,742.00</b>

<b>Fund 75</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>
	\$ 2,543,590.71	\$ 369,948.55		
<b>Fund 75 Interest</b>		10,145.53		
EMS for Building			\$ 239,784.30	
Difference to heat exchangers			\$ 8,391.00	\$ 97,366.38
Siding Extra			\$ 12,250.00	
Siding from Misc			\$ 5,000.00	
Windows			\$ 42,896.00	
Paint 1st floor			\$ 6,955.00	
Signs			\$ 2,655.00	
UW Campus				
Coppertop boiler work			\$ 11,350.00	
Gym - Air Circulation fan			\$ 5,888.00	
Gym Heating boiler pump leak			\$ 5,850.39	
Gym Broken water pipe in shower			\$ 665.00	
Water fountains			\$ 1,246.61	

<b>Fund 92 (2021)</b>	<b>Currently Spent</b>	<b>Current Balance</b>	<b>Designated to be spent</b>	<b>Balance to Allocate</b>	<b>Alternate spend</b>
	\$ 1,007,742.00	\$ 24,390.00			
Heat Exchangers			\$ 18,000.00		
	\$ 3,551,332.71	\$ 404,484.08	\$ 360,931.30	\$ 43,552.78	
					Door Electric \$500.00
					Ambulance Ceiling \$9,800.00
					911 Grant Match \$ 4,200.00
					Window Contingency \$ 4,289.00
					Could spend \$18,789.00
					<u>\$ 24,763.78</u>

Appendix B (Expenditure Appropriations for Fund #75 (2020 \$2.9m) and Fund #92 (2021 borrowing))

Approved Area	Approved Amt	Current Spend	Balance	Appropriation Project:	Completion:	Cost/Expenditure on Project:	Original Roof Allocations
Fund 75 Tracker			Approved Amt	\$ 2,965,500.00			
Fund 75 Interest			Interest	\$ 10,145.53			
Capital Improvement Borrowing			Total Spend	\$ 2,543,590.71			
Spend by 3/5/2023			Remaining Balance	\$ 421,909.29	minus \$51960.74 for Roof	\$ 369,948.55	
Technology	\$ 124,500.00	\$ 134,178.68	\$ (9,678.68)				
Parks	\$ 38,000.00	\$ 15,918.27	\$ 22,081.73	Well Project	31-Oct-2022	\$ 15,773.47	
Viola Well		\$ 13,000.00					
Courthouse	\$ 60,000.00	\$ 59,311.19	\$ (0.00)	*Appropriate to Courthouse Roof	17-Jun-2022	\$ (0.00)	\$688.81
Emergency Mgmt	\$ 20,000.00	\$ -	\$ 20,000.00	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining	
Fairgrounds	\$ 105,000.00	\$ 102,057.21	\$ 2,942.79	Appropriate for \$4,756.79 Building 10,	31-Oct-2022		
Roof-HHS-UWR	\$ 603,000.00	\$ 605,461.55	\$ (2,461.55)				
Highway	\$ 800,000.00	\$ 800,000.00	\$ -				
Sheriff-Vehicles	\$ 234,000.00	\$ 245,867.40	\$ (11,867.40)				
Symons	\$ 96,000.00	\$ 53,520.15	\$ 42,479.85	\$62,556.45 Roof, \$30,642.50 Plaster pool,	31-Oct-2022		
Plaster		\$ 30,642.50				\$ 11,837.35	
Administrator	\$ 10,000.00	\$ 14,498.15	\$ (4,498.15)				
Misc New Equip	\$ 125,000.00	\$ 99,710.16	\$ (3,922.72)	*Appropriate at \$5,000 for Side Paneling on Courthouse, with remainder of Misc New Equipment to courthouse roof			
Courthouse siding		\$ 5,000.00		Appropriate to Courthouse Roof		\$ (8,922.72)	\$29,212.56
Child Support	\$ 25,000.00	\$ 6,213.18	\$ -	*Appropriate to Courthouse Roof	17-Jun-2022	\$ -	\$18,786.82
Land Conservation	\$ 100,000.00	\$ 2,633.62	\$ 97,366.38	Balance being reappropriated to heat exchangers and courthouse windows	31-Oct-2022	\$ 24,074.58	
Difference to heat exchangers		\$ 8,391.00					
Siding Extra		\$ 12,250.00					
Windows Ad		\$ 144.80					
Windows		\$ 42,896.00					
Paint 1st floor		\$ 6,955.00					
Signs		\$ 2,655.00					
			\$ 73,291.80				
AED for Squads	\$ 25,000.00	\$ 21,727.45	\$ -	*Appropriate for Courthouse Roof	17-Jun-2022	\$ -	\$3,272.55
Ambulance	\$ 600,000.00	\$ 382,493.70	\$ 217,506.30	Appropriate to New Ambulance Garage	9/31/2022	Full Remaining	
		\$ 2,965,500.00	\$ 2,543,590.71	\$ 369,948.55			
			\$ 2,543,590.71				\$51,960.74
			\$ 10,145.53			\$ (8,922.72)	
			\$ 380,094.08			\$ (26,044.23)	(\$44,478.98)
				Total of #75 Towards Courthouse Roof:		\$ (34,966.95)	\$7,481.76
<b>Misc New Equipment</b>							
<b>Approved Area</b>	<b>Approved Amt</b>	<b>Current Spend</b>	<b>Balance</b>				
Circuit Court	\$ 1,000.00	\$ -	\$ 1,000.00				
Coroner	\$ 500.00	\$ -	\$ 500.00				
Courthouse (Side Paneling)	\$ 5,000.00	\$ -	\$ 5,000.00				
District Attorney	\$ 2,000.00	\$ -	\$ 2,000.00				
Emergency Gov't	\$ 1,100.00	\$ -	\$ 1,100.00				
Extension	\$ 1,000.00	\$ -	\$ 1,000.00				
Fairgrounds	\$ 500.00	\$ -	\$ 500.00				
Jail	\$ 4,000.00	\$ 259.20	\$ 3,740.80				
LEPC	\$ 1,178.00	\$ -	\$ 1,178.00				
MIS	\$ 20,000.00	\$ 26,351.75	\$ (6,351.75)				
Misc New Equipment	\$ 2,802.00	\$ 13,191.03	\$ (10,389.03)				
MIS-Comp Software	\$ 2,000.00	\$ 6,353.05	\$ (4,353.05)				
MIS-Comp/Maint/Upgrades	\$ 7,500.00	\$ 687.59	\$ 6,812.41				
MIS-Comp/Printer/Network	\$ 10,000.00	\$ 803.00	\$ 9,197.00				
Police Radio	\$ 8,000.00	\$ 5,409.18	\$ 2,590.82				
Property Lister	\$ 300.00	\$ 150.00	\$ 150.00				
Register of Deeds	\$ 220.00	\$ 220.00	\$ -				
Sheriff	\$ 25,000.00	\$ 24,401.20	\$ 598.80				
Sheriff Computer	\$ 30,000.00	\$ 19,150.00	\$ 10,850.00				
Sheriff-Crime Scene Equip	\$ 1,000.00	\$ 538.56	\$ 461.44				
Treasurer	\$ 700.00	\$ 1,395.60	\$ (695.60)				
Veterans Service	\$ 400.00	\$ -	\$ 400.00				
Zoning	\$ 800.00	\$ 800.00	\$ -				
	\$ 125,000.00	\$ 99,710.16	\$ 25,289.84				
<b>Fund 92 Tracker</b>			Approved Amt	\$ 1,032,132.00			
<b>Short Term Capital Improvement Borrowing</b>			Total Spend	\$1,007,742.00			
<b>2021</b>			Remaining Balance	\$24,390.00			
<b>Approved Area</b>	<b>Approved Amt</b>	<b>Current Spend</b>	<b>Balance</b>	<b>Appropriation Project:</b>	<b>Completion:</b>	<b>Allocated to Roof Cost/Expenditure on Project:</b>	
Administration	\$ 2,132.00	\$ 2,132.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,132.00	
Courthouse	\$ 159,000.00	\$ 141,000.00	\$ 18,000.00	\$18,000 for 3x Heat exchangers in 2022,	31-Oct-2022	\$ 68,337.21	
3 Heat exchangers		\$ 18,000.00					
HHS	\$ 6,000.00	\$ -	\$ 6,000.00	Address heating and cooling needs	31-Oct-2022	Full Remaining	
Highway	\$ 650,000.00	\$ 650,000.00	\$ -				
MIS	\$ 20,000.00	\$ 20,000.00	\$ -				
Sheriff	\$ 175,000.00	\$ 174,610.00	\$ 390.00	Appropriate to Courthouse Roof	17-Jun-2022	\$ 9,424.42	
UW Campus	\$ 20,000.00	\$ 20,000.00	\$ -	Appropriate to Courthouse Roof	17-Jun-2022	\$ 2,074.01	
		\$ 1,007,742.00	\$ 24,390.00	<b>Total of #92 (2021) Towards Courthouse Roof:</b>		\$ 81,967.64	