

RICHLAND COUNTY

Rules & Strategic Planning Standing Committee

June 1, 2022

NOTICE OF MEETING

Please be advised that the Richland County Rules and Strategic Planning Standing Committee will convene at 10:00 a.m., Thursday, June 2nd, 2022 in the County Board Room at 181 W. Seminary Street via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m7e3e141d60dbe7c23cf610d815ca3ae6>

Meeting number: 2554 367 3421, Password: EYfqmZCi336

WebEx Teleconference: WebEx teleconference phone number: 650-479-3208, Access code: 2554 367 3421

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

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Public comments
Topics raised in comments received from the public may be placed on a future agenda for consideration.

Consent Items

Consent items are routine in nature and not believed to be controversial. The committee may approve all consent items in one motion after a reading of recommended actions, which shall each be entered into the recorded minutes. Any committee member may request that any item or items be removed from the consent portion of the agenda for discussion.

5. Approval of minutes
6. Amendment to policy on “[Authority of management, roles of members and chairs of committees, boards and commissions](#)”
7. Amendment to policy on “[Policy establishment](#)”
8. Amendment to “[Richland County Board Body Structure](#)”: Court Security Committee and Fair, Recycling, and Parks Committee
9. Update to [Civil Rights Compliance Plan](#)
10. Repeal and replacement of Ordinance No. 99-11 regarding disposal and destruction of county records

Discussion Items

11. Comprehensive plan scope and responsible committee/s
12. Richland County Strategic Plan
 - a. Work plan
 - b. Service consideration matrix for committees
13. Supervisor attendance at WCA conference

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14. Future agenda items

15. Adjournment

*Meeting materials for items marked with an asterisk may be found at

<https://administrator.co.richland.wi.us/minutes/rules-strategic-planning.shtml>.

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

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 Rules and Strategic Planning Standing Committee.

Richland County

Rules & Strategic Planning Standing Committee

MAY 5th, 2022

The Rules and Strategic Planning Standing Committee met on Thursday, May 5th, 2022, at 10:00 a.m. in the County Board Room at 181 W. Seminary Street via videoconference and teleconference.

Committee members present included: Committee Chair Shaun Murphy-Lopez, Marty Brewer, Donald Seep, Ingrid Glasbrenner, Danielle Rudersdorf. Linda Gentes, Chad Cosgrove, Bob Frank and Julie Fleming.

Department heads, staff and public present were: County Administrator Clint Langreck, Jason Glasbrenner, Administrative Assistant Cheryl Dull with John Couey and Gabe Schmitt from MIS running the teleconferencing. Those logged in by videoconference or teleconference: Chief Deputy Aaron Wallace, Clerk Derek Kalish, Treasurer Jeff even, Accounting Supervisor Tammy Wheelock, Sheriff Clay Porter and WRCO.

1. **Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:03 a.m.
2. **Proof of Notification** - Chair Murphy-Lopez confirmed that the meeting had been properly noticed.
3. **Agenda Approval** - Moved by Supervisor Glasbrenner to approve the agenda, seconded by Supervisor Cosgrove. All voting aye, motion carried.
4. **Public comments** - Chair Murphy-Lopez invited any public to make comments. No public comments.
5. **Approval of minutes:**
 - a. **March 8th Strategic Planning Committee** – Moved by Supervisor Glasbrenner to approve the minutes as presented, 2nd by Chair Murphy-Lopez. All voting aye, motion carried,
 - b. **March 14th Rules & Resolutions Committee** – Moved by Supervisor Cosgrove to approve the minutes as presented, 2nd by Murphy-Lopez. All voting aye, motion carried.
6. **Roles and responsibilities of the Rules & Strategic Planning Standing Committee** – Chair Murphy-Lopez asked for introductions from the committee members and to state which committee they are representing. Administrator Langreck stated Fair, Recycling & Parks Standing Committee and Land and Zoning Standing Committee appointed representatives, Rudersdorf and Gentes at the last meeting. They have not been confirmed by County Board yet so they will need to refrain from voting today. Chair Murphy-Lopez reviewed the roles/responsibilities of the board.
7. **Branding Committee recommendation** - Jasen Glasbrenner presented the designs and updated the committee on the process in how they reached this decision. Questions followed from Supervisors Frank, Seep, Brewer, Fleming, Murphy-Lopez, Rudersdorf and Gentes in reference to the departmental decisions and adjustments to the logos. The preference of the committee is the logo with Richland County inside the county outline. Moved by Supervisor Frank to proceed moving this forward to the County Board, 2nd Supervisor Cosgrove. Chair Murphy-Lopez requested a roll call vote. Murphy-Lopez-aye; Brewer-aye; Seep-aye; Glasbrenner-aye; Cosgrove-aye; Frank-aye; Fleming-aye. All 7 voting aye, motion carried.
8. **Strategic plan review and amendment:** Administrator Langreck reviewed the amendments to the plan created by the restructuring. Moved by Supervisor Brewer to adopt the plan and not send back to County Board again for approval, 2nd by Supervisor Frank. All voting aye, motion carried.

Discussion followed on the tasking of items, to whom, roll out and expectations after that. Also discussion on comprehensive plan, timeline, contractors and cost. Comprehensive Plan should be tasked to Land & Zoning Standing Committee and Rules & Strategic Planning Standing Committee until it is determined what would be in it. Moved by Supervisor Glasbrenner to distribute the plan to departments for review and input, 2nd Supervisor Cosgrove. Motion carried. The Committee representatives should make sure it gets on the agendas of the departments.

9. **Committee financial oversight** – Chair Murphy-Lopez asked to have this put on the agenda because he is seeing agendas come out without that on there. The Administrative Manual calls for it to be done monthly and it is not always being satisfied. He is recommending there be a change in the Administrative Manual to XI. and Body structure document. Clerk Kalish stated reports are provided monthly to departments. The audit committee is replaced with reviews from Administrator Langreck and Clerk Kalish if review is needed. Supervisor Frank felt review should continue be done monthly not quarterly. No action is taken as there would

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not be a change in the rules. Chair Murphy-Lopez stated this is only found in our Administrative Manual which is an inconsistency in how it is being handled.

10. Body (committee) structure document amendments –

a. ADA Compliance Committee – Administrator Langreck is recommending a structure change of striking the County Board Chair, adding the Vice Chair and change 1 supervisor with 2 supervisors. Moved by Supervisor Cosgrove to approve the change, 2nd Supervisor Fleming. All voting aye, motion carried.

b. Health & Human Services and Veterans Standing Committee – Identifying the two citizen-veterans' members as non-voting for items specific to the Board of Health.

Land and Zoning Standing Committee adding notes of federal code/guidance for FSA to not provide membership (conflicts with state statute).

Moved by Supervisor Glasbrenner to approve changes to the committees, 2nd by Supervisor Frank. All voting aye, motion carried.

11. County Board training and mentor program -

Chair Murphy-Lopez encouraged attendance to the WCA training on May 16th and encourage participation in the mentor program. Supervisor Gentes stated her and Supervisor Voyce have already matched up and have met several times already. Supervisor Rynes and Fleming still need partners. Supervisor Fleming stated she can't attend on May 16th so she will be attending in Deforest. There are 5 currently signed up for the WCA training.

Moved by Supervisor Cosgrove to send out information to supervisors about the trainings and mentorship, 2nd by Supervisor Glasbrenner. All voting aye, motion carried.

12. Rule #10 amendment –

Chair Murphy-Lopez presented an amendment to rule #10 because it currently does not follow Robert's Rules of Order, which allows a motion to postpone to be debated. County Board Rule #10 currently states, "When a motion is under discussion, no motion shall be in order except a motion to table until later in the meeting or to table to a definite date or to table indefinitely, which shall not be debatable, or a motion to amend. A motion to adjourn shall be in order and be decided without debate."

Moved by Supervisor Brewer to amend rule 10 to *"When a motion is under discussion, no motion shall be in order except 1) a motion to table until later in the meeting (not debatable), 2) a motion to postpone or to table to a definite date or to table indefinitely (debatable), which shall not be debatable, or 3) a motion to amend. A motion to adjourn shall be in order and be decided without debate."*, 2nd Supervisor Glasbrenner. All voting aye, motion carried.

13. WI Counties Association resolutions –

Supervisor Brewer asked Chair Murphy-Lopez to look into this. O'Connell has sent letters to Counties asking for resolutions for the WCA to take for legislation, due by June 20th. State Aide was one that needs to be sent to Legislation, Chair Murphy-Lopez and Supervisor Gentes to work on this one. Supervisor Frank recommended continued funding for NG911. Administrator Langreck will touch base with other county administrators on what they are working on for state aide and provide feedback to Chair Murphy-Lopez and Supervisor Gentes. Supervisor Frank asked Administrator Langreck to inquire about public communication.

Moved by Supervisor Brewer to get information out to committee chairs to put on their agendas for discussion and feedback, 2nd Supervisor Glasbrenner. All voting aye, motion carried.

14. Future agenda items -

Murphy-Lopez - none; Brewer– formal policy covering conferences, authorization, limited numbers and direction/directive; Seep – county employees traveling out of state for training and was any action taken on a policy; Glasbrenner – comprehensive plan scope; Rudersdorf - none; Gentes - none; Cosgrove - none; Frank - none; Fleming - none.

15. Adjournment –

Next meeting will be held Thursday June 2nd @ 10:00 a.m. Moved by Supervisor Cosgrove to adjourn at 11:58 a.m., seconded by Supervisor Frank. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to policy on authority of management, roles or members and chairs of committees, boards and commissions.

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 June, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B2, B3
Date submitted:	26 July, 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>needed</u>

Recommendation and/or action language:

Motion to ... recommend resolution to the Richland County Board to amend the Policy on Authority of management, roles or members and chairs of committees, boards and commissions to include a policy title change and added duties to the County Board Chair.

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

Major changes include:

- 1) Changing the policy title to, “Defining County Leadership Roles”
- 2) Adding duties to the County Board Chair:
 - x. Represent the County as a member of the following governmental bodies:
 - a) Southwest Wisconsin Workforce Development Board
 - b) Tax Incremental District Review Boards
 - c) Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College

Attachments and References:

Markup of Policy Establishment	
Draft Resolution	

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		

Richland County Committee

Agenda Item Cover

(summary of current and future impacts)

No foreseeable financial impacts

Approval:

Review:

Clinton Langreck

Department Head
applicable)

Administrator, or Elected Office (if

Policy of Richland County

Policy Cover	
Title: Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions <u>Defining County Leadership Roles</u>	Effective Date: 18 Aug 2020 Adoption/Revision Date: 30 Mar 2022 <u>21 June 2022</u>
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS) Sponsoring Committee, Board or Commission: Rules and Resolutions <u>Strategic Planning Standing Committee</u>

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93;
- b. Establishment Policy: Resolution 20-93;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

3. Purpose

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.
- c. To establish the roles and duties of the County Board Chair and Vice

4. Scope

- a. Applies to Richland County management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

5. Policy Overview

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.

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- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

Policy Content

7. Management Authorities:

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
 - i. Manage and direct employees;
 - ii. Ensure compliance with all regulations and laws impacting operations;
 - iii. Enforce policies and standards of performance;
 - iv. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
 - v. Hire, promote, schedule, transfer and assign employees;
 - vi. Lay off and recall employees;
 - vii. Investigate workplace actions and direct administrative leave;
 - viii. Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
 - ix. Authorize and restrict access to department properties and equipment;
 - x. Schedule overtime as required;
 - xi. Develop job descriptions and assign work duties;
 - xii. Introduce new or improved operation methods or change existing operation methods;
 - xiii. Prepare and present operating budgets;
 - xiv. Contract for goods and services;
 - xv. Discontinue unrequired operations of services;
 - xvi. Partner with other counties, agencies or organizations;

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- xvii. Educate oversight committee, county board and interested parties on department services;
- xviii. Direct operations of Richland County; and delegate management authorities as appropriate.

8. Roles of Individual Members of Committee, Boards and Commissions:

- a. The Richland County Board of Supervisors and members of Richland County committee, board or commission are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
 - i. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
 - ii. Take part in activities of the board and/or serving on one or more standing committees or commissions;
 - iii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
 - iv. Provide oversight and advice to the management of county regarding delivery of county services
 - v. Respond to the needs of constituents and informing administration of community service concerns;
 - vi. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes;
 - vii. Request information needed to make informed decisions;
 - viii. May consult on projects at the request of administration, in a voluntary capacity;
 - ix. Discuss appropriate county matters with fellow members but avoid walking quorums.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

9. Roles of the Chairs of Committees, Boards, or Commissions:

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- a. The following duties and responsibilities are placed on the presiding member of the committee, board or commission:
 - i. Approve placement of items of the body's meeting agenda;
 - ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
 - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
 - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
 - v. Restrain the members while engaged in debate within the rules of order;
 - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the County Clerk, Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;
 - vii. Clear the meeting floor when adjourning or moving into closed session;
 - viii. Use discretion in the order of addressing agenda items;
 - ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
 - x. Appoint/ensure that minutes are recorded;
 - xi. Use discretion in the seating configuration for meetings;
 - xii. Approve time, date and location of the next meeting if not designated in the previous meeting's adjournment; or if the time, date and location designated in the previous meeting's adjournment is not reasonable as determined by the County Board Chair; and
 - xiii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)
- b. Succession of the presiding official:
 - i. In the event the Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
 1. Vice Chair
 2. Secretary
 3. Longevity of service on the committee, board or commission
 4. Alphabetical by last name

10. Roles of the County Board Chair and Vice:

- a. The following duties and responsibilities are placed on the County Board Chair:

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- i. Perform all duties required of the Chair until the County Board elects a successor.
 - ii. Preside at County Board meetings and meetings of the Finance & Personnel Standing Committee when present.
 - iii. Countersign all ordinances of the County Board.
 - iv. Act as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County.
 - v. Recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation (with exceptions of Pine Valley and Child Support, Finance and Personnel, and Rules and Strategic Planning).
 - vi. Be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County
 - vii. Act as a voting member, if a quorum is not otherwise present for a Standing Committee.
 - viii. Assign all matters to the appropriate committee when there is doubt.
 - ix. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities.
 - x. Represent the County as a member of the following governmental bodies:
 - a) Southwest Wisconsin Workforce Development Board
 - b) Tax Incremental District Review Boards
 - c) Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College
 - ix-b.
 - x-xi. Recommend the permanent removal of a County Board member from a body, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a body, before a recommendation for removal is brought before the County Board.
 - xi-xii. Take care that all federal, state and local laws, rules and regulations, and board policies pertaining to county government are enforced.
 - xii-xiii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.
- b. The following duties and responsibilities are placed on the County Board Vice Chair:
- i. Perform the chairperson's duties in case of the absence or disability of the chairperson.
 - ii. Preside at meetings of the Rules & Strategic Planning Standing Committee

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when present.

- iii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.

11. Implementation of Policy:

- a. All current rules, ordinances, policies and procedures (at the time of adoption) that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
18 Aug 2020	Original	Resolution 20-93
30 Mar 2022	Additions to roles of County Board Chair and Vice Section 10	Resolution 22-23
<u>21 June 2022</u>	<u>Title change and added representative duties to the Board Chair</u>	<u>Resolution 22 -</u>

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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	

RESOLUTION NO. 22 - __

A Resolution Adopting Amendments to the Richland County Policy on Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions.

WHEREAS, amendments to the Richland County Policy on Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions are recommended by the Rules and Strategic Planning Standing Committee to change the policy name to “Defining County Leadership Roles”; and

WHEREAS, the Rules and Strategic Planning Standing Committee also recommends making changes to the policy to include the current practice of the County Board Chair participating as a member on the Southwest Wisconsin Workforce Development Board, Tax Incremental District Review Boards, and on Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Policy on Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions is amended to reflect proposed changes in policy title and added membership duties to the County Board Chair; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator’s Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY
RULES AND STRATEGIC PLANNING
STANDING COMMITTEE (June 2nd, 2022)

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH

COUNTY CLERK

DATED JUNE 21st, 2022

		FOR	AGAINST
Shaun Murphy-Lopez			
Marty Brewer			
Donald Seep			
Ingrid Glasbrenner			
Danielle Rudersdorf			
Linda Gentes			
Chad Cosgrove			
Bob Frank			
Julie Fleming			

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to Policy Establishment

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 June, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B2, B3
Date submitted:	25 July, 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>needed</u>

Recommendation and/or action language:

Motion to ... recommend resolution to the Richland County Board to amend the Policy Establishment to include added authorities to sponsoring committee, boards and commissions and added responsibilities to policy custodians.

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

On August 18th 2020, Richland County adopted a Policy Establishment (or, policy on policy) establishing a methodology for policy standardization and authorities. As the County Board continues down the path of: 1) providing leadership by policy, 2) disseminate authorities to its representative committee, boards, commissions and staff, and 3) standardizing operations, the following changes as presented in the drafted, markup document is brought before the committee for consideration.

Major changes include: 1) amendment to purpose language, 2) expanded responsibilities of the administrative custodian, and 3) expanded authority of the sponsoring committee, board or commission.

Attachments and References:

Markup of Policy Establishment	
Draft Resolution	

Financial Review:

(please check one)

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

(summary of current and future impacts)

No foreseeable financial impacts

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head
applicable)

Administrator, or Elected Office (if

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Policy Cover	
Title: Policy Establishment	Effective Date: 18 Aug 2020
	Adoption/Revision Date: 18 Aug 2020 <u>21 June 2022</u>
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Rules and Resolutions <u>Rules and Strategic Planning Standing Committee</u>

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- ~~b.~~ To establish when a policy is required and to set standards for updating and maintaining policies.
- ~~b-c.~~ To establish authority of approval, amendments, and interpretation: and to designate dissemination responsibilities of policy.

4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
 - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
 - i. A policy typically addresses questions of "who," "what" and "why."
 - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
 1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
 - i. An administrative policy establishes powers, responsibilities, and/or rules for

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county employees and Board Supervisors.

- ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

6. Policy Performance

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

Policy Content

7. Policy Format and Standards

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
 - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
 - i. A “Title” that provides a brief description of the policy.
 - ii. An “Effective Date” that states the date the policy took effect.
 - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
 - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed. post and disseminate changes, and provide administrative interpretation on the policy.
 - v. An “Approving Body” that states which Richland County committee, board or commission shall initially approve the policy before the policy takes effect.
 - vi. A “Sponsoring Committee, Board or Commission” that states which Richland County committee, board or commission is delegated with jurisdiction and authority to make ~~interpretation of the policy and make recommendations to the board for amendments to the policy, or defer to the Richland County Board when such changes are determined to be beyond the purpose of the original policy, or beyond the authority of the sponsoring committee board or commission, or as desired by a simple majority vote of the sponsoring committee, board or commission-~~ to the policy, or defer to the Richland County Board when such changes are determined to be beyond the purpose of the original policy, or beyond the authority of the sponsoring committee board or commission, or as desired by a simple majority vote of the sponsoring committee, board or commission-
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:

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- i. An “Authority” section that states the state and/or federal law that supports the policy creation.
- ii. A “References” section that states:
 - 1. The resolution number, ordinance number, and/or meeting minutes stating the committee, board or commission and date;
 - 2. The date when the action was taken to approve the policy; and
 - 3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.
- iii. A “Purpose” section that states the intent of the policy.
- iv. A “Scope” section that states what and who the policy applies to.
- v. A “Policy Overview” section that gives context to the need for the policy.
- vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
 - i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
 - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or sponsoring committee, board or commission.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

8. Policy Process

- a. A policy shall be established or revised when:
 - i. Directed by the RCBS.
 - ii. Required by state and/or federal law.
 - iii. Requested by an elected official or Richland County employee and approved

Policy of Richland County

by RCBS or other Richland County committee, board or commissions, in accordance with the board rules.

- b. All policies that apply to all Richland County wide operations shall be initially approved by the RCBS.
- c. All policies that are specific to certain operations and/or departments may be initially approved by the responsible committee, board or commission provided they are not in conflict with established county policy, ordinance, or state and federal regulations. ~~Committee, boards or commissions may defer action to the RCBS if deemed appropriate by such body.~~
- d. Each policy shall be assigned to a custodian designated with the following administrative authorities and responsibilities.
 - i. The custodian shall update the assigned policy as needed.
 - ii. The custodian shall, at a minimum, review the assigned policy annually.
 - iii. The custodian shall be responsible for properly posting and disseminating policy and changes.
 - iv. The custodian shall be responsible for administrative interpretation of the policy, and will confer the County Administrator and Corporation Counsel on contended issues.
 - v. The custodian may make non-substantial changes to the policy such as typos or formatting with notification given to the sponsoring committee, board or commission.
 - ~~vi.~~ The custodian shall review and approve all administrative procedures in support of the policy.
- e. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and make recommendations concerning the policy. The proposed policy shall be submitted with the "Policy Review Form" as set forth in Attachment A for review and approval, when originating outside the Administrator or Corporation Counsel Office.
- f. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible committee, board or commission with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- g. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk's Office and the County Administrator.

9. Attachments

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference

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Policy of Richland County

18 Aug 2020	Original	Resolution 20-93
<u>21 June 2022</u>	<u>Changes in authority of supervisory Committee and Policy Custodian</u>	<u>Resolution 22-</u>

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

Completed by Corporation Counsel

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

RESOLUTION NO. 22 - __

A Resolution Adopting Amendments to the Richland County Policy Establishment (Policy).

WHEREAS, amendments to Richland County Policy Establishment are recommended by the Rules and Strategic Planning Standing Committee to expand the purpose of the policy, expand the authority of policy sponsoring committee, boards and commissions and expand the responsibilities of administrative staff serving as policy custodians; and

WHEREAS, the proposed changes further facilitate progression of leading by policy and disseminating authorities to the Richland County's policy-sponsoring committee, boards, commissions and staff.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Board Policy Establishment is amended to reflect proposed changes to the policy purpose, authorities of committees, board and responsibilities of the policy custodians; and

BE IT FURTHER RESOLVED that a copy of the policy shall be made available in the Richland County Administrator's Office and on the Richland County website; and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY
RULES AND STRATEGIC PLANNING
STANDING COMMITTEE (June 2nd, 2022)

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH

COUNTY CLERK

DATED JUNE 21st, 2022

		FOR	AGAINST
Shaun Murphy-Lopez			
Marty Brewer			
Donald Seep			
Ingrid Glasbrenner			
Danielle Rudersdorf (Not Confirmed)			
Linda Gentes (Not Confirmed)			
Chad Cosgrove			
Bob Frank			
Julie Fleming			

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

Agenda Item Name: Amendment to “Richland County Board Body Structure”: Court Security Committee and Fair, Recycling, and Parks Committee

Department	County Board and Clerk of Circuit Court	Presented By:	Shaun Murphy-Lopez and Stacy Kleist
Date of Meeting:	6/2/22	Action Needed:	Motion
Disclosure:	Open Session	Authority:	B3
Date submitted:	6/1/22	Referred by:	None

Recommendation and/or action language:

Motion to recommend to the County Board amending the Body Structure document to add the Court Security Committee and insert financial monitoring responsibility for the Fair, Recycling, and Parks Committee.

Background:

The [Body Structure document](#) does not contain a description of the Court Security Committee, which is required by [Wisconsin Supreme Court Rule 68](#). Clerk of Circuit Court Stacy Kleist has researched the duties and make-up of the committee, which is included in the attachment. In addition to recommending that this committee be added to the Body Structure document, the following changes are recommended:

- The Court Security Committee should report to the Public Safety Standing Committee for matters relating to the Richland County Board.
- Responsibility for court facilities security should be removed from the Public Safety Standing Committee.
- Responsibility for court facilities security should also be removed from the Public Works Standing Committee under their duties as the Property Committee.

Changes to the Body Structure document are shown in the attachment. In addition, a component of financial monitoring under the Fair, Recycling, and Parks Standing Committee which was inadvertently omitted during the restructuring process has been added. This change brings the that committee to equal footing with all other standing committees, with regards to financial monitoring.

A resolution for the Rules & Strategic Planning Standing Committee’s consideration is below.

A Resolution Adopting Amendments to the Richland County Structure Document

WHEREAS, an amendment to Richland County Body (Committee) Structure Document is recommended by the Rules and Strategic Planning Standing Committee to add the Court Security Committee, remove responsibility from the Public Safety and Public Works Standing Committees for security of court facilities, and add financial monitoring responsibility to the Fair, Recycling, and Parks Standing Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the Richland County Body Structure Document is amended reflecting proposed changes to the Court Security

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

Committee; Public Safety Standing Committee; Public Works Standing Committee; and Fair, Recycling, and Parks Standing Committee; and

BE IT FURTHER RESOLVED that a copy of the Body Structure Document shall be made available in the Richland County Administrator's Office and on the Richland County website, and

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

Attachments and References:

Body (Committee) Structure Document	
-------------------------------------	--

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:

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY BOARD BODY STRUCTURE

(Amended ~~June 21~~ May 17, 2022)

ADRC OF EAGLE COUNTRY REGIONAL BOARD

(reports to HHS & Veterans Standing Committee)

- A. Outside board that oversees the regional ADRC, administered by Juneau County.
- B. One County Board supervisor from the HHS & Veterans Standing committee shall be recommended for appointment by the County Board Chair, with confirmation by the County Board.

(COMMISSION ON) AGING AND DISABILITY BOARD

(reports to HHS & Veterans Standing Committee)

- A. This committee shall consist of eleven members as follows:
 - 1. At least 51% of the members shall be at least 60 years old;
 - 2. At least 2 members representing adults with disabilities;
 - 3. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - 4. At least 1 member representing disabled youth transitioning into adult services;
 - 5. At least 1 member representing service providers;
 - 6. At least 2 members shall be County Board Supervisors.
- B. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- C. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- D. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human Services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County. Wisconsin State Statute 46.82(4) covers the requirements and comply with the federal aging funding that the County receives.
- E. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.

- f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
- g. Educate older people and adults with disabilities on issues of importance to them.
- h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
- i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
- j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
- k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
- l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
- m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
- n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
- o. Serve on committees as needed.
- p. Attend regular Commission on Aging and Disability meetings.

(JOINT) AMBULANCE COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor, two County Board Supervisors (appointed by recommendation of the County Board Chair) ;
- B. Provide oversight and advice provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County Ambulance Service.
- C. Monitor the actual vs. approved annual budget in funds managed by the Ambulance Department on a minimum quarterly basis.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE *(reports to Public Works Standing Committee)*

- A. 7 members composed as follows:
 - 1. the Vice Chair of the County Board;
 - 2. two Supervisors;
 - 3. one disabled individual;
 - 4. a representative from the business or non-profit community;

5. a representative from education;
 6. a representative from the medical/health profession.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
 - C. The committee shall hear appeals from action taken by the Americans with Disability Coordinator.
 - D. Members shall be paid mileage and per diems for their attendance.
 - E. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
 - F. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.
 - G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.

BRANDING COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee consists of 9 members being as follows:
 1. Two County Board members (one of whom will serve as chair)
 2. Two County Department heads
 3. Three community members
 - a. A high school student
 - b. A business sector representative
 - c. A representative of art
 4. Two village representatives
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The committee will assist with the development of a County Branding Manual covering details of logos, motto, flag, branding elements for all road signage, vehicle signage, building signage, county department letterhead, business cards, and the website.
 1. Duties include:
 - a. To bring insight to the process from the people and profession they represent.
 - b. To help identify good process for public input.
 - c. To spread the news of this effort while speaking positively and supportively of the process.
 - d. Provide insights on design elements but they themselves do not create, design, or dictate what the brand will be or tell the design consultant what to do.

- e. Provide a recommendation of a final County Branding Manual for adoption and implementation by the County Board.

CHAPTER 980

(reports to State of Wisconsin)

When a court orders the county to prepare a report that identifies an appropriate residence option within the county for an individual committed as a sexually violent person who has been authorized for supervised release and is a Richland County Resident, the county shall create a temporary committee to prepare a report for the county. The committee shall consist of the following:

1. The county department under s. 51.42 (Health and Human Services);
2. A representative of the Department of Health Services;
3. A local probation or parole officer;
4. The county corporation counsel or his or her designee; and
5. A representative of the county that is responsible for land use planning or the department of the county that is responsible for land information.

Wisconsin State Statutes 980.08(4)(dm) covers the requirements of the Chapter 980 Committee and can be found at: [https://docs.legis.wisconsin.gov/document/statutes/980.08\(4\)\(dm\)](https://docs.legis.wisconsin.gov/document/statutes/980.08(4)(dm)).

CITIZEN PARTICIPATION PLANNING COMMITTEE

(reports to the Finance & Personnel Standing Committee)

- A. This committee is a legal requirement for the use of Community Block Development Grant (CDBG) funds to complete approved CDBG projects at the Richland Center Auditorium and in the Village of Lone Rock. This committee must exist until the projects are complete, which is anticipated to be the Fall of 2020.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

CITY COUNTY COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee is a joint body of Richland County and the City of Richland Center that addresses issues of importance to both the County and City.
- B. Two members from the County Board consist of the County Board Chair and Vice Chair.

COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

(reports to HHS & Veterans Standing Committee)

1. Nine members.
2. The Committee shall consist of the following members:
 - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;

- e. 1 family members and interested citizens. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.

3. Members recommended by the Administrator for appointment and confirmed by the County Board.

4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights. Wisconsin Administrative Code DHS 36.09 covers the requirements for this advisory committee to the CCS program (a Medicaid behavioral health program) and can be found at <https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.09>.

5. The Committee shall meet at least quarterly.

6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.

7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. This committee covers two programs; the Coordinated Services Team (CST) Initiative and the Children's Community Options Program (CCOP). Wisconsin Statutes 46.56(3) covers the requirements for the CST Committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.56\(3\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.56(3)) and Wisconsin Statutes 46.272(4) which covers the Children's Community Options Program (CCOP) advisory committee [\[https://docs.legis.wisconsin.gov/document/statutes/46.272\(4\)\]](https://docs.legis.wisconsin.gov/document/statutes/46.272(4)).
- B. The Coordinated Services Team (CST) Coordinating Committee meets the requirements for CST and CCOP Programs.
- C. Members recommended by the Administrator for appointment and confirmed by the County Board, which shall include representatives from:
 - a. The county department responsible for child welfare and protection services or, for an initiative established by a tribe, the tribal agency responsible for child welfare and protection services.
 - b. The county department responsible for mental health and alcohol and drug abuse services for children and families or, for an initiative established by a tribe, the tribal agency responsible for these services.
 - c. The county department responsible for providing services for children who have developmental disability or, for an initiative established by a tribe, the tribal agency responsible for providing these services.
 - d. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938 or, for an initiative established by a tribe, a representative of the tribal court.
 - e. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county, or any county children with disabilities education board in the county, and any other school district in the county that is willing to participate in the initiative, at the discretion of the administering agency. For an initiative established by a tribe, the coordinating committee shall include a representative of the school district serving

the majority of pupils who reside on the reservation of the tribe or on trust lands held for the tribe and any cooperative educational service agency providing special education services to these pupils.

- f. The agency responsible for economic support programs.
- g. The local health department.
- h. Persons in the service area who provide social or educational services to children who have disabilities other than the providers above.
- i. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care including: parents of children with disabilities including, if possible, parents from families that participate in the children's community options program. To the maximum extent possible, the parents shall be representative of the various disability, racial, and ethnic groups in the service area. The members specified under this subdivision shall constitute a majority of the membership of the committee.

CRIMINAL JUSTICE COORDINATING COMMITTEE

(reports to Public Safety Standing Committee)

A. Thirteen members consisting of the following:

Circuit Court Judge

Director of the Department of Health and Human Services

District Attorney

Sheriff

Chief of Police of the City of Richland Center

One County Board Supervisor

Mayor of the City of Richland Center

Public Defender

Probation Agent

Director of Passages

Child Support Administrator

Clerk of Circuit Court

President of the Richland County Ministerial Association

B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system

issues.

C. All members except the County Board Supervisor member may designate an alternate to attend a

meeting or meetings of the Committee. The County Board Chair shall recommend the County Board Supervisor member for appointment, with confirmation by the County Board.

D. The term of all members shall be 6 years from January 1, 2017, and

E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;

Mayor of the City of Richland Center;

Director of Passages;

President of the Richland County Ministerial Association.

COURT SECURITY COMMITTEE

(reports to Public Safety Standing Committee)

A. Wisconsin Supreme Court Rule (SCR) 68.05 establishes the authority of a judge to operate a Security and Facilities Committee

B. The purpose of the committee is to ensure the court system is proactively preventing violent incidents related to the facilities of the court. 23 specific policies and activities are enumerated under SCR 68.05, outlining the scope of the work of the committee.

C. The committee shall meet quarterly.

D. The presiding judge shall appoint membership composed of the following:

a. One circuit judge serving as chairperson

b. The chairperson of the County Board (or their designee)

c. The County Administrator (or their designee)

d. The Clerk of Circuit Court (or their designee)

e. The Sheriff (or their designee)

f. The District Attorney (or their designee)

g. The Wisconsin State Public Defender (or their designee)

h. A circuit court commissioner

i. One lawyer designated by the president of the local bar association. If there is no association, the presiding judge shall appoint a lawyer residing in Richland County.

j. One representative of a victim-witness support organization

k. One representative of the facilities/maintenance department

l. Such other persons as the committee considers appropriate, such as a member of the public

ECONOMIC DEVELOPMENT

(reports to Rules & Strategic Planning Committee)

An 11-member Board for Economic Development consisting of the three voting members including the County Board Chair, the Mayor of Richland Center and a representative of Southwest Partners. The duties of the Board are set forth in paragraphs 1 and 2 of an agreement between the City and County.

EDUCATION STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended for appointment by the County Board Chair and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Agriculture & UW-Extension, UW-Platteville Richland Maintenance, and UW-Platteville Richland Food Services Departments on a minimum quarterly basis.
- C. Functions as the Agriculture and Extension Education Committee in accordance with section 59.87, Wisconsin Statutes and as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 2. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
 - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.
- D. Functions as the UW-Platteville Richland Committee as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation and maintenance of the Food Service System.
 3. Promotes the campus as a higher education and cultural center for Richland County.

FAIR, RECYCLING, AND PARKS STANDING COMMITTEE

- A. Ten members, four of whom shall be Supervisors and six of whom shall be citizen members. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

C. Working with the County Administrator and Finance & Personnel Standing Committee, recommend a staffing and volunteer plan for sustainable operation of the County Fair and Parks to be incorporated into the 2023 or 2024 budget.

~~E.D.~~ Monitors the actual vs. proposed annual budget in funds managed by the Fair & Recycling and Parks Departments on a minimum quarterly basis.

~~D.E.~~ Acts as the Fair & Recycling Committee as follows:

- a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and use of the County Fairgrounds and buildings.
- b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding and control the operation of the annual County Fair.
- c. Approve all fees recommended by the Fair & Recycling Coordinator relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times.
- d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to the Fairgrounds.
- e. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the solid waste disposal and recycling needs of the citizens of Richland County.
- g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Clean Sweep Programs to be carried out in Richland County.

~~E.F.~~ Acts as the Parks Commission as follows:

- a. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reconfirmation by the County Board.
- b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the County Parks in accordance with Wisconsin State Statutes 27.02 through 27.06.
- c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development, operation and maintenance of the Lone Rock to Richland Center railroad corridor as a recreational trail.
- d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to County Parks.

FINANCE & PERSONNEL STANDING COMMITTEE

A. Nine members consisting of:

1. The County Board Chair (who shall serve as Chair of the Finance & Personnel Standing Committee)

2. The County Board Vice Chair (who shall serve as Vice Chair of the Finance & Personnel Standing Committee)
 3. Education Standing Committee (Designee by committee vote)
 4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
 5. HHS & Veterans Standing Committee (Designee by committee vote)
 6. Land & Zoning Standing Committee (Designee by committee vote)
 7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
 8. Public Safety Standing Committee (Designee by committee vote)
 9. Public Works Standing Committee (Designee by committee vote)
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
 - C. Monitors the actual vs. proposed annual budget in funds managed by the Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.
 - D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the Administrator's recommendations for property, liability, and workers' compensation, liability and worker's compensation policies.
 - E. Annually recommend a budget for the County for submission to the County Board for its approval at the annual meeting.
 - F. This committee shall handle all matters relating to debt service issues.
 - G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
 - H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the Administrator, County Clerk, Property Lister, and Treasurer.
 - I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
 - J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
 - K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
 - L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits, deferred compensation program, family and medical leave, and leaves of absence shall be referred to the Committee only after consideration and recommendation by the concerned department head and committee. The Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
 - M. The committee shall from time to time provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding Job Analysis

and Evaluations and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.

- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the Administrator, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) the amount of bonds of various county officers and employees.
- Q. This committee shall act as the Audit Committee providing oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) reports on all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

HEALTH AND HUMAN SERVICES AND VETERANS STANDING COMMITTEE

- A. 11 members, 6 of whom shall be County Board Supervisors and 5 of whom to be non-Supervisors. The Chair shall be a County Board Supervisor.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Health & Human Services and Veterans Departments on a minimum quarterly basis.
- D. Acts as the Health & Human Services Board as follows:
 - a. Of 3 non-Supervisor members, 1 shall be a physician, 1 shall be a registered nurse and 1 shall be a consumer/family member receives or has received human services or shall be a family member of such an individual.
 - b. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
 - c. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board. Veterans Citizens appointees will not act on decisions brought to the Board of Health.
 - d. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
 - e. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.

- f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the use and maintenance and security of the Richland County Community Services Building and parking lot.
 - g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.
- E. Acts as the Veterans Service Commission as follows:
- a. 1 or 2 County Board Supervisor members shall be a veteran.
 - b. Of 2 non-Supervisor members, both shall be Richland County residents who are veterans.
 - c. Carry out the duties set for in Wisconsin Statute 45.81 regarding aid to needy veterans.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Veterans Service Department.
 - e. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term per Wisconsin Statutes, section 45.81 (1).

HOUSING AUTHORITY

(reports to HHS & Veterans Standing Committee)

- A. Five members with three citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) for staff who will receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

LAND AND ZONING STANDING COMMITTEE

- A. 7 members, 6 of whom shall be County Board Supervisors and 1 of whom shall be the Farm Service Agency (FSA) Committee Chair or their FSA Committee member designee. The Chair shall be a County Board Supervisor. NOTE: Per 5 C.F.R. § 2635.702(b) a designee from FSA is prohibited.
- B. County Board Supervisor members are recommended by the County Board Chair for appointment and confirmed by the County Board. Two of the members shall be a member of the Education Standing Committee.
- C. Monitors the actual vs. proposed annual budget in funds managed by the Register of Deeds, Land Conservation, and Zoning Departments on a minimum quarterly basis.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the office of the Register of Deeds.
- E. Acts as the Land Conservation Committee as follows:

1. Perform the functions required by Chapter 92 of the Wisconsin Statutes.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the functions and activities of the Richland County Department of Land Conservation.
 3. The Richland County Land Conservation Committee shall submit its long-range plan and annual plan to the County Board for review and approval by the County Board.
 4. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (5) below.
 5. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
 6. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 7. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
 8. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
 9. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax Credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
 10. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Ash Creek Community Forest.
 11. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all land and buildings utilized by the Land Conservation Committee.
- D. Acts as the Zoning Committee as follows:
1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - a. Richland County Zoning Ordinance
 - b. Richland County Land Division Ordinance
 - c. Shoreland/Wetland Ordinance
 - d. Floodplain Ordinance
 - e. Tri-County Airport Ordinance
 - f. County Addressing Ordinance

- g. Richland County non-metallic Mining Ordinance
- 2. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- 3. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- 4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.
- 5. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- 6. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of County Surveyor.

LAND INFORMATION COUNCIL

(reports to Land & Zoning Standing Committee)

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Realtor and public safety representative recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor member recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LIBRARY PLANNING COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. This committee is formed every 3 - 5 years for the purpose of writing Richland County's library plan, which is required by the state. Once the plan is written the committee is dissolved until the next time the plan needs to be updated.
- B. 5 members consist of a County Board Supervisor, Southwest Wisconsin Library System Board of Trustees member, a Brewer Public Library Librarian, a Lone Rock Community Library Librarian, and a Viola Public Library Librarian.
- C. The County Board Supervisor member shall be recommended for appointment by the County Board Chair, subject to County Board approval.

LOCAL EMERGENCY PLANNING COMMITTEE

(reports to Public Safety Standing Committee)

- A. The Local Emergency Planning Committee (LEPC) has responsibilities under Wisconsin Statute 59.54 (8)
- B. An undefined number of citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can make a request to be appointed.
- D. Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups: Group 1 - Elected state or local official; Group 2 – Law enforcement, civil defense, firefighting, first aid, health service, hospital, local environmental organization, transportation; Group 3 – Broadcast or print media; Group 4 – Community groups; Group 5 – Owners and operators of facilities subject to the requirements of Sara Title III.

LONE ROCK LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

(reports to HHS & Veterans Standing Committee)

- 1. One member from Richland County who shall be a member of the HHS & Veterans Standing Committee. If the member is a County Board Supervisor they shall be recommended by the County Board Chair for appointment and confirmed by the County Board. If the member is a citizen they shall be recommended by the County Administrator for appointment and confirmed by the County Board.
- 2. Serve as the County's representative on the commission of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

(reports to HHS & Veterans Standing Committee)

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

(reports to Commission on Aging & Disability Board)

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Citizen members recommended by the Administrator for appointment and confirmed by the County Board, and two County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- D. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- E. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- F. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PINE VALLEY & CHILD SUPPORT STANDING COMMITTEE

- A. 7 members including 6 County Board supervisors and 1 citizen. The Chair shall be a County Board Supervisor.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Pine Valley and Child Support Departments on a minimum quarterly basis.
- C. Functions as the Pine Valley Community Village Board of Trustees in accordance with section Wisconsin Statute 46.18 and as follows:
 - 1. One member shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
 - 2. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
 - 3. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to provide oversight and advice regarding Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
 - 4. Provide oversight and advice regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
 - 5. Provide oversight and advice regarding security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.
- C. Functions as the Child Support Committee as follows:

- a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

PUBLIC SAFETY STANDING COMMITTEE

- A. 7 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Clerk of Circuit Court, Coroner, District Attorney, Emergency Management, Register in Probate, and Sheriff Departments on a minimum quarterly basis.
- C. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the needs, powers and duties of the Sheriff of Richland County, their deputies and employees, and the jail.
- D. To audit all bills for expenditures within the Sheriff's department.
- E. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding service and maintain all equipment relative to the Sheriff's department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) in matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Conduct an annual inspection of the jail.
- L. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operations of the Coroner's Office.
- M. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- N. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County's 911 emergency telephone response system.

~~Ø. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues related to Courthouse security.~~

P.O. Act as the Emergency Management Committee in accordance with Wisconsin Statute 323.14, recommending an emergency management plan and program to the County board for adoption. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development of the emergency management plan and programs. Approves spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee. According to Wisconsin Statute 323.14 the County Board Chair shall designate the chair of the Public Safety Standing Committee when acting as the Emergency Management Committee.

PUBLIC WORKS STANDING COMMITTEE

- A. 8 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Courthouse Maintenance, Highway, and Management Information System Departments on a minimum quarterly basis.
- C. Acts as the County Highway Committee as follows:
 - a. As allowed under Wisconsin Statute 83.015 (1)(c), members are recommended for appointment by the County Board Chair and confirmed by the County Board.
 - b. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. The county highway committee shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under Wisconsin Statute 83.015 (2)(b).
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all buildings and grounds utilized by the County Highway Department.
- D. Acts as the oversight committee for Management Information Systems as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding technology needs of all County departments.
- E. Acts as the Property, Building, and Grounds Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a perpetual inventory of the real estate and buildings owned by the County.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the County with the exception of the highway buildings and land.

- d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) an annual inspection of inventories and buildings so they can establish policies related thereto.
- e. Effect the appraisal of real property to be sold by the County.
- f. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding security matters relating to the Courthouse building and grounds and the Courthouse parking lot. An exception on this matter is outlined under the Court Security Committee, which is responsible for oversight on security matters related to circuit court facilities.

RICHLAND CENTER LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

RICHLAND CENTER PARK BOARD

(reports to Fair, Recycling, and Parks Standing Committee)

One Supervisor is, by tradition, appointed to this Board by the Chair of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the Fair, Recycling, and Parks Standing Committee.

RULES AND STRATEGIC PLANNING STANDING COMMITTEE

A. Nine members consisting of:

1. The County Board Vice Chair (who shall serve as Chair of the Rules and Strategic Planning Standing Committee)
2. The County Board Chair (who shall serve as Vice Chair of the Rules and Strategic Planning Standing Committee)
3. Education Standing Committee (Designee by committee vote)
4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
5. HHS & Veterans Standing Committee (Designee by committee vote)
6. Land & Zoning Standing Committee (Designee by committee vote)
7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
8. Public Safety Standing Committee (Designee by committee vote)
9. Public Works Standing Committee (Designee by committee vote)

B. Acts as the Rules & Resolutions Committee and Ethics Board as follows:

1. Review and recommend any changes regarding the Richland County Board Rules.

2. Review and introduce any Resolutions not sponsored by a County body for action by the County Board.
 3. The committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served, and as such recommend changes regarding the Richland County Board Body Structure to the County Board.
 4. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
 5. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.
- C. Acts as the Strategic Planning Committee as follows:
1. Proposes changes to the Strategic Plan for County Board consideration.
 2. Monitors progress on the Strategic Plan.
 3. Recommends trainings and programs that educate County Board members.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

(reports to HHS & Veterans Standing Committee)

One County Board Supervisor shall be recommended for appointment to serve on this Board by the County Board Chair, subject to County Board confirmation.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

(reports to Finance & Personnel Standing Committee)

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member. The citizen member shall be recommended by the Administrator for appointment and confirmed by the County Board, and the County Board Supervisor shall be recommended by the County Board Chair for appointment and confirmed by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

(reports to Rules & Strategic Planning Standing Committee)

- A. One member of this commission shall be recommended for appointment by the County Board Chair, with County Board confirmation.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

(reports to Finance & Personnel Standing Committee)

- A. Two County Board Supervisors and the County Board Chair, or his or her designee, shall be appointed to this Board. The County Board Chair shall recommend the two County Board Supervisors to be appointed, subject to County Board confirmation.

- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Symons Department on a minimum quarterly basis.

TRAFFIC SAFETY COMMISSION

(reports to Public Works Standing Committee)

- A. Wisconsin Statute 83.013 requires this body to meet quarterly.
- B. The County Administrator may recommend appointing members with County Board confirmation, but this process is not required.
- C. Membership may come from education, medicine, law, enforcement, and highways may be part of the commission.

TRANSPORTATION CO-ORDINATING COMMITTEE

(reports to HHS & Veterans Standing Committee)

- A. Eleven members who must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers’ public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates, and three County Board supervisors.
- B. Citizen members shall be recommended by the Administrator for appointment and confirmed by the County Board, and County Board Supervisor members shall be recommended by the County Board Chair for appointment and confirmed by the County Board.
- C. Three-year terms with one-third of the first appointments to be for a one-year term with one-third of the first appointments to be for a two-year term and one-third of the first appointments to be for a three-year term.
- D. The Committee shall have at least the following duties:
 - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 - 2. Review passenger transportation plans for service areas.
 - 3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes.
 - 4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes.
 - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
 - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.

7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.
9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

(reports to Finance & Personnel Standing Committee)

- A. Seven members, two of whom shall be recommended for appointment by the County Board Chair, subject to approval of the County Board. Four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's members of the Tri-County Airport Commission must at all times be sitting County Board Supervisors and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.
- C. Make an annual report to the County Board regarding operations and projects.

VIOLA LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to approval of the County Board.

ZONING BOARD OF ADJUSTMENT

(reports to Land & Zoning Standing Committee)

- A. Three citizen members recommended for appointment by the County Administrator with County Board confirmation.
- B. Carries out duties specified in Wisconsin Statute 59.694

Richland County Committee

Agenda Item Cover

Agenda Item Name: Civil Rights Compliance Plan

Department:	Administration	Presented By:	Administrator
Date of Meeting:	2-Jun-22	Action Needed:	Report
Disclosure:	Open	Authority:	Federal
Date submitted:	1-Jun-22	Referred by:	
Action needed by no later than (date)	6/2/22	Resolution	Review & Resolution #

Recommendation and/or action language:

Motion to... approve the Civil Rights Compliance Plan

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

Federal Civil Rights Laws require Richland County to deliver services and to document it is doing so by providing a report every 3 years. The current attached plan is for 2022-2025.

Attachments and References:

Draft Richland County Civil Rights 22-25	

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)

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Summary

Federal civil rights laws prohibit discrimination of members, applicants, enrollees, and beneficiaries in programs and activities that receive Federal financial assistance. This Civil Rights Compliance plan details how Richland County, WI and its subrecipients will comply with Federal Civil Rights Laws during the 2022 – 2025 compliance period.

Richland County, WI complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Richland County, WI does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The Plan is reviewed and updated on an annual basis throughout the compliance period by the Civil Rights Officer. The Civil Rights Compliance plan is available to any state agency or member of the public.

This plan was created through an analysis of available customer service data from county departments that receive Federal funding by way of the State of Wisconsin Department of Health Services (DHS) and the Department of Children and Families (DCF). In addition to the analysis of data, the plan reviewed internal operations and procedures to ensure the county is providing meaningful access to programs and services without discrimination, proper training on civil rights compliance is being done, and the required discrimination and compliant procedures are in place and being followed.

Recommendations

In each section of this plan, the required checklists and statements were completed to the best of the County's ability. Following this, Findings and Recommendations are made. Recommendations represent the County's plan of action over the next three years to ensure civil rights compliance. Each recommendation has an action or responsibility with a timeline, responsible party, and supporting documents.

Responsible Party

Throughout the plan, numerous roles and responsibilities are identified including the Equal Opportunity Coordinator, the Civil Rights Compliance Officer, and the Limited English Proficiency Coordinator. Richland County, as a smaller rural county, has limited capacity for each of these designated roles and responsibilities. For the period of this plan, the County Administrator assumes the responsibility of these roles, and will act as the Civil Rights Compliance Officer for the County.

In support of the County Administrator, Department Managers will provide the required documentation annually to ensure compliance. Department Managers are responsible for ensuring the federal funding is available to the qualifying public and have the ability to collect the required data at point of service.

Timeline

Each recommendation, or plan of action to ensure compliance, in this plan also has a timeline. The intention of this plan is to ensure the required actions are taking place continuously. Recommendations that address issues of coordination, procedure, and self-evaluation are recommended to take place on an annual basis. The annual recommendations also ensure that the plan remains current and an easy transition into the next three-year plan period takes place in 2025.

Supporting Documents

Civil Rights Compliance not only requires the County to comply with Federal Civil Rights Laws in the delivery of services, but to also document that it is doing so. This documentation comes with administrative tasks and coordination to ensure that every County department is collecting the required data, providing meaningful access, and ensuring the required documents are available to customers. Several recommendations include the development and use of county forms to ensure the efficient and coordinated compliance with civil rights laws. Additionally, these documents ensure the County can review, revise, and complete the three-year update to the plan efficiently.

Key Recommendations

Civil Rights Compliance Officer Role and Responsibility

The plan identifies that in the past the County has not maintained the capacity to systematically document civil rights compliance at the County level. The primary recommendation is for the County Administrator to assume the responsibility of the Civil Rights Compliance Officer (CRC Officer) and ensure county departments are compliant in providing service to customers and documenting that service. With a responsible party, the county can ensure civil rights compliance and efficiently demonstrate this compliance in its future three-year plans.

County Wide Procedures and Annual Review

The primary point of compliance comes at the delivery of service to customers (county residents). This service is provided at the county department level. Departments identified in this plan required to demonstrate civil rights compliance include the County Ambulance Service, the Department of Health and Human Services, and the Department of Child Support. Each of these departments found the requirements of completing this plan to present challenges. The plan recommends the county adopt procedures to be done at the county level for all departments receiving federal funding. This includes the annual submission of customer service data to the CRC Officer (County Administrator), an annual audit of these departments to ensure meaningful access is available, the completion of required training, and the identification of county resources to ensure compliance (e.g., a county listing of translator services).

Vital Documents and Data Collection

In addition to the recommendation of county wide procedures, this plan recommends the establishment and accessibility of uniform documents to ensure meaningful access to services and required documentation. Many of the required documents are provided by DHS and DCF. Other documents, such as the annual report to the CRC Officer should be established at the county level. County departments that have never received federal funding may receive funding in the future with no knowledge or history of civil rights compliance. The County, and the Department Managers, will benefit from an established annual form – the *civil rights compliance report*.

Data Collection

Richland County (and/or subrecipients) must collect and keep civil rights compliance data to allow the State Agencies to ascertain whether the recipient (and/or subrecipient) has complied or is complying with applicable civil rights laws.

Table 1 represents the data Richland County is required to collect and submit to the County's Civil Rights Compliance Officer (County Administrator).

Table 1: Data Collection for Service Delivery - Our agency has a system that records the following:		
The race, ethnicity, sex/gender, disability status, and primary language of participants/applicants (Self-identification by the applicant/participant is the preferred method of obtaining characteristic data)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Number of potentially eligible or likely to be affected or encountered	Yes	<input checked="" type="radio"/> No
Number of LEP individuals encountered by phone vs. walk-in	Yes	<input checked="" type="radio"/> No
Language spoken and/or dialect of LEP participants	Yes	<input checked="" type="radio"/> No
Number of eligible LEP participants by separate programs and the frequency of encounters	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Interpretation needs and preferred language of LEP participants	Yes	<input checked="" type="radio"/> No
The number of times interpretation services were offered and provided to LEP individuals and the language group for the service	Yes	<input checked="" type="radio"/> No
The written translation of vital documents for LEP groups that meet the 5 percent or 1,000 threshold requirements	Yes	<input checked="" type="radio"/> No
Number of sign language interpretation requests received from deaf and hard of hearing participants	Yes	<input checked="" type="radio"/> No
Other accommodation requests and needs from participants with disabilities	Yes	<input checked="" type="radio"/> No
If you responded "No" to any of the above questions, describe your plan for addressing the requirement(s), including target dates for completion of milestones, below: (see Findings and Recommendations)		

Findings and Recommendations

Only recently has Richland County had the capacity to administer customer service data collection. With the recent addition of a County Administrator (CRC Officer) the county will implement a systematic collection of customer service data.

Richland County administers federally funded programs through respective departments, primarily Health and Human Services. This data is gathered at the program level through the administration of services and is the responsibility of department managers. Current practice does not transmit data to the CRC Officer. While the county does collect much of the required data, there is required data not being collected by all departments, data is difficult to re-access by the departments, and the data is not available to the CRC Officer.

The data received to complete this plan often did not include "other" or "more than one," but rather

included “unknown.” County departments need to adjust their customer service self-identification questionnaire in order to collect the required data on “other” and “more than one.” Without this data, an adequate customer service analysis cannot be done. The designation of “unknown” also points to the data not necessarily being self-reported by customers. In the future, customer service applications should collect data that reflects the requirements of the Civil Rights Compliance Plan.

Table 2 represents recommendations to accomplish Data Collection in a manner that satisfies federal and state requirements, and considers the limitations and needs of the county and its departments.

Table 2: Data Collection Recommendations			
Actions:	Responsibility:	Timeline:	Documents Required:
Develop <i>Annual Report to Civil Rights Compliance Officer</i> template that identifies the data required to be collected and reported.	CRC Officer	July 1 st , 2022	<i>State of Wisconsin, Civil Rights Compliance Requirements for 2022-2025.</i>
Collect and submit required data to the County Civil Rights Compliance Officer. Ensure customer service applications have correct data collection questions.	Department Heads	Annually, beginning in 2023 for calendar year 2022.	<i>Annual Report to Civil Rights Compliance Officer. (See Action 1)</i>
Update Civil Rights Compliance Plan with population data, including number of potentially eligible for each program.	CRC Officer	Every three years. Next: 2025.	<i>Richland Co. Civil Rights Compliance Plan</i>
Maintain Excel Dataset that keeps track of annual report data.	CRC Officer	Annually	<i>Richland Co. Civil Rights Compliance Plan</i>

Customer Service Population Data Analysis

Each Richland County recipient (and/or subrecipients) is required to complete the Customer Service Population Data Analysis (CSPA) for each service or activity funding through DCF and DHS. The CSPA reviews each recipient's accessibility and determines if barriers are present that prevent protected groups from participating.

Appendix B offers a separate CSPA for each program or activity receiving federal funding. The CSPA is completed with the most recent Census or American Community Survey numbers as well as the most recent year's customer served data.

If the population of each category actually served is plus or minus 2 percentage points of the eligible population, that category of the population is being effectively served. If the population in a category actually served is more than 2% greater than the eligible population, that category may be over-represented in the program's customer service population. Over representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more the other categories may be under represented.

If a category of population served is more than the absolute value of -2%, that category is under-represented in the program's customer population. In the CRC Plan, the recipient should evaluate what factors may be contributing to that category being represented.

Findings and Recommendations

The primary findings from the Customer Service Population Analysis were unsurprising. Richland County's small and mostly homogeneously white population presents problems in identifying over-represented and under-represented populations. The race, ethnicity, or disability status of just one customer can skew the data in programs with limited overall customers. The other primary finding was that some programs do not appear to be collecting data adequately or correctly, this was addressed in the Data Collection segment of this plan.

Table 3 reflects recommendations for the County to implement to meet the requirements necessary to show civil rights compliance.

Table 3: Customer Service Population Data Analysis Recommendations			
Actions:	Responsibility:	Timeline:	Documents Required:
Collect and submit required data to the County Civil Rights Compliance Officer.	Department Heads	Annually, beginning in 2023 for calendar year 2022.	<i>Annual Report to Civil Rights Compliance Officer.</i>
Utilize the customer service population data when considering service marketing to ensure that underrepresented groups are aware of the programs and services being offered.	Department Heads.	In coordination with department marketing efforts.	<i>Annual Report to Civil Rights Compliance Officer.</i>

Limited English Proficiency (LEP) Customer Data Analysis

The purpose of the LEP analysis is to assist Richland County with determining the level of obligation and the methods of providing oral interpretation and written translation language assistance to customers. The LEP analysis also helps to determine which language groups are likely to be encountered, to ensure that you provide meaningful access to LEP individuals in your service area.

The LEP analysis assists recipients in planning for the translations of vital documents to meet the Federal “Safe Harbor” guidelines for written translation. The requirement that Richland County translate vital documents is one way to provide meaningful access to LEP customers. Providing interpretation services at no cost to the LEP customer is a separate and distinct requirement, which generally entails providing qualified interpreters (in person or by telephone) at no cost to the LEP individual. The analysis examines the degree to which members of these language groups are being served and the steps the County needs to take to provide meaningful access to those individuals. If a language group is likely to be encountered, the County should be prepared to provide oral interpretation language assistance (in person or by telephone) at no cost to the LEP applicant or member.

Appendix C is intended to offers a separate LEP Analysis for each program or activity receiving federal funding. Data on the language requirements of LEP customers was not provided for the writing of this plan. The appendix represents the numbers of potential LEP customers and a table showing the number of LEP Customers. Analysis is completed with the most recent Census or American Community Survey numbers as well as the most recent year’s customer served data.

Findings and Recommendations

Table 4: Limited English Proficiency (LEP) Customer Data Analysis			
Actions:	Responsibility:	Timeline:	Documents Required:
Departments that are required to collect this data are either unaware of the requirement or unable to access the collected data in an efficient manner. The CRC Officer should require each department submit collected data on an annual basis.	Department Heads/ CRC Officer	Annually, beginning in 2023 for calendar year 2022.	<i>Annual Report to Civil Rights Compliance Officer.</i>
In addition to tracking the number of LEP customers, departments and programs are also required to document the languages of the LEP customers.	Department Heads/ CRC Officer	Immediately	<i>Annual Report to Civil Rights Compliance Officer.</i>

Nondiscrimination Notification Checklist

Table 5: Nondiscrimination Notification			
Our entity uses the required HHS and/or USDA-FNS Nondiscrimination Statements and Notices, provided in Appendix D .	Yes	No	N/A
Our entity uses the DHS and/or DCF model for LEP Policy Statement that is provided in Appendix E .	Yes	No	
We disseminate the LEP policy in the following ways:			
a) The nondiscrimination policy is included in our operating procedures manual.	Yes	No	
b) The nondiscrimination policy is posted where current customers and applicants applying for services may review and read them in their own languages.	Yes	No	
c) The appropriate "Justice For All" poster designated for USDA-FNS-specific programs is posted as follow: • Entities administering SNAP/FoodShare, TEFAP and FSET programs must post the "Justice For All" Poster 475B • Entities administering WIC programs must post the "Justice For All" poster 475C. Posters are available from the USDA .	Yes	No	N/A
d) The LEP requirements are incorporated in contracts when extending Federal financial assistance to subrecipients.	Yes	No	
We receive funding from HHS through a State Agency and use the required HHS nondiscrimination notices and statements, including in the 15 taglines, on all significant communications and significant publications per the Section 1557 of the Affordable Care Act regulations (45 C.F.R. part 92)?	Yes	No	N/A
We receive funding from USDA-FNS through a State Agency and use the appropriate FNS Nondiscrimination Statement on all websites, documents, pamphlets, brochures, etc. for the program that are produced for public information, public education, or public distribution. The Nondiscrimination Statement can be found here: FNS Nondiscrimination Statement and in Appendix D .	Yes	No	N/A
If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below: See Findings and Recommendations.			

Findings and Recommendations

Within Richland County, federally funded programs are administered by department directors and non-discrimination notices are done at the program level, nearest the customer. Similar to data collection, there is no oversight to ensure each department is utilizing up-to-date and appropriate notifications in appropriate locations. As with the findings and recommendations with data collection, Richland County has only recently established the capacity to undertake a systematic approach to ensuring notifications are appropriately posted and up-to-date.

Table 6: Nondiscrimination Notifications			
Actions:	Responsibility:	Timeline:	Documents Required:
Audit each department to ensure the correct nondiscrimination notice is posted.	CRC Officer	Annually, beginning in 2022	<i>Nondiscrimination Statements (See Appendix D).</i>

Function of Equal Opportunity Coordinator and LEP Coordinator

Table 7: Function of an Equal Opportunity Coordinator and LEP Coordinator			
Our Equal Opportunity Coordinator (EOC) and LEP Coordinator (LEPC) received or will receive civil rights training within two months of assuming duties. • Indicate date EOC received CRC Training [redacted] • Indicate date LEPC received CRC Training [redacted]	Yes	No	
Our EOC and LEPC have the following responsibilities:			
a) Handling service delivery and language access complaints.	Yes	No	
b) Disseminating equal opportunity and language access information to provider staff and interested persons.	Yes	No	
c) Preparing equal opportunity and language access plans and reports.	Yes	No	
d) Monitoring, performing comprehensive compliance reviews, and evaluating equal opportunity and language access activities on a program-by-program basis for the entity.	Yes	No	
e) Monitoring and evaluating civil rights, cultural awareness, disability sensitivity, and language needs of entity staff and arranging training.	Yes	No	
f) Monitoring the records and files relative to the entity's civil rights program and ensuring that subrecipients are maintaining civil rights records.	Yes	No	
g) Monitoring the civil rights compliance of funded subrecipients, if entity has any.	Yes	No	N/A
h) Meeting with the CEO, President, Director, or Administrator of the entity to provide input into policies and procedures to improve language access and equal opportunity in employment and service delivery.	Yes	No	
If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below: (see Findings and Recommendations)			

Findings and Recommendations

Again, only recently has Richland County had the capacity to properly undertake the duties of the EOC and LEP Coordinator. Beginning in 2022, the County Administrator will ensure the responsibilities, including the training, included in the above table are being done.

Table 8: Equal Opportunity Coordinator and LEP Coordinator Responsibility Recommendations			
Actions:	Responsibility:	Timeline:	Documents Required:
Identify within the position description of the County Administrator the responsibilities of the Equal Opportunity Coordinator and the LEP Coordinator, both of these functions should be under the formal title of Civil Rights Compliance Officer.	County Administrator/ CRC Officer	2023	Updated position description.

Meaningful Access to Programs and Services

Richland County is providing meaningful access to programs and services at the program level but more can be done to assure compliance and coordination across the county. The Civil Rights Compliance Officer should coordinate to ensure each department is in compliance with civil rights laws and that each department has access to services for LEP individuals.

The following table evaluates Richland County's meaningful access to services by individuals who are LEP. The following links access posters that are required to be posted. For preliterate populations or language groups, an audio format version of this information may be provided.

- The "I Speak" poster can be printed directly from the DHS website here: [I Speak Poster](#)
- The "Your Right to an Interpreter" poster can be printed directly from the DHS website here: [Your Right to an Interpreter](#)

Table 9: Meaningful access to programs and services evaluation		
Our entity provides meaningful access to individuals with limited English proficiency by:		
Providing interpreters to assist applicants and customers with limited ability to read, speak, or understand English.	Yes	No
Prominently display an "I Speak" poster and a "Your Right to an Interpreter" poster in the language of the LEP groups identified in the LEP Customer Data Analysis completed by the recipients.	Yes	No
Providing literature, posting information and audio-visual materials in language(s) understood by LEP customers.	Yes	No
Providing culturally trained bilingual and/or bicultural qualified staff.	Yes	No
Notifying LEP customers of their right to ask for translation of vital program information at no cost to the LEP customer whenever they access programs and services.	Yes	No
Preparing a listing of our vital documents requiring written translation and updating the inventory list annually to reflect which documents have been translated and prioritizing those needing translation.	Yes	No
Developing policies on confidentiality and code of ethics for oral interpretation for contracted vendors and/or community volunteers used for interpreting by individual agency programs.	Yes	No
Our agency uses the following methods to ensure written translation services:		
A) Contract with an outside translation service to translate the agency's vital documents.	Yes	No
B) Partner with community associations for paid or voluntary translation of vital documents.	Yes	No
C) Other: Specify		
Our entity uses the following methods for oral interpretation:		

A. Establish oral language assistance procedures for taking incoming calls from LEP persons and trained our receptionist and staff to use oral		<input checked="" type="radio"/> Yes	No
B. Our agency hires bilingual staff who are proficient in the following languages that are present in our service area: (Circle all that apply)		Yes	<input checked="" type="radio"/> No
<ul style="list-style-type: none"> Spanish Hmong Arabic French Chinese German Pennsylvanian Dutch Albanian Other languages: (Specify) 		<ul style="list-style-type: none"> Korean Laotian Polish Russian Vietnamese Bosnian/Serbian/Croatian Hindi Tagalog 	
C. Use a language line for languages not often used in the service area.		<input checked="" type="radio"/> Yes	No
D. Partner with other community organizations for paid or voluntary oral interpretation services.		<input checked="" type="radio"/> Yes	No
E. Use a telephone system that allows participants to access the appropriate staff who can assist them in getting information or services needed.		<input checked="" type="radio"/> Yes	No
F. Use inbound call center system with universal queue technology that provides callers with an alternative to waiting on hold when no agents		<input checked="" type="radio"/> Yes	No
G. Use an inbound virtual queuing call center system that has the capacity for directing LEP language groups to directly access, perform similar functions as in the English menu, and/or the ability to leave messages in their language.		<input checked="" type="radio"/> Yes	No
H. Other: List methods used to communicate important benefit information to customers. Check all that apply:			
<input checked="" type="checkbox"/> Video <input checked="" type="checkbox"/> Websites <input checked="" type="checkbox"/> Posters <input checked="" type="checkbox"/> Voice Mail Messages <input checked="" type="checkbox"/> Other: social media, Interactive Voice Response (IVR).	<input checked="" type="checkbox"/> Television <input checked="" type="checkbox"/> Radio		
If you responded "No" to any of the above questions, describe your plan for addressing the requirement(s), including target dates for completion, below: (See Recommendations)			

Table 10: Meaningful Access Recommendations			
Actions:	Responsibility:	Timeline:	Documents Required:
Work with Departments to ensure meaningful access to programs and services is being done	County Civil Rights Compliance Officer, EOC, and LEPC	Annually	<i>Annual Report to Civil Rights Compliance Officer</i>
Keep records of community members and resources that provide translation services and cultural training.	County Civil Rights Compliance Officer, EOC, and LEPC	Beginning in 2022	
Prepare list of vital documents at the county level, distribute these documents annually to each department.	County Civil Rights Compliance Officer, EOC, and LEPC	2022	
Work with the Department of Health and Human Services to utilize inbound call center for LEP for the entire county.	County Civil Rights Compliance Officer, EOC, and LEPC	2022	

Self-Evaluation of Accessibility to Programs and Services

Recipients (Richland County) of Federal financial assistance shall not:

- Exclude a person with a disability from a program or activity;
- Deny a person with a disability the benefits of a program or activity;
- Afford a person with a disability an opportunity to participate in or benefit from a benefit or service that is not equal to what is afforded others;
- Provide a benefit or service to a person with a disability that is not as effective as what is provided others;
- Provide different or separate benefits or services to a person with a disability unless necessary to provide benefits or services that are as effective as what is provided others; or
- Apply eligibility criteria that tend to screen out persons with disabilities unless necessary for the provision of the service, program, or activity.

Recipients (Richland County) must:

- Provide services and programs in the most integrated setting appropriate to the needs of the qualified individual with a disability;
- Ensure that programs, services, activities, and facilities are accessible;
- Make reasonable modifications in their policies, practices, and procedures to avoid discrimination on the basis of disability, unless it would result in a fundamental alteration of the program;
- Provide auxiliary aids to persons with disabilities, at no additional cost, where necessary to afford an equal opportunity to participate in or benefit from a program or activity;
- Designate a responsible employee to coordinate their efforts to comply with Section 504 and the Co-authored by: Departments of Health Services and Children and Families 26 ADA;
- Adopt grievance procedures to handle complaints of disability discrimination in their programs and activities; and
- Provide notice that indicates:
 - o That the covered entity does not discriminate on the basis of disability;
 - o How to contact the employee who coordinates the covered entity's efforts to comply with the law; and
 - o Information about the grievance procedures.

See HHS Disability Rights Guidance: <https://www.hhs.gov/civil-rights/for-individuals/disability/index.html>












Regulations implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act require recipients to evaluate their current services, policies and practices that do not or may not meet the nondiscrimination on the basis of disability requirements, and based on that evaluation, proceed to make the necessary modifications to come into compliance.

For more information about compliance with nondiscrimination on the basis of disability see U.S. DOJ ADA Primer (https://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html).

The following table is meant to assist in determining a Richland County's compliance with nondiscrimination in services and programs on the basis of disability. Complete the checklist for each statement and provide clarifying information as appropriate.

Table 11: Self-Evaluation of Accessibility to Programs and Services.		
ACCESS ELEMENT		
Has your entity completed a self-evaluation of its policies and practices to determine compliance with nondiscrimination on the basis of disability provisions?	<input checked="" type="radio"/> Yes	No
Are all your programs or activities accessible to individuals with disabilities?	<input checked="" type="radio"/> Yes	No
In choosing methods to make your programs accessible, have you given priority to those methods that allow individuals with disabilities to participate in your programs or activities in the most integrated setting appropriate?	<input checked="" type="radio"/> Yes	No
Have you maintained on file the following information: <ul style="list-style-type: none"> • A list of interested persons consulted. • A brief description of the areas examined and any problems identified, and a description of any modifications made. 	Yes	<input checked="" type="radio"/> No
Has your entity designated at least one person to coordinate its efforts to comply with Section 504 and the ADA as the Equal Opportunity Coordinator?	<input checked="" type="radio"/> Yes	No
Has your entity adopted complaint procedures that provide for the prompt and equitable resolution of complaints alleging discrimination in benefits or service because of disability?	<input checked="" type="radio"/> Yes	No
Has your entity developed a transition plan to address barriers you identified in facilities that affect equal participation of people with disabilities in your programs and activities?	Yes	<input checked="" type="radio"/> No
Does your entity provide public notice that it does not discriminate on the basis of disability in print and audio formats on information that is intended for the public about the program or activity, including on your website?	<input checked="" type="radio"/> Yes	No
Has your entity included a nondiscrimination clause in your contracts with subrecipients?	<input checked="" type="radio"/> Yes	No

<p>Does your entity provide training on and know how to provide auxiliary aids and services for people with communications disabilities at no cost to the individual with disabilities:</p> <ul style="list-style-type: none"> • For deaf or hard of hearing: <ul style="list-style-type: none"> ○ Sign language, oral, and cued speech interpreters (provided by the entity) ○ Video remote interpreting services ○ Open and closed captioning of videos ○ Real time captioning • For blind or visually impaired and others with print disabilities: <ul style="list-style-type: none"> ○ Braille ○ Large print/magnification software ○ Audio recordings ○ Accessible electronic formats that can be read by screen reading software ○ Screen reading software available for applicants and members of the benefits program ○ Optical readers 	Yes	<input checked="" type="radio"/> No
Does your entity provide training on and know how to use telecommunications relay and video relay services for individuals with hearing and speech disabilities?	<input checked="" type="radio"/> Yes	No
Does your entity have a policy or procedure to handle requests for auxiliary aids and services?	<input checked="" type="radio"/> Yes	No
Do your employees know to give primary consideration to the person with a disability in determining what type of auxiliary aid or service to provide?	<input checked="" type="radio"/> Yes	No
Does your entity use the chart below (or similar shorthand) as a means for individuals with disabilities to communicate their preferred type of auxiliary aid or service?	<input checked="" type="radio"/> Yes	No

		
 Braille		
Large Print		
		

Findings and Recommendations

Table 12: Self-Evaluation of Accessibility to Programs and Services.			
Actions:	Responsibility:	Timeline:	Documents Required:
On an annual basis, evaluate each department's accessibility for disabled and LEP individuals.	CRC Officer		<i>Annual Report to Civil Rights Compliance Officer.</i>
Provide programs and departments with a complaint procedure process to be used at the county level.	CRC Officer	2022	<i>Vital Documents: Complaint Procedure Process.</i>
Incorporate ADA accessibility into the County Wide Capital Improvements Plan. Each facility should be reviewed to identify issues of accessibility issues and how it will be addressed.	CRC Officer	2022	<i>County Capital Improvements Plan.</i>

Discrimination Compliant/Grievance Procedures

Richland County must develop and implement an effective system for handling complaints and grievances and may use the model provided in Appendix F to fulfill this requirement. Complainants who disagree with an informal discrimination complaint investigation decision and who decide to pursue a formal complaint with the appropriate State Agency should be assisted in referring the complainant to the appropriate State Agency for further investigation, if warranted.

DHS and DCF complaint forms are accessible on each State Agency's website.

Age discrimination complaints involving recipients that administer USDA-FNS programs, services and activities must be filed directly with the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. Call toll free 866-623-9992 to request a form, or fax to 202-690-7442. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at: 800- 877-8339, or 800-845-6136 (Spanish).

The following table is an evaluation of Richland County's Discrimination Compliant and Grievance Procedures.

Table 13: Discrimination Compliant/Grievance Procedures.		
Our entity uses the model Discrimination Complaint Forms and Process, which is provided in Appendix F, or a substantially similar complaint form and process that explains the complaint process, including that the complainant may file a formal complaint with the appropriate State Agency or HHS/USDA-FNS/DOL, as appropriate: <ul style="list-style-type: none"> • DCF Complaint http://dcf.wisconsin.gov/civil_rights/complaint-procedures • DHS Complaint http://dhs.wisconsin.gov/civilrights/index.htm • DWD Complaint https://dwd.wisconsin.gov/det/civil_rights/complaints.htm • US HHS Region V Office of Civil Rights, Chicago Complaint http://www.hhs.gov/ocr/office/file/index.html • USDA, Office of Civil Rights, Washington D.C. https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combine_d_6_8_12.pdf • US DOL, Civil Rights Center https://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm 	Yes	No
The complaint resolution procedures, including the name, address, and phone number of the Equal Opportunity Coordinator, limited English proficiency Coordinator or Complaint Investigator (which may be the same person), is publicly posted in language(s) understood by customers, and is in a format or formats accessible to persons with visual or hearing impairments.	Yes	No
We have instituted a database system to track informal and formal discrimination complaints and their disposition. The system should record the number of complaints by program area, protected status/or class.	Yes	No
All participants in complaint investigations are advised of and protected from retaliation.	Yes	No

Complaints received are acknowledged within five calendar days. If extensions are needed, the complainant will be notified.	<input checked="" type="radio"/> Yes	No
Results of the complaint investigation will be provided to complainant within 90 days of receipt of the complaint.	<input checked="" type="radio"/> Yes	No
Corrective action is taken when evidence of discrimination has been found.	<input checked="" type="radio"/> Yes	No
Translators, interpreters and/or readers who meet the communication needs of customers are provided by the agency during the complaint process.	<input checked="" type="radio"/> Yes	No
Customers are permitted to have representatives of their choice during their interviews in the complaint process.	<input checked="" type="radio"/> Yes	No
Our staff will assist complainants during the complaint process if necessary.	<input checked="" type="radio"/> Yes	No
Complainants are informed that the complaint must be filed within 180 days from alleged discriminatory act. Filing times may be extended if deemed necessary.	<input checked="" type="radio"/> Yes	No

Findings and Recommendations

Table 14: Discrimination Compliant/Grievance Procedures Recommendations			
Actions:	Responsibility:	Timeline:	Documents Required:
Develop a formal complaint procedures and form that can be understood by all customers including those with visual or hearing impairments.	CRC Officer	2022	<i>Vital Documents: Complaint Procedure Process Public Form.</i>
Implement a database to track all formal complaints.	CRC Officer	2022	<i>Complaint Database</i>

Training Requirements

The following table is a checklist of training requirements.

Table 15: Training Requirements			
Are new staff informed of policies regarding equal opportunity for service delivery as part of their orientation program?	<input checked="" type="radio"/> Yes	No	
New staff receive training on CRC policies.	<input checked="" type="radio"/> Yes	No	
Do all staff receive CRC refresher training at the following intervals?	Yes	<input checked="" type="radio"/> No	
a. Once every three years for entities receiving federal funds from the US DHHS.	Yes	<input checked="" type="radio"/> No	
b. Annually for entities receiving federal funds from the USDA FNS (e.g., FoodShare, WIC, TEFAP)	Yes	<input checked="" type="radio"/> No	
Does the entity provide CRC training for subrecipient agency staff?	<input checked="" type="radio"/> NA	Yes	No

Findings and Recommendations

Table 16: Training Requirements			
Actions:	Responsibility:	Timeline:	Documents Required:
Provide annual training to all department heads.	CRC Officer	3 years	
Provide updated policies to all departments.	CRC Officer	1 year	<i>Vital Documents: Updated Policies.</i>

Appendix A: Letter of Assurance

CIVIL RIGHTS COMPLIANCE LETTER OF ASSURANCE

Children and Families
DCF-F-154-E

Health Services
F-00165 (12/2021)

Civil Rights Compliance Period: January 1, 2022 to December 31, 2025:

Richland County, WI (hereinafter "Recipient") agrees that compliance with this assurance constitutes a condition of receiving Federal financial assistance through the Department of Health Services and the Department of Children and Families (the "State Agencies"). This assurance is binding upon Recipient, its successors, transferees, and assignees throughout the Compliance Period, or as long as Federal financial assistance is extended to Recipient, whichever is shorter. The State Agency from which the Federal funds will be paid may enforce this Assurance as a condition of receiving such funds.

Recipient agrees to comply with civil rights monitoring reviews, including providing access to records and requested files related to membership, enrollment and services in the program or activity maintained by the Recipient and, to the extent within its authority, arranging for interviews with staff, clients and applicants for services, subrecipients, and referral agencies. Recipient agrees to cooperate with the State Agency or State Agencies in developing, implementing, and monitoring corrective action plans that result from substantiated civil rights deficiencies.

By signing on behalf of Recipient, I state that I am authorized to bind Recipient to the terms of this Assurance and to commit the Recipient to the above provisions.



SIGNATURE – Authorized Representative

Date: 18 Jan 2022

Printed name: Clinton Langreck

Title: Richland County Administrator

Instructions for completing Letter of Assurance

- Complete this signature page
- Include Appendices A-1, A-2 and A-3 with the signature page
- Updates to appendices should be submitted if there are staff or funding changes

**RECIPIENT HEREBY AGREES THAT IT WILL COMPLY WITH ALL APPLICABLE
FEDERAL CIVIL RIGHTS LAWS:**

Federal civil rights laws prohibit discrimination of members, applicants, enrollees, and beneficiaries in any programs or activities that receive Federal financial assistance. Those laws include, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, Section 1557 of the Patient Protection and Affordable Care Act of 2010, and their respective implementing regulations, and prohibit recipients and subrecipients of Federal financial assistance from discriminating on the basis of race, color, national origin, sex, age, disability, and, in some programs, religious creed or political affiliation or beliefs, in their programs or activities, and in retaliating or engaging in reprisals against individuals for opposing discrimination protected under these laws. In addition to those Federal civil rights laws, other laws may apply to recipients of specific Federal programs, and the Recipient must comply with all applicable Federal civil rights laws. Civil rights laws may be created or amended during the time of the Compliance Period. Recipient agrees to comply with the current laws throughout the Compliance Period.

In pursuit of compliance with those laws, the Recipient shall, but not exclusively, do the following:

1. Provide training to all staff on civil rights requirements and methods of providing meaningful access to individuals with limited English proficiency (LEP) and effective communication and equal access to individuals with disabilities.
2. Provide language assistance services, including translated documents and oral interpretation, free of charge and in a timely manner, when such services are necessary to provide meaningful access to LEP individuals.
3. Communicate effectively with people who have vision, hearing, or speech disabilities and provide auxiliary aids and services when needed to individuals with communications disabilities at no cost to the person with a disability.
4. Make all programs and activities provided through electronic and information technology accessible to individuals with disabilities and ensure nondiscrimination in providing services and benefits.
5. Ensure that any newly constructed and altered facilities are physically accessible to individuals with disabilities.
6. Have in place a discrimination complaint process and provide notices of its complaint process, translated into the major primary language groups of the LEP individuals in its service area.
7. Post required nondiscrimination statements and notices.
8. Provide accessible programs, facilities, and reasonable accommodations to service participants/customers with disabilities.
9. Provide translation of vital documents for each eligible LEP language group that constitutes at least 5 percent or 1,000 individuals, whichever is less, of the population eligible to be served or likely to be encountered in the recipient's service area.

RECIPIENT CONTACT INFORMATION

Name of Recipient Richland County, WI		Date this Form was Completed January 13 th , 2022
Street Address 181 W. Seminary St.		
City Richland Center	State WI	Zip Code 53581
Name and title of individual designated as Equal Opportunity Coordinator for Civil Rights Compliance questions Clinton Langreck		
Address 181 W. Seminary St.		
Phone Number 608-649-5960	Email Address clinton.langreck@co.richland.wi.us	
Name and title of individual designated as LEP Coordinator to assist LEP individuals and individuals with disabilities Clinton Langreck, Richland County Administrator		
Address 181 W. Seminary St.		
Phone Number 608-649-5960	Email Address clinton.langreck@co.richland.wi.us	
Name and title of Recipient-Authorized Representative Making Assurances Clinton Langreck, Richland County Administrator		
Address 181 W. Seminary St.		
Phone Number 608-649-5960	Email Address clinton.langreck@co.richland.wi.us	

Instructions for completing Recipient Contact Information

Fill in all the blanks on this form.

Some smaller entities may not have dedicated LEP/ADA Coordinators or Civil Rights Compliance Officers.

The individuals designated above can be (but don't have to be) same person (e.g., the Authorized Representative).

FUNDING RELATIONSHIP TO DHS / DCF

- Recipients may receive Federal funding through one or more State Agencies to administer one or more Federal programs or activities.
- Clarifying the multiple funding streams will help the State Agencies identify mutually funded recipients as well as to determine oversight and coordination between the State Agencies.

			Contract or Program Name	Funding Amount (\$)
DHS				
Our agency/entity has a direct contract, direct grant, funding agreement or purchase order (PO) with DHS to receive Federal funding.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1. Richland County Health and Human Services and ADRC	HHS = \$923,543 ADRC=\$209,513
			2. Richland County EMS	\$5249
			3. Pine Valley Nursing Facility	Allocation based on Patients Medicaid.
DCF				
Our agency/entity has a direct contract, direct grant funding agreement or purchase order (PO) with DCF to receive Federal funding	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1. Richland County Child Support	\$141,408
			2. Richland County Health and Human Services	\$747,315
			3.	
DHS / DCF				
Our agency/entity has a direct contract, grant, funding agreement, or purchase order (PO) with a County or Consortium that receives Federal funding from DCF/DHS. Name of County or Consortium: Capital I.M.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1. Richland County Health and Human Services	\$968,995
			2.	
			3.	
Our agency/entity has a subcontract with another entity that receives Federal funding from DHS/DCF. Name of the entity/entities:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	1.	
			2.	
			3.	

Instructions for completing Funding Relationship to DHS or DCF

Fill in all the blanks on the above form. Your response should identify all Federal funding you receive from each of the State Agencies or recipients.

FUNDED PROGRAMS CHECKLIST

Completing this section will allow DHS or DCF to identify the Federally funded programs and activities that you administer.

Check the type of program or funding applicable to your entity.

Use this checklist for Department of Health Services (DHS)

Please check all the funded programs/services/activities administered with grant/contract or other agreements received from Department of Health Services (DHS):

HHS (CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.) Programs:

- ☐ BadgerCare Plus
- ☒ Birth to 3
- ☒ Children's Long Term Support Waiver
- ☒ Children's Community Options Program
- ☐ Family Care
- ☐ Family Planning Only
- ☐ IRIS
- ☐ Katie Beckett
- ☐ Medicaid for the Elderly, Blind, or Disabled
- ☐ Medicaid Purchase Plan
- ☐ PACE
- ☐ SeniorCare
- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Well Women Medicaid
- ☒ Other, specify: Adult Protective Services, ADJ Alzheimer Caregiver Support, Mental Health and Substance Abuse Block Grants, CST, Community Mental Health Programs, EMS Training.

USDA (FNS) Programs:

- ☐ FoodShare/SNAP
- ☐ Food Stamp Employment and Training (FSET)
- ☐ Temporary Emergency Food Assistance Program (TEFAP)
- ☐ Women Infants and Children (WIC)
- ☐ Commodity Supplemental Food Program
- ☐ WIC Farmer's Market Nutrition Program
- ☐ Senior Farmer's Market Nutrition Program
- ☐ Other, specify:

Use this checklist for Department of Children and Families (DCF)

Check all the funded programs/services/activities administered with grants/contracts or other agreements received from Department of Children and Families (DCF):

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Adoption Assistance Program<input type="checkbox"/> Adoption Finalization and Post Adoption Services<input type="checkbox"/> Brighter Futures Initiative<input checked="" type="checkbox"/> Child Abuse and Neglect - Child Protective Services<input type="checkbox"/> Child Abuse and Neglect – Prevention Services<input type="checkbox"/> Child Care Certification or Licensing<input type="checkbox"/> Child Care Resource and Referral<input type="checkbox"/> Child Care Quality Improvement<input type="checkbox"/> Child Placing Agencies - Foster Care<input type="checkbox"/> Qualified Residential Treatment Providers, Child Residential Care Centers & Group Homes<input checked="" type="checkbox"/> Child Support<input checked="" type="checkbox"/> Child Welfare Case Management Services<input type="checkbox"/> Community Services Block Grant Services<input type="checkbox"/> Domestic Violence/Domestic Abuse | <ul style="list-style-type: none"><input type="checkbox"/> Foster Care Payments<input type="checkbox"/> Home Visiting Services<input type="checkbox"/> Independent Living Services<input type="checkbox"/> Indian Child Welfare<input checked="" type="checkbox"/> Kinship Care Payments<input type="checkbox"/> Milwaukee Child Welfare Program Service Provider<input checked="" type="checkbox"/> Promoting Safe and Stable Families<input type="checkbox"/> Refugee Assistance and Services<input type="checkbox"/> Runaway Youth Services<input type="checkbox"/> TANF Funded Services - Including Transitional Jobs and Children First<input type="checkbox"/> Wisconsin Shares - Child Care Subsidy Program<input type="checkbox"/> Wisconsin Works (W-2) Programs<input checked="" type="checkbox"/> Youth Aids and Youth Justice grants<input type="checkbox"/> Other, specify: AODA |
|--|--|

Please list your specific Federal grant/funding source if not listed above.

Note: The checklist is not an exhaustive list of programs funded through the DHS or DCF with HHS and USDA-FNS. If the Federally funded program, grant or service agreement is not listed, enter the name in the appropriate "Other: Specify" space to specify the program, grant or funding agreement administered by the agency/entity.

Appendix B: Customer Service Population Data Analysis by Program, 2021

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Adult Protective Services
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	13411	100.00%	101	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	99	98%	1.5
Black or African American	76	0.6%	1	0.9%	0.3
American Indian or Alaska Native	44	0.3%	0	0.0%	-0.3
Asian	117	0.9%	0	0.0%	0.0
Native Hawaiian or Pacific Islander	1	0.0%	1	0.9%	0.9
Other	158	1.2%	0	0.0%	0.0
More Than One Race	74	0.6%	0	0.0%	0.0
Subtotal, Non-White	470	3.5%	2	1.9%	-1.6
Hispanic/Latino (Regardless of Race)	205	1.5%	2	1.9%	0.3
Breakdown by Sex					
Female	6735	50.2%	63	62.3%	12.1
Male	6676	49.8%	38	37.6%	-12.2
Disabilities	2103	15.7%	57	56.4%	40.7

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Female

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Male

What factors may be contributing to any under-/over-representation?⁵

Unknown.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Outreach to populations identified as under-served through other service programs. Ensuring "other" is a data set being collected for customers.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Alzheimer Caregiver Support
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	13411	100.00%	161	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	161	100%	3.5
Black or African American	76	0.6%	0	0%	-0.6
American Indian or Alaska Native	44	0.3%	0	0%	-0.3
Asian	117	0.9%	0	0%	-0.9
Native Hawaiian or Pacific Islander	1	0.0%	0	0%	0.0
Other	158	1.2%	0	0%	-1.2
More Than One Race	74	0.6%	0	0%	-0.6
Subtotal, Non-White	470	3.5%	0	0%	-3.5
Hispanic/Latino (Regardless of Race)	205	1.5%	3	1.8%	0.3
Breakdown by Sex					
Female	6735	50.2%	79	49%	-1.2
Male	6676	49.8%	82	50.9%	1.1
Disabilities	2103	15.7%	0	0%	-15.7

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

White

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Disabled and Non-white

What factors may be contributing to any under-/over-representation?⁵

Outreach regarding the availability of the program may not be reaching all populations. Non-white populations are often younger than the white population.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Outreach to populations identified as under-served through other service programs. Ensuring "other" is a data set being collected for customers.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Birth to 3
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	3109	100.00%	48	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	46	96%	-1.2
Black or African American	1	0%	1	2%	2
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	0	0%	-0.1
Native Hawaiian or Pacific Islander	0	0%	1	2%	2
Other	81	2.6%	0	0%	-2.6
More Than One Race	0	0%	0	0%	0
Subtotal, Non-White	86	2.8%	2	4.2%	1.4
Hispanic/Latino (Regardless of Race)	71	2.3%	1	2%	-0.3
Breakdown by Sex					
Female	1683	54.1%	15	31%	-23.1
Male	1426	45.9%	33	69%	23.1
Disabilities	488	15.7%	2	4.2%	-11.5

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc Population: Families with Children
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Male

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, Disabled, and other race.

What factors may be contributing to any under-/over-representation?⁵

Unknown

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served and outreach to underserved population.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Child Abuse and Neglect
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	3109	100.00%	289	100.00%	0.00
Breakdown by Race					
White	3023	97.2%		%	
Black or African American	1	0.0%		%	
American Indian or Alaska Native	0	0%		%	
Asian	4	0.1%		%	
Native Hawaiian or Pacific Islander	0	0%		%	
Other	81	2.6%		%	
More Than One Race	0	0%		%	
Subtotal, Non-White	86	2.8%		%	
Hispanic/Latino (Regardless of Race)	71	2.3%	7	2.4%	0.1
Breakdown by Sex					
Female	1683	54.1%	176	61%	6.9
Male	1426	45.9%	113	39%	-6.9
Disabilities	488	15.7%		%	

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Female

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Male

What factors may be contributing to any under-/over-representation?⁵

Data is not adequately collected.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Child Welfare Case Management
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	3109	100.00%	167	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	124	74.3%	-22.9
Black or African American	1	0.0%	15	9.0%	9.0
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	0	0%	-0.1
Native Hawaiian or Pacific Islander	0	0%	1	0.5%	0.5
Other	81	2.6%	27	16.2%	13.6
More Than One Race	0	0%	0	0%	0.0
Subtotal, Non-White	86	2.8%	43	25.7%	22.9
Hispanic/Latino (Regardless of Race)	71	2.3%	0	0%	-2.3
Breakdown by Sex					
Female	1683	54.1%	87	52.1%	-2.0
Male	1426	45.9%	80	47.9%	2.0
Disabilities	488	15.7%	25	14.9%	-0.8

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Non-White

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

White

What factors may be contributing to any under-/over-representation?⁵

Unknown.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served and undertake outreach to underrepresented groups.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Children's Community Options Program
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	3109	100.00%	41	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	38	92.7%	-4.5
Black or African American	1	0.0%	1	2.4%	2.4
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	1	2.4%	2.3
Native Hawaiian or Pacific Islander	0	0%	1	2.4%	2.4
Other	81	2.6%	0	0%	-2.6
More Than One Race	0	0%	0	0%	0
Subtotal, Non-White	86	2.8%	3	7.3%	4.5
Hispanic/Latino (Regardless of Race)	71	2.3%	1	2.4%	0.1
Breakdown by Sex					
Female	1683	54.1%	17	41.5%	-12.6
Male	1426	45.9%	24	58.5%	12.6
Disabilities	488	15.7%	33	80.5%	

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Male, Non-White, Black or African American, Asian, Native Hawaiian or Pacific Islander

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, Other, White

What factors may be contributing to any under-/over-representation?⁵

Small Data set.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Children's Long Term Support Waiver
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	3109	100.00%	45	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	43	96%	1.2
Black or African American	1	0.0%	0	0%	0
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	1	2%	1.9
Native Hawaiian or Pacific Islander	0	0%	1	2%	2
Other	81	2.6%	0	0%	-2.6
More Than One Race	0	0%	0	0%	0
Subtotal, Non-White	86	2.8%	2	4%	1.2
Hispanic/Latino (Regardless of Race)	71	2.3%	1	2%	-0.3
Breakdown by Sex					
Female	1683	54.1%	20	45%	-9.1
Male	1426	45.9%	25	55%	9.1
Disabilities	488	15.7%	39	87%	71.3

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Male, Disabled

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, Other

What factors may be contributing to any under-/over-representation?⁵

Poor data collection.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	CST
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	3109	100.00%	35	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	27	77.1%	-20.1
Black or African American	1	0.0%	6	17.1%	17.1
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	0	0%	-0.1
Native Hawaiian or Pacific Islander	0	0%	2	5.7%	5.7
Other	81	2.6%	0	0%	-2.6
More Than One Race	0	0%	0	0%	0
Subtotal, Non-White	86	2.8%	8	22.8%	20
Hispanic/Latino (Regardless of Race)	71	2.3%	1	2.8%	0.5
Breakdown by Sex					
Female	1683	54.1%	16	45.7%	-8.4
Male	1426	45.9%	19	54.3%	8.4
Disabilities	488	15.7%	16	45.7%	30

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Black or African American, Native Hawaiian or Pacific Islander, Male, Disabled.

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, Other, White

What factors may be contributing to any under-/over-representation?⁵

Small Data set.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	EMS Training
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	13411	100.00%	2	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	2	100%	3.5
Black or African American	76	0.6%	0	0%	-0.6
American Indian or Alaska Native	44	0.3%	0	0%	-0.3
Asian	117	0.9%	0	0%	-0.9
Native Hawaiian or Pacific Islander	1	0.0%	0	0%	0
Other	158	1.2%	0	0.0%	-1.2
More Than One Race	74	0.6%	0	0.0%	-0.6
Subtotal, Non-White	470	3.5%	0	0%	-3.5
Hispanic/Latino (Regardless of Race)	205	1.5%	0	0%	-1.5
Breakdown by Sex					
Female	6735	50.2%	2	100%	49.8
Male	6676	49.8%	0	0%	-49.8
Disabilities	2103	15.7%	0	0%	-15.7

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Female

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Male

What factors may be contributing to any under-/over-representation?⁵

Only two customers skews data.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Outreach to populations identified as under-served through other service programs. Ensuring "other" is a data set being collected for customers.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Income Maintenance Programs
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	13411	100.00%	5008	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	4167	83.8%	-12.7
Black or African American	76	0.6%	82	1.6%	1
American Indian or Alaska Native	44	0.3%	22	0.4%	0.1
Asian	117	0.9%	47	0.9%	0
Native Hawaiian or Pacific Islander	1	0.0%	6	0.1%	0.1
Other	158	1.2%	534	10.6%	9.4
More Than One Race	74	0.6%	0	0%	0
Subtotal, Non-White	470	3.5%	691	13.8%	10.3
Hispanic/Latino (Regardless of Race)	205	1.5%		%	
Breakdown by Sex					
Female	6735	50.2%	2653	52.9%	2.7
Male	6676	49.8%	2355	47%	-2.7
Disabilities	2103	15.7%	885	17.6%	1.9

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Non-white, Other, and Female

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Male, white

What factors may be contributing to any under-/over-representation?⁵

The County is not collecting on "more than one race" also collecting "unknown" vs "other" Unknown is being used in the place of other. There is no collection model for other on this worksheet.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Kinship Care
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	13411	100.00%	14	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	12	85.7%	-10.8
Black or African American	76	0.6%	0	0%	-0.6
American Indian or Alaska Native	44	0.3%	1	7.1%	6.8
Asian	117	0.9%	0	0%	-0.9
Native Hawaiian or Pacific Islander	1	0%	1	7.1%	7.1
Other	158	1.2%	0	0%	-1.2
More Than One Race	74	0.6%	0	0%	-0.6
Subtotal, Non-White	470	3.5%	2	14.3%	10.8
Hispanic/Latino (Regardless of Race)	205	1.5%	0	0%	-1.5
Breakdown by Sex					
Female	6735	50.2%	26	47.3%	-2.9
Male	6676	49.8%	29	52.7%	2.9
Disabilities	2103	15.7%	34	62%	46.3

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Serving Adults"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Non-White, Male, Disability

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, White

What factors may be contributing to any under-/over-representation?⁵

Not all data points are collected.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served and outreach to underrepresented groups.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Promoting Safe and Stable Families
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	3109	100.00%	23	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	20	87%	-10.2
Black or African American	1	0.0%	3	13%	13
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	0	0%	-0.1
Native Hawaiian or Pacific Islander	0	0%	0	0%	0
Other	81	2.6%	0	0%	-2.6
More Than One Race	0	0%	0	0%	0.0
Subtotal, Non-White	86	2.8%	3	13%	10.2
Hispanic/Latino (Regardless of Race)	71	2.3%	1	4.3%	2.0
Breakdown by Sex					
Female	1683	54.1%	5	22%	-32.1
Male	1426	45.9%	18	78%	32.1
Disabilities	488	15.7%	0	0%	-15.7

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Non-White, Male

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

White, Other, Female, Disabled.

What factors may be contributing to any under-/over-representation?⁵

Data is not correctly or adequately collected.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Child Support - Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Child Support
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	3,109	100.00%	2353	100.00%	0.00
Breakdown by Race					
White	3,023	97.2%%	1799	76.46%	-20.74
Black or African American	1	0.0%	37	1.57%	1.57
American Indian or Alaska Native	0	0.0%	12	0.51%	0.51
Asian	4	0.1%	7	0.30%	0.29
Native Hawaiian or Pacific Islander	0	0.0%	4	0.17%	0.17
Other	81	2.6%		%	-2.6
More Than One Race	0	0.0%	13	0.55%	0.55
Subtotal, Non-White	86	2.8%	137	5.8%	3.0
Hispanic/Latino (Regardless of Race)	71	2.3%	52	2.21%	-0.09
Breakdown by Sex					
Female	1683	54.1%	1124	48%	-6.1
Male	1426	45.9%	1229	52%	6.1
Disabilities	488	15.7%	122	5.2%	-10.5

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	Wisconsin Department of Children and Families, Civil Rights Compliance (CRC) Census Data Dashboard, Potentially Eligible Populations for Programs Serving Families with Children, Richland County. https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Population Served:	State of Wisconsin Department of Workforce Development Bureau of Child Support. Civil Rights Compliance County Caseload Participant Counts Annual for Calendar Year 2021.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Male, non-white

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

White, Other, Female, Disabled.

What factors may be contributing to any under-/over-representation?⁵

The non-white population in Richland County makes up less than 3% of the population. This means any representation of these populations in customers served creates issues with over and under representation.

Do you believe these results indicate potentially eligible participants are or are not being served?

Results indicate that potentially eligible populations are being served.

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Outreach to populations identified as under-served through other service programs. Ensuring "other" is a data set being collected for customers.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Community Mental Health Programs
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

Category ¹	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		Percentage-Point Difference (= % Served - % Potentially Eligible)
	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	
Total Population	13411	100.00%	55	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	45	81.8%	-14.7
Black or African American	76	0.6%	8	14.5%	13.9
American Indian or Alaska Native	44	0.3%	0	0%	-0.3
Asian	117	0.9%	0	0%	-0.9
Native Hawaiian or Pacific Islander	1	0%	2	3.6%	3.6
Other	158	1.2%	0	0%	-1.2
More Than One Race	74	0.6%	0	0%	-0.6
Subtotal, Non-White	470	3.5%	10	18.2%	14.7
Hispanic/Latino (Regardless of Race)	205	1.5%	2	3.6%	2.1
Breakdown by Sex					
Female	6735	50.2%	26	47%	-3.2
Male	6676	49.8%	29	53%	3.2
Disabilities	2103	15.7%	34	62%	46.3

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Serving Adults"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Black or African American. Non-White, Male, Hispanic, Disabled

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female, White

What factors may be contributing to any under-/over-representation?⁵

Unknown.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Mental Health and Substance Abuse Block Grants
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	13411	100.00%	261	100.00%	0.00
Breakdown by Race					
White	12941	96.5%	255	97.7%	1.2
Black or African American	76	0.6%	4	1.6%	1.0
American Indian or Alaska Native	44	0.3%	0	0%	-0.3
Asian	117	0.9%	1	0.3%	-0.6
Native Hawaiian or Pacific Islander	1	0%	1	0.3%	0.3
Other	158	1.2%	0	0%	-1.2
More Than One Race	74	0.6%	0	0%	-0.6
Subtotal, Non-White	470	3.5%	6	2.3%	-1.2
Hispanic/Latino (Regardless of Race)	205	1.5%	7	2.9%	1.4
Breakdown by Sex					
Female	6735	50.2%	106	40.6%	-9.6
Male	6676	49.8%	155	59.4%	9.6
Disabilities	2103	15.7%	65	24.9%	9.2

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Serving Adults"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Male, Disabled

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

Female

What factors may be contributing to any under-/over-representation?⁵

Low population skews the data.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served. Additional outreach to under-represented population may be needed.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	Health and Human Services- Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Youth Aids and Youth Justice
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year: 2021)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	3109	100.00%	14	100.00%	0.00
Breakdown by Race					
White	3023	97.2%	9	64%	-33.2
Black or African American	1	0.0%	2	14%	14
American Indian or Alaska Native	0	0%	0	0%	0
Asian	4	0.1%	0	0%	-0.1
Native Hawaiian or Pacific Islander	0	0%	1	7%	7
Other	81	2.6%	2	14%	11.4
More Than One Race	0	0%	0	0%	0.0
Subtotal, Non-White	86	2.8%	5	36%	33.2
Hispanic/Latino (Regardless of Race)	71	2.3%		%	
Breakdown by Sex					
Female	1683	54.1%	2	14%	-40.1
Male	1426	45.9%	12	86%	40.1
Disabilities	488	15.7%	0	0%	-15.7

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	https://dcf.wisconsin.gov/dashboard/civilrights/crc "Population: Families with Children"
Data Source(s) for Population Served:	Richland County Health and Human Services.

Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

Non-White, Male, Other

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

White, Female, Disabled.

What factors may be contributing to any under-/over-representation?⁵

Data is not correctly or adequately collected.

Do you believe these results indicate potentially eligible participants are or are not being served?

No

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

Improve data collection of actual customers served.

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

Denials have not contributed to a lower-than-expected participation of a particular category.

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

Appendix C: Limited English Proficiency Customer Data Analysis by Program

LIMITED ENGLISH PROFICIENCY (LEP) CUSTOMER DATA ANALYSIS CHART

Local Agency/Recipient Name:	Child Support - Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	Child Support
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

(a) Total Potentially Eligible Population (from data.census.gov)	LEP Potentially Eligible Population (from data.census.gov)		(d) Number LEP Served in Most Recent Calendar or Program Year (Specify Year: 2021)	Safe Harbor	
				Written Translation of Vital Documents	Written Notice to LEP Groups of Their Right to Receive Competent Oral Language Interpretation & Translation of Vital Documents
Language Groups ¹	(b) Number LEP Potentially Eligible in This Language Group	(c) Percentage LEP Potentially Eligible in This Language Group ²		Column (b) is 1,000 or more OR Column (c) is 5% or more?	Column (b) is less than 50 AND Column (c) is 5% or more?
Spanish	58	1.9%	7	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Hmong/Laotian ³	2	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Chinese	16	0.5%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Korean	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Vietnamese	1	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Tagalog	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
German/Germanic ⁴	63	2.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Russian/Polish/Other Slavic ⁵	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
French/Patois/Haitian/Creole/Cajun	6	0.2%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Arabic	0	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Other – Specify:	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes

¹ Language groups were determined by the [U.S. Census](https://www.census.gov) and [Estimates of at Least the Top 15 Languages Spoken by Individuals with Limited English Proficiency](https://www.census.gov/data/tables/2019/subject/matters/language.html).

² Percentage LEP Potentially Eligible = [(b)/(a)] X 100%

³ "Hmong/Laotian" includes Hmong, Laotian, and other languages from mainland Asia and the Pacific Islands *not* mentioned elsewhere in this table.

⁴ "German/Germanic" includes Pennsylvania Dutch.

⁵ "Russian/Polish/Other Slavic" includes Bosnian, Croatian, and Serbian.

Data Source(s) for LEP Potentially Eligible Population:	Wisconsin Department of Children and Families, Civil Rights Compliance (CRC) Census Data Dashboard, Potentially Eligible Populations for Programs Serving Families with Children, Richland County. https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Number LEP Served:	State of Wisconsin Department of Workforce Development Bureau of Child Support. Participants that have an LEP indicator.

Services to LEP Language Groups

Please check all that apply to recipient's service to the eligible language groups in your service area:

- ☒ Oral interpretation is provided upon request at no charge to an LEP customer.
- ☐ We hire bilingual staff with demonstrated proficiency in English and a second language, who are knowledgeable of specialized terms and concepts in English and the language they interpret, and who have received training on skills and ethics of interpretation. (Training can be provided in-house or by an external agency. Documentation of language ability, training on specialized terms and concepts, and training on skills and ethics of interpretation should be maintained.)
- ☐ We routinely collect information regarding the LEP participant's preferred primary language. The language information for each client is part of our database.
- ☐ We have identified and inventoried all vital documents for our programs or services, and the inventory list is available for inspection.
- ☐ We routinely maintain a record of the number of language interpretation services that we offer and that we provide to LEP customers, on what date, how interpretation was provided (e.g., in person or by telephone), and in what language.
- ☐ The eligible LEP population that is likely to be encountered in our service area constitutes 5% or 1,000 persons; therefore, we provide written translation of vital documents.
- ☐ Where there are fewer than 50 people in the language group that reaches the 5% trigger, we provide written notice to those LEP groups in their primary language of their right to receive oral language interpretation and written vital materials, free of cost.
- ☐ For all documents, vital or otherwise, we provide meaningful access to LEP individuals in all language groups. Meaningful access may be providing translation of the information orally.

LEP Customer Data Analysis

Using the LEP data chart and any other sources of data, list the LEP population(s) represented in the program's geographic service area.

Spanish, Hmong/Laotian, Chinese, Korean, Vietnamese, Tagalog, Germanic, Russian/Polish/Slavic, and French/Patois/Haitian/Creole/Cajun

Do you believe the data indicate potentially eligible LEP participants are or are not being served?

The data indicates that the potentially eligible LEP participants are being served.

What factors may be contributing to potentially eligible LEP participants not being served?⁶

unknown

What actions are being taken or can be taken to improve program participation and encourage enrollment of LEP populations that are under-served?

Additional marketing efforts in LEP populations

Please discuss the **nature** of LEP-related discrimination complaints filed with the agency, both formal and informal, and resolution of LEP complaints over the last calendar year:

⁶ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

LIMITED ENGLISH PROFICIENCY (LEP) CUSTOMER DATA ANALYSIS CHART

Local Agency/Recipient Name:	Emergency Management and Services - Richland County
Funding Agency:	<input checked="" type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	EMS Training
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

(a) Total Potentially Eligible Population (from data.census.gov)	LEP Potentially Eligible Population (from data.census.gov)		(d) Number LEP Served in Most Recent Calendar or Program Year (Specify Year: 2021)	Safe Harbor	
				Written Translation of Vital Documents	Written Notice to LEP Groups of Their Right to Receive Competent Oral Language Interpretation & Translation of Vital Documents
Language Groups ¹	(b) Number LEP Potentially Eligible in This Language Group	(c) Percentage LEP Potentially Eligible in This Language Group ²		Column (b) is 1,000 or more OR Column (c) is 5% or more?	Column (b) is less than 50 AND Column (c) is 5% or more?
Spanish	58	1.9%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Hmong/Laotian ³	2	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Chinese	16	0.5%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Korean	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Vietnamese	1	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Tagalog	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
German/Germanic ⁴	63	2.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Russian/Polish/Other Slavic ⁵	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
French/Patois/Haitian/Creole/Cajun	6	0.2%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Arabic	0	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Other – Specify:	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes

¹ Language groups were determined by the [U.S. Census](https://www.census.gov) and [Estimates of at Least the Top 15 Languages Spoken by Individuals with Limited English Proficiency](https://www.census.gov/data/tables/2019/other-releases/lep.html).

² Percentage LEP Potentially Eligible = [(b)/(a)] X 100%

³ "Hmong/Laotian" includes Hmong, Laotian, and other languages from mainland Asia and the Pacific Islands *not* mentioned elsewhere in this table.

⁴ "German/Germanic" includes Pennsylvania Dutch.

⁵ "Russian/Polish/Other Slavic" includes Bosnian, Croatian, and Serbian.

Data Source(s) for LEP Potentially Eligible Population:	Wisconsin Department of Children and Families, Civil Rights Compliance (CRC) Census Data Dashboard, Potentially Eligible Populations for Programs Serving Families with Children, Richland County. https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Number LEP Served:	State of Wisconsin Department of Workforce Development Bureau of Child Support. Participants that have an LEP indicator.

Services to LEP Language Groups

Please check all that apply to recipient's service to the eligible language groups in your service area:

- ☒ Oral interpretation is provided upon request at no charge to an LEP customer.
- ☒ We hire bilingual staff with demonstrated proficiency in English and a second language, who are knowledgeable of specialized terms and concepts in English and the language they interpret, and who have received training on skills and ethics of interpretation. (Training can be provided in-house or by an external agency. Documentation of language ability, training on specialized terms and concepts, and training on skills and ethics of interpretation should be maintained.)
- ☒ We routinely collect information regarding the LEP participant's preferred primary language. The language information for each client is part of our database.
- ☒ We have identified and inventoried all vital documents for our programs or services, and the inventory list is available for inspection.
- ☒ We routinely maintain a record of the number of language interpretation services that we offer and that we provide to LEP customers, on what date, how interpretation was provided (e.g., in person or by telephone), and in what language.
- ☒ The eligible LEP population that is likely to be encountered in our service area constitutes 5% or 1,000 persons; therefore, we provide written translation of vital documents.
- ☒ Where there are fewer than 50 people in the language group that reaches the 5% trigger, we provide written notice to those LEP groups in their primary language of their right to receive oral language interpretation and written vital materials, free of cost.
- ☒ For all documents, vital or otherwise, we provide meaningful access to LEP individuals in all language groups. Meaningful access may be providing translation of the information orally.

LEP Customer Data Analysis

Using the LEP data chart and any other sources of data, list the LEP population(s) represented in the program's geographic service area.

Spanish, Hmong/Laotian, Chinese, Korean, Vietnamese, Tagalog, Germanic, Russian/Polish/Slavic, and French/Patois/Haitian/Creole/Cajun

Do you believe the data indicate potentially eligible LEP participants are or are not being served?

The data indicates that the potentially eligible LEP participants are being served.

What factors may be contributing to potentially eligible LEP participants not being served?⁶

unknown

What actions are being taken or can be taken to improve program participation and encourage enrollment of LEP populations that are under-served?

Additional marketing efforts in LEP populations

Please discuss the **nature** of LEP-related discrimination complaints filed with the agency, both formal and informal, and resolution of LEP complaints over the last calendar year:

⁶ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

LIMITED ENGLISH PROFICIENCY (LEP) CUSTOMER DATA ANALYSIS CHART

Local Agency/Recipient Name:	Department of Health and Human Services - Richland County
Funding Agency:	<input type="checkbox"/> Wisconsin Department of Children and Families (DCF) <input checked="" type="checkbox"/> Wisconsin Department of Health Services (DHS)
Program or Activity:	All Richland Counth DHS PROGRAMS
Geographic Service Area:	Richland County
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. <input checked="" type="checkbox"/> All income levels <input type="checkbox"/> Income below poverty level

(a) Total Potentially Eligible Population (from data.census.gov)	LEP Potentially Eligible Population (from data.census.gov)		(d) Number LEP Served in Most Recent Calendar or Program Year (Specify Year: 2021)	Safe Harbor	
				Written Translation of Vital Documents	Written Notice to LEP Groups of Their Right to Receive Competent Oral Language Interpretation & Translation of Vital Documents
Language Groups ¹	(b) Number LEP Potentially Eligible in This Language Group	(c) Percentage LEP Potentially Eligible in This Language Group ²		Column (b) is 1,000 or more OR Column (c) is 5% or more?	Column (b) is less than 50 AND Column (c) is 5% or more?
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Hmong/Laotian ³	2	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Chinese	16	0.5%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Korean	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Vietnamese	1	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Tagalog	3	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
German/Germanic ⁴	63	2.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Russian/Polish/Other Slavic ⁵	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
French/Patois/Haitian/Creole/Cajun	6	0.2%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Arabic	0	0.0%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Other – Specify:	4	0.1%	0	<input type="checkbox"/> yes	<input type="checkbox"/> yes

¹ Language groups were determined by the [U.S. Census](https://www.census.gov) and [Estimates of at Least the Top 15 Languages Spoken by Individuals with Limited English Proficiency](https://www.census.gov/data/tables/2019/subject/matters/language.html).

² Percentage LEP Potentially Eligible = [(b)/(a)] X 100%

³ "Hmong/Laotian" includes Hmong, Laotian, and other languages from mainland Asia and the Pacific Islands *not* mentioned elsewhere in this table.

⁴ "German/Germanic" includes Pennsylvania Dutch.

⁵ "Russian/Polish/Other Slavic" includes Bosnian, Croatian, and Serbian.

Data Source(s) for LEP Potentially Eligible Population:	Wisconsin Department of Children and Families, Civil Rights Compliance (CRC) Census Data Dashboard, Potentially Eligible Populations for Programs Serving Families with Children, Richland County. https://dcf.wisconsin.gov/dashboard/civilrights/crc
Data Source(s) for Number LEP Served:	Richland County Department of Health and Human Services

Services to LEP Language Groups

Please check all that apply to recipient's service to the eligible language groups in your service area:

- ☒ Oral interpretation is provided upon request at no charge to an LEP customer.
- ☒ We hire bilingual staff with demonstrated proficiency in English and a second language, who are knowledgeable of specialized terms and concepts in English and the language they interpret, and who have received training on skills and ethics of interpretation. (Training can be provided in-house or by an external agency. Documentation of language ability, training on specialized terms and concepts, and training on skills and ethics of interpretation should be maintained.)
- ☒ We routinely collect information regarding the LEP participant's preferred primary language. The language information for each client is part of our database.
- ☒ We have identified and inventoried all vital documents for our programs or services, and the inventory list is available for inspection.
- ☒ We routinely maintain a record of the number of language interpretation services that we offer and that we provide to LEP customers, on what date, how interpretation was provided (e.g., in person or by telephone), and in what language.
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LEP Customer Data Analysis

Using the LEP data chart and any other sources of data, list the LEP population(s) represented in the program's geographic service area.

Spanish, Hmong/Laotian, Chinese, Korean, Vietnamese, Tagalog, Germanic, Russian/Polish/Slavic, and French/Patois/Haitian/Creole/Cajun

Do you believe the data indicate potentially eligible LEP participants are or are not being served?

The data indicates that the potentially eligible LEP participants are being served.

What factors may be contributing to potentially eligible LEP participants not being served?⁶

unknown

What actions are being taken or can be taken to improve program participation and encourage enrollment of LEP populations that are under-served?

The Department of Health and Human Services did not provide data on the language groups of the LEP customers served. The following number of customers were served in each program: 88 - Income Maintenance Programs, 1 - Birth to 3, 1- Childres Long Term Support waver, 1- Childres Community Options Program, 3 - Mental Health and Substance Abuse Block Grants. The Plan identifies that language groups will need to be collected going forward in order to provide meaningful access and comply with civil rights requirements.

⁶ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

Please discuss the **nature** of LEP-related discrimination complaints filed with the agency, both formal and informal, and resolution of LEP complaints over the last calendar year:

Appendix D: Nondiscrimination Statements.

USHHS Nondiscrimination Statement for Health Care Related Programs

Richland County complies with applicable Federal civil rights laws and does not discriminate, exclude or treat people differently on the basis of race, color, national origin, age, disability, sex, religion, political beliefs, sexual orientation, or filing of a prior civil rights complaint. Richland County:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - o Qualified sign language interpreters
 - o Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - o Qualified interpreters
 - o Information written in other languages

If you need these services, contact:

Clinton Langreck , County Administrator
221 West Seminary St.
Richland Center, WI 53581
608-649-5960
Clinton.langreck@co.richland.wi.us

FILING A GRIEVANCE

If you believe that Richland County has failed to provide these services or has otherwise discriminated against you on the basis of race, color, national origin, age, disability, sex, religion, political beliefs, sexual orientation, or filing of a prior civil rights complaint, please contact the County Administrator at:

Clinton Langreck , County Administrator
221 West Seminary St.
Richland Center, WI 53581
608-649-5960
Clinton.langreck@co.richland.wi.us

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the OCR Complaint Portal, available at

<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

800-368-1019 (Voice), 800-537-7697 (TTY)

OCRComplaint@hhs.gov, <https://www.hhs.gov/civil-rights>

USDA Nondiscrimination Statement for SNAP and FDIPIR

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

FILING A GRIEVANCE

If you believe that Richland County has failed to provide these services or has otherwise discriminated against you on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or filing of a prior civil rights complaint, please contact the County Administrator at:

Clinton Langreck , County Administrator

221 West Seminary St.

Richland Center, WI 53581

608-649-5960

Clinton.langreck@co.richland.wi.us

To file a program complaint of discrimination with the U.S. Department of Agriculture, complete the USDA Program Discrimination Complaint Form (AD-3027) (<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>), found online at: How to File a Program Discrimination Complaint (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

USDA Nondiscrimination Statement for all other FNS Nutrition Assistance Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

FILING A GRIEVANCE

If you believe that **[Name of Covered Entity]** has failed to provide these services or has otherwise discriminated against you on the basis of race, color, national origin, sex, disability, age, or filing of a prior civil rights complaint, please contact the County Administrator at:

Clint Langreck , County Administrator

221 West Seminary St.

Richland Center, WI 53581

608-649-5960

Clinton.langreck@co.richland.wi.us

To file a program complaint of discrimination with the U.S. Department of Agriculture, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: How to File a Complaint (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

Appendix E: LEP Policy Statement, and Acknowledgement and Refusal of Free Interpretation Services Form

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

Richland County (the entity) is committed to providing equal opportunity in all programs, services, and activities to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Those individuals are referred to as limited English proficient, or "LEP." Meaningful access to Federally funded programs and activities is required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Meaningful access to LEP individuals is provided in two ways: oral interpretation and written translation. Oral interpretation can range from on-site interpreters for critical services provided to a high volume of LEP persons, to access through commercially available telephonic interpretation services. Written translation can range from translation of an entire document to translation of a short description of the document.

The entity fulfills this obligation by one or more of the following: hiring bilingual staff, hiring staff interpreters/translators, contracting for interpreters/translation services, using telephone interpreter lines, and/or using community volunteers. The entity understands that the interpretation/translation must be performed in a competent, confidential, ethical, and accurate manner at no cost to the LEP individual. The entity does not rely on the LEP individual to provide an interpreter.

If an LEP person requests to use a family member, friend or other adult as an interpreter, the entity makes the LEP person aware that the entity will provide a qualified interpreter at no cost to the LEP person. The entity respects the LEP person's choice of interpreters. If the LEP person chooses a family member, friend, or other adult to interpret instead of one provided by the entity, the entity makes a record of that decision. If the entity believes the interpreter selected by the LEP person is not competent or appropriate, the entity supplements with its own qualified interpreter. Minors should not act as interpreters unless there is an emergency situation and another interpreter is not immediately available.

The entity records the number and date of instances in which interpretation was offered, what service was offered (e.g., staff, in-person contracted, telephone, etc.), whether it was accepted or whether the LEP individual selected their own interpreter, and in what language group the service was needed.

This entity monitors its changing demographics and population trends on an annual basis, to ensure awareness of the language needs in its service area.

The entity requires its subrecipients to comply with the LEP policies requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations, and guidelines, the LEP Coordinator is:

Clinton Langreck, 608-649-5960

LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with him/her. Information about discrimination complaint resolution process is available upon request.

Acknowledgement and Refusal of Free Interpretation Services (Recipient/Subrecipient):

Richland County, Wisconsin has offered you free interpretation services provided by a skilled and qualified interpreter who is trained to protect your privacy. That person understands your language and technical/legal words related to the program or service you are seeking or receiving.

You have the right to the free interpreter services described above. You also have the right to refuse that service and proceed with your own interpreter. YOU ARE NOT REQUIRED TO PROVIDE YOUR OWN INTERPRETER. If you choose to utilize your own interpreter, whether a family member or another person, that person may not have formal training and may commit the following errors, among others:

- Give you or your service provider incorrect information;
- Add or leave out information;
- Learn information about you that you may not wish to be known;
- Tell other people information about you that would otherwise be private;
- Misunderstand your case manager, case worker, doctor, caregiver, or service provider.

(Recipient/Subrecipient) _____ has explained to me, in my own language, the risks of refusing the offered trained interpreter. I understand these risks and choose to decline the interpretation services offered at no cost.

Client Signature Date

Recipient Signature Date

Interpreter Signature Date

If interpreted by phone, interpreter name and #: _____

Explanation of Document (for providers and staff):

Appendix F: Model Service Delivery Discrimination Complaint Form

If you need help completing this form please contact: Clinton Langreck, 608-649-5960

Name of Complainant _____ Phone _____

Address (number, street, city, state, zip code) _____

Federal civil rights laws prohibit discrimination of MEMBERS, APPLICANTS, ENROLLEES, AND BENEFICIARIES in any programs and activities that receive Federal financial assistance and that are run by State Agencies (DHS/DCF) directly or by their partners, local agencies, and contractors. Those laws prohibit recipients and subrecipients of Federal financial assistance from discriminating on the basis of race, color, national origin, sex, age, disability, and, in some programs, religious creed or political affiliation or beliefs, in their programs or activities, and in retaliating or engaging in reprisals against for opposing discrimination. If you were wrongfully denied services, or if the treatment you received was separate or different than others received, or if the program was not accessible to you, and you believe it was because of one or more of those protected bases, it may be discrimination. The precise nondiscrimination requirements depend on which Federal agency funds the program or activity.

Name of the Agency/Organization/Entity against whom the complaint is filed.

Name of the Federal program you were discriminated in by the agency/organization (e.g., BadgerCare, FoodShare, Child Protective Services, etc.)

Describe the action or treatment that you think was discriminatory. Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached, if you need to add pages.

Description of the relief or remedy you want:

SIGNATURE - Complainant or Complainant Representative

Date Signed

The information below is to be completed by the person at the entity who receives your complaint and investigates it.

Date Received : _____

Received By _____ Title _____ Agency _____

Actions and Individual(s) to be investigated:

Findings (Must be completed within 90 days):

Action Taken:

Further Action Required? Yes No

If yes, what action is recommended?

File formal discrimination complaints about these services with the state agency listed below.

PROGRAM	STATE AGENCY
Wisconsin (WI) Works (W-2), , Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Protective Services Programs, Emergency Assistance, Families and Economic Security, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, Refugee Assistance and Services, Youth Justice services and other programs administered by the WI Department of Children and Families., Refugee Cash and Medical Assistance)	WI Department of Children and Families 201 W. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 Voice: 608-422-6889 TTY: 800-864-4585
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare, TEFAP, SeniorCare, Family Care, Public Health Services, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services.	WI Department of Health Services Civil Rights Compliance Office 1 W. Wilson, Room 651 P.O. Box 7850 Madison, WI 53707-7850 608-266-1258 (Voice); 608-267-1434 (Fax) 711 or 1-800-947-3529 (TTY) Email:DHSCRC@dhs.wisconsin.gov
You also have the right to file a formal complaint with a Federal agency listed below.	
PROGRAM	FEDERAL AGENCY
HHS program or activity	Office for Civil Rights U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington D.C. 20201 800-368-1019 800-537-7697 (TDD) https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf (On-line complaint portal)
USDA-FNS program or activity	U.S. Department of Agriculture, Director, Office of Adjudication 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (866) 632-9992 800-877-8339 (Federal Relay Services) 866-377-8642 (Relay voice users) 800-845-6136 (Spanish) Cr-info@ascr.usda.gov

Richland County Committee

Agenda Item Cover

Agenda Item Name: Ordinance Repealing Ordinance No. 99 - 11 And Adopting The General Schedules For County Governments As Established By The State Of Wisconsin Public Records Board For Use In The Disposal Of Obsolete County Records

Department	County Clerk	Presented By:	County Clerk
Date of Meeting:	June 2, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B4 (Rules & Str. Plan.)
Date submitted:	May 26, 2022	Referred by:	Derek S. Kalish, County Clerk
Action needed by no later than (date)	N/A	Resolution	N/A, Draft ordinance attached

Recommendation and/or action language:

Approve an ordinance repealing Ordinance No. 99 - 11 and adopt the General Schedules For County Governments as established by the State Of Wisconsin Public Records Board for use in the disposal of obsolete county records.

Background: Ordinance 99 -11 is out of date in in need of revision. Approved utilization of the General Schedules for County Governments as established by the State of Wisconsin Public Records Board for use in the disposal of obsolete county records will provide a single point of reference for managing, and in some cases, preserving county records. Adoption of the schedule would provide clarity on the record retention practices currently in place and streamline the record retention process going forward. An approved policy would also alleviate storage issues currently faced due to the retention of a large volume of obsolete documents currently being stored. Adoption of the ordinance would also provide a retention framework created at the state level, one designed specifically for Wisconsin's local governments, and updated on a periodic basis.

Attachments and References:

Ordinance No. 99 - 11	County General Schedule & Addendums B, C, E, and F
DRAFT Ordinance No. 22 - XX	

Financial Review:

(please check one)

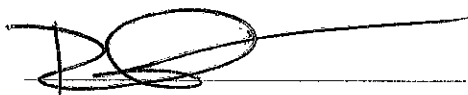
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No foreseeable financial impacts

Approval:

Review:



Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

ORDINANCE NO. 99-11

An Ordinance Relating To The Disposal Of Obsolete County Records.

The Richland County Board of Supervisors does hereby ordain as follows:

1. This Ordinance is enacted in accordance with section 19.21(5), Wisconsin Statutes.

2. "County records" means:

Any material, document, writing, photograph or other property of which the County or any County officer is the legal custodian and which the County or any County officer is required by Chapter 19, Wisconsin Statutes to file, deposit or keep or which are in the lawful possession or control of the County or any County officer.

3. The Rules and Resolutions Committee is hereby designated as the County records retention committee in accordance with section 19.21(5)(c), Wisconsin Statutes.

4. Department heads may, after receiving approval of the appropriate supervising committee, submit proposals to the Rules and Resolutions Committee for the disposal or destruction of County records within that department's jurisdiction.

5. The Rules and Resolutions Committee, shall in the appropriate case, present an Ordinance to the County Board for its consideration establishing the period of time any County records shall be kept before being disposed of or destroyed. The Rules and Resolutions Committee shall in all instances consult with the Corporation Counsel for a determination of the minimum length of time required by law for the retention of the County records in question.

6. In all instances in which County records have been approved for destruction under this Ordinance, the Rules and Resolutions Committee shall first offer the County records to the State Historical Society in accordance with section 59.52(4)(b), Wisconsin Statutes, unless the County records in question are statutorily exempt from this requirements.

This Ordinance shall be in full force and effect upon its passage and publication.

Dated: April 20, 1999
Passed: April 20, 1999
Published: May 6, 1999

ORDINANCE OFFERED BY THE RULES
RESOLUTIONS COMMITTEE

Ann M. Greenheck, Chairman
Richland County Board of Supervisors

	FOR	AGAINST
Fred Clary	X	
Dan Carroll	X	
Allen B. Clary	X	

ATTEST:
Victor V. Vlasak
Richland County Clerk

uue
copy 2 corp counsel

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	General Schedules (records typically found throughout the county)					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork / Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (internal)	S		Waived		This includes any records associated with an audit.
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	§59.61 Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of Accounts (Object Codes)	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		
	Claims Made (general liability and property damage)	EVT + 3 years: EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	S		Waived		
	Computer Printouts	S		Waived		
	Construction Plans (county facilities)	Life of Structure		Notify		
	Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived		
	Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	S		Waived		
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
	Fund Transfers	FIS + 4 years		Waived		
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
	Indexes	S		Waived		Until superseded or as long as the records they index exist.
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
	Inventories (equipment and furnishings)	S		Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
	Journal Entries/General Ledger	FIS + 4 years		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		
	Payroll Records	CR + 3 years		Waived		FLSA
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats	Waived		
	Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	S		Waived		
	Records Retention Schedules	S		Waived		WPRB approval "sunsets" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.					

	Airport					
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived		FAA, Wis Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	§114.135 Wis. Stats.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

	Buildings, Facilities, and Grounds					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S		Waived		
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

	Child Support					
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure	5	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		

	Corporation Counsel					
	Legal					
	Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
	Case files, non-litigation	CR+3 years		Waived		
	CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
	CHIPS (Child in Need of Protective Services) Petitions	S		Waived		C
	Department Files	CR + 3 years		Waived		
	Dismissals - 51.45	CR + 3 years		Waived		
	Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
	Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5 years: EVT = No		Waived		
	Legal Memoranda	Permanent		P		C
	Legal Opinions	Permanent		P		C
	Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
	Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C
	Truancy Referrals	EVT + 1 year: EVT = Child's 18th Birthday		Waived		C

	County Clerk					
	Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).					

	County Treasurer					
	Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).					

	Court Records					
	The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).					
	Data Processing					
	Annual Back-Ups	CR + 7 years		Waived		
	Daily Back-Ups	CR + 15 days		Waived		
	Monthly Back-Ups	CR + 1 year		Waived		
	Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
	Telephone Records: System Back-Up Records	CR + 15 days		Waived		
	Telephone Records: System Call Records	CR + 6 Months		Waived		

	District Attorney					
	The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.					
	Economic Support and Workforce Development					

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII
	Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII

***Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

	Emergency Management (Ch. 323 Wis. Stats.)					
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
	Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	Waived		
	Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code 8	Waived		Must give Wis DEM 60-days written notice before any such record may be destroyed

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
	Emergency Medical Services Program (Ch. 256 Wis. Stats.)					
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	§256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		

	Executive/Administrator/Administrative Coordinator (§§59.17, .18. and .19 Wis. Stats.)					
	Administration					
	Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
	Community Development					
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR	Waived		
	Labor Standard Projects	CR + 7 years	24CFR	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	24CFR	Waived		
	Senior Services					
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C
	Benefit Specialist Report	S	s. 46.81	Waived		C
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
	Client Donation Deposits	CR + 7 years		Waived		
	Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
	Client Statements (Revenue Received)	CR + 3 years		Waived		
	Commission on Aging - business related materials	CR + 7 years		Waived		
	Complaint Grievance File	CR + 3 years		Waived		
	Congregate Billings	CR + 3 years		Waived		
	Congregate Participant Logs Book	CR + 7 years		Waived		
	Congregate Registration Forms	CR + 7 years		Waived		
	Contract Monitoring Files	CR + 7 years		Waived		
	Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
	Contracts Not Related to Purchasing	CR + 3 years		Waived		
	Day Care Client Billings	CR + 7 years		Waived		
	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 4 years: EVT =		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3 years		Waived		
	Home Delivered Meals	CR + 7 years		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
	Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
	ID Applications	CR + 5 years		Waived		
	ID Receipts	CR + 5 years		Waived		
	ID Reconciliation Book	CR + 5 years		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
	Information & Assistance Phone Logs	CR + 7 years		Waived		C
	Information Systems Capital Project Documents	CR + 2 years		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	CR + 4 years		Waived		
	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
	Nutrition Checks	CR + 3 years		Waived		
	Nutrition Program Records	CR + 3 years		Waived		
	Nutrition Site, progress reports	CR + 3 years		Waived		
	Nutrition Site, quality control sheets	CR + 3 years		Waived		
	Nutrition Site, registrations	CR + 1 year		Waived		
	Preauthorization's, Service	EVT + 1 years: EVT =		Waived		
	Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
	Project Files, special events	CR + 7 years		Waived		
	Reports, specialized transportation / other	CR + 5 years		Waived		
	Senior Center Listing	CR + 5 years		Waived		
	Senior Dining Quality Control Sheets	CR + 7 years		Waived		
	Senior Dining Supply Usage Reports	CR + 7 years		Waived		
	Senior ID Log Book	CR + 5 years		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5 years		Waived		
	Support Group and Doctors List	CR + 1 year		Waived		
	Taxi Program Analysis	CR + 3 years		Waived		
	Taxi Vouchers	EVT + 3 years: EVT = Audited	s. 85.21	Waived		
	Title XIX Billing Statements	CR + 7 years		Waived		
	Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3 years	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	S		Waived		

	Finance					
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		
	Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		
	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	§59.52(4)(a)2. Wis. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years: EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	S		Waived		
	Garnishment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Notify		
	General Ledger, Trial Balance	FIS + 7 years		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years: EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years: EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

	Health Department					
	Administrative					
	Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		Waived		C, PII
	Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		
	Daily Activities Report	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years; EVT = Notification of Denial or Grant		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21 Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR +1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90 days: EVT = Approval date & publication	§19.21 Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats.	Waived		C
	Care Coordination: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case		Waived		
	Client Listing	CR + 1 Month		Waived		C
	Client Record / Patient Care: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Clinic Record, blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Communicable Disease Records					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII
	Immunization Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C, PII
	Referral Listing	CR +7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult	CR + 7 years		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Community Education					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	Environmental Health Records					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	Adolescent & Family Services / Juvenile					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR +1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
	Original Offense Report	CR + 2 years		Waived		C
	Permission Slips (Residents)	CR + 2 years		Waived		C
	Requests for Leave, employee	CR + 1 year		Waived		
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
	Resident Medication Log	S		Waived		C, PII
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C
	Supervisor Shift Log	CR + 2 years		Waived		
	Unit Log (Male & Female)	CR + 2 years		Waived		C
	Intake Shared Services					
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C
	Intake Access Contact Listing	CR + 2 years		Waived		C
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Long Term Care					
	Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		Waived		C
	Long Term Care Client Log	S		Waived		C
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
	Mental Health AODA / Clinical Services					C
	Client Index Card Files	Permanent		N/A		C
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Born Pathogen Records	EVT + 30 years: EVT =		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Survey's - Title XIX	CR + 15 years		N/A		

	Highway					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		

	Human Services					
	Administrative					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	Fiscal					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.42(4)(a) 18.Wis. Stats.	Notify		C
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Notify Waived		C
	Fraud Referral Records					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	Third-party recovery records	EVT + 1 year: EVT = Case Closed**		Waived		C
		** Recommend microfilming essential information				
	JOBS participant records	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Social Service Case File					
	a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C
	c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)I	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		C
	Third-Party Recovery	CR + 7 years		Waived		

	Medical Examiner					
	Case Face Sheet Logs	Permanent		N/A		C
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

	Park & Land Use					
	Administration					
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3.Wis.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
	Environmental Health					
	Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colilert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	S		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (I)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
	Land Resources - Land Conservation					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	S		Notify		
	Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
	Drainage District Files	Permanent		N/A		
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	Land Information System					
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR + 10 years		Waived		
	Relocation of Orders / Maps	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		
	Log, Chemical Applications	CR + 7 years		Waived		
	Log, Water Use	Life of Project		Waived		
	Log, Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	S		Notify		
	Park System Task Report	CR + 3 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		Waived		
	Planning and Zoning					
	Amendments to the County Development Schedule	Permanent		N/A		
	Atlas	S		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log, board of adjustment cases	Permanent		N/A		
	Log, violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		
	Video Tapes	CR + 3 years		Waived		
	Violation Complaint	Permanent		N/A		
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		
	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	Recycling and Solid Waste					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis.	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		

	Personnel					
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		Waived		
	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		Waived		
	Performance Evaluations & Medical Records	CR + 6 years		Waived		
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		

	Public Works					
	Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Facilities Management					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3 years		Waived		
	Utility Computer Printouts	S		Waived		

	Register of Deeds					
Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).						

	Sheriff					
	Process / Identification Bureau					
	Attorney Letters	CR + 7 years		Waived		
	Bureau of Identification Sheets	Permanent		N/A		
	Civil Process Worksheet	CR + 1 year		Waived		
	Correspondence Instructing Civil Process, service	CR + 7 years		Waived		
	Daily Roster Assignments	CR + 1 year		Waived		
	Death Investigation Negatives, Sensitive in Nature	Permanent		N/A		
	Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
	Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		Waived		Documentation, not actual physical evidence
	Execution Log	CR + 7 years		Waived		
	Executions	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Finger Print Cards	Permanent		N/A		
	Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		Waived		
	Form 50's	CR + 7 years		Waived		
	Injunctions	EVT: EVT = After Expiration		Waived		
	Mug Shots	Permanent		N/A		
	Process, deposit receipts	CR + 7 years		Waived		
	Process, receipt print-outs	CR + 7 years		Waived		
	Proof of Service	CR + 7 years		Waived		
	Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		Waived		
	Restraining Orders	EVT: EVT = Closed		Waived		
	Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		Waived		
	Transport Records	CR + 7 years		Waived		
	Jail Division					
	Account work sheets	CR + 7 years		Waived		
	Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		Waived		
	Block Check Sheets	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Bond Receipts	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7 years		Waived		
	Cash Books	CR + 8 years		Waived		
	Check Books	CR + 7 years		Waived		
	Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
	Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8 years		Waived		
	Daily Bond	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Dockets, daily jail records	CR + 8 years	§ 59.27(8) Wis. Stats.	Notify		
	Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Fire Equipment & Inspection Report	CR + 8 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Huber Block Check Sheets	CR + 8 years		Waived		
	Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	Waived		
	Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	Waived		
	Huber Rules Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Daily Activity Log Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		
	Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm.	Waived		C, PII
	Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Jail Inmate Register	5	§ DOC 350.11 Wis.	Waived		
	Jail Kitchen Menu	CR + 1 Month		Waived		
	Jailer logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7 years		Waived		
	Monthly Equipment Check	CR + 8 years		Waived		
	Shift Logs	CR + 8 years		Waived		
	Surveillance Recordings-Audio/Video	121 days	§893.80 Wis. Stats.	Waived		
	Visitor Log	EVT + 8 years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer Security	CR + 5 years		Waived		
	Detective Division					
	Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
	Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2 years		Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	Patrol Division					
	False Alarm Card File	S		Waived		
	False Alarm Door Opening Invoices	CR + 1 year		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5 years		Waived		
	School Surveys	CR + 5 years		Waived		
	Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8 years		Waived		
	Work Schedules	CR + 7 years	§ 59.27(8) Wis. Stats.	Waived		
	Dispatch Center					
	Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived		If digital, must produce original
	Incident Record	CR + 10 years		Waived		
	Telecommunicator's Radio	CR + 120 days		Waived		
	Records					
	Accident Report	CR + 8 years		Waived		
	Accident Reports, Non-Reportable	CR + 8 years		Waived		
	Alcohol Assessments Education Referrals	CR + 5 years		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8 years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8 years: EVT = End of use		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Money Transfer Log, Front Desk	CR + 2 years		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2 years		Waived		
	Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5 years		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	Drug Unit					
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
	Officer's Daily Reports	CR + 7 years		Waived		
	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants					
	Bailiff Time and Activity Report	CR +3 years		Waived		
	Court Security Reports	CR +3 years		Waived		
	Daily Employee Witness Court Record	S		Waived		
	Stun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7 years		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
	Administration					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Daily Roll Call Rosters	CR + 8 years		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Personnel Employee Records	S		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		

	Surveyor					
	Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

	University Extension					
	4-H, Award/Convention Materials	CR + 50 years		Waived		
	4-H, Enrollments	CR + 25 years		Waived		
	4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		Waived		
	Farmland Preservation Certifications	CR + 7 years		Waived		
	Garden Plot Rentals	CR + 3 years		Waived		
	Homemaker Program, Agencies / Groups	CR + 7 years		Notify		
	Homemaker Program, Participants	CR + 7 years		Waived		
	Monthly Reports, UPS, Copies, Postage	CR + 1 year		Waived		
	News Releases	CR + 2 years		Waived		
	Newsletters, Originals	CR + 25 years		Waived		
	Premium Books, County Fair	CR + 1 year		Notify		
	Program / Teaching Curriculum	S		Notify		
	Project Files	S		Waived		
	Shipping Books, UPS	CR + 1 year		Waived		
	Soil Sample Reports	CR + 2 years		Waived		
	Soil Test Receipts, Invoices	CR + 3 years		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		

	Veterans Service					
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10 years		Waived		
	Grave Registration Files	Permanent		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Mailing Log, Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletter	CR + 6 years		Send a copy to Librarian: WI Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Administration			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited: whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
County Board			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
Elections			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Licenses			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR+ 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
Public Lands and Roads			
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors,	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
Social Services			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
Taxes			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR+ 7 years	s. 73.06 (5)	Waived
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived
General			

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

County Treasurer
Addendum C

Records Series	Retention	Authority	Notification
Accounts payable: detail listing & check register (copies)	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	Cr + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR + 7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	S. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	s. 59.52(4)	Waived
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19	Waived
		75.195	

County Treasurer
Addendum C

Records Series	Retention	Authority	Notification
Tax receipts	CR + 15 years	s. 59.52(4)	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

Register of Deeds-Non Permanent
Addendum E

Records Series	Retention & Authority	Notification
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupancy	CR + 7 years s. 59.52(10)	Waived

Register of Deeds-Non Permanent
Addendum E

Records Series	Retention & Authority	Notification
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture)409.403 (6)409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	not applicable
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1). 157.07 (5), 157.70 (2)(i)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	not applicable
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2), 187.14 (4)(c), 187.16 (1)187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or country estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64, 84.295 (10)(a)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable
Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable
Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	not applicable

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)840.11 (1)	not applicable
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	not applicable
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	not applicable
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(q)	not applicable
Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	not applicable

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records; discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

District Attorney

Addendum F

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	District Attorney					
	Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7 years		Waived		
	Civil Cases	EVT + 3 years: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10 years: EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years: EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3: EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	Waived		
	Subpoena Duces Tecum	S		Waived		
	Traffic Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	S	1	Waived		

District Attorney
Addendum F

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	5		Waived		

ORDINANCE NO. 22 - XX

An Ordinance Repealing Ordinance No. 99 - 11 And Adopting The General Schedules For County Governments As Established By The State Of Wisconsin Public Records Board For Use In The Disposal Of Obsolete County Records.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Ordinance 99 – 11 is out of date and in need of revision; and,
2. The State of Wisconsin Public Records Board has created a record retention schedule for use by Wisconsin counties and local governments; and,
3. The attached appendix entitled “General Schedule” including Addendums B, C, E, and F is intended to be the only retention schedule dealing with county records to provide both officials, employees, and the general public a single point of reference pertaining to the general records of the county; and,
4. The Richland County Board of Supervisors that Ordinance No. 99 – 11 is hereby repealed and replaced with Ordinance No. 22 – XX to read as contained in the attached appendix; and,
5. Department heads shall provide the County Administrator and the Rules & Strategic Planning Standing Committee notice of the destruction of any county record(s) and/or transference to the Wisconsin State Historical Society at least 7 days in advance of either action being taken; and,
6. Corporation Counsel should be consulted as needed when questions regarding the retention of a county record arise; and,
7. In the event the State of Wisconsin Public Records Board amends the General Schedule for County Governments and corresponding Addendums, Ordinance No. 22 – XX will encompass the amended schedule as set forth therein.
8. This ordinance shall effective immediately upon its passage and publication.

DATED: JUNE 21, 2022
PASSED: JUNE 21, 2022
PUBLISHED: JUNE 30, 2022

ORDINANCE OFFERED BY RULES & STRATEGIC
PLANNING STANDING COMMITTEE
(JUNE 2, 2022)

FOR AGAINST

MARTY BREWER, CHAIR
RICHLAND COUNTY BOARD OF SUPERVISORS

ATTEST:

DEREK S. KALISH
RICHLAND COUNTY CLERK

MARTY BREWER
SHAUN MURPHY-LOPEZ
CHAD COSGROVE
DANIELLE RUDERSDORF
INGRID GLASBRENNER
LINDA GENTES
DONALD SEEP
BOB FRANK
JULIE FLEMING

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

Agenda Item Name: Comprehensive plan scope and responsible committee/s

Department	County Board	Presented By:	Ingrid Glasbrenner
Date of Meeting:	6/2/22	Action Needed:	n/a
Disclosure:	Open Session	Authority:	B3
Date submitted:	6/1/22	Referred by:	None

Recommendation and/or action language:

n/a

Background:

Richland County’s current comprehensive plan is located at: <https://www.swwrpc.org/our-work/comprehensive-plans>.

Currently the [Body \(committee\) Structure document](#) gives responsibility to the Land & Zoning Standing Committee for the Comprehensive Plan,

“Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.”

The current Strategic Plan says,

“The County will complete an updated Comprehensive Plan by 2024. Comprehensive planning determines community goals and aspirations in terms of community development. The result is called a Comprehensive planning is a process that comprehensive plan, general plan, or master plan, which express and regulate public policies on transportation, utilities, land use, recreation, and housing. Comprehensive plans typically encompass large geographical areas, a broad range of topics, and cover a long-term time horizon. The term comprehensive planning is most often used by urban planners in the United States.

...

“The Strategic Planning Committee, in collaboration with the County Administrator, will develop a comprehensive Capital Facilities Plan in 2022 that will include:

- An inventory of existing capital facilities owned by the county,*
- A forecast of the future needs for such capital facilities;*
- The proposed locations and capacities of expanded or new capital facilities;*
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes;*
- A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.*

“It is the intent of the committee that the following information be considered by County Board Supervisors as we begin the development of the Capital Facilities Plan and work through our 2023

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

budget. Listed below are some upcoming significant expenditures that are examples of capital improvements that are needed but should not be considered all inclusive.”

Attachments and References:

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Financial Review:

(please check one)

	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)

Richland County Comprehensive Plan – Notes and Scope Considerations

General requirements:

- WI Stats 66.1001 require counties with a Comp Plan to update these plans no less than every 10 years, however it does not provide a definition of “update.”
 - The plan adoption process is detailed, and require one public-hearing prior to adoption. However, no further process is defined.
 - This affords local communities the ability to define the plan update process in a way that best suits its needs.
- Land use ordinances (zoning, land subdivision, shoreland, wetland, etc.) must be consistent with this plan, meaning future rezones must be reflected on the Future Land Use map, and rezones may not be inconsistent with any stated goals in the plan.
- 66.1001 requires plans to contain the various elements in the chart below, however it does not specify the level or detail of focus required for each. This means that the scope of work may be developed such that any element can be discussed in great detail, or in broad general terms.

Potential example plans:

A cursory overview of county plans housed in the WI DOA database has identified the following plans that may provide examples of unique approaches to a Richland County update:

- **Eau Claire County:**
 - Layout: Essentially 63 pages divided between 1. Intro, 2. Vision goals objectives, 3. Future land use, 4. Implementation and an appendix.
 - Content: Nothing unique stood out, but it is overall very wordy.
 - Link: <https://www.co.eau-claire.wi.us/home/showpublisheddocument/34664/637187522823470000>
- **Manitowoc County:**
 - Layout: Storyboard plan enables real-time, interactive mapping of project components
 - Content: brief, good looking, image heavy.
 - Link: <https://storymaps.arcgis.com/stories/17e4aa656e0e4ed29973397a9ea1965e>
- **Florence County:**
 - Layout: traditional 9 element style
 - Content: 88 pages and image heavy. very "boiled down"
 - Link: [https://www.florencecountywi.com/i/f/files/Florence%20Co%2020%20Year%20Comp%20Plan%20Update%20FINAL\(2\).pdf](https://www.florencecountywi.com/i/f/files/Florence%20Co%2020%20Year%20Comp%20Plan%20Update%20FINAL(2).pdf)

SWWRPC's approach:

Due to the variability of our communities, and the vague nature of state requirements for Comp Plan updates, we prefer to spend more time in the project scoping phase to ensure the plan is targeted and usable. We also work to make the project lean, visually appealing and accessible. This is a significant change from our past planning processes, as can be demonstrated by comparing the current [Richland County Comp Plan](#) and the recently completed [Richland Center Comp Plan](#).

Preliminary scope considerations:

We'd propose developing the Comp Plan scope of work by reviewing existing planning efforts, building on these existing efforts, and filling in gaps by targeting specific county needs. The chart below may provide a guide for further scoping conversations.

Our other primary goal is to not create a redundant document. The county has a variety of plans, each with a specific purpose and role. The Comp Plan must offer something unique and useful, and so we would focus on this during the update process.

Richland County Comprehensive Plan – Preliminary Scope Considerations

Planning Element (per WI Stats 66.1001) and potential additional elements	Existing county planning efforts	Potential areas of focus	Goal / benefit to the county	Potential outside funding sources
Issues and Opportunities	Strategic Plan – should identify most of the key issues and opportunities. SWWRPC could supplement this with additional data as needed.	Nothing new – incorporate new data and County Strategic Plan	Provides direction and focus to the other elements, and the goals and projects identified in the plan	None needed if Strategic Plan is adopted
Housing	<ul style="list-style-type: none"> 2018 Richland County Housing Plan developed by SWWRPC, with PSW funding 2021 Workforce Attraction and Retention Study conducted by SWWRPC and RED 	County’s role in incentivizing and / or enabling housing. Potentially look at best practices adopted by other counties.	Provides budgetary considerations for the county, if needed. Also provides transparency to local municipalities and developers on the county’s role and interest in housing.	Potentially Prosperity Southwest Wisconsin funding to update the 2018 plan, and review other best practices.
Transportation	<ul style="list-style-type: none"> 2019-2023 Transit Coordination Plan, to be updated in 2022 and 2023 Any existing highway capital improvement plan Elements of the county’s recreation plan that speak to bike and pedestrian transportation 	<ul style="list-style-type: none"> Improved coordination, contracting, adoption of technology for transit services. Identify growing demand and budgetary considerations for this service Mapping of infrastructure, inclusive of age, install date, anticipated life of asset, and replacement cost. Overlay commuter and freight data to develop a long-range CIP. 	<ul style="list-style-type: none"> Improved efficiency in service delivery, assessment of future demand for infrastructure and operational costs, and enhanced data-driven decision-making. 	<ul style="list-style-type: none"> SWWRPC annual DOT planning funds to cover some portions of this work. Potentially engage UWP Senior Design students, or interns for GIS remote sensing or data processing work
Utilities and Community Facilities	Past studies related to the jail replacement, and CIP schedule for UW Richland buildings.	Depreciating assets and major expenses, such as the jail, UW Richland campus, etc. Potentially engage more discussion on priority areas, revenue streams, need for replacement, options for not replacing the asset, etc.	Focus and direction for long-range CIP planning.	<ul style="list-style-type: none"> Potential EDA funding to conduct feasibility studies for UW campus, if the facilities are not used for UW purposes. Grant cap is \$150,000, with a 1-to-1 match.
Agricultural, Natural and Cultural Resources	<ul style="list-style-type: none"> County Farmland Preservation Plan (date unknown) and Land and Water Resource Management Plan (2012). SWWRPC mapped data on historic and archeological sites. 	<ul style="list-style-type: none"> Both plans may be due for an update. This process could include updating the plan to cover Comp Plan requirements. Potentially consider the impacts to land from climate change, and the potential for large farms to relocate to the county due to abundance of water. 	<ul style="list-style-type: none"> Updating the two plans would meet requirements for the County to receive funding for Land Conservation staff, and enable landowners to get Farmland Preservation tax credits. It would also identify areas to be preserved from future development due to high agricultural value. 	<ul style="list-style-type: none"> Potential DATCP and DNR funding to update the two plans.
Economic Development	<ul style="list-style-type: none"> RED Board Strategic Plan Lone Rock, Richland Center, and Boaz Comp Plans 	Define, clarify, confirm the county’s role in economic development	Define future budgetary commitments, partnerships, and the county’s role	In-kind assistance from RED staff.

Richland County Comprehensive Plan – Preliminary Scope Considerations

Planning Element (per WI Stats 66.1001) and potential additional elements	Existing county planning efforts	Potential areas of focus	Goal / benefit to the county	Potential outside funding sources
Intergovernmental Cooperation	Municipal Comp Plans and the County Strategic Plan	Identification and evaluation of opportunities for shared services, staffing, joint procurement, and other partnerships with neighboring cities, villages, towns, and non-profit agencies. Definition of goals in collaborating, cost savings, agreements required, and performance metrics.	Budgetary savings and efficiencies.	Some funding may come from the the annual contributions paid by the county to SWWRPC. Amounts and value will need to be analyzed once the final scope is developed.
Land Use	<ul style="list-style-type: none"> All the plans noted above have some form of land use focus. Township land use plans and ordinances 	County relationship with townships around issues such as zoning, rural development, etc.	Development of goals and a Future Land Use map that directs the location of future development in the county, incorporating the plans noted above and any plans from local jurisdictions.	Unknown
Implementation	Implementation sections of the plans noted above, and any additional county efforts underway.	<ul style="list-style-type: none"> Develop focused projects, project leaders, timelines, and funding sources to implement the plan. Plan writing and design would also fall within this element. 	Getting stuff done!	Some funding may come from the the annual contributions paid by the county to SWWRPC. Amounts and value will need to be analyzed once the final scope is developed.
Public Health (Not an element required by WI Stats)	<ul style="list-style-type: none"> Richland County Community Health Needs Assessments and Community Health Implementation Plans for the County Health Department and Richland Hospital County health rankings SWCAP Needs Assessment County data from the Youth Risk Behavior Surveys collected from K-12 students 	Gaps in the county's role in providing or supporting public health, and areas for improved cooperation between the county, hospitals, SWCAP, and other agencies or partners	Unified effort to create a healthier Richland County	Unknown. Potentially in-kind labor from the hospital, county health department, or UWEX. The SWCAP Needs Assessment is currently being updated and this effort could be leveraged to assist the county's Comp Plan update.
Education (Not an element required by WI Stats)	Any future plans or needs related to UW Platteville-Richland or SWTC's operations in the county.	<ul style="list-style-type: none"> Future plans for UW Platteville-Richland and SWTC, and a discussion in the County's role in supporting these agencies. 	Post-secondary educational opportunities in the county. Potentially improved student body growth at K-12 schools.	Unknown.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Richland County Strategic Plan – Work Plan and Service Consideration Matrix

Department	Administration	Presented By:	Administrator
Date of Meeting:	02 June, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B2, B3
Date submitted:	25 July, 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>needed</u>

Recommendation and/or action language:

Report on Progress — (Additional consideration is required on scope of some of the work plan action items and consideration to format plan to fit with Policy Establishment.)

Motion to... approve the Service Consideration Matrix confirming it meets the intentions of the strategic plan and may potentially be distributed with resolutions associated with the Administrator's financial planning.

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

Work Plan – Administration is continuing to work on refinement of the work plan. Current draft will be presented but unlikely ready for action to adopt. The administrator would will be requesting guidance on Strategic Plan formatting, namely; Do we want to reformat the Strategic Plan into a policy format, or keep it unique like Board Rules and Committee Structure?

Service Consideration Matrix – The attached matrix has been developed as a support tool in response to the goals of the Richland County Strategic Plan. As Identified in the plan, "The primary causes of the county's financial issues stem from an inability make hard choices and focus its efforts through intentional action." As such, the Strategic Plan calls for consideration of the listed questions when prioritizing investments. This matrix is intended to guide supervisory committees through evaluations of service and should conclude with an approved matrix of responses and recommendations.

Attachments and References:

DRAFT Work Plan	
Service Consideration Matrix	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
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Richland County Committee

Agenda Item Cover

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

(summary of current and future impacts)

No foreseeable financial impacts

Approval:

Review:

Clinton Langreck

Department Head
applicable)

Administrator, or Elected Office (if

DRAFT

LAST UPDATE: [1 June 2022] Administration will work with the Strategic Planning on Completion of the work plan.

STRATEGIC PRIORITY: EFFECTIVENESS

STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST/SAVINGS	STATUS
Streamline Organizational Structure	Centralize common county-wide processes and systems under the County Administrator	County Administrator	Report including potential systems to centralize with modeling and costing for consideration.	Annual Report that identifies count-wide systems, ability and feasibility to centralize, and systems are identified for consideration in financial planning.	2024	N/A	TBD - Ongoing.	Prelim
	Create a finance, HR, and maintenance department.	County Administrator	Result of decision made in item 1.	Standup of Finance, HR and Maintenance Departments with independent budgets.	TBD by \$	N/A	TBD - by model	Prelim
	Create easy to read budget that allows easier tracking	County Administrator/Financial Officer	Presentation of a budget packet with explanation narratives.	Budget packet that identifies: financial situation, budget goals, significant changes	2023	N/A	TBD - additional administration and staff time	Prelim
	Create county-wide organizational chart	Admin Assistant	Chart Completed	Completed, published and updated	continue	N/A	TBD- Reduced Per Diem w/ desires of more education.	17-May-22
	Improve the county's procurement process to be consistent county-wide. Maximize procurement rewards or benefits and identify joint procurement opportunities across departments or with other organizations.	Administrator	Report including potential procurements to centralize with modeling and costing for consideration.	Developed policy accompanied with administrative procedure and annual reviews on items.	2023	N/A	TBD	Prelim
	Create a SOP for MIS review that includes system continuity, procuring , aligning systems, writing grants and re-occurring costs	MIS / Administrator	SOP Completed	Aligns with Purchasing Policy	2024	N/A	TBD	Prelim
	Purchase a payroll program that is uniform for employees across all departments or enterprises. Create working group to evaluate needs of departments to be sure new system will be capable of doing what is needed.	County Administrator/Finance Officer	Recommendation from Administrator with support of advisory group.	Report of project analysis, course of action development, and recommendation approaching 2030	2027	N/A	TBD	Prelim
	Write a comprehensive plan	Rule and Strategic Planning Committee	Plan adopted	Review existing comprehensive plan, determine scope, establish process and goals.	2024	N/A	TBD	Prelim
	Land Conservation Committee will research how other counties have combined Land Conservation with various other departments (e.g. Zoning, Land Information, Waste and Recycling) and prepare a report to be presented to County Administration.	Land and Zoning Committee	Complete a report.	Report of project analysis, courses of action development, and recommendation for NLT 2024 budget.	2022	N/A	TBD	Prelim
	Improve the county's bond rating by targeting improvement opportunities identified in Moody's Rating Action of February 2020 and Rating Change of March 2018	Administrator	Maintain the existing Investment Grade rating for the county's general obligation debt, with improvement from A3 across a 5-year period	A2 Rating by 2025	2025	N/A	TBD- on future bond sales and interest rates	Achieved 12 May 2022
Improve Financial Practices	Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan	Administrator	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2023, 2024, 2025 Budgets	2022	N/A	TBD	Dev
	Define value that could be added with 20% <i>more</i> funding, or lost due to a 20% <i>reduction</i> in funding	Department Heads	Achieve and maintain priorities services with a general fund balance equal to 25% of annual operating expenses	Set target for 2023, 2024, 2025 Budgets	2022	N/A	TBD	Dev
	Identify cuts that would not impact strategic planning goals or mandated services	Department Heads	Achieve and maintain priorities services with a general fund balance equal to 25% of annual operating expenses	Set target for 2023, 2024, 2025 Budgets	2022	N/A	TBD	Dev
	Identify how departments would respond to unexpected cuts or events	Department Heads	Achieve and maintain a general fund balance equal to 25% of annual operating expenses	Set target for 2023, 2024, 2025 Budgets	2022	N/A	TBD	Dev
	Develop a capital improvement plan inclusive of facilities, roads, and equipment	Administrator	Project implemented	Adopted Capital Improvement Program by the Richland County Board	Jul-22	N/A	TBD - Based on financial decisions taken by the Board	Near Complete
	Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency	Finance Officer working with (Consultant) Maximus	Increase non-tax revenue as a portion of overall revenue through grants and fees	Development of indirect rate by 2023. Maintain steady rate or lower annually	2023	N/A	TBD	Prelim
	Produce annual list of grants applied for and received across all departments during budget process	Administrator	Report compiled	Included with annual budgets	2024	N/A	TBD	Prelim
	Investigate the need for a Public Health review of financial decisions to recognize what, if any, the public health implications will be from decisions (e.g. well water study being cut)	Assigned DH Team	Recommendation	Report of project analysis, courses of action development, and recommendation for NLT 2024 budget.	2024	N/A	TBD	Prelim
	Increase discretionary and variable revenue source (evaluate fines and fees, grants, state funds etc.) as a portion of the overall budget	Assigned DH Team	Develop baseline date for 2022	Develop baseline data, and set metrics for annual improvement	2023	N/A	TBD	Prelim
Increase Coordination	Engage in joint procurement materials and equipment whenever possible	Administrator	Report including potential procurements to centralize with modeling and costing for consideration.	Developed policy accompanied with administrative procedure and annual reviews on items. (Like item Stream Line).	2023	N/A	TBD	Prelim
	Engage in decision making that considers environmental impacts. (see list of ideas)	Assigned DH Team	Report including potential environmental solutions and costing for consideration.	Developed policy accompanied with administrative procedure and annual reviews on items.	2024	N/A	TBD	Prelim
	Engage in joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, (e.g. county highway with townships/city for roads)	Administrator	Report including capital projects to combine with, develop modeling and costing for consideration.	Developed policy accompanied with administrative procedure and annual reviews on items.	2025	N/A	TBD	Prelim

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	Create additional and modern methods to communicate events and initiatives, and to generate direct input from the community. This could include community engagement via a new website or a social media presence	Assigned DH Team	Investigate and cost a new county website that coordinates with townships/city.	Recommendation on solutions and possible policy	2024	N/A	TBD	Prelim
	Coordinate community develop and land use decision-making in Richland Center among institutional partners such as Richland County, Richland Center, Richland Hospital, and Richland Local School District	Rules and Strategic Planning Committee	Creation of a land use planning working group incorporating these organizations	May change structure document to incorporated into existing "City-County Committee"	2023	N/A	TBD	Prelim
Improve employee pay and HR policies	Obtaining market value for employee wages as determined through the county's 2018 wage study	Administrator	Meet the 2018 salary schedule commitments for county staff.	Market Value wages met by 2025	2025	N/A	TBD	Prelim
	Monitor the compensation and classification system for all positions to ensure positions remain market-competitive	Administrator	Project Implemented	Market Value wages met by 2025	ongoing	N/A	TBD	ongoing
	Improve compensation package (e.g. pay, benefit, or time-off) annually.	Administrator	Project Implemented	Annual Pay Raises built in budgets, compensation policy to define progression	2023	ongoing	TBD	ongoing
	Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews	Administrator	Develop baseline data on turnover, identify reasons for turnover, and reduce annual non-retirement and non-termination turnover	Set metric for annual turnover and targeted reduction if needed	2023	N/A	TBD	Dev
	Develop a uniform set of human resources policies and procedures to improve transparency and accountability throughout the organization, including an update to the employee handbook and other related documents	Administrator	Project Implemented	Reoccurring reviews of HR policies and recommendations for revision to meet goals set by the strategic plan	ongoing	N/A	TBD	Dev

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STRATEGIC PRIORITY: GROWTH

STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST	STATUS
Maintain investment in workforce and community development	Prioritize new home construction, and development of incentives or programs to attract developers using a balanced approach.	Economic Development Director	Year-over-year growth in new housing tied to county incentives/programs.	2022 - incentives defined 2023 - 5-15 new homes developed as a result of county engagement; policy or ordinance development	2023	TBD	TBD	Prelim
	Support workforce development initiatives directed at attracting new residents	RED Committee	Participate in Branding, EDA grant, RED- review quarterly	Aligns with housing goals	2023	TBD	TBD	Prelim
	Support and invest in broadband expansion throughout the county	Administrator and Finance and Personnel	Increase the number of county residents with high-speed internet	Annual growth in residents with Broadband Internet	ongoing	TBD	TBE	Dev
	Identify financially sustainable use options for the UW Richland campus	Education Standing Committee with Admin Support	Developed courses of actions that address funding, footprint and changes in existing agreement with UW	Plan adopted in 2023 for future building and grounds use, and partnership/occupations for 2024	2022	2023	TBE	Dev
	Evaluate financial sustainability of all non-mandated services	Administrator /Department Heads/ Oversight Committees	Develop a policy for evaluation of net benefit.	Sustainability of non-mandated services will be addressed in financial plan	2022	2023	TBE	Dev
	Continue to invest in community and economic development partnerships with a demonstrated return-on-investment	Administrator, ED Director and Finance and Personnel	Request annual return on investment reports from funded partners, and monitor to ensure ROI is steady or growing across multiple year periods	Annual delivery of ROI reports by funded partners. Annual steady ROI or ROI growth.	ongoing	TBD	TBE	Dev
Support business attraction and retention	Develop a portfolio of incentives to support business growth	RED	Develop list of potential incentives	Develop a report with priority projects and recommendations to the county	2023	TBD	TBE	Dev
	Identify priority areas in the county for future industrial, commercial, or residential development	RED/Strategic Planning Committee	Comprehensive Plan/Map created	Develop a report with priority projects and recommendations to the county	2023	TBD	TBE	Dev
	Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints	RED	Comprehensive Plan/Map created	Develop a report with priority projects and recommendations to the county	2023	TBD	TBE	Dev
Improve county identity and marketing	Collaborate with county partners in the development of a distinctive brand for Richland County that will serve to build a sense of identity and pride, and help attract new residents and tourists	Economic Development Director	Create a distinct Richland County brand and marketing platform targeted at tourists and workforce	Branding completed by 2022	2022	ongoing	Paid through EAD Grant	17-May-22
	Create a new website that improve the county's digital presence, and serves both an effective governmental function as well as serving as an attractive "front door" to the world for new businesses, residents, and tourists looking to discover the county	MIS Director	Create a new website	Website creation by 2023	2024	N/A	\$30,000 to \$60,000	Prelim
	Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities	Administrator and Finance and Personnel	Develop or update the county's outdoor recreation plan to guide investment and enable recreation grants	Plan updated by 2022	ongoing	TBD	TBE	Dev

STRATEGIC PRIORITY: FOCUS

STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST	STATUS
Prioritize service over staffing	For each unmet existing service or new service being proposed, evaluate staffing needs using the following analysis: Buy, Build, Borrow, Bridge, Stop, Compare	Administrator /Department Heads	Develop process.	Report on analysis conducted, changes made in structure and impacts to services	ongoing	TBD	TBE	Dev
	Explore opportunities to share or contract staffing services	Administrator /Department Heads	Develop process.	Report on analysis conducted, changes made in structure and impacts to services	ongoing	TBD	TBE	Dev

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STRATEGIC PRIORITY: IMPROVEMENT								
STRATEGY	TACTIC / ACTION	RESPONSIBLE PARTY	PERFORMANCE METRIC	PERFORMANCE TARGET	START DATE	END DATE (if applicable)	ESTIMATED FINANCIAL COST	STATUS
Develop a culture of support for employees	Celebrate success and the professional and personal achievements of employees. Recognize new hires, retirements, and year-of-service milestones. Build a culture that supports and celebrates its people	Assigned DH Team	Develop parameters for this process, empower staff to lead	Policy Development	2023	N/A	TBD	Prelim
	Increase vacation time for new employees	Administrator	Increased vacation for new employees	2022 - research practices, develop and implement vacation policy 2023 - vacation policy implemented	2023	N/A	TBD - Lost production and possible O/T	Near Complete
	Evaluate flexible work schedules	Assigned DH Team	Flexible work policy implemented	2022-2023 - research practices, develop and implement flexible work policy 2024 - flexible work policy implemented	2023	N/A	TBD	Prelim
	Enable and empower departments to develop celebratory or team-building events. Day-long departmental retreats or other benefits can help build culture at a minimal expense	Assigned DH Team	Develop parameters for departmental budgets. Submit with 2022 budget		2023	N/A	TBD	Prelim
	Create a total benefits program for employees that highlights total compensation and investment of the county in its employees, inclusive of salary, fringe benefits, wellness, and professional development	Administrator	Process implemented	Publication of an annual statements	2023	N/A	TBD	Prelim
	Encourage employee attendance and/or participation in professional development when appropriate.	Administrator	Project Implemented	Procedures set up in 2022. Draft in 2023. Implemented by 2024. Policy Development	2024	N/A	TBD	Prelim
Improve Transparency of County Meetings	Evaluate the adoption of iPads for use by Committees and boards, with folders for all meetings	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the addition of meeting materials for all meetings on the county website	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the development of a Listserv to automatically send agendas to the public and interested parties on a subscription basis. Investigate potential to incorporate this function during the development of the new website.	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
	Evaluate the addition of recordings from county board and committee meetings on the website	MIS Director	Report on feasibility and financing	Developed to incorporate as a consideration in the budget	2023	N/A	TBD	Prelim
Invest in education of County Board Supervisors	Creation of a mentor program partnering tenured Supervisors with new Supervisors	Vice Chair	Process Implemented	Future Policy or Ordinance Change	2024	N/A	TBD	Prelim
	Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer	Vice Chair	Process Implemented	Future Policy or Ordinance Change	2024	N/A	TBD	Prelim
	Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences	Administrator and Finance and Personnel	Process Implemented	Fund the County Board Budget to accommodate for training desires	ongoing	TBD	TBD	Dev
	Create an on-boarding folder summarizing expectations for supervisors	Administration	Project implemented	Created and accessible	2022	N/A	Admin time and time of Corporation Counsel	22-Apr-22
	Support the attendance by new Supervisors at major Committee meetings, such as attending Finance Committee meetings during the annual budget development process. Create a mechanism to share agendas with all County Board Supervisors in order to facilitate this	Administration	Process explained and supervisors invited and empowered	New supervisor orientation, monthly meeting calendar tracker, posted agendas, announcements at county board.	2022	N/A	Minimal admin time	ongoing
	RED Presentation to Board about what it means to develop community from wholistic standpoint (economic proficiency, community wealth and health). Partner with regional economic board presentation - SWWRPC.	Economic Development Director	Presentation offered to new board members	Gain approval from chair to present at a County Board Meeting	2022	N/A	TBD	Prelim
	Support cross-training, collaboration, and peer learning between County Board Supervisors and their counter parts on the boards of outside partners, such as peer county boards, Neighborhood Services of Southwest Wisconsin, Southwest Wisconsin Community Action Program, Southwestern Wisconsin Regional Planning Commission, and the Southwest Wisconsin Workforce Development Board	Administrator and Finance and Personnel	Process explained and supervisors invited and empowered	Fund the County Board Budget to accommodate for training desires	ongoing	TBD	TBD	Dev
Deepen staff training in leadership and management	Conduct annual on-going training covering basic concepts of local government, such as the role of counties, county government finances, the role of county boards, elections, and departmental work	Administration	Process implemented	2022 - establish training schedule 2023 - Begin implementing training	2023	TBD	TBD	Dev
	Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources	Assigned DH Team	Process implemented	2022 - identify department heads looking for training, build into 2023 budget - policy development	2023	TBD	TBD	Dev
	Educate employees on how government works and the need for teamwork and partnership within county departments	Assigned DH Team	Evaluate options and feasibility on process.	Analysis, Course of Action development, recommendations with policy development	2023	TBD	TBD	Dev
	Create a culture of sharing information and learning from peer counties	Administration	Evaluate options and feasibility on process.	Guidance Letter and part of annual evaluation process	2023	TBD	TBD	Dev
	Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan (bring back information to share/educate other employees)	Department Heads	Process implemented	2022 - Build this review into annual performance evaluations, updating evaluation forms as needed and establishing procedures for evaluations if they don't exist.	2023	TBD	TBD	Dev
	On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency	Department Heads	Evaluate options and feasibility on process.	Policy Change to Evaluation From and Policy	2023	TBD	TBD	Dev
	Investigate options for diversity, equity & inclusion training and make recommendation	Assigned DH Team	Look in to how other county/state agencies are offering this training and cost.	Analysis, Course of Action development, recommendations with policy development	2023	TBD	TBD	Dev

OPERATIONS

Richland County Strategic Plan - Service Consideration Matrix

This matrix has been developed as a support tool in response to the goals of the Richland County Strategic Plan. As Identified in the plan, "The primary causes of the county's financial issues stem from an inability make hard choices and focus its efforts through intentional action." As such, the Strategic Plan calls for consideration of the following questions when prioritizing investments. This matrix is intended to guide supervisory committees through evaluations of service and should conclude with an approved matrix of responses and recommendations.

Committee:	Chair:	Vice:
Date committee action:	Department:	Services:

	Questions to Prioritize Investments:	Additional Guidance and Context:	Response:
1	For each discretionary enterprise, ask the question: <i>If we weren't already doing this, would we start doing it today?</i>	Please put this question in context of the county's financial condition, department revenues and community needs.	
2	What action or objective is within the county's <i>sphere of control</i> ?	What options or actions are within the county's authority to change delivery, change funding, or discontinue services.	
3	What is the next <i>proximate advantage</i> that will allow the county to make progress towards a larger goal?	Why should we continue services? Or, why should we not continue services?	
4	What is the <i>economic return to the tax payer</i> associated with this project?	Please put question in context of continuing services, changing services, and discontinuing services.	
5	What is the full life cycle cost?	Please identify the major capital needs, operational needs, maintenance needs and contracted support needs in estimated dollars.	
6	What is the <i>social or public good</i> associated with this project, and <i>would it cease to exist</i> if funding was cut?		
7	Are services able to be effectively <i>provided by another</i> party or organization?		
8	<i>Is the service we're providing mandated</i> , and if so, <i>is the means of service provision mandated</i> ? If the means of service provision is not mandated, <i>is there a more effective way of providing the service?</i>	Please reference state or federal regulations mandating the service is to be provided directly by the county.	
9	Is the project <i>a lever for creation of additional value or resources</i> , or an <i>impediment to service and innovation</i> ?		
10	How might the county <i>premeditate actions of other parties</i> in order to improve its position?	How do we work with partners to reach possible mutual beneficial outcomes?	
11	For discretionary enterprises, <i>are both the operational and capital outlays affordable over the next 10 years?</i>	Please put this question in context of the county's financial condition, department revenues and community needs.	

Richland County Rules & Strategic Planning Standing Committee

Agenda Item Cover

Agenda Item Name: Supervisor attendance at WCA conference

Department	County Board	Presented By:	Marty Brewer
Date of Meeting:	6/2/22	Action Needed:	n/a
Disclosure:	Open Session	Authority:	B1
Date submitted:	6/1/22	Referred by:	None

Recommendation and/or action language:

n/a

Background:

Currently the County Board Rules say the following regarding County Board supervisor compensation for conferences:

Rule 15d: *“Reimbursement to Supervisors for registration fees, mileage, per diems, meals and lodging for attendance at multi-day conferences or conventions held outside of the County shall be limited to 2 per calendar year, unless specific approval is granted by the Finance and Personnel Committee. Approval by the Finance and Personnel Committee is also required for at any out-of-State event.”*

Attachments and References:

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Financial Review:

(please check one)

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

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)