

AD HOC COMMITTEE  
For the Study of  
Richland County Administration  
March 27, 2019

The Ad Hoc Committee met on Wednesday, March 27, 2019 at 1:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Melissa Luck, Marty Brewer, Linda Gentes, Buford Marshall, Shaun Murphy-Lopez, Larry Sebranek, Kerry Severson, James Bindl, Darin Gudgeon, Tom Rislow, Barb Scott and Jo Ann Krulatz. Chris Storer was absent.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; and Supervisor Don Seep.

Chair Luck called the meeting to order.

Murphy-Lopez announced that he would be audio recording the meeting.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members and WRCO, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Gentes, second by Brewer for approval of the agenda. Motion carried.

Bindl, Gudgeon, Rislow and Scott commented on the Handbook of Personnel Policies and the Administrative manual noting that there are differences between the two policies. The number of addendum to the Handbook was also noted. Pine Valley has an extensive addendum. The Sheriff's Department has policies and procedures. The process for filling vacant positions was reviewed. Attorney Jon Anderson's services are used when there are employee disciplinary issues or employment terminations.

Development of the annual County budget was discussed. Department heads put together the budget for their department and present it to their oversight committee. The departmental budget is then presented to the Finance and Personnel Committee. The departmental budgets then become a part of the County budget summary. Departmental expenditures are reviewed by the department's oversight committee and the Audit Committee on a monthly basis.

Committee members reviewed a draft survey. A survey will be developed for distribution to county board supervisors and a survey will be developed for distribution to department heads.

Krulatz left the meeting at this point.

Two Administrative Coordinators will make presentations at the April 24<sup>th</sup> meeting.

Motion by Scott, second by Gudgeon to adjourn. Motion carried. The meeting adjourned at 2:30 p.m.

Victor V. Vlasak, Richland County Clerk