

NOTICE OF MEETING

The Richland County Finance and Personnel Committee will be meeting on Tuesday, August 4, 2020, at 1:00 p.m., in the Roadrunner Cafe, located in the Wallace Student Center, U.W. Platteville-Richland, 1200 US Highway 14 West, Richland Center, Wisconsin.

This meeting will be held via Cisco WebEX as well as in person, you can use the following information to join remotely:

Wednesday, Jul 29, 2020 1:00 pm | 2 hours | (UTC-05:00) Central Time (US & Canada)

Meeting number: 126 962 8420

Password: richland

<https://richlandcounty.my.webex.com/richlandcounty/my/j.php?MTID=mf4e7117e121d176d0c8f1d940c2fc248>

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 962 8420

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. July 7th Minutes Approval
5. Tax Deed Sale – Town of Bloom Parcel # 004-0526-2070
6. Richland Center Tax Deed Parcel # 276-2100-1682 Sale Approval
7. Symons Natatorium Rubber Flooring Sale Proceeds Transfer Request
8. 2020 Capital Projects Fund Transfer to Highway Fund for Asphalt Replacement
9. Antivirus Renewal Purchase
10. Audio System Purchase
11. Pine Valley Truck Purchase
12. Clerk of Court Office Position Transfer to Probate Office
13. Deputy Register of Deeds Resignation and Recruitment
14. Health and Human Services Administrative Services Unit Restructuring
15. Health and Human Services Positions Descriptions Update
16. Child and Youth Services Supervisor Position Creation
17. Health and Human Services Addendum and County Handbook Amendments
18. Compensatory Time Accumulation
19. Preliminary 2021 Budget Report
20. County COVID-19 Plan Amendments
21. Administrative Coordinator Ordinances
22. Administrative Manual and Employee Handbook Amendments
23. Symons Interim Director Vacation Time Extension
24. Community Services Building, Symons Natatorium and Campus Roofs Repair Project
25. County Treasurer Cash Balance History and Revenue Reports
26. County Clerk Cash Trial Balance and Investments Reports
27. Future Agenda Items Proposals
28. Adjourn

Cc: Committee Members, Richland Observer, WRCO, Bulletin Board and Our Files

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Treasurer Tax Deed Sale Parcel 004-0526-2070)*

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	8/4/2020	Action Needed:	SALE
Disclosure:	Open or Closed Session	Authority:	Statute and/or county board rule authorizing action
Date submitted:	7/21/2020	Referred by:	Previous action by body

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

HOLD A TAX DEED SALE

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

Tax deed property for sale:

PARCEL # 004-0526-2070

ADDRESS: 10487 JEFFERSON ST. LAFARGE, WI 53636 (West Lima) 1 ACRE

MINIMUM BID: \$500.00

Attachments and References:

~ example: financial figures attached	~example: drafted resolution for board
~example: copy of report	~example: minutes of action from previous body

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Julie Keller

Richland County Treasurer

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Tax Deed Sale Property Haseltine)*

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	8/4/2020	Action Needed:	SALE
Disclosure:	Open or Closed Session	Authority:	Statute and/or county board rule authorizing action
Date submitted:	7/24/2020	Referred by:	Previous action by body

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

Approve Sale of Tax Deed Property

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

Tax Deed Parcel # 276-2100-1682

ADDRESS: 272 E. Haseltine St. in the City of Richland Center.

MINIMUM BID: \$1000.000

Tax Deed parcel was presented for sale at the July Finance and Personnel Committee. There were no bidders.

A gentleman contacted me and said he was unable to come to meeting but could he still purchase it for the minimum bid. Since we have previously done this when we have had no bidders and someone then offers the minimum price after the sale, we have allowed them to purchase it so I said yes. We will need final approval from the Finance and Personnel Committee.

Attachments and References:

~ example: financial figures attached	~example: drafted resolution for board
~example: copy of report	~example: minutes of action from previous body

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:

Julie Keller

Richland County Treasurer

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Rubber Flooring Sale Appropriation

Department	Symons Recreation Complex	Presented By:	Tracy Gobin
Date of Meeting:	August 2020	Action Needed:	Resolution
Disclosure:	Open	Authority:	
Date submitted:	29 July 2020	Referred by:	Symons Natatorium

Recommendation and/or action language:

Recommend, motion to appropriate the money from the sale of the Symons Recreation Complex flooring, totaling \$1,187.00 from the general fund to Symons Recreation Complex fund 36.

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

Symons Recreation Complex Foundation made a donation to purchase and install new flooring in the exercise room. The new flooring will be easier to keep clean than the rubber flooring that was originally install. The rubber flooring was originally installed because weights were used on the floor, rubber flooring is needed when weights are dropped. Since weights are no longer used in that room the rubber flooring is not required. Symons Recreation Complex is funded by the County of Richland and the City of Richland Center. Symons Recreation Complex offered the rubber flooring to Richland County departments and City of Richland Center departments. The remaining flooring was then sold for \$1.00 per square foot. A total of \$1,187.00 was collected, per county policy the money goes into the general fund. The original flooring was paid for half by the county and half by the city, so the question was posed about returning half the money to the City of Richland Center. Marty Brewer made the motion to appropriate the money from the sale of the flooring from the general fund back to Symons Recreation Complex for the full amount because the Symons Recreation Complex Foundation paid for the new flooring. City Council members attending the meeting were in agreement with Marty Brewer's motion. Natatorium Board motion is as follows: Marty Brewer made a motion to appropriate the money from the sale of the flooring from the general fund back to Symons Recreation Complex fund for the full amount of \$1,187.00. John Cler seconded. The motion carried.

Attachments and References:

Minutes from July 13, 2020 Natatorium Board	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Symantec Endpoint Protection Renewal

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	August 4, 2020	Action Needed:	Approval
Disclosure:	Open	Authority:	Statute and/or county board rule authorizing action
Date submitted:	July 9, 2020	Referred by:	MIS

Recommendation and/or action language: Approve paying bill for \$1109.12 for antivirus renewal for various county departments

Background: Every year you have to renew your antivirus. This is a budgeted expense. This is the bill.

Attachments and References: Quote with breakdown from Jcomp

Financial Review:

(please check one)

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

See Above

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)



Richland County MIS
June 03, 2020

Prepared By:
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

Qty.	Description		Price
64	Symantec EndPoint Protection Gov't 1 Year Essential Maintenance Renewal	\$	1,109.12
20	Symantec EndPoint Protection Gov't 1 Year Essential Maintenance Renewal Listed as being for Sheriff's Department	\$	346.60
Current Expirations - 07/28/2020			

SC# US0000091309

Coroner - $1 \times 17.33 = 17.33$
 Co Clerk - $7 \times 17.33 = 121.31$
 Child Support ~~8~~ $4 \times 17.33 = 69.32$
 Emergency management (Ems) $11 \times 17.33 = 190.63$
 fair - $2 \times 17.33 = 34.66$
 Hwy - $10 \times 17.33 = 173.30$
 MIS - $5 \times 17.33 = 86.65$
 PVAtec - $12 \times 17.33 = 207.96$
 Sherry - $10 + 20 = 30 \times 17.33 = 519.90$
Total \$ **1,455.72**

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: New Truck Purchase Request

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	8/4/2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Pine Valley P & P #3.800, "...expenditures over \$30,000 will be approved by the County Board..."
Date submitted:	7/23/2020	Referred by:	Pine Valley Trustees

Recommendation and/or action language: recommend a motion to present a resolution to the County Board for approval for Pine Valley to purchase a new ¾ ton 2020 Chevrolet Silverado truck from Jones Chevrolet, of Richland Center, for \$31,000, and authorize Land Conservation to keep the 2010 ¾ ton Ford Truck PV currently shares with them, year round

Background: PV has been sharing a ¾ ton Ford truck with Land Conservation since 2010; each department having the truck for 6 months of the year, and having no truck for the other 6 months of the year.

A new truck was on Pine Valley's 2020 forecasted capital expenditures. The PV Trustees authorized in June of 2020 to advertisement for bids. Jones Chevrolet submitted the only bid, and that bid was accepted by the PV Trustees at their July 2020 meeting.

Attachments and References:

Quote from Jones Chevrolet	
Truck details	Uses for Truck

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	PV account #10040
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Forecasted cost of new truck for 2020 as presented to Trustees in July 2019, was \$35,000. Funds will come from Pine Valley's Designated Capital Improvement Fund; the balance of which currently stands at \$921,249.62

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

9-A

Steve Alexander

From: Joe <joe@joneschev.com>
Sent: Friday, June 19, 2020 5:02 PM
To: Steve Alexander
Subject: 2020 Chevy 2500 HD Quote

Hello Steve

Unfortunately because of the current virus situation we are not able to order the truck we had in mind. But I'm able to sell vehicles we have in order status. That being said I have attached a link of the build of a truck that is red in color and we have a white one coming as well. Both will be priced the same. As you will see the trucks we have on order are a little more expensive and don't come with the factory spray in bed liner. The trucks come equipped with the PCV Work Truck Convenience Package. (description below) Which is a \$1606 Value and we can add a spray in bed liner before you take delivery.

That all being said the truck price is \$38,000 with a discount of \$7400 Bringing the price down to \$30,600 a bed liner costs \$500 and we will discount it \$100. So \$30,600 plus \$400 brings us to a Grand total of \$31000.

Please feel free to contact me with any questions you might have. Thank you Joe Boland.

PCV WT Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express c Cab models with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. With (ZW9) pickup bed delete, (QT5) EZ Lift power lock and release tailgate is de mirrors or (DLF) mirrors.)

<https://email.dealermarketingservices.com/attach1/3856.DDF70AE3-E762-4ABA-B32E-9A73BBD22E15.8366A6B0-D001-467C-98AC-21160DBB0510/image2020-06-19-150939.pdf>



Vehicle Locator

Dealer Information

JONES CHEVROLET-BUICK, INC.
 2035 HWY 14 E
 RICHLAND CENTER, WI 53581
 Phone: 608-647-6111
 Fax: 608-647-8117

(9B)

XQTFX6

Model Year: 2020

Make: Chevrolet
Model: 2500HD Silverado
 CK20903-LWB, 4WD, Reg Cab Pickup
PEG: 1WT-Work Truck Preferred Equipment Group
Primary Color: G7C-Red Hot
Trim: H2G-1WT-Vinyl, Jet Black, Interior Trlm
Engine: L8T-Engine: 6.6L, V-8, SIDI
Transmission: MYD-6-Speed Automatic

Event Code: 3400-Order Broadcast (Internal Plant Order Produced)

Order #: XQTFX6
MSRP: \$40,895.00

Order Type: TRE-Retail Stock
Stock #: N/A
Inventory Status: Available
Total Cash Allowance: N/A

Additional Vehicle Information

GM Marketing Information

Vehicle Options

All Options

1WT-Work Truck Preferred Equipment Group
 AKO-Glass, Deep Tinted
 AU3-Power Door Locks
 C49-Defogger, Rear Window, Electric

 E63-Durabed
 G7C-Red Hot
 GT4-Rear Axle: 3.73 Ratio
 IOR-Chevrolet Infotainment, 8" Color Screen
 JL1-Integrated Trailer Brake Controller
 K47-Air Cleaner, High Capacity
 KNP-Transmission Cooling System
 L8T-Engine: 6.6L, V-8, SIDI
 NQF-Transfer Case: w/ Rotary Dial Control, Electronic Shift
 PCV-1WT Convenience 1 Package
 QHQ-Tires: LT245/75 R17E All Season, Blackwall
 SAF-Spare Tire Lock
 V76-Recovery Hooks
 VYU-Snow Plow Prep/Camper Package
 ZHQ-Tire, Spare: LT245/75 R17 All Season, Blackwall

A52-Seats: Front 40/20/40 Split Bench
 AQQ-Keyless Remote Entry
 BG9-Floor Covering: Rubberized Vinyl, Black
 DBG-Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator
 FE9-Federal Emissions
 G80-Locking Differential, Rear
 H2G-1WT-Vinyl, Jet Black, Interior Trim
 JGB-GVW Rating 10,250 Lbs
 K34-Cruise Control
 KC4-Cooler, Engine Oil
 KW5-Alternator, 220 AMP
 MYD-6-Speed Automatic
 NZZ-Skid Plate

 PYN-Wheels: 17" Steel, Painted
 QT5-Tailgate Function--EZ Lift, Power Lock & Release
 UVC-Rear Vision Camera
 VK3-Front License Plate Mounting Provisions
 Z82-Trailer Package

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has made every effort to make the information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Currently Pine Valley shares a 2010 ¾ ton Ford Truck with Land Conservation; 6 months each year with Pine Valley, from November 1 to May 1, and 6 months with Land Conservation

Our proposal is to purchase a new Truck for Pine Valley, and allow Land Conservation to keep the current Truck permanently

Truck uses at Pine Valley

- To haul furniture, equipment, supplies from facility to garage and vice versa
 - To haul donated items
 - To use for delivering lab work to the hospital
 - To use for taking trimmer, chain saw, other supplies to the old cemetery
 - To use for taking supplies to the reservoir
 - To use for hauling items removed from lift station to take to the dumpster
 - To use for various landscaping related needs
 - To use for hauling sticks and tree trimmings
 - To use for hauling motors and lifts
 - To use for picking up supplies at Ace, Walmart, or the Do-It-Center
 - To use for hauling tools and supplies for exterior work
 - To use for hauling wheelchairs and medical equipment to the hospital and back.
 - To use for snow plowing
-
- To avoid using one's own vehicle, or the large passenger vehicle, or the old donated personal minivan

August 2020

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Transfer of Deputy Clerk position from Clerk of Courts to Probate Office

Department	Register of Probate	Presented By:	Jenifer Laue and Stacy Kleist
Date of Meeting:	August 4, 2020	Action Needed:	Approval for Deputy Clerk transfer
Disclosure:	Open	Authority:	Finance and Personnel Committee
Date submitted:	July 31, 2020	Referred by:	LEJC Committee

Recommendation and/or action language:

1. Recommending a motion to move a deputy clerk position from the Clerk of Court's office to the Register in Probate's office.
2. Recommending a motion to move the salary and benefits of a deputy clerk from the Clerk of Court's budget to the Register in Probate's budget with the authority to advertise for the position if approved by the county board.
3. Recommending a motion to present a resolution to the county board.

Background:

Presently, the Probate/Juvenile Clerk/Judicial Assistant has no staff. It has operated this way since 2018, receiving assistance from the Clerk of Court office when the Register in Probate/Juvenile Clerk/Judicial Assistant is out of the office. In April of 2020, the Clerk of Court dismissed a deputy and has since made the decision not to fill that deputy's position at this time. Instead, the Clerk of Court is recommending that the position remain within the Circuit Court but be transferred to the Register in Probate/Juvenile Clerk/Judicial Assistant's office.

Heads of the two departments have discussed this matter in detail and feel that this move will provide staffing resources that are desperately needed at the Probate/Juvenile Clerk/Judicial Assistant office. Further, the transfer of a deputy clerk will allow a person to specifically master the Juvenile case types handled by the Probate office and learn the various other duties performed by the Register in Probate.

By doing this restructuring when the Clerk of Court has an open position, the two offices have an opportunity to better serve the customers of the Register in Probate/Juvenile Clerk/Judicial Assistant's office without pulling resources away from the Clerk of Court's office.

Carlson and Dettman have reviewed and recommended the pay grade remain the same at Grade G of the wage structure.

Due to the position being a deputy to the Register in Probate and the Judicial Assistant, Judge Sharp is requesting to be a part of the interview and hiring process.

Richland County Finance and Personnel Committee

Agenda Item Cover

Budget:

This item will have no financial impact on Richland County. The salary and fringes for this full-time position are presently part of the Clerk of Court's budget and have been for the past nine years.

Attachments and References:

Job Description of Deputy Clerk/Register in Probate Assistant	Letter from Carlson Dettman regarding the pay grade
Letter in Support from Judge Sharp	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Presently, the Clerk of Court office has four positions in its budget; the Register in Probate office has one. Between the two departments, there were five positions that serve the Richland County Circuit Court.

With this proposal, the total number of positions remains the same and the total number of deputy clerks remains the same. But, rather than having three deputy clerks at the Clerk of Court office and none at the Register in Probate office, there will be two at the COC office and one at the RIP office.

If allowed to transfer to the Register in Probate office, this position will go from 40 hours per week to 35. The Clerk of Court office operates as a 40-hour-per-week department; the Register in Probate office operates as a 35-hour-per-week office.

Thus, the financial impact to the county will be less than it is now.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

DEPUTY CLERK OF CIRCUIT COURT / REGISTER IN PROBATE ASSISTANT

Department: Register in Probate Office

Reports to: Register in Probate and Judge

Purpose of Position

The purpose of this position is to assist the Register in Probate/Juvenile Clerk/Judicial Assistant in the discharge of the duties of that office which utilizes a working knowledge of the Wisconsin Statutes.

Essential Duties and Responsibilities:

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

Essential Duties and Responsibilities

- Performs a lead role on the absence of the Register in Probate
- Performs as clerk in the courtroom.
- Schedules the Judge's calendar as well court commissioner's calendars
- Acts as the Judge's receptionist
- Initiates and disposes cases including confidential Juvenile cases, guardianship cases and Mental cases.
- Files reports to the Department of Justice/WI Election Commission
- Receipts and files wills
- Obtains a GAL for juveniles under the age of 12 in newly filed juvenile cases.
- Provides customer support to Health and Human Services, Corporation Counsel as well as attorneys and members of the public.
- Prepares receipts
- Processes department mail
- Completes data entry functions
- Completes and files correspondence, legal documents, notices and orders
- Reviews bills from attorneys acting as GAL and adversary counsel
- Oversees the examination of guardianship cases and accounting
- Receipts and files wills
- Performs records searches
- Performs other duties that may be assigned
- Sets up ZOOM meetings for court hearings

Minimum Training and Experience Required to Perform Job Functions

- Possession of an associate degree in a professional, legal secretary, information systems, accounting or related field.
- Two years job experience in court-related or legal office setting
- Professional experience using personal computers and contemporary business office software.

Preferred Qualifications

Job experience based in public administration setting

Note: Equivalent combination of education and experience that provides the required knowledge, skills, and ability to proficiently perform the duties of this position may be accepted.

Knowledge, Skills, and Abilities Required to Perform Job Functions

- Language, mathematical, judgmental/reasoning, oral and written communication skills.
- Requires regular attendance
- Ability to communicate professionally and work effectively with peers, subordinate's, supervisor and members of the public.
- Establish proficiency and work effectively with peers, subordinates, supervisor and members of the public
- Establish proficiency in office management skills, which includes required bookkeeping procedures to maintain database, and perform word processing tasks in a Windows environment.
- Must possess a multi-task orientation and be a self-tarter with ability to accurately complete all job tasks with minimum supervision.
- Successful completion of Office Skills including typing, MS Word and MS Excel

Working Environment

- Typical working environment is within a temperature-controlled non-smoking office and courtroom.

Physical Requirements

- Ability to operate office equipment such as multi-line telephones, copiers, facsimile, machines, personal computers, calculators, etc.
- Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling, and stair climbing.

This position description has been prepared to assist in defining job responsibilities, physical demands working conditions and skills needed for compliance with the American with Disabilities act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The county regains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.



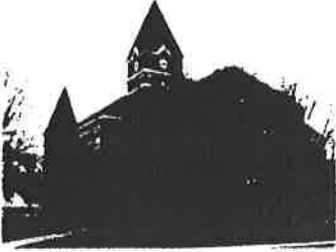
July 16, 2020

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Patrick Glynn, Senior Consultant
RE: Job Classification Review

The County requested we evaluate job documentation provided for the classification of Deputy Clerk of Circuit Court / Register in Probate Assistant. The duties associated with assisting with the probate and juvenile court functions, as well as the other duties required to support the court system, align fairly closely with those of the Deputy Clerk of Circuit Court. Our recommended placement is Grade G of the wage structure.

Please let me know if you any questions.



Richland County Courthouse
P.O. Box 427
Richland Center, WI 53581
Telephone (608)647-2626
Fax (608)647-5747

CIRCUIT COURT CHAMBERS

Andrew Sharp
Circuit Judge

Susan M. Kaderavek
Court Reporter

Jenifer Laue
Register in Probate/Judicial Assistant/
Juvenile Clerk

July 30, 2020

To the Richland County Finance and Personnel Committee:

Thank you for your time in considering this letter. I am writing in support of transferring the Deputy Clerk of Court position from the Clerk of Courts office to the Probate office.

The Register of Probate office is currently a one-person office. This makes it difficult to always be available and to efficiently serve the public, attorneys, corporation counsel, the Department of Health and Human Services as well as the District Attorneys office.

At present, the clerk of courts serves as Ms. Laue's back when Ms. Laue is out of the office. In a smaller county such as ours, the Register in Probate also serves as the Juvenile Clerk and the Judicial Assistant. It is difficult for the Clerk of Courts office to fill all of these roles when Ms. Laue is unavailable.

When Ms. Laue is helping someone in person at her counter or the window, she is frequently interrupted with phone calls. If she is in court clerking a juvenile case, and someone stops in with a Probate question, they must wait for her to return to her office. When she is on vacation or away from the office, the vast majority of the work waits until she returns and then she must scurry to catch up. Due to the time-sensitive nature of the cases in the Probate office, Ms. Laue has felt compelled to work remotely while on vacation in order to complete things in a timely manner.

We have tried to run the office without an assistant or deputy clerk for over two years. As Judicial Assistant, Ms. Laue works closely with the Clerk of Courts office on several matters. Transferring the deputy clerk of court position to the Register in Probate office will allow the Circuit Court of Richland County to operate more efficiently.

This transfer would allow a Deputy Clerk to learn the complex details of Probate, Juvenile Delinquent, CHIPS (Children in Need of Protection and Services), Emergency Detention, Guardianship, Adoption, and Juvenile Injunction cases and be better prepared to help the public and the court in Ms. Laue's absence. Each office specializes in their own case types. Although there are similarities with court cases, in order to adequately serve the public and accurately answer questions, a deputy must know the process involved for each case type.

In view of the fact that there will be no financial impact to Richland County if you transfer this position, I am strongly recommending this change within the Circuit Court.

Judge Andrew Sharp

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resignation of Deputy Register of Deeds

Department	Register of Deeds	Presented By:	Susan Triggs
Date of Meeting:	August 4, 2020	Action Needed:	Receive and file budget update
Disclosure:	Open Session	Authority:	59.43(3)
Date submitted:	07/15/2020	Referred by:	

Recommendation and/or action language:

Receive and file budget update for the Register of Deeds office.

Background:

Under the authority of State Statute 59.43(3) the Register of Deeds has accepted the resignation of the Deputy Register of Deeds and advertised to fill the position. There may be a need to go beyond the adopted 2020 budget allocation for the Register of Deeds if the new Deputy Register of Deeds desires to be covered by the County's health insurance plan. The departing Deputy Register of Deeds was not covered by the County's health insurance plan. The additional impact on the budget may be up to \$7,386.65.

Attachments and References:

	~example: drafted resolution for board
	~example: minutes of action from previous body

Financial Review:

(please check one)

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

Approval:

Review:

Susan Triggs

Register of Deeds

Department Head

Administrator, or Elected Office (if applicable)

**Richland County Health and Human Services
Agenda Item Cover**

Agenda Item Name: Restructuring Administrative Services Unit

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	July 9, 2020	Action Needed:	Informational Review
Disclosure:	Open Session	Authority:	N/A
Date submitted:	June 29, 2020	Referred by:	Health and Human Services Board

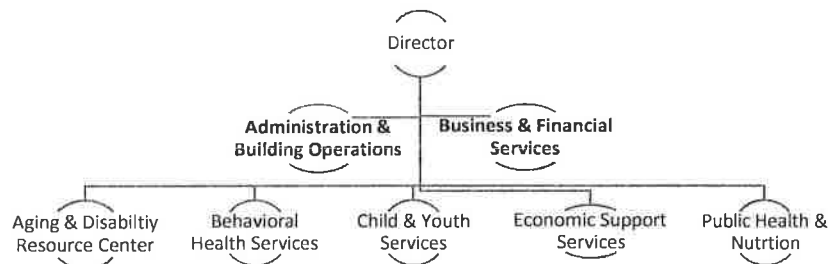
Recommendation and/or action language: Health and Human Services recommends changing the organizational structure of the Administrative Services Unit by creating two separate units.

Administration & Building Operations Unit

- Management of Clerical Support Functions
- Client Record Management
- Provider Contracting Coordination
- Human Resources Functions
- Complaint, Client Rights, & HIPAA Functions
- Building Maintenance and Supply Management Functions
- HHS Board, County Committees, and County Board Liaison Functions

Business & Financial Services Unit

- Management of Accounting Functions
- Management of Billing and Collections
- State Financial Claiming and Cost Reporting Functions
- Coordination and Management of Budget Development
- Revenue and Expense Reporting and Analysis
- Liaison to Offices of the County Clerk, Treasure and Auditor



Although these two new units will have clearly different functions; there will to be inter-unit collaboration

Background: The administrative/building operations and business/finance functions of the Administrative Services Unit have evolved into distinctly separate functions. The Manager of Operations primarily oversees all business and fiscal issues, while the Administrative Supervisor primarily oversees the administrative support and building maintenance issues. There is not a need for these functions to be combined into one unit and it creates an unnecessary layer of management.

Attachments and References:

HHS Organizational Chart	
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Financial Review:

(please check one)

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

Approval:

Tracy Thorsen

Department Head

Review:

[Signature]

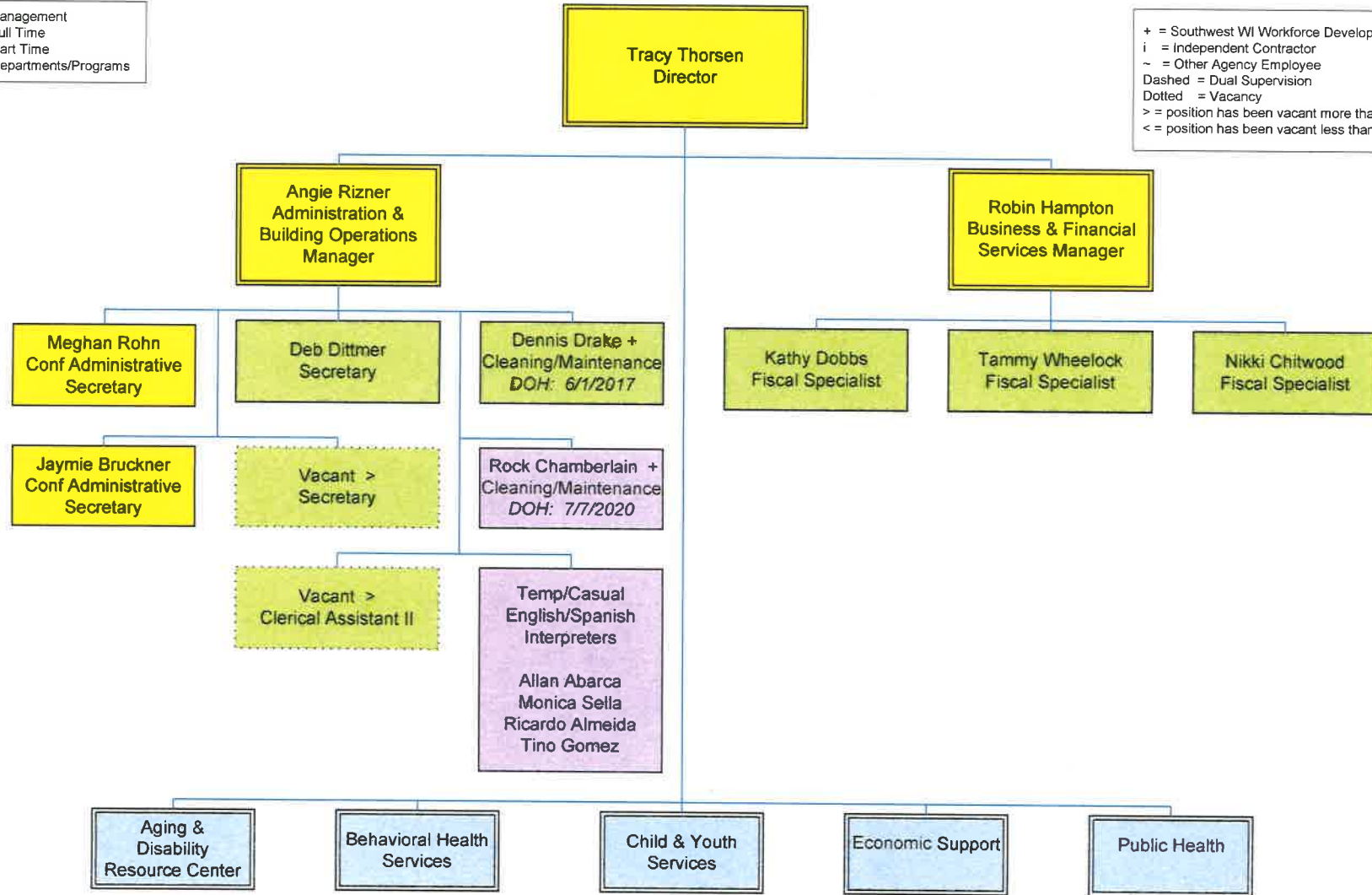
Administrator, or Elected Office (if applicable)

RICHLAND COUNTY HEALTH & HUMAN SERVICES

PROPOSED ORGANIZATIONAL STRUCTURE 7/9/2020

Yellow = Management
 Green = Full Time
 Purple = Part Time
 Blue = Departments/Programs

+ = Southwest WI Workforce Development Board
 i = Independent Contractor
 ~ = Other Agency Employee
 Dashed = Dual Supervision
 Dotted = Vacancy
 > = position has been vacant more than 12 mos.
 < = position has been vacant less than 12 mos.



**Richland County Health and Human Services
Agenda Item Cover**

Agenda Item Name: Approve Updated Position Descriptions

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	July 9, 2020	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #19 Committee Structure (<i>Finance & Personnel Committee/HHS Board</i>) Administrative Manual (<i>p.2 Job Description Requirements</i>)
Date submitted:	June 29, 2020	Referred by:	Health and Human Services Board

Recommendation and/or action language: Health and Human Services recommends that the following position descriptions and titles (*if specified*) need to be updated as a result of change to the organizational structure within the department (refer to attached position descriptions):

Administration & Building Operations Unit

Administration & Building Operations Manager (*formerly Administrative Supervisor*) – Angie Rizner
Confidential Administrative Secretary (2) – Meghan Rohn & Jaymie Bruckner
Secretary – Deb Dittmer
Secretary (35hrs/wk) – vacant
Clerical Assistant II (37.50hrs/wk) – vacant

Business & Financial Services Unit

Business & Financial Services Manager (*formerly Manager of Operations*) – Robin Hampton
Fiscal Specialist (3) – Kathy Dobbs, Tammy Newberry-Wheelock, Nichole Chitwood

Behavioral Health Services Unit

Business Systems Analyst (*formerly Business Systems Supervisor*) – Sharon Pasold

Approve revising proposed position descriptions and titles as well as the Definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale to include position changes, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: During the last few years, the administrative/building operations and business/finance functions of the Administrative Services Unit have evolved and become more distinctly separate resulting in the decision to split the unit creating an Administration & Building Operations Unit and a Business & Financial Services Unit. Although these two new units will have clearly different functions; there will continue to be significant inter-unit collaboration.

With regard to the changed title of the Business Systems Supervisor position (from supervisor to analyst), this position was originally created as a “supervisor” position within the Behavioral Health Unit, but even though this position has an important role in the management structure, it is not appropriate for this position to supervise the behavioral health professionals.

**Richland County Health and Human Services
Agenda Item Cover**

Attachments and References:


County Handbook of Personnel Policies and Work Rules – revise page 4	Administration & Building Operations Manager position description
Confidential Administrative Secretary position description	Secretary position description
Clerical Assistant II position description	Business & Financial Services Manager position description
Fiscal Specialist position description	Business Systems Analyst position description

Financial Review:

(please check one)

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

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Administration & Building Operations Manager
~~Administrative Supervisor~~ **Department:** Health and Human Services

Reports to: Director Manager of Operations **Pay Grade:** 23 & J

Date: July 9, 2020 January 1, 2018 **Hours Per Week:** 40

PURPOSE OF POSITION

The purpose of the Administration & Building Operations Manager ~~Administrative Supervisor~~ position is to plan, develop, supervise, and evaluate the activities of the Administration & Building Operations Unit ~~Administrative Services Unit~~. The Administration & Building Operations Manager ~~Administrative Supervisor~~ serves as the Health & Human Services' Clients Rights Specialist, Complaint Officer and Public Information Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans, directs, and monitors Administration & Building Operations Unit ~~Administrative Services Unit~~ staff in relation to work assignments, supervision, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- Performs Human Resource functions for the agency; including advertising, interviewing, skills testing, orientation, conducting background checks, county personnel policy interpretation, processing of personnel paperwork, payroll, maintaining personnel database, position descriptions and personnel files. Acts as liaison with employee leasing agencies.
- Assists Director with Responsible for Health & Human Services Board meetings. Arranges meeting logistics, prepares meeting materials and mailings, coordinates takes meeting minutes and offers presentations when necessary. Forwards agenda items onto County Administrator, County Clerk and/or Corporation Counsel for further action. Acts as liaison with Board members.
- ~~Oversees agency fiscal operations; including accounts payable, accounts receivable, payroll, expense and revenue tracking, billing, reconciliations, data entry, and other basic accounting functions.~~
- Coordinates the Creates and monitors annual Health and Human Services provider contracting process ~~contracts~~; including coordinating Board approval process, developing and assembling the appropriate contract documents to comply with DHS, DCF, and other State agency requirements, obtaining appropriate signatures, ensuring all required documents are received from each provider, proof of insurance, licensure, and annual audits and monitoring utilization.
- Develops and monitors ~~Assists with developing and monitoring~~ the Administration & Building Operations ~~Administrative Services~~ Unit budget.

- Oversees the preparation and distribution of the agency's Annual Report.
- As the Richland County Health & Human Services' Clients Rights Specialist and Complaint Officer, the Administration & Building Operations Manager Administrative Supervisor participates in Clients Rights investigations and internal complaint investigations, recommends solutions, and offers a decision.
- Maintains, creates, directs implementation, and monitors compliance of agency-wide and unit specific policies and procedures.
- Responsible for general office maintenance functions; including building maintenance, repairs, inventory, ordering, and payment of invoices.
- Assists the Director with implementing agency-wide initiatives; including posting to social media outlets in an effort to better inform the public of agency activities.
- Assists the County Administrator with a variety of confidential administrative tasks.
- Assists with a variety of Health Insurance Portability and Accountability (HIPAA) duties; including training staff, answering questions, creating forms, and modifying policies.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in business management or related field preferred with three five-years of human services experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Three Five years of supervisory experience required.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records ~~psychological assessments, medical diagnosis and medication recommendations~~, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others. ~~Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.~~

- ~~Ability to effectively communicate orally and in writing with clients, service providers, agency staff, government personnel, and the general public. Ability to record and deliver information, explain procedures and instruct staff and clients.~~
- ~~Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.~~

Mathematical Ability

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

Judgment and Situational Reasoning

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Confidential Administrative Secretary

Department: Health and Human Services

Reports to: Administration & Building Operations Manager
~~Administrative Supervisor~~

Pay Grade: 16 & G

Date: July 9, 2020~~January 1, 2018~~

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of the Confidential Administrative Secretary position is to provide a high level of confidential administrative support to the Health and Human Services Director, Administration & Building Operations Manager, ~~Manager of Operations, Administrative Supervisor~~ and other members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provides confidential administrative support to the Health and Human Services Director and other members of management. Duties include attending and typing confidential manager meeting minutes and workgroup assignments, assisting with State audits, creating and maintaining confidential administrative and legal correspondence, processing confidential releases of information, and coordinating staff trainings or events.
- Assists the Administration & Building Operations Manager ~~Administrative Supervisor~~ with preparing for Health & Human Services Board meetings and other governance meetings; including arranging meeting logistics, assembling documents, and taking meeting minutes as needed.
- Assists the Administration & Building Operations Manager ~~Administrative Supervisor~~ with Human Resource functions; including maintenance of personnel files and job descriptions, creating and populating personnel database, conducting criminal background checks on personnel and providers, typing performance evaluations, and assisting with the orientation of staff.
- Assists the Administration & Building Operations Manager ~~Administrative Supervisor~~ with the creation and distribution of annual provider contracts and agency policies and procedures.
- Prepares and assembles the agency's annual report.
- Prepares the agency's payroll; including the collection and entry of employee timesheets, tracking of benefits, and all other payroll related duties.
- Performs back up reception duties as needed.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.

- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's Degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

- ~~Ability to lead others and reinforce thinking to perform tasks.~~
- ~~Ability to apply abstract thinking to perform tasks.~~
- ~~Ability to work independently.~~

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Secretary

Department: Health and Human Services

Reports to: Administration & Building Operations Manager
Administrative Supervisor

Pay Grade: 6 & E

Date: July 9, 2020 ~~January 1, 2018~~

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of the Secretary position is to provide a high level of customer service and administrative support to specific programs and services or members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Performs reception duties including; opening and closing the office, greeting clients and visitors, answering telephone and routing to correct staff, delivering messages and documents, accepting payments and writing receipts, distributing information regarding agency programs and services, and distributing items from the Public Health Loan Closet.
- If specifically assigned, performs Immunization Clinic duties for the Public Health Unit; including accessing the Wisconsin Immunization Record (WIR) Program, assisting patients with the completion of paperwork, and processing data entry, ~~and billing.~~
- If specifically assigned, performs Mental Health Outpatient Clinic duties for the Behavioral Health Clinical Services Unit; including accessing the Electronic Medical Record (EHR) Program and Forward Health website, completing intake forms, creating and maintaining patient schedule, appointment reminder calls and letters, document and electronic client file maintenance, scanning, data entry, and assisting with confidential releases of information.
- If specifically assigned, responsible for scanning all incoming Economic Support documents into the electronic client records and process client paperwork.
- Provides administrative support to management staff; including creating general correspondence, maintaining files and databases, creating presentations and reports, scheduling appointments, and coordinating programmatic activities.
- Attends governance or workgroup meetings. Assists with arranging meeting logistics, prepares meeting materials, takes meeting minutes, and performs other related duties.
- Assists the Administration & Building Operations Manager Administrative Supervisor with general office maintenance functions and the ordering of office supplies.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

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

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Judgment and Situational Reasoning

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Physical Requirements

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

Environmental Adaptability

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

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Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Secretary

Department: Health and Human Services

Reports to: Administration & Building Operations Manager
Administrative Supervisor

Pay Grade: 6 & E

Date: July 9, 2020 ~~January 1, 2018~~

Hours Per Week: 35—40

PURPOSE OF POSITION

The purpose of the Secretary position is to provide a high level of customer service and administrative support to specific programs and services or members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Performs reception duties including; opening and closing the office, greeting clients and visitors, answering telephone and routing to correct staff, delivering messages and documents, accepting payments and writing receipts, distributing information regarding agency programs and services, and distributing items from the Public Health Loan Closet.
- If specifically assigned, performs Immunization Clinic duties for the Public Health Unit; including accessing the Wisconsin Immunization Record (WIR) Program, assisting patients with the completion of paperwork, and processing data entry, ~~and billing.~~
- If specifically assigned, performs Mental Health Outpatient Clinic duties for the Behavioral Health Clinical Services Unit; including accessing the Electronic Medical Record (EHR) Program and Forward Health website, completing intake forms, creating and maintaining patient schedule, appointment reminder calls and letters, document and electronic client file maintenance, scanning, data entry, and assisting with confidential releases of information.
- If specifically assigned, responsible for scanning all incoming Economic Support documents into the electronic client records and process client paperwork.
- Provides administrative support to management staff; including creating general correspondence, maintaining files and databases, creating presentations and reports, scheduling appointments, and coordinating programmatic activities.
- Attends governance or workgroup meetings. Assists with arranging meeting logistics, prepares meeting materials, takes meeting minutes, and performs other related duties.
- Assists the Administration & Building Operations Manager ~~Administrative Supervisor~~ with general office maintenance functions and the ordering of office supplies.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Clerical Assistant II **Department:** Health and Human Services

Reports to: Administration & Building Operations Manager **Pay Grade:** 5 & E
Administrative Supervisor

Date: July 9, 2020 ~~January 1, 2018~~ **Hours Per Week:** 37.5040

PURPOSE OF POSITION

The purpose of the Clerical Assistant II position is to provide a high level of customer service and administrative support to specific programs and services or members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Performs reception duties including; opening and closing the office, greeting clients and visitors, answering telephone and routing to correct staff, delivering messages and documents, accepting payments and writing receipts, distributing information regarding agency programs and services, and distributing items from Public Health Loan Closet.
- If specifically assigned, performs Immunization Clinic duties for the Public Health Unit; including accessing the Wisconsin Immunization Record (WIR) Program, assisting patients with the completion of paperwork, and processing data entry, ~~and billing~~.
- If specifically assigned, performs Mental Health Outpatient Clinic duties for the Behavioral Health Clinical Services Unit; including accessing the Electronic Medical Record (EHR) Program and Forward Health website, completing intake forms, creating and maintaining patient schedule, appointment reminder calls and letters, document and electronic client file maintenance, scanning, data entry, and assisting with confidential releases of information.
- If specifically assigned, responsible for scanning all incoming Economic Support documents into the electronic client records and process client paperwork.
- Provides administrative support to management staff; including creating general correspondence, maintaining files and databases, creating presentations and reports, scheduling appointments, and coordinating programmatic activities.
- Assists the Administration & Building Operations Manager ~~Administrative Supervisor~~ with general office maintenance functions and the ordering of office supplies.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: ~~Manager of Operations~~Business & Financial
Services Manager

Department: Health and
Human Services

Reports to: Director

Pay Grade: 30 & M

Date: September 1, 2019

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to oversee the ~~Administrative~~Business & Financial Services of Health and Human Services, while also being responsible for the agency's business and financial management operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans, directs and monitors the ~~Administrative~~Business & Financial Services in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- ~~In the area of Administrative Services,~~ Responsible for maintaining and improving all fiscal related activities including but not limited to accounts payable, accounts receivable, payroll, expense and revenue tracking, billing, reconciliations.
- Directs all aspects of the department's accounting policies and practices and assure compliance with State and Federal requirements.
- Prepares and implements the annual budget for programs and services as approved by the Health and Human Services Board and County Board.
- Maintains and monitors the agency budget and prepares monthly expenditure reports to be presented to the Health and Human Services Board.
- Creates the departmental fiscal policies and make presentations to committees and boards as required. Approves all agency expense reports, payments and makes accounting adjustments as necessary. Completes State CARS and SPARC (County Revenue Programs from the State) reporting. Completes HSRR and 942 State expense and revenue reports. Completes Wisconsin Medicaid Cost Reporting multifaceted reconciliation tool. Sets Foster Care rates for new and ongoing providers. Monitors, reviews and reconciles the Community Options Program and Comprehensive Community Services Program. Prepares fiscal and narrative reports as necessary. Completes the reconciliations of multiple State and Federal programs. Coordinates all departmental audits and act as liaison

to the various auditors. Serves as Project Manager for any adhoc/new programmatic budgets.

- Consult with department managers, staff, contracted personnel and other county staff to assure that fiscal and support programs and activities are implemented and functioning as required.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Master's degree in accounting, business or public administration, or related field from an accredited college and a minimum of three years of progressively responsible, professional level experience in the performance of varied accounting and financial management activities including governmental reimbursement; or a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.
- Three years of experience in the supervision of fiscal management services utilizing computer-processing systems required.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performing activities within systems involving diversified work requiring exercise of judgement.

Physical Requirements

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

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.

- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability to work in a comfortable and occasionally unsafe office environment.

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

Employee's Signature

Supervisor's Signature

Date

Date

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Fiscal Specialist

Department: Health and Human Services

Reports to: ~~Administrative Supervisor~~ Business and Financial
Services Manager

Pay Grade: 8 & F

Date: ~~January 1, 2018~~ July 9, 2020

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of the Fiscal Specialist position is to provide a high level of customer service and administrative support to specific programs and services or members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provides fiscal and program support to entire agency; including accessing the county AS400 accounting system, accounts payable, accounts receivable, posting payments, paying invoices, expense and revenue tracking, billing, reconciliations, data entry, creating and mailing client invoices, insurance claiming, depositing revenue, credentialing, assisting with audits, and other basic accounting functions.
- Provides ~~administrative~~-fiscal support to management staff; including creating general correspondence, maintaining files and databases, creating presentations and reports, scheduling appointments, and coordinating programmatic activities.
- Performs reception duties including; opening and closing the office, greeting clients and visitors, answering telephone and routing to correct staff, delivering messages and documents, accepting payments and writing receipts, distributing information regarding agency programs and services, and distributing items from Public Health Loan Closet.
- If specifically assigned, performs fiscal and program support to the Children's Services Unit; including accessing WiSACWIS (Wisconsin's Statewide Automated Child Welfare Information System), tracking of documents and placements, reconciliations, billing, scanning, data entry, and assisting with confidential releases of information.
- If specifically assigned, performs Immunization Clinic duties for the Public Health Unit; including accessing the Wisconsin Immunization Record (WIR) Program, assisting patients with the completion of paperwork, data entry, and billing.
- If specifically assigned, performs Mental Health Outpatient Clinic duties for the Clinical Services Unit; including accessing the Electronic Medical Record (EHR) Program and Forward Health website, completing intake forms, creating and maintaining patient schedule, appointment reminder calls and letters, document and electronic client file maintenance, scanning, data entry, and assisting with confidential releases of information.
- Attends governance or workgroup meetings. Assists with arranging meeting logistics, prepares meeting materials, takes meeting minutes, and performs other related duties.

- Assists the Business and Financial Services Manager with general fiscal or other business functions.
- ~~Assists the Administrative Supervisor with general office maintenance functions.~~
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.

- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

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

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

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

Environmental Adaptability

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

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Employee's Signature

Supervisor's Signature

Date

Date

**RICHLAND COUNTY
POSITION DESCRIPTION**

Position Title: Business Systems ~~Supervisor~~Analyst **Department:** Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** 23 & H

Date: ~~July 9, 2020~~September 1, 2019 **Hours Per Week:** 40

PURPOSE OF POSITION

The Business Systems ~~Supervisor~~Analyst position is responsible for organizing, coordinating, and monitoring business functions, data systems, program processes; and quality assurance for supervising all business functions of the Behavioral Health Services Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assists the Behavioral Health Services Manager in developing and tracking the Behavioral Health Services Unit budget.
- Assists the Behavioral Health Services Manager in the development and tracking of provider contracts and rates.
- Assists the Behavioral Health Services Manager in tracking all client placements.
- Responsible for all reporting and reconciliations related to Behavioral Health Services programming.
- Maintains and tracks all Behavioral Health Services provider credentialing.
- Responsible for all service prior authorizations requests and tracking.
- Responsible for all insurance credentialing.
- Responsible for all business functionality within the Electronic Health Record.
- Attends board meetings and other governance meetings as needed.
- ~~➤ Plans, directs, and monitors staff (as needed) in relation to work assignments, supervision, policies and procedures, and performance evaluations. Participates in interview process, disciplinary actions, and reclassifications.~~
- Creates reports and reconciliations for the Behavioral Health Services Unit.
- Monitor legislative, contractual, and administrative requirements to assure compliance.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associate degree in business management or related field with three to five years of human services experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- ~~Three years of supervisory experience.~~
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.
- Requires strong demonstrated IT skills utilizing such software as Microsoft WORD, EXCEL, and ACCESS. Demonstrated analytical skills and computer expertise required.
- Experience in a health care environment preferred.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performing activities within systems involving diversified work requiring exercise of judgement.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.

- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Language Ability and Interpersonal Communication

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

Mathematical Ability

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

Judgment and Situational Reasoning

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

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

**Richland County Health and Human Services
Agenda Item Cover**

Agenda Item Name: Approve the Creation of a Child & Youth Services Supervisor Position

Department	HHS	Presented By:	Jessica Stanek and Tracy Thorsen
Date of Meeting:	July 9, 2020	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #19 Committee Structure (<i>Finance & Personnel Committee/HHS Board</i>) Administrative Manual (<i>p.2 Job Description Requirements</i>)
Date submitted:	June 29, 2020	Referred by:	Health and Human Services Board

Recommendation and/or action language: Health and Human Services recommends creating a Child & Youth Services Supervisor position in order to address the supervisory support and backup needs in the Child and Youth Services Unit.

Approve changing one of the existing Child & Youth Services Case Manager positions to a Child and Youth Services Supervisor position (see attached position description) and name Kayla Williams to the position.

Also approve revising the Definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale to include the new position at Health & Human Services, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: The Wisconsin Department of Children and Families requires that a supervisor who holds the proper training conduct screening decisions on child abuse and neglect reports taken by child protection workers. A supervisor is always on-call to conduct supervision, screening decisions, and provide consultation. The Child & Youth Services Manager cannot reasonably be available to cover all daytime and afterhours supervisory responsibilities. Management staff from other Health and Human Services program units fill in for the Child & Youth Manager, but because they do not regularly do the child protection work or do not have close familiarity with cases, they are not able to be as effective in their supervisory support.

Establishing a supervisor within the Child & Youth Services Unit will provide greater support within that Unit and greater depth in the management of these services. This will also allow management staff from other HHS program units to focus on their areas of responsibility.

Attachments and References:

County Handbook of Personnel Policies and Work Rules – revise page 4	Child & Youth Services Supervisor position description
Richland County Wage Scale – insertion	

Financial Review:


(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	56
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact:		

**Richland County Health and Human Services
Agenda Item Cover**

The new position description has been submitted to Carlson Dettmann in order to determine appropriate placement on the Richland County Pay Plan. If approved, the financial impact is not expected to be more than \$5,000 annually for the position and not more than \$2,500 in 2020. The increased cost will be able to be claimed against the Department of Children and Families allocation that Richland County receives.

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Child & Youth Services Supervisor **Department:** Health and Human Services

Reports to: Child & Youth Services Manager **Pay Grade:**

Date: July 9, 2020

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to assist the Child & Youth Services Manger to monitor the workload of the unit, support the staff as needed, and to meet the goals and standards of the Child & Youth Services Unit of Richland County Health and Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assist the Child & Youth Services (CYS) Manger in administering the Child & Youth Services Unit using a strength-based family centered approach.
- Encourage families and individual to become full participants in the planning and delivery of services of the unit.
- Promote early identification and intervention to enhance the opportunity for positive outcomes.
- Assist in developing a comprehensive array of services that promote physical, emotional, and mental health of children and families.
- Assist in developing an integrated service coordination to ensure that multiple services are developed and delivered in a coordinated, collaborative, and confidential manner.
- Provide direction and supervision to CYS staff as directed by the CYS Manager.
- Participate in supervisory and regular after hours on-call rotation.
- Assist in training new Child and Youth Services staff on court protocols, procedures, and mandates.
- Conduct screening decision on CPS access calls received by the unit, assign workers to investigate the abuse/neglect cases and offer services to service intakes, which are screened.
- Provide approvals in eWiSACWIS as directed by the CYS Manager.
- Assist in updating policies, procedures and MOU's that pertain to the Child and Youth Services Unit.
- Conduct investigations and initial inquiries into child protection reports and youth justice referrals in accordance with the standards set out in Wisconsin State Statutes 48 and 938 and any other practice guidance in local or State Policy.
- Carry out targeted case management activities for children, youth and families actively receiving services on assigned case load.

- Conduct comprehensive assessments of clients' strengths and needs to determine safety and treatment plan outcomes (CANS Assessments). Ensure that CANS assessments are conducted using a multidisciplinary team approach, inclusive of biological parents' input.
- Utilize assigned legal counsel and the District Attorney's office to consult on legal action required in case management. Ensure that acting attorney is kept apprised of case development and need for legal action in a timeline and professional manner.
- Ensure that all assessments, plans, and third party documentation are entered timely into eWiSACWIS. Where paper files are kept, ensure the accurate maintenance and storage of confidential client files.
- Provide written documentation to the District Attorney and the Courts and tis acceptable for court submission.
- Be able to give evidence in a court of law that demonstrates practice standards that maintain integrity during cross examination, that reflects consideration to both the rights and the responsibilities of the client, and that represents the department and the County as a responsible authority on matters of child protection and youth justice case management.
- Demonstrate the ability to consistently risk assess situations regarding personal safety, client safety and liability for the department and County.
- Maintain a commitment to the promotion of safe and stable families in Richland county, acting timely on voluntary child welfare case and requests for support from the public.
- Strive to achieve permanency for all children placed in out of home care in a timely manner, participating in Permanency Roundtables, where determined by the State Permanency Consultant (SPC) and direct supervisors.
- Ensure that permanency plan hearings are conducted timely according to State requirements to ensure that the department is complaint with Title IV-E determinations.
- Follow the State protocol for ongoing standards, including but not limited to the confirming of safe environments, for children under the supervision and protection of the agency.
- Commit to keeping all administrative case work up to date and accurate for the purpose of safe intervention by any case worker who may be called to act on behalf of a child, youth or family in crisis or emergency.
- Develop a good understanding of the local service providers and their systems of delivery. Collaborate with provider to arrange coordinated client services.
- Assess cases for appropriate closure and provide discharge-planning service. Follow Wisconsin Model standards and close cases with proper documentation in eWiSACWIS.
- Participate in State required training events, maintain current legal practice in both child welfare and youth justice, and seek out development and training in specialist areas that relate to meeting client need.
- Arrange work schedule to meet program and client needs, within reason, and in accordance with the Department and unit policies and supervisor's direction.
- Provide client services as needed within the unit.
- Work cooperatively with law enforcement, the County's appointed legal counsel and Court System to help ensure safety of children in the community and the community itself.
- Represents Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.

- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996, except where State statute allows otherwise.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or related field with Social Work certification.
- Experience in the field of Child protection and Youth Justice Programs with knowledge of state and federal statutes and standards in Child Protective Services and Youth Justice, in addition to knowledge of normal Child Protection and Youth Justice Protocols.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the WiSACWIS child welfare automated tracking system.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with supervisor during the intake, investigative and ongoing case management process.

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

**Richland County Health and Human Services
Agenda Item Cover**

Agenda Item Name: Approve Revisions to the County Handbook of Personnel Policies and Work Rules and the Health and Human Services Addendum

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	July 9, 2020	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	*
Date submitted:	June 29, 2020	Referred by:	Health and Human Services Board

** Per page 5, paragraph 6 of the County Handbook of Personnel Policies and Work Rules, "Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee."*

Recommendation and/or action language: Health and Human Services proposes the following changes to the County Handbook of Personnel Policies and Work Rules:

Page 4 – Update positions: correct titles and remove defunct positions.

Page 9 – Office Hours: d. Health and Human Services: The normal office hours for regular, full-time County employees are 8:00 a.m. to ~~5:00~~ 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.

Health and Human Services also proposes to make numerous revisions to the Health and Human Services Addendum. Refer to attachment.

Approve the proposed revisions, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: Currently the Community Services Building office hours are 8am-5pm Monday-Friday; however, Health and Human Services proposes to change the office hours to 8am-4:30pm Monday-Friday in order to be similar to the Courthouse department office hours. The office hours are the hours of operation the building is open to the public. Staff working in this building are still expected to work their normal work week hours (usually 40hrs/wk) which could occur between 7am and 9pm as is the current practice.

The Health and Human Services Addendum has not been revised since June 2016. A majority of the proposed revisions take authority away from the Health & Human Services Board and gives the authority to the new County Administrator on a variety of issues; largely related to personnel.

Attachments and References:


County Handbook of Personnel Policies and Work Rules – revise page 4 and page 9	Health and Human Services Addendum – revisions attached
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Financial Review:

(please check one)

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

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County Health and Human Services

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)
July 2020 (Amended)

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This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Definitions – refer to Employee Handbook

Introduction to Your Employee Handbook and Work Rules – refer to Employee Handbook

Extent of Handbook

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County employees, except those which are delegated to the Health and Human Services Board as listed in this Addendum.

Management Rights – refer to Employee Handbook

Equal Opportunity – refer to Employee Handbook

Terms and Condition of Employment

1. Office Hours – refer to Employee Handbook

~~e.d.~~ The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be ~~seven (7), seven and one-half (7 ½), or eight (8) hours.~~ The normal work week shall be ~~thirty-five (35), thirty-seven and one-half (37½), or forty (40) hours,~~ Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without Health and Human Services Board and Finance and Personnel Committee approval. Refer to the County Clerk's Office regarding the impact of benefit accrual on reduced hours.

2. Outside Employment – refer to Employee Handbook
3. Pay Period – refer to Employee Handbook
4. Time Paid – refer to Employee Handbook
5. Accidents and Injuries – refer to Employee Handbook
6. Health Examinations – refer to Employee Handbook
7. Breaks – refer to Employee Handbook
8. Leave of Absence – refer to Employee Handbook
 - a. Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the Health and Human Services Board, the Finance and Personnel Committee Chairperson, and the County Clerk's Office. Refer to the County Clerk's Office regarding benefit accrual.
9. Flexible Work Schedule – refer to Employee Handbook
10. Seniority or Length of Hire – refer to Employee Handbook

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- 11. Performance Evaluations – refer to Employee Handbook
 - a. Annual performance evaluations are conducted on each employee and should be completed ~~prior to the employee's date of hire~~ annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to the Discipline, Suspension or Dismissal of an Employee section of the Health & Human Services Addendum for further action if needed.
- 12. Personnel Files – refer to Employee Handbook
- 13. Time Cards (Timekeeping) – refer to Employee Handbook

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Compensation and Fringe Benefits

Salaries – refer to Richland County Salary Grades

- 1. Health Insurance and Dental Insurance – refer to Employee Handbook
- 2. Loss of Time Insurance – refer to Employee Handbook
- 3. Retirement Plan – refer to Employee Handbook
- 4. Life Insurance – refer to Employee Handbook
- 5. Section 125 Flex – refer to Employee Handbook
- 6. Paid Holidays – refer to Employee Handbook
- 7. Bereavement Leave – refer to Employee Handbook
- 8. Compensatory Time – refer to Employee Handbook
 - a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of ~~twenty-four (24)~~ forty (40) hours and it shall then in all instances be taken ~~prior to the end of the calendar year in which it was generated or it will be paid for by the last payperiod of the calendar year in which it was generated or it will be paid for by the last pay period of the year.~~ Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Clerk's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
 - c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel ~~(carrying the pager)~~ shall earn compensatory time as follows:
 - i. On-call pay of \$1.25 per hour will be earned for on-call duty;
 - ii. On-call holiday pay of \$1.50 per hour will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
 - iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - iv. Payment for ~~pager on-call~~ duty will be made with each payroll.
 - v. In addition, an on-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked ~~a minimum of one (1) hour on-call compensatory time, at the rate of time and one-half not to exceed forty (40) hours of accumulated on-call compensatory time.~~ On-call

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compensatory time earned can accrue and does not have to be taken prior to the end of the calendar year in which it was generated. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.

- vi. On-call compensatory time earned and used will be reported to the County Clerk's Office for each payroll period.
 - vii. Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
 - viii. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- 9. Overtime – refer to Employee Handbook
 - 10. Sick Leave – refer to Employee Handbook
 - 11. Voluntary Sick Leave Donation – refer to Employee Handbook
 - 12. Vacation – refer to Employee Handbook
 - 13. Family and Medical Leave – refer to Employee Handbook
 - a. All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.
 - 14. Symons Employee Membership – refer to Employee Handbook
 - 15. Military Leave – refer to Employee Handbook

Rules of Conduct

- 1. Department Heads' Responsibility – refer to Employee Handbook
- 2. Grounds for Termination or Suspension – refer to Employee Handbook
- 3. Harassment – refer to Employee Handbook
- 4. Violence in the Workplace – refer to Employee Handbook

Hiring and Employment Considerations

- 1. Hiring for Long-Term Vacancies (90 days or longer):
 - a. The Director shall notify the ~~Health and Human Services Board~~ County Administrator of vacant County ~~positions~~ positions. ~~When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by promotion, transfer, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion or transfer.~~
 - b. ~~When a position is not filled by promotion or transfer,~~ The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
 - c. The Director and the appropriate supervisor and/or designee shall screen all applications. ~~Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held. Those selected for final interviews, shall be interviewed by the Health and Human Services Director, the appropriate supervisor and/or designee, and two (2) members of the Health and Human Services Board Interview Sub-Committee the County Administrator if he/she opts to participate. Employees working less than 25 hours per week are excluded from the Health and Human Services Board Interview Sub-Committee process; however, the promotion of that employee to a part-time or full-time position shall~~

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~~follow the regular hiring process.~~ The Director shall ~~recommend to~~ notify the ~~Health and Human Services Board~~ County Administrator of the appointment of all County employees. Prior to offering a position, references checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.

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- d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer.
 - e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
 - f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
 - g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.
2. Hiring for Temporary Vacancies (Less than 90 days) – refer to Employee Handbook
- a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.

3. Probation Period:

a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:

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

b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the ~~Health and Human Services Board~~ County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.

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c. The Director shall make a recommendation to the ~~Health and Human Services Board~~ County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the ~~Health and Human Services Board~~ County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Clerk's Office as to the employment status of their probationary employees as soon as that status has been determined by the ~~Health and Human Services Board~~ County Administrator. The County Clerk will then notify the Finance and Personnel Committee.

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d. All decisions concerning whether employees at the end of their probation period shall be:

- i. Terminated from County employment or
- ii. Continue their employment in regular employment status with the County or
- iii. Have their probation period extended,

will be made in all instances by the ~~Health and Human Services Board~~ County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.

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4. Reclassification – refer to Employee Handbook

5. Discipline, Suspension or Dismissal of an Employee:

a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee's supervisor shall discuss all problems relating to the employee's job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee's personnel file. Employees receiving such notices are entitled to be heard on the question by the ~~Health and~~

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~~Human Services Board County Administrator, with notice to be given in accordance with the provisions of the Wisconsin Open Meetings Law.~~

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- b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the ~~Health and Human Services Board County Administrator~~ for advice and consultation if it is not a situation requiring immediate dismissal. The Director and ~~Health and Human Services Board County Administrator~~ will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the ~~Health and Human Services Board County Administrator~~ of the decision.
 - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or ~~Health and Human Services Board County Administrator~~.
 - d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the ~~Health and Human Services Board County Administrator~~ for review and final approval. Prior to the termination, the ~~Health and Human Services Board Director~~ shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. ~~The employee shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Health and Human Services Board's meeting when such termination is to take place. Nothing in this section shall prevent the Health and Human Services Board County Administrator from suspending the employee without pay pending the meeting referenced therein a decision.~~
 - e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. Refer to Appendix B of the Handbook of Personnel Policies.
 - f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- 6. Non-Disciplinary Termination/Layoff
 - a. Elimination of Position – refer to Employee Handbook
 - b. Layoff – refer to Employee Handbook
 - c. Recall: Recall with be at the discretion of the Director unless the County Board initiated the layoff.
 - 7. Resignation/Retirement - refer to Employee Handbook
 - 8. Concerns – refer to Employee Handbook
 - 9. Policy on Nepotism - refer to Employee Handbook

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Reimbursements

- 1. Lodging – refer to Employee Handbook
- 2. Meals – refer to Employee Handbook
- 3. Mileage – refer to Employee Handbook
- 4. Other Expenses – refer to Employee Handbook
 - a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the Health & Human Services Board. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.
- 5. Registration Fees – refer to Employee Handbook
- 6. Expense Vouchers – refer to Employee Handbook

Miscellaneous Personnel Provisions

1. Change of Address or Status – refer to Employee Handbook
 - a. It is each employee’s responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Office Supervisor immediately.
2. Official County Bulletin Board – refer to Employee Handbook
3. Employee Bulletin Board – refer to Employee Handbook
4. Equipment – refer to Employee Handbook
5. Telephone Policies – refer to Employee Handbook
 - a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.
6. Notification of Absence – refer to Employee Handbook
7. Weather Conditions – refer to Employee Handbook
8. Jury Duty – refer to Employee Handbook
9. Ambulance or Fire Department Volunteers – refer to Employee Handbook
10. Break Room – refer to Employee Handbook
11. Credit Union - refer to Employee Handbook
12. Deferred Compensation – refer to Employee Handbook
13. Use of Computers, Software & Internet – refer to Employee Handbook
14. Picture Identification Badge – All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.
15. Training Opportunities – refer to Employee Handbook
16. Gifts or Gratuities – refer to Employee Handbook
17. County Workspaces and Personal Property – refer to Employee Handbook

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

_____ Date

_____ Position Title

_____ Print Name

_____ Sign Name

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Amendment to Richland County Handbook of Personnel Policies and Work Rules of Richland County

Table with 4 columns: Department, Date of Meeting, Disclosure, Date submitted, Presented By, Action Needed, Authority, Referred by.

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

Recommend, "Motion to amend, the Richland County Handbook of Personnel Policies and Work Rules of Richland County, "Compensation and Fringe Benefits" section, paragraph 8, pages 14 and 15, to allow a maximum accumulation of compensatory time of 40 hours.

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

Proposed language change:

8. Compensatory Time: Compensatory time is accumulated by non exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 40 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office

This change is requested based on conversations with Highway, Health and Human Services and the Sheriff's Office. The increase may allow for reduced overtime expenditures and help in employee retention.

Attachments and References:

Table with 2 columns, one containing the word 'none'.

Richland County Finance and Personnel Committee

Agenda Item Cover

Financial Review:

(please check one)

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


(summary of current and future impacts)

May result in a budget reduction if more compensatory time is taken and less overtime is paid out.

Approval:

Review:

Department Head



Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Preliminary 2021 Budget Report

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	4 Aug 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	3 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to continue with approved budget process and present the Finance and Personnel Committee with reviewed budgets and capital improvements/ expenditures planning on September 1st, 2020.

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

We are moving into the review phase of the approved budget process. The County Administrator will be meeting with Department Heads to review preliminary budgets/capital improvements and propose adjustments in efforts to meet the approved budget objectives. Preliminary summary:

Levy Gap in Operations = \$764,973.33

Estimates on other variables and goals currently unaccounted:

Levy Limit: New operational level based on equalized value = unknown

Wages and Benefits: Health insurance adjustments = unknown
 Incremental wage increase (all departments) = \$242,000

New Equipment: Equipment pulled out in 2019 = \$122,198.00

Preserve Undesignated Fund: Meeting Goal of Resolution 15-98 = \$2,105,063.25
 (25% of total spending budget) 2019 goal = \$8,138,828.50 (gap / 2 years)
 2019 start = \$3,928,702

Attachments and References:

Preliminary Budget Summary	
----------------------------	--

Financial Review:

(please check one)

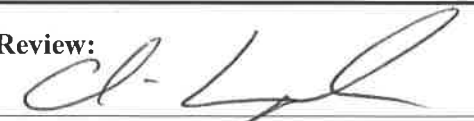
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts) **TBD / Balanced Budget**

Approval:

Review:

Department Head



Administrator or Elected Office (if applicable)

Summary1

	A	B	C	D	E	F	G
1	BUDGET SUMMARY - RICHLAND COUNTY						
2							
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2019	6/30/2020	2020	2020	2021	2021
6							
7	Expenditures for Operation and Maintenance						
8							
9	General Government	-	43,114.04	5,000.00	2,263,636.95	2,301,643.76	-
10	Public Safety	-	-	-	4,141,385.39	4,353,006.56	-
11	Health and Social Services	-	-	-	17,712,364.47	17,583,440.59	-
12	Transportation	-	-	-	20,199.00	20,199.00	-
13	Highways	-	-	-	3,879,143.65	3,879,143.65	-
14	Culture	-	-	-	313,323.90	342,859.96	-
15	Public Areas	-	-	-	569,212.12	561,675.45	-
16	Special Education	-	-	-	391,518.95	342,445.25	-
17	Natural Resources	-	-	-	507,210.63	523,506.29	-
18	County Planning	-	-	-	160,330.34	249,917.46	-
19	County Development	-	-	-	141,500.00	132,393.46	-
20	Debt Service	-	-	-	2,266,239.14	2,588,662.69	-
21	Capital Projects	-	-	-	189,249.70	189,249.70	-
22							
23							
24	Total Expenditures	-	43,114.04	5,000.00	32,555,314.24	33,068,143.82	-
25							
26	Less: All Revenues	-	1,294,451.25	-	23,701,356.27	23,113,115.85	-
27							
28	Proposed 2019 Tax Levy For 2020 Budget				8,853,957.97	9,955,027.97	-
29					2266239.14	-2,588,662.69	Debt
30					190,695.85	-204,363.97	Libraries
31	County Sales Tax Applied	1,250,000.00			25428.8	-25,428.80	Bridge Aid
32					6,371,594.18	7,136,572.51	Allowable
33	Undesignated General Fund Bal. - 12/31/18						
34	Outstanding Debt as of 12/31/19	24,247,143.52					
35							
36	2019 Equalized Value(TID out)		Mill Rate	#DIV/0!			
37	2019 Equalized Value(TID in)		Mill Rate	#DIV/0!			
38							
39	*xx months estimated						
40	AR = Anticipated Revenue - No Levy						
41							

	A	B	C	D	E	F	G	H
1	EXPENDITURES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
7	GENERAL GOVERNMENT							
8	County Board				60,000.00	60,000.00		
9	County Administrator				145,000.00	129,975.60		
10	Register in Probate				131,624.92	190,266.24		
11	Circuit Court				413,657.66	342,257.20		
12	Contingency Fund				0.00	0.00		
13	Court Mediation Service				5,000.00	5,000.00		AR
14	Family Court Commissioner				29,553.00	29,553.19		
15	Coroner				37,500.00	37,500.00		
16	County Clerk				317,672.26	303,051.07		
17	Elections		30,538.25		30,000.00	30,000.00		
18	Data Processing		444.40	5,000.00	5,500.00	5,000.00		
19	County Trunk Highway Vehicle Fire				0.00	0.00		
20	Automated Mail Machine		6,268.95		3,200.00	3,600.00		
21	County Owned Real Estate				4,300.00	4,300.00		
22	Short Term Consulting				0.00	0.00		
23	Cancelled Tax Certificates				0.00	0.00		
24	Property Lister				65,661.61	84,320.66		
25	Tax Deed Property				0.00	0.00		
26	Tax Delinquent Parcels				3,000.00	3,000.00		
27	County Treasurer				153,731.09	154,523.16		
28	Real Estate Tax Overpayments				0.00	0.00		
29	Checking Account Fees				1,200.00	1,200.00		
30	Independent Auditing		4,343.00		21,000.00	23,500.00		
31	Special Accounting - Indirect Cost Study				4,100.00	4,100.00		
32	District Attorney				131,742.40	131,742.40		
33	Corporation Counsel				61,731.76	61,731.76		
34	Register of Deeds				143,241.30	161,583.66		
35	Register of Deeds Redaction				0.00	0.00		AR
36	Surveyor				3,900.00	3,900.00		
37	Courthouse				212,315.55	212,043.52		
38	Internet/Bandwidth Access		1,519.44		3,050.00	3,050.00		
39	Management Information Systems				230,955.40	263,716.30		
40	Property and Liability Insurance				26,500.00	30,350.00		
41	Workers Compensation Insurance				14,500.00	15,000.00		
42	Employees' Union Negotiations				2,000.00	2,000.00		
43	Computer Software Upgrades				0.00	0.00		
44	County Wellness Program				2,000.00	2,000.00		
45	PCORF-Health Insurance				0.00	0.00		
46	Revolving Loan Fund				0.00	0.00		
47	Public Official Bonds		0.00		0.00	3,379.00		
48	Administrative Study				0.00	0.00		
49								
50	TOTAL GENERAL GOVERNMENT	-	43,114.04	5,000.00	2,263,636.95	2,301,643.76	-	

	A	B	C	D	E	F	G	H
1	EXPENDITURES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
51								
52	PUBLIC SAFETY							
53	Sheriff's Administration				448,949.00	442,250.00		
54	Sheriff's Department				1,480,501.00	1,542,403.00		
55	Police Radio				38,766.00	46,190.00		
56	County Jail				1,337,922.00	1,319,323.00		
57	Canine Unit				0.00	0.00		
58	Jail Assessment Fees Fund				0.00	0.00		AR
59	Sheriff's Department Uniform Allowances				20,000.00	20,000.00		
60	Court Ordered Juvenile Restitution				0.00	0.00		
61	Special Investigations				2,000.00	0.00		
62	Animal Control				14,750.00	14,825.00		
63	Ambulance Service-Fund 51				452,970.11	586,053.11		AR
64	Uncollectable Ambulance Bills-Fund 51				252,773.55	287,151.44		AR
65	Ambulance Maintenance - Municipalities-Fund 51				3,000.00	3,000.00		AR
66	Emergency Government				67,391.05	65,742.53		
67	Fire Suppression (State Special Charges)				1,320.00	1,320.00		
68	Charitable and Penal (State Special Charges)				188.68	188.68		
69	Local Emergency Planning Committee				20,854.00	24,559.80		
70								
71	TOTAL PUBLIC SAFETY	-	0.00	0.00	4,141,385.39	4,353,006.56	-	
72								
73	HEALTH AND SOCIAL SERVICES							
74	Pine Valley Community Village				9,495,123.00	9,504,533.00		
75	Resource Center				376,724.07	365,709.90		AR
76	Health and Human Services				5,983,240.30	5,899,145.36		
77	Health & Human Svcs Institutional Adult Costs				482,278.00	482,278.00		
78	Health & Human Svcs Institutional Childrens				527,341.00	527,341.00		
79	Health Department Grants				62,472.13	45,510.20		AR
80	Child Support Program				211,745.51	189,729.48		
81	Veterans Service Office				78,805.73	87,572.43		
82	Veterans Service Grant				8,500.00	8,500.00		
83	Soldiers and Sailors Fund				6,391.28	6,391.28		
84	Care of Veterans Graves				7,900.00	7,900.00		
85	CAU - Elderly Services(Transp/TitleIIB/SCSP)				232,650.35	227,627.46		
86	CAU - Car Replacement Fund				0.00	0.00		AR
87	Nutrition Program				239,193.10	231,202.48		
88								
89	TOTAL HEALTH AND SOCIAL SERVICES	-	0.00	0.00	17,712,364.47	17,583,440.59	-	
90								
91	TRANSPORTATION (EXCLUDING HIGHWAYS)							
92								
93	Tri-County Airport				20,199.00	20,199.00		
94								
95	TOTAL TRANSPORTATION (EXCLUDING HWY)	-	0.00	0.00	20,199.00	20,199.00	-	

	A	B	C	D	E	F	G	H
1	EXPENDITURES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
96								
97	CULTURE							
98								
99	Libraries				190,695.85	204,363.97		
100	Fairs and Exhibits				121,128.05	135,495.99		
101	Fairgrounds Donations				1,500.00	3,000.00		AR
102								
103	TOTAL CULTURE	-	0.00	0.00	313,323.90	342,859.96	-	
104								
105	PUBLIC AREAS							
106								
107	Snowmobile Trails and Areas				38,700.00	40,000.00		AR
108	County Parks				38,429.12	38,860.45		
109	Ash Creek Community Forest				2,000.00	2,000.00		AR
110	Symons Recreation Complex Operations				490,083.00	480,815.00		
111	Symons Recreation Complex Projects				0.00	0.00		
112								
113	TOTAL PUBLIC AREAS	-	0.00	0.00	569,212.12	561,675.45	-	
114								
115	SPECIAL EDUCATION							
116								
117	University Extension & Agents				191,518.95	183,535.67		
118	Extension Program Account				0.00	0.00		
119	Fred & Hazel Pauls Scholarship				0.00	0.00		
120	UW-Richland Food Service				200,000.00	158,909.58		AR
121								
122	TOTAL SPECIAL EDUCATION	-	0.00	0.00	391,518.95	342,445.25	-	
123								
124	NATURAL RESOURCES							
125								
126	Land Conservation				131,345.19	136,683.27		
127	Conservation Planner Technician				113,665.44	110,223.02		
128	Wildlife Damage Management Fund				15,000.00	15,000.00		AR
129	Soil Conservation Cost Sharing				45,000.00	45,000.00		AR
130	Nursery Stock				1,500.00	900.00		AR
131	Watershed Maintenance				2,000.00	2,000.00		AR
132	Solid Waste and Recycling Program				98,700.00	98,700.00		AR
133	Land Records Fees				25,000.00	25,000.00		AR
134	Soil Testing Account				0.00	0.00		
135	Land Information Grant				75,000.00	75,000.00		AR
136	Clean Sweep Program				0.00	15,000.00		
137								
138	TOTAL NATURAL RESOURCES	-	0.00	0.00	507,210.63	523,506.29	-	

	A	B	C	D	E	F	G	H
1	EXPENDITURES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
139								
140	COUNTY PLANNING							
141								
142	Regional Planning Commission				16,668.91	16,668.91		
143	Zoning				103,661.43	233,248.55		
144	Failing Septic Systems				40,000.00	0.00		AR
145	Working Lands Fund				0.00	0.00		AR
146								
147	TOTAL COUNTY PLANNING	-	0.00	0.00	160,330.34	249,917.46	-	
148								
149	COUNTY DEVELOPMENT							
150								
151	Economic Development				130,000.00	120,893.46		
152	Neighborhood Housing Services				7,500.00	7,500.00		
153	HUD				0.00	0.00		
154	CDBG				0.00	0.00		
155	Chamber of Commerce				4,000.00	4,000.00		
156								
157	TOTAL COUNTY DEVELOPMENT	-	0.00	0.00	141,500.00	132,393.46	-	
158								
159	DEBT SERVICE							
160	Principal-2020 Captial Projects Bond				0.00	275,000.00		
161	Principal-Prior Service Refunding Bonds				200,000.00	225,000.00		
162	Principal-Capital Projects GO Refund				160,000.00	430,000.00		
163	Principal-Pine Valley Notes 8/10/15				250,000.00	250,000.00		
164	Principal-Pine Valley Bonds 8/10/15				260,000.00	280,000.00		
165	Principal-Pine Valley Notes 3/15/16				410,000.00	410,000.00		
166	Principal-State Trust Fund Loan Car				10,258.67	10,568.15		
167	Principal-State Trust Fund Loan Highway				128,850.99	0.00		
168	Principal-State Trust Fund Loan Campus				67,669.18	0.00		
169	Principal-State Trust Fund Loan - 911				46,290.41	0.00		
170	Interest-2020 Capital Projects Bond				0.00	85,690.00		
171	Interest-Prior Service Refunding				58,702.50	20,425.00		
172	Interest-Capital Projects G.O.Refunding Bonds				53,912.50	60,450.00		
173	Interest-Pine Valley Notes 8/10/15				23,187.50	17,437.50		
174	Interest-Pine Valley Bonds 8/10/15				308,100.00	302,000.00		
175	Interest-Pine Valley Notes 3/15/16				231,625.00	221,375.00		
176	Interest-State Trust Fund Loan Car				626.52	317.04		
177	Interest-State Trust Fund Loan Highway				40,961.23	0.00		
178	Interest-State Trust Fund Loan Campus				6,293.00	0.00		
179	Interest-State Trust Fund Loan - 911				9,361.64	0.00		
180	Debt Service Bills-Reporting Requirements				400.00	400.00		
181								
182	TOTAL DEBT SERVICE	-	-	-	2,266,239.14	2,588,662.69	-	
183								
184	CAPITAL PROJECTS							
185								

	A	B	C	D	E	F	G	H
1	EXPENDITURES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
186	Sheriff's New Car Outlay				0.00	0.00		
187	911 Outlay				50,000.00	50,000.00		
188	Videoconferencing				4,000.00	4,000.00		
189	Ambulance Equipment & Training Outlay				5,249.70	5,249.70		AR
190	Capital Projects				0.00	0.00		
191	Courthouse Repair Outlay				40,000.00	40,000.00		
192	UW-Richland Outlay				80,000.00	80,000.00		
193	New Ambulance Outlay				0.00	0.00		
194	Borrowed Money Fund (PVCV Construction)				0.00	0.00		
195	Computer Outlay				10,000.00	10,000.00		
196	Symons Rec Complex Capital Improvements				0.00	0.00		
197								
198	TOTAL CAPITAL PROJECTS	-	0.00	0.00	189,249.70	189,249.70	-	

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
7	TAXES							
8								
9	County Sales Tax		371,197.81		1,250,000.00	1,250,000.00		
10	Interest on Taxes		52,803.40		100,000.00	100,000.00		
11	Managed Forest and Forest Crop Taxes		75,760.36		75,000.00	75,000.00		
12								
13	TOTAL TAXES	-	499,761.57	0.00	1,425,000.00	1,425,000.00	-	
14								
15	INTERGOVERNMENTAL REVENUES							
16								
17	State Share Revenues				1,220,774.99	1,220,774.99		
18	State Aid-Exempted Business Computers				10,866.45	10,866.45		
19	State Aid-Personal Property Aid		18,783.88		18,783.88	18,783.88		
20	State Aid-Circuit Court Support Payment		29,539.00		73,000.00	78,000.00		
21	State Aid-Guardian Ad Litem Fees				0.00	0.00		
22	State Aid-Victim Witness Program				20,000.00	20,000.00		
23	State Aid-Probation and Parole Housing				7,000.00	7,000.00		
24	Prisoner Aid In Lieu Of Social Security		1,800.00		3,200.00	3,200.00		
25	State Aid-Police Training				6,000.00	6,000.00		
26	State Aid-Summer Traffic Grant		2253.84		0.00	0.00		
27	State Aid-DNA Testing				800.00	800.00		
28	Federal Aid-Bullet Proof Vests		1125.00		800.00	800.00		
29	State Aid-Ambulance Equipment & Training				5,249.70	5,249.70		AR
30	State Aid-Emergency Government				27,932.00	27,889.00		
31	State Aid-Emergency Management Grants				0.00	0.00		
32	State Aid-Local Emergency Planning Comm.				7,893.00	7,950.00		
33	State Aid-Haz Mat Grant				8,822.00	7,335.79		
34	State Aid-Health and Human Services				2,864,400.42	3,034,573.14		
35	State Aid-Resource Center				376,724.07	365,709.90		AR
36	State Aid-Health Department Grants				49,587.00	37,587.00		AR
37	State Aid-Child Support Agency		85,826.27		172,974.30	157,134.00		
38	State Aid-Child Support MSL		415.00		3,000.00	750.00		
39	State Aid-Veterans Service		8,500.00		8,500.00	8,500.00		
40	St Aid-CAU Elderly Svcs(Transp/TitleIIIB/SCSP)				100,775.54	114,565.11		
41	State Aid-Nutrition Program				105,503.00	104,564.00		
42	State Aid-Fairs and Exhibits				6,413.05	0.00		
43	State Aid-Snowmobile Trails				38,700.00	40,000.00		AR
44	State Aid-DNR-County Parks				1,500.00	0.00		
45	State Aid-Land Conservation				2,763.70	8,803.70		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
46	St Aid-Wildlife Damage Admin-Land Conserv				425.00	425.00		
47	State Aid-Conservation Planner Technician				90,099.30	90,099.30		
48	State Aid-Wildlife Damage Management				15,000.00	15,000.00		AR
49	State Aid-Soil Conservation Cost Sharing				40,000.00	40,000.00		AR
50	State Aid-Failing Septic Systems				40,000.00	0.00		AR
51	State Aid-Land Information Grant		98,736.00		75,000.00	75,000.00		AR
52	State Aid-Solid Waste and Recycling				98,700.00	98,700.00		AR
53	Payment in Lieu of Taxes-DNR		43,942.79		44,482.00	44,000.00		
54	State Aid-Clean Sweep- Household		9500.00		0.00	9,000.00		
55	State Aid-Clean Sweep-Agricultural		3000.00		0.00	3,000.00		
56	State Aid-Institutional Adult Fund				0.00	0.00		
57	CDBG-EAP Funds/Flood Victims		37,729.16		0.00	0.00		
58	MFL Resource Aid Payment-DNR				27,158.36	27,100.00		
59								
60	TOTAL INTERGOVERNMENTAL REVENUE	-	341,150.94	0.00	5,572,827.76	5,689,160.96	-	
61								
62	REGULATION AND COMPLIANCE REVENUES							
63	County Ordinance Fines		17,433.22		50,000.00	40,000.00		
64	County Share of State Fines and Forfeitures		7,109.28		20,000.00	18,000.00		
65	Ignition Interlock Device		565.92		1,600.00	1,300.00		
66	Wisconsin Fund Application Fee				0.00	0.00		
67	Sanitary Permit Fees		22,460.00		35,000.00	35,000.00		
68	Compliance Certificate Fee		4,920.00		4,000.00	4,000.00		
69	Large Group Gathering Fee				1,500.00	0.00		
70								
71	TOTAL REGULATION & COMPLIANCE REV	-	52,488.42	0.00	112,100.00	98,300.00	-	
72								
73	PUBLIC CHARGES FOR SERVICES							
74								
75	Circuit Court Fees and Costs		33,516.04		73,000.00	73,000.00		
76	Attorney Fees Reimbursement		9,792.69		16,000.00	18,000.00		
77	Jury Fees Reimbursement				800.00	700.00		
78	Employee Jury Duty Reimbursement				0.00	0.00		
79	Juvenile Legal Fees Reimbursement		224.24		300.00	300.00		
80	Interpreter Fees Reimbursement				700.00	0.00		
81	Witness Fees Reimbursement				50.00	16.00		
82	Court Ordered Juvenile Restitution				0.00	0.00		
83	Occupational DL Fee		20.00		80.00	80.00		
84	Court Restitution Surcharge				60.00	60.00		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
85	Coroner Fees		5,275.00		10,000.00	10,000.00		
86	District Attorney Revenue				0.00	0.00		
87	Register in Probate Fees		2,323.17		6,300.00	6,300.00		
88	Court Mediation Fees				4,000.00	4,000.00		AR
89	Mediation/Marriage License Fees				1,000.00	1,000.00		AR
90	County Clerk's Fees		338.83		500.00	500.00		
91	Sale Of Platbooks		4.75		20.00	20.00		
92	Treasurers Fees		120.50		100.00	100.00		
93	Treasurer-Ag Use Value Penalty/Tax Envelopes		111.22		1,000.00	1,000.00		
94	Sale of Tax Deeds		43,500.00		0.00	0.00		
95	Register of Deeds Fees		52,115.75		90,000.00	90,000.00		
96	Real Estate Transfer Fees		21,608.28		40,000.00	40,000.00		
97	Sheriffs Civil Process Fees		6,895.00		20,000.00	20,000.00		
98	Electronic Monitoring Program Fees		9,654.03		40,000.00	30,000.00		
99	Board of Prisoners (Huber)		5,723.26		9,700.00	9,700.00		
100	Board of Prisoners (County)		1,695.23		0.00	0.00		
101	Dog License Fees		3,682.15		4,500.00	4,300.00		
102	Ambulance Fees				581,753.66	749,214.55		AR
103	Ambulance Payments from Municipalities				126,990.00	126,990.00		AR
104	Pine Valley Community Village Revenues				9,495,123.00	9,504,533.00		
105	Health and Human Services Revenues				2,263,689.65	2,004,387.96		
106	Adult Institutional Fund Revenues				0.00	0.00		
107	Child Institutional Fund Revenues				0.00	0.00		
108	Child Support - Sheriffs Fees		489.77		1,290.00	500.00		
109	Child Support - Court Costs		0.28		20.00	20.00		
110	Child Support - Genetic Tests		43.12		1,290.00	500.00		
111	CAU-Driver Escort Donations				99,277.81	86,409.35		
112	Health Department Revenues				12,885.13	7,923.20		
113	County Parks Revenues				0.00	800.00		
114	Nutrition Program Revenues				79,281.35	71,319.75		
115	Fairs and Exhibits Revenues				85,215.00	105,495.95		
116	Symons Recreation Complex Fees				421,500.00	412,232.00		
117	Extension Program Account Revenues		2,339.50		0.00	0.00		
118	UW Richland Food Service Revenues				200,000.00	89,400.00		AR
119	Land Records Fees				25,000.00	25,000.00		AR
120	Land Use Permits		19,141.40		18,250.00	18,250.00		
121	Zoning Permits		9,000.00		15,350.00	15,350.00		
122	Soil Testing Fees		4,260.00		6,250.00	6,250.00		
123	Sanitary Maintenance Filing Fee		19,005.00		45,000.00	45,000.00		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
124	Land Division Fees		1,120.00		1,080.00	1,080.00		
125	Non-Metallic Mining Fees		1,500.00		20,400.00	20,400.00		
126	Manure Storage Permit Fees		500.00		0.00	0.00		
127	Mapping & Database Fees		239.09		2,000.00	2,000.00		
128	County Address Signs		1,936.50		2,725.00	2,725.00		
129	R/E Tax Overpayments		1,664.32		0.00	0.00		
130								
131	TOTAL PUBLIC CHARGES FOR SERVICES	-	257,839.12	0.00	13,822,480.60	13,604,856.76	-	
132								
133	OTHER GENERAL REVENUES							
134								
135	Sheriff's Telephone Revenues		5,903.39		15,000.00	15,000.00		
136	Sheriff's Copies Revenue		441.00		1,500.00	1,500.00		
137	Canine Unit Donations				0.00	0.00		
138	Jail Assessment Fees		5,044.11		0.00	0.00		
139	Ash Creek Community Forest				2,000.00	2,000.00		AR
140	Land Conservation - Nursery Stock				1,500.00	900.00		AR
141	Pool Operations - City Share				34,291.50	34,291.50		
142	Economic Development-City Share				58,000.00	48,357.38		
143	Symons Recreation Complex Projects				0.00	0.00		
144	Indirect Administration Cost Study Revenues		12,040.50		84,120.00	84,120.00		
145	County Farm Lease		1,875.60		1,875.60	1,875.60		
146	General Revenues		15,744.25		1,000.00	1,000.00		
147	Other Miscellaneous Revenues		55,357.87		15,000.00	15,000.00		
148	Sale Of Used Vehicle/Equipment				0.00	0.00		
149	Insurance Claim Revenues				0.00	0.00		
150	Insurance Claim Revenues-Hail Damage				0.00	0.00		
151	Prior Years Ambulance Fees Collections		3,131.50		2,000.00	2,000.00		
152	Fairgrounds Donations				1,500.00	7,000.00		AR
153	Tri-County Airport Principal & Interest				0.00	0.00		
154	Clean Sweep Program Revenue				0.00	3,000.00		
155	Revolving Loan Fund				0.00	0.00		
156	Courthouse Repair Fund				0.00	0.00		
157	Borrowed Money Fund				0.00	0.00		
158	Lillian Caddell Fogo Trust				0.00	0.00		
159	Community Options Risk Reserve Interest				0.00	0.00		
160	General Fund Surplus Applied				237,708.84	0.00		
161	Debt Service Surplus Applied				127,688.32	0.00		
162	Pine Valley Project Surplus				0.00	0.00		

	A	B	C	D	E	F	G	H
1	REVENUES FOR OPERATION AND MAINTENANCE							
2								
3		ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
4		REVENUES	REVENUES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
5		2019	6/30/2020	2020	2020	2021	2021	
6								
163								
164	TOTAL OTHER GENERAL REVENUES	-	99,538.22	0.00	583,184.26	216,044.48	-	
165								
166								
167	COMMERCIAL REVENUES							
168								
169	Interest on General Fund Investments		43,605.73		120,000.00	14,000.00		
170	Interest on Circuit Court Investments		67.25		120.00	110.00		
171								
172	TOTAL COMMERCIAL REVENUES	-	43,672.98	0.00	120,120.00	14,110.00	-	
173								
174	TOTAL REVENUES	-	1,294,451.25	0.00	21,635,712.62	21,047,472.20	-	

	A	B	C	D	E	F	G
1	HIGHWAY DEPARTMENT						
2							
3		ACTUAL		ACTUAL &	CURRENT	RECOMMENDED	ADOPTED
4		EXPENSES	ACTUAL	ESTIMATED*	BUDGET	BUDGET	BUDGET
5		2019	6/30/2020	2020	2020	2021	2021
6							
7	Administration				231,000.00	231,000.00	
8	County Trunk Highway System				3,482,714.85	3,482,714.85	
9	Bridge Construction on CTHS				140,000.00	140,000.00	
10	Bridge Construction - Local				25,428.80	25,428.80	
11							
12	TOTAL EXPENDITURES	0.00	0.00	0.00	3,879,143.65	3,879,143.65	0.00
13							
14	State Aid-County Trunk Highway System				613,451.10	613,451.10	
15	Revenues				1,452,192.55	1,452,192.55	
16							
17	TOTAL REVENUES	0.00	0.00	0.00	2,065,643.65	2,065,643.65	0.00
18							
19	TAX FOR HIGHWAYS	0.00	0.00	0.00	1,813,500.00	1,813,500.00	0.00

	A	B	C	D	E	F	G
1	DEBT SCHEDULE (As of 12-31-20)						
2							
3			DATE OF		AMOUNT	PRINCIPAL	AMOUNT
4		DATE OF	FINAL	RATE OF	OUTSTANDING	RETIRED	OUTSTANDING
5	DEBT ISSUES	ISSUE	MATURITY	INTEREST	1/1/2020	2020	12/31/2020
6							
7	Capital Projects Refunding Bonds	08/02/10	03/01/27	3.73%	1,610,000.00	155,000.00	1,455,000.00
8							
9	Prior Service Taxable Refunding Bonds	09/15/10	03/01/25	4.24%	1,545,000.00	190,000.00	1,355,000.00
10							
11	Pine Valley Taxable G.O. Promissory Notes	08/10/15	03/01/23	2.44%	1,250,000.00	250,000.00	1,000,000.00
12							
13	Pine Valley Notes G.O. Bonds	08/10/15	03/01/35	3.73%	9,875,000.00	225,000.00	9,650,000.00
14							
15	Pine Valley G.O. Bonds	03/15/16	09/01/36	2.64%	9,600,000.00	410,000.00	9,190,000.00
16							
17	State Trust Fund Loan - Police Car	09/15/17	03/15/21	3.00%	30,350.00	9,523.18	20,826.82
18							
19	State Trust Fund Loan - Highway Equipment	09/15/17	03/15/27	3.50%	1,270,421.00	103,297.85	1,167,123.15
20							
21	State Trust Fund Loan - Campus	11/1/17	03/15/22	3.00%	272,000.00	62,806.45	209,193.55
22							
23	State Trust Fund Loan - 911 System	02/7/19	03/15/23	4.25%	-	-	200,000.00
24							
25	TOTALS				25,452,771.00	1,405,627.48	24,247,143.52

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Amendments to County Covid-19 Plan

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	4 Aug 2020	Action Needed:	Resolution
Disclosure:	Open Meeting	Authority:	Committee Structure E
Date submitted:	30 July 2020	Referred by:	

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

Motion to, “recommend proposed changes to Rules and Resolutions Committee and Health and Human Services Board for consideration and referral to the County Board for resolution.”

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

This Plan was adopted by the Personnel and Finance Committee on March 17, 2020, revised on May 12th 2020, (proposed revisions on August 4th, 2020) and initially adopted by the County on May 19th 2020. Revisions to the plan may be made by the County Administrator in collaboration with the Public Health Manager/Local Health Officer. The plan may be brought back before the County Board upon request of the Board or chair, or at the discretion of the administrator. Nature of the changes would impact the public and constituents.

The proposed revisions address:

Amendments to method of spread

Amendments to identified symptoms of COVID-19

Amendments to Non-Pharmaceutical Interventions

Amendments to Public Meetings:

- requiring those in attendance to wear face coverings
- availability of teleconferencing in meetings
- directive to specified committee, boards and commissions to make teleconferencing available

Amendments to travel restrictions

Attachments and References:

COVID-19 Plan (with mark-ups)	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Richland County Finance and Personnel Committee

Agenda Item Cover

Increases in teleconferencing availability will require more attention and service time from our MIS department. Future needs for more supporting technology (software and hardware) may occur pending the quality of teleconferencing interface we can achieve at the multiple locations. Additional expenses TBD, funding to be determined.

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

Richland County, Wisconsin COVID-19 & Viral Contagion Plan

12 May 2020 [17 Mar 2020 original release]



- 1. Purpose.** The purpose of this plan is to provide guidance to Richland County department heads and employees on responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency.

2. Intentions

It is Richland County's intentions to continue the delivery of all essential services to the community to maintain order, health and guidance during this period of medical emergency. Likewise, it is our intentions to keep our governmental offices open with employees working onsite and adhering to all hygiene, sanitation, social distancing and symptoms monitoring measures. If onsite work is determined to be a public health threat, or staff shortages occur, **remote work and** office closures will be made by departments in collaboration with the county administrator and Public Health Manager/Local Health Officer.

3. About COVID-19 and Its Spread¹

- 3.01 On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
- 3.02 There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
- 3.03 COVID-19 is a new disease and the CDC is still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person to person as follows:
 - A. Between people who are in close contact with one another (within about 6 feet);
 - B. Through respiratory droplets produced when an infected person coughs or sneezes;
 - C. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
 - D. People are thought to be most contagious when they are most symptomatic (the sickest);
 - E. ~~Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads;~~ and

¹ Source: Wis. Dept. of Administration, FAQ for Wis. State Employees, March 11, 2020.

Richland County COVID-19 Plan [original release]

F. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

4. **COVID-19 Symptoms.** COVID-19 presents with flu-like symptoms (fever, [loss of smell and taste](#), cough, [runny nose](#) or sore throat, headache or body aches, and in some cases diarrhea and vomiting) or acute respiratory illness symptoms (i.e. cough, shortness of breath), etc.
5. **Risk and Complications.** Elderly people with chronic conditions are currently the most at risk from complications from COVID-19. Given the vulnerable populations within the County's care, careful adherence to this plan and guidance provided by the Richland County Public Health Manager/Local Health Officer is essential.
6. **Limiting Risk/Non-Pharmaceutical Interventions.** The first line of defense to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers include the following:
 - 6.01 Staying home when sick;
 - 6.02 Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
 - 6.03 Washing hands often using hot water and soap for 20 seconds or longer, and immediately washing your hands with soap and water for at least 20 seconds after coughing or sneezing;
 - 6.04 Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label, such as: Peroxide, Hypochlorite (bleach), Alcohol based germicidal, as through CDC guidance.
 - 6.05 Avoid touching your eyes, nose, and mouth with unwashed hands;
 - 6.06 Not shaking hands with others;
 - 6.07 Avoiding close contact with people who are sick, and keeping a ~~six~~-six-foot distance between yourself and other people if COVID-19 is spreading in the community;
 - 6.08 Cleaning and disinfecting tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
 - 6.09 Avoiding travel to areas with verified COVID-19 infections (see Travel Restrictions below);
 - 6.10 Avoiding non-essential large gatherings in accordance with guidance from federal, state and local officials;
 - 6.11 [Avoiding non-essential visits to long term care facilities;](#) [and](#)
[6.11](#)~~6.12~~[Wearing a face \(nose and mouth\) covering.](#)
7. **Response Coordination.** The Public Health Manager/Local Health Officer for Richland County shall be the lead officer; the Richland County Emergency Management Director shall be responsible for coordinating Richland County's response to COVID-19 – under the

Richland County COVID-19 Plan [original release]

direction of the Public Health Manager/Local Health Officer and the County Administrator. The scope of that coordination shall include, but is not limited to:

- 7.01 Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- 7.02 Distributing official communications concerning the virus, its spread, and the County's response to it;
- 7.03 Providing recommendations to personnel on enhanced cleaning and sanitation not otherwise addressed in this plan;
- 7.04 Providing recommendations on office closures, and travel limitations and restrictions; and
- 7.05 Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.
- 7.06 WebEOC will be utilized to establish a virtual Emergency Operations Center. EOC staff will be provided login credentials: <https://wi.webeocasp.com/wi/> Richland County's incident page is "2020-03-12 Richland County; COVID-19 Planning & Response"

8. Communication Protocol

- 8.01 All e-mails, public health bulletins, and press releases concerning the County's overall response to COVID-19 shall be issued by the Public Health Manager/Local Health Officer's designated PIO.
- 8.02 With the exception of the Public Health Manager/Local Health Officer and Emergency Management Director, all employees shall refrain from publically distributing group e-mails, notices, pamphlets, brochures or other forms of correspondence concerning COVID-19 so as not to confuse, contradict or in any other way interfere with official communications issued by the Public Health Manager/Local Health Officer. Employees that are concerned with receiving the most recent and credible information concerning COVID-19 are encouraged to go to the Centers for Disease Control, State of Wisconsin and Richland County's COVID-19 websites: <http://www.cdc.gov/coronavirus/2019-NCOV/cases-in-us.html> (<https://www.dhs.wisconsin.gov/covid-19/index.htm>), <https://covid.co.richland.wi.us/>
- 8.03 The County Administrator and County Clerk shall serve as the liaisons between department heads, elected officials and the Public Health Manager/Local Health Officer.
- 8.04 The County's Emergency Management Director may periodically issue e-mails and NIXLE alerts concerning COVID-19 in order to provide site-specific information or to counter (factualize) mixed-messaging at the local level.
- 8.05 All the information to be disseminated to the public must first be vetted and approved by the Public Health Manager/Local Health Officer, Emergency Management Director and County Administrator, and will be sent out by the designated PIO.

Richland County COVID-19 Plan [original release]

- 8.06 At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.
- 8.07 MIS will periodically post information on Facebook and the County's Health and Human Services webpage (<https://co.richland.wi.us/departments/hhs/publichealth>) concerning COVID-19. County departments that have Facebook sites are encouraged to post links to either the Public Health Manager/Local Health Officer's Facebook page or County site.
- 8.08 Department heads and employees are urged to remain vigilant for scams related to COVID-19.
 - A. Avoid clicking on links in unsolicited emails and be wary of email attachments;
 - B. Use trusted sources—such as legitimate, government websites—for up-to-date, fact-based information about COVID-19;
 - C. Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
 - D. Notify MIS of suspected electronic spam activity.

9. Cleaning and Disinfecting

- 9.01 Each of Richland County's building environmental services staff will be responsible for cleaning and disinfecting all county run facilities utilizing standards proven effective against COVID-19.
- 9.02 To the extent that employees are capable of doing so safely, they shall assist environmental services staff with disinfecting porous and non-porous, touch surfaces.
- 9.03 Department heads shall place posters that encourage cough & sneeze etiquette, staying home when sick and hand hygiene at the entrance to their workplace and in other workplace areas where they are likely to be seen. Where practical, tissues, sanitizers and disinfectants will be provided for staff and/or public use.

10. Quarantines, Exposure, Sick Leave and Emergency Leave

- 10.01 Government Ordered. This Plan does not prescribe the manner in which government-ordered quarantine decisions are to be made. An order to quarantine would likely be issued or recommended by the Wisconsin Department of Health Services and/or Richland County Public Health for Richland County residents.
- 10.02 Exposure and returning to work:
 - A. Non-critical county employees who have come into direct contact with individuals who are infected with COVID-19 or are experiencing symptoms shall report such to their supervisors and self-quarantine at home. Employees who are quarantined are expected to periodically contact their healthcare provider and provide updates to their supervisors.
 - B. Critical government employees, Law enforcement employees, emergency response employees, healthcare employees and employees providing essential services who come in direct contact with individuals who are infected with

Richland County COVID-19 Plan [original release]

COVID-19 or are experiencing symptoms will report such to their supervisors. With assessment guidance provided by the Public Health Manager/Local Health Officer, employees will follow PPE (personal protective equipment) and self-monitoring protocols until such time as the employee can be tested in compliance with CDC guidance and our Public Health Manager/Local Health Officer consent

C. Returning to work:

- 1) Test-based strategy. Employees will be excluded from returning to work until:
 - a) Resolution of fever without the use of fever-reducing medications and
 - b) Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - c) Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens) [1]. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).
- 2) Non-test-based strategy. Employees will be excluded from work until:
 - a) At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - b) At least 7 days have passed since symptoms first appeared.
- 3) Employees living in the same household as a symptomatic person, or caring for a symptomatic family member, will be excluded from work until the employee has completed a 14-day self-quarantine following the symptomatic person meeting criteria A or B of this section; or
- 4) Cleared by local health official.

10.03 Emergency Leave/Sick Leave. Employees not utilizing PSLA or EFMLEA will be required to use their available leave balances for the duration of their illness or to provide care for a family member's illness (including available compensatory, sick, vacation and floating holiday). Employees exceeding all paid benefit time available will be allowed to enter a negative balance on their sick leave accrual bank until they can safely return to work. Once they have returned, all future paid time off (including compensatory, sick, vacation, and floating holiday) will be recouped at time earned to offset any remaining negative balance. Employees who begin

Richland County COVID-19 Plan [original release]

experiencing symptoms are urged to call a healthcare provider first before proceeding to a healthcare facility so that healthcare providers can prepare for their arrival. Requirements for filing FMLA paperwork is in effect for leaves not covered by the PLSA and EFMLEA. Richland County policy regarding voluntary sick leave donation remains in effect if illness/condition meets catastrophic level as defined by policy.

- 10.04 Employees with a suppressed or compromised immune system, or employees living with a person with a suppressed or compromised immune system are encouraged to communicate the need for an accommodation.
- 10.05 To the extent possible, remaining staff shall cover the duties and responsibilities of staff on emergency leave or sick leave.
- 10.06 Department heads and supervisors are required to protect their employees' right to privacy under the Americans with Disabilities Act (ADA) and Health Insurance Portability and Protection Act (HIPPA).

11. Office Closures. Suspension of services, office closures, and building closures may be necessary. Departments will communicate with Elected Officials and the County Administrator who will take action upon the recommendation of the Public Health Manager/Local Health Officer. Pine Valley Community Village administration reserves the right to make their own building closure determinations based on State and Federal statutes and regulations.

12. Public Meetings

12.01 County committees, ~~and~~ boards and commissions are strongly encouraged to postpone non-essential, in person, meetings if it all possible.

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12.02 If meetings must be conducted in person, face coverings and social distancing and shall be required of members, employees and the public in attendance.

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12.03 Committee, Board and Commission meetings may be conducted via teleconferencing, as allowable under Rule 3 of the County Board rules, during the state of emergency, ~~remote attendance should be exercised,~~ with considerations given to open meetings law.

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12.04 The following Committee, Boards and Commissions will make teleconferencing attendance available to members, employees and the public during the state of emergency:

- Richland County Board (with posted recording)
- Finance and Personnel Committee (with posted recording)
- Rules and Resolutions Committee (with posted recording)
- Committee on Committees
- Law Enforcement and Judiciary Committee (with posted recording)

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- [Health and Human Services](#)
- [Veterans Services Commission](#)
- [Land Information Council](#)
- [Symons Natatorium Board](#)
- [Land Conservation Committee](#)
- [County Parks Commission](#)
- [Fair and Recycling Committee](#)
- [Property, Buildings and Grounds Committee](#)
- [Emergency Management Committee](#)
- [Joint Ambulance Committee and Sub Committee](#)

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13. Telecommuting

13.01 Office workers may be allowed to work from home in accordance with the Remote Work Policy.

14. Backup Site. This plan does not recommend a backup site for continuity of operations given limitations of space and technology infrastructure.

15. Travel Restrictions

~~15.01 All airline travel is restricted until further notice.~~

~~15.02~~15.01 All non-essential travel to trainings, seminars, and conferences is restricted.

~~15.03 Travel to meetings in areas of the State with confirmed COVID-19 infections is restricted.~~

~~15.04~~15.02 Trainings required to obtain or maintain licensing or credentialing may be allowed but only if the training cannot be postponed.

~~15.05~~15.03 Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.

~~15.06~~15.04 All employees are strongly encouraged to reduce all personal and leisure travel.

~~15.07~~15.05 The Public Health Manager/Local Health Officer may relax these restrictions on a case-by-case basis.

16. Personal Protective Equipment:

Richland County COVID-19 Plan [original release]

- 16.01 Personal protective equipment may help prevent the spread of infection in the public. Employees may be required to wear protective equipment in community areas and when engaging with members of the public.
- 16.02 Pine Valley Community Village, Richland County EMS, Health & Human Services and the Sheriff's Department will be responsible for meeting their own protective equipment requirements. These four departments should coordinate with each other to make sure inventories-on-hand are adequate to cover their immediate needs and share resources as requested, when possible. None of the four departments are a PPE Stock Supply Source.
- 17. Department Specific Plans.** Each department should enact or develop supplemental COOP/COG continuity of operations / continuation of government plans specific to their service area, provided that they do not conflict with the guidance and direction contained in this Plan.
- 18. AAR Exercise.** We are activating a Virtual EOC in response to this public health emergency. When the emergency is concluded, an after-action report will be compiled and distributed.
- 19. Funding.** Requests for contingency funding shall be made by the County Administrator to the Personnel and Finance Committee. Supplemental appropriations are subject to recommendation by the Personnel and Finance Committee and the County Board of Supervisors.
- 20. Compliance Monitoring.** The Public Health Manager/Local Health Officer and/or Emergency Management Director shall be responsible for ensuring department heads and employees are complying with this plan. Violations shall be forwarded to the County Administrator and Personnel and Finance Committee for administrative review.
- 21. Emergency Declaration.** The Public Health Manager/Local Health Officer and/or Emergency Management Director may recommend to the County Administrator and County Board of Supervisors to declare a state of emergency. In the event of an Emergency Declaration, all department heads shall begin carefully tracking all expenses relating to COVID-19 planning and preparedness.
- 22. Approval.** This Plan was adopted by the Personnel and Finance Committee on March 17, 2020, revised on May 12th 2020, revised on August 4th, 2020 and initially adopted by the county on May 19th 2020. Revisions to the plan may be made by the County Administrator in collaboration with the Public Health Manager/Local Health Officer. The plan may be brought back before the County Board upon request of the Board or chair, or at the discretion of the administrator.

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Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Administrative Coordinator Ordinances

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	4 August 2020	Action Needed:	Ordinance / Resolution
Disclosure:	Open Meeting	Authority:	Committee Structure (E)
Date submitted:	31 July 2020	Referred by:	

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

Motion to recommend an ordinance to the Richland County Board to repeal Ordinance No. 86-6 (Establishment of an Administrative Coordinator) and to direct that current insurance and budgetary duties of the Richland County Clerk’s office remain in place until and if directed otherwise by the Richland County Board.

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

The Richland County Board of Superiors ordained the designation of the Administrative Coordinator position on 16 September 1986 by Ordinance 86-6, in accordance with Wis. Statute 59.034. (Now covered under 59.19) The Richland County Board of Supervisors created the position of County Administrator by resolution NO. 19-93 on 20 August 2019, in accordance with Wis. Statute 59.18.

Having an Administrator and Administrative Coordinator creates conflicting roles by statute, it is recommended the position Administrative Coordinator be dissolved with repeal of Ordinance No. 86-6. This action would be in line with continued efforts to transition to an Administrator model of county government.

Any future recommended changes regarding administration will continue to stay within statutory boundaries established under 59.18 (County Administrator) and 59.23 (Clerk).

Attachments and References:

Ordinance No. 86-6	County Administrator Position Description
--------------------	-------------------------------------------

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)

None foreseen

Approval:

Review:

Richland County Finance and Personnel Committee

Agenda Item Cover

A handwritten signature in black ink, appearing to be 'C. Langreck', written over a horizontal line.

Department Head

Administrator, or Elected Office (if applicable)

ORDINANCE NO. 86 - 6

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

SECTION 1: Pursuant to section 59.034 of the Wisconsin Statutes, Bernal W. Coy, County Clerk of Richland County, is hereby designated the Administrative Coordinator of the County.

SECTION 2: The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the County Government not otherwise vested, by law, in boards or commissions, or in other elected officers.

SECTION 3: The Administrative Coordinator shall, also, exercise the following duties:

- (a) Administer the various insurance programs of the County. Work with the Insurance Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.
- (b) Assist the Finance Committee in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.
- (c) Serve as Courthouse building Manager.
- (d) Provide general leadership to County departments and assure that County Board policies are implemented.
- (e) Act as liaison to the public to resolve problems and answer citizens questions about county services.

SECTION 4: The administrative Coordinator shall at all times be fully accountable to the County Board in the management of his responsibilities under this Ordinance.

SECTION 5: In the event of a vacancy in the office of Administrative Coordinator, the County Board shall designate a temporary Coordinator to serve until the successor to the Administrative Coordinator is appointed.

SECTION 6: This Ordinance shall be effective immediately upon its passage and publication.

Dated: September 16, 1986
Passed: September 16, 1986
Published: September 18, 1986

ORDINANCE OFFERED BY THE PERSONNEL COMMITTEE

	<u>FOR</u>	<u>AGAINST</u>
Mildred Rott	X	
Fred Bergman	X	
Delbert Whiteis	X	
Walter C. Crook	X	
Joe Mott	X	

Richland County Administrator duties

1. Meeting Attendance & County Board Relations.

A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.

B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.

C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.

D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.

E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.

F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.

2. Administrative Duties.

A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.

B. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.

C. Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.

D. Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.

E. Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.

F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.

G. Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board's consideration in anticipation of future needs.

H. Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.

I. Manages a wide variety of major projects and coordinates the roles of staff in the process.

3. Strategic Planning & Organizational Improvement.

A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.

B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.

C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.

D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

4. Budget Preparation and Execution.

A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.

B. Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.

C. Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary

5. Financial Reports and Planning. *In cooperation with the Finance and Personnel Committee*

A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.

against anticipated county growth, and recommends methods of financing future needs.

B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.

C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.

D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.

6. Human Resources

A. Administers the County's Handbook of Personnel Policies and Work Rules

B. Administers the County's employee fringe benefits programs

C. Reviews all recommendations for disciplinary suspensions or discharges

D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.

7. Property Management.

A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.

B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.

C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

8. Community & Intergovernmental Relations.

A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.

B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.

D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.

E. Maintains positive, professional, and business-like working relationships with the community and other units of government. *It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.*

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Administrative Manual Amendment

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	August 4 th , 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	August 2 nd , 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Administrative Manual of Richland County, (as established through Resolution No. 14-126 and amended in Resolution 16-87), and refer to the Rules & Resolutions Committee for potential changes to the Committee Structure resolution, (as it relates to the responsibilities of the Finance & Personnel Committee), with resolution referral to the County Board.

Background:

At the July 21, 2020 meeting of the Richland County Board, job descriptions of the Administrator and 13 department heads were amended to reflect the statutory authority of the Administrator to supervise department heads who are not elected by Richland County voters.

The purpose of the Administrative Manual of Richland County is to provide “. . . guidance to managers, department heads, administrators, and supervisors (collectively referred to as “management” regarding the administration of Richland County . . .” Among other topics, this manual provides guidance on hiring, performance evaluation, discipline, separation, sexual harassment, accident reporting, and the County’s drug and alcohol policy.

Several changes are recommended to the Administrative Manual to reflect the supervisory changes approved by the Richland County Board. These changes shift responsibilities from the Administrative Coordinator and supervisory committees to the Administrator. In some instances, it will be more appropriate for the Administrator to designate other County staff positions as a responsible authority. Changes in the attached document reflect the possibility for the Administrator to utilize such discretion.

It is recommended this action be referred to the Rules & Resolutions Committee for consideration as it relates to the Committee Structure resolution. For example, the Finance & Personnel Committee is currently responsible for suspending and relieving personnel of duties. Should these changes to the Administrative Manual be approved by the Finance & Personnel Committee, the Rules & Resolutions Committee should consider amending the Committee Structure resolution to reflect the revised Administrative Manual.

Should these changes be adopted by the County Board, similar changes should be brought forward in September for the Employee Handbook (adopted by the County Board on January 17, 2012 and last amended on April 16, 2019) to eliminate related conflicts between the two documents.

Richland County Finance and Personnel Committee

Agenda Item Cover

Attachments and References:

Attachment A: Administrative Manual

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:

Department Head

Review:



Administrator, or Elected Office (if applicable)

ADMINISTRATIVE MANUAL
OF
RICHLAND COUNTY

Adopted: September 16, 2014

Amended: June 21, 2016

Amended: pending for August 2020

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
I. Approval Process for Department Policies	2
II. Job Descriptions	2
A. Requirements	2
B. Job Description Updates	2
C. Approval	2
III. Recruitment and Hiring	2
Equal Opportunity Policy	2
Hiring Process to fill Vacancies.....	3
A. Vacancies Longer than 90 Days	3
B. Vacancies Less Than 90 Days (Temporary Vacancies)	4
C. Reclassifications	4
IV. Commencement of Employment, Information Management and Performance Evaluation	4
Employee Orientation	4
A. Completion of Necessary Forms, Introduction to County Policies and Procedures and Use of Computer System	4
B. Benefits	4
C. Department Orientation	4
Personnel Files	5
A. Official Personnel Files.....	5
B. Administration of Personnel Files	5
1. Collection and Storage of Confidential Records	5
2. Employee Access to Their Personnel Records	5
3. External Disclosure of Personnel Information/ Reference Requests	5
4. Internal Access.....	6
5. Public Records Requests.....	6
Confidentiality of Medical Information	6

Performance Evaluation.....	6
V. Employee Discipline and Investigation.....	7
A. Overview.....	7
1. Duty to Address Performance Issues or Misconduct.....	7
a. Discipline Due to Nonperformance	7
b. Disciplinary Action Due To Misconduct.....	8
2. Applicable Legal Standards for Investigation and Discipline	8
B. Disciplinary Procedures	8
1. Investigation of Misconduct	8
a. Investigation Elements.....	8
b. Preservation of Evidence, Documentation.....	8
2. Meeting with Employee Regarding Alleged Misconduct.....	9
3. Standards for Imposing Disciplinary Action	9
4. Suspensions and Terminations.....	10
5. Documentation of Disciplinary Action.....	10
C. Performance Improvement Plans and Other Corrective Actions.....	10
1. Performance Improvement Plan	10
2. Support.....	11
3. Training.....	11
4. Coaching/Counseling.....	11
IV. Separation from Employment	11
A. Involuntary Termination/Forced Resignation.....	11
1. Approval of Termination	11
2. Plan Termination Meeting	11
3. Notice to Employee.....	12
4. Exit Interview.....	12
5. Return of Property.....	12
6. Exit Strategy.....	12
7. Documentation	12
8. Eliminate Access to Technology	12
B. Voluntary Termination (Resignation, Retirement)	12
1. Notice.....	13
2. Acceptance.....	13
3. Last Day Worked	13
4. Exit Interview.....	13
5. Return of Property.....	13
6. Documentation	13
7. Eliminate Access to Technology	13
C. Bar from Reemployment.....	14
D. Future References	14

Layoff and Recall.....	14
A. Elimination of Position	14
B. Layoff.....	14
C. Recall	14
VII. Investigation Harassment/Discrimination	14
A. Overview.....	14
B. Department Head/Supervisor Responsibilities	14
C. Administrative Coordinator Responsibilities.....	15
D. Retaining an Investigator; Defining the Scope of the Investigation; Interviews.....	15
E. Completion of the Investigation; Conclusions and Recommendations	15
F. Follow-up after Conclusion of Investigation	16
VIII. Accident/Injury Response and Reporting	17
IX. Drug and Alcohol Policy and Reasonable Suspicion Testing Procedures	17
A. Introduction.....	17
B. Definitions.....	17
C. Employee Assistance and Drug-Free Awareness	18
D. Work Rules Regarding Drugs and Alcohol	18
E. Required Testing for Reasonable Suspicion.....	19
F. Collection and Testing Procedures	19
1. Alcohol Testing.....	19
2. Drug Testing	19
G. Administrative Suspension Pending Results of Testing	20
H. Consequences of a Positive Test or Refusal to Submit to Testing	20
I. Confidentiality	20
X. Procedures for Committee Agendas, Minutes and Resolutions	20
X. Procedures for Approval of Expenditures and Use of Personal Credit Cards	21
Addendum A: Sample Job Description	22
Addendum B: Standard Application Form.....	23
Addendum C: Drug and Alcohol Observation Checklist.....	24

I. INTRODUCTION

This Administrative Manual (“Manual”) provides guidance to managers, department heads, administrators, and supervisors (collectively referred to as “management”) regarding the administration of Richland County (“County”).

The success of the County in meeting its fiscal and operational goals is dependent upon management implementing and complying with County Board policies. The County Board implements policy through a number of means including the budget, ordinances, resolutions and policies and procedure manuals.

Management personnel, led by the County Administrator, are part of the team that is responsible for managing County operations consistent with the policies adopted by the County Board and its committees. Management functions include planning, coordinating, organizing and staffing departmental operations so as to provide services in the most efficient and effective manner consistent with County Board policy and federal, state and local laws.

The provisions of this Manual are subject to, and may be superseded by, applicable collective bargaining agreements and the Wisconsin Constitution, statutory provisions, regulations and ordinances (collectively “codes”) which apply to elected officials, public safety and other employees. The provisions of this Manual do not supersede the constitutional authority of elected officials. In the event of a conflict between this Manual and any applicable collective bargaining agreement or code, the collective bargaining agreement or code will control.

Employees are expected to follow both the policies in this Manual and departmental policies. If there is a conflict between this Manual and departmental policies, this Manual will control unless the conflicting department policy has been approved in accordance with this Manual. Approved department addendums to the County Handbook of Personnel Policies and Works Rules will control in the event of a conflict with this Manual. Management employees are expected to be knowledgeable about the policies contained in this Manual and the County’s Handbook of Personnel Policies and Work Rules. Management shall apply all policies fairly and consistently towards the employees they supervise and manage. The failure of management employees to comply with policies in this Manual may result in disciplinary action.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. Only the Finance and Personnel Committee and the County Board have authority to change the provisions in this Manual. Changes to the Manual will be communicated to management employees by the Administrator or their designee~~County Clerk~~. None of the statements, policies, procedures, rules or regulations contained in this Manual create or is intended to create a guarantee of or vested right to any practice, procedure or benefit, or a contract of any kind, express or implied. Unless provided in a County Board resolution or required by law, all employees remain “at-will” employees and may be terminated with or without cause and with or without prior notice at any time.

Management employees (other than Department Heads) with any questions regarding the policies in this Manual should be addressed to Department Heads. Questions from Department Heads should be addressed to the Administrator or their designee~~Administrative Coordinator~~.

I. APPROVAL PROCESS FOR DEPARTMENT POLICIES

Departments may be authorized to establish department-specific administrative policies that supplement or supersede the policies in this Manual. Department-specific administrative policies that supplement or supersede the policies in this Manual must be approved by the department's oversight supervisory committee, the Finance and Personnel Committee and the County Board.

II. JOB DESCRIPTIONS

A. Requirement. Each position is required to have a written job description which includes, without limitation, the title, classification (regular, temporary, seasonal, etc.), department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment and any special requirements necessary to perform a particular job. The job description must also identify whether the employee is non-exempt, partially exempt or exempt for purposes of the Fair Labor Standards Act and state wage and hour laws (collectively "FLSA"). Attached as Addendum A to the Manual is a sample job description. The appearance and format of all job descriptions must be substantially similar to the sample job description.

B. Job Description Updates. Department Heads are responsible for updating the job descriptions for their department. All job descriptions must be reviewed periodically but no less than every three (3) years by the Department Head. The Department Head will certify in writing to the Administrator or their designee ~~County Clerk~~ that the review has been conducted as required by this policy and either indicate that there are no updates or provide the updated job description with the certification.

C. Approval. All revisions to a job description must be approved by the ~~department's supervisory committee, the Finance and Personnel Committee and the County Board~~ Administrator. A copy of the revised job description must be filed with the ~~County Clerk's~~ Administrator or their designee ~~office~~.

III. RECRUITMENT AND HIRING

EQUAL OPPORTUNITY

The County is committed to recruitment and hiring practices that provide equal employment opportunity for all qualified applicants. All screening, testing and interview procedures utilized by the County are designed to assess only the attributes necessary for successful job performance based upon the duties and responsibilities of the job to be filled. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Richland County will be based on merit, qualifications, and abilities. The County does not discriminate in

employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

HIRING PROCESS TO FILL VACANCIES

Note: Hiring procedures for certain county positions may be governed by statute or County ordinance, such as hiring procedures for deputy sheriffs. In addition, hiring decisions for certain positions may be vested in certain officials such as circuit court judges in the case of judicial assistants. This policy applies to the extent that it does not conflict state or federal law, County ordinance or approved department policies such as department addendums to the Handbook of Personnel Policies and Work Rules.

A. Vacancies Longer than 90 Days. Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer, the following procedure shall be followed:

1. The Department Head must immediately notify the Administrator or their designee~~supervisory committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee~~. In case of a vacancy in a Department Head position, the ~~County Clerk~~Administrator or their designee shall perform the hiring steps which the Department Head would otherwise perform.
2. The ~~County Clerk~~Administrator or Department Head shall place an advertisement in the Richland Observer to run for at least two weeks. The ~~Administrator~~County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum, briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to this Manual unless the department has its own approved application form.
3. The Department Head or designee and the Administrator or their designee~~applicable supervisory committee or board~~ may interview those applicants who appear from their written applications to be qualified for the job.
4. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from Administrator or their designee~~their supervisory committee and the Finance and Personnel Committee~~ to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.

5. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.

B. Vacancies Less Than 90 Days (Temporary Vacancies). Whenever it appears to the Department Head that a job position within the department will be vacant for a period of less than 90 days, the Department Head, with approval of the Administrator or their designee~~chairperson of the Department Head's supervisory committee~~, may hire a limited term employee on an emergency basis not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee. The Department Head shall also give written notice to the Administrator or their designee ~~Finance and Personnel Committee and to the County Clerk~~ when filling a vacant position with a limited term employee. All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

C. Reclassifications. This policy does not apply to the reclassification of existing positions. Position reclassifications shall follow the reclassification policy in the Handbook of Personnel Policies and Work Rules.

IV. COMMENCEMENT OF EMPLOYMENT, INFORMATION MANAGEMENT, AND PERFORMANCE EVALUATION

EMPLOYEE ORIENTATION

Each new regular County employee shall be provided with job orientation consisting of the following:

A. Completion of Necessary Forms, Introduction to County Policies and Procedures and Use of Computer System. Prior to the first day of employment, each new regular County employee shall report to the Administrator or their designee ~~County Clerk's office~~ to complete all necessary forms to enable preparation of payroll and required reports. The employee should be prepared to present his/her identification, driver's license, social security card, automobile insurance certificate (if required), and to complete such forms as are necessary. The employee shall be advised of all general conditions of employment including fringe benefits and other privileges. The employee shall be required to read the County's Handbook of Personnel Policies and Work Rules, any applicable department rules for the employee's position and execute an acknowledgement providing that the employee has received the Handbook and department rules and is responsible to read and comply with the Handbook policies and department rules. The MIS Department shall provide training on how to use the County's computer system and review the County's computer use and social media policies with all new hires who will use the computer system as part of their regular job duties. The employee shall also be provided with an overview of the different county departments and the County Board's supervisory oversight committees.

B. Benefits. The Administrator or their designee ~~County Clerk~~ will provide information regarding enrollment in the County's benefit programs.

C. Department Orientation. The Department Head or direct supervisor shall orient each employee hired to fill an existing or new position (including existing County employees hired to fill a vacancy) on their job and work site. Such orientation shall include providing the employee with his/her job description, rate of pay, hours, departmental rules, work standards, safety regulations, supplies and equipment and giving introductions to co-workers.

PERSONNEL FILES

A. Official Personnel Files. Each Department Head is responsible for the maintenance of the official personnel files for all employees. Personnel files shall be confidential, unless disclosure is required by law. The personnel file should include the complete employment history of the employee, including, but not limited to:

- employment application
- reference checks
- commendations
- reprimands
- performance evaluations
- wage data
- promotions
- education and special training paid for by the County
- records of absences and paid leave allotment and use
- written resignations
- any other items, within law, that may be deemed necessary

Employee medical records shall be kept in a separate file from the personnel file and shall remain confidential in accordance with this Manual and the requirements of the ADA.

B. Administration of Personnel Files. An employee's personnel file will be maintained in accordance with federal and state laws and administered as follows:

1. Collection and Storage of Confidential Records. Each Department Head is responsible for ensuring that all personnel documents (as defined in this policy), pertaining to County employees are stored in a secure location. All personnel records will be locked up when not in use and during non-working hours.

2. Employee Access to Their Personnel Records. Employees are permitted to inspect and copy, at their own expense, their personnel file and medical records file in accordance with Wis. Stat. § 103.13. An employee who wishes to inspect his/her personnel file must submit a written request to his/her Department Head. The Department Head shall set up an appointment with the employee to review the file. The Department Head or his or her designee shall be present with the employee while the employee inspects his/her personnel file. No documents or other

information shall be removed from an employee's personnel file without authorization from the Administrator or their designee.~~Finance and Personnel Committee.~~

3. External Disclosure of Personnel Information/Reference Requests. Only limited information may be given upon request for business or reference purposes. This information will be strictly limited to employment status, date(s) of employment, and job title. No other information will be given unless the employee executes a written authorization and release of information for the County. All reference requests for information must be referred to the employee's Department Head or designee to provide the appropriate information.

4. Internal Access. Subject to applicable law, only the employee, Administrator or the designee~~Administrative Coordinator~~, County attorney and the employee's Department Head or designee are permitted to view personnel records of County employees including personnel information that may be stored on the County's computer system.

5. Public Records Requests. A request to access or copy personnel information by a public records requester must be referred to the Administrator or their designee~~County Clerk~~. The ~~Clerk~~Administrator of their designee, in consultation with Corporation Counsel or the County's labor attorney, will provide access to the personnel records to the extent required by the Wisconsin Public Records Law, Wis. Stat. §§ 19.31-19.39.

CONFIDENTIALITY OF MEDICAL INFORMATION

The County will keep any medical information obtained from applicants, candidates and employees in a separate file from any personnel file and confidential subject to the following limited exceptions as recognized by the ADA:

1. Supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations;
2. First aid and safety personnel may be told if the disability might require emergency treatment;
3. Government officials investigating compliance with the ADA must be given relevant information on request;
4. The County may give information to state workers' compensation offices, state second injury funds or workers' compensation insurance carriers in accordance with state workers' compensation laws; and
5. The County may use the information for insurance purposes permitted by the ADA.

No disclosure of confidential medical information shall be made without first consulting Corporation Counsel or the County's labor attorney.

PERFORMANCE EVALUATION

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. The evaluation of an employee's performance is a daily process and responsibility of management. Formal performance reviews must be conducted at least annually and more frequently if deemed appropriate by management ~~and/or the supervisory committee~~. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County.

The ~~supervising committee~~Administrator shall conduct annual performance evaluations of Department Heads with the exception of elected county officials. Department Heads shall conduct annual performance evaluations of their staff. All performance evaluations shall be conducted using the standard forms available from the Administrator or their designee~~in the County Clerk's office~~.

V. EMPLOYEE DISCIPLINE AND INVESTIGATIONS

Note: Disciplinary procedures for certain county positions may be governed by statute or County ordinance, such as disciplinary procedures for deputy sheriffs. In addition, disciplinary decisions for certain positions may be vested in certain officials such as circuit court judges in the case of judicial assistants. This policy applies to the extent that it does not conflict state or federal law, County ordinance or approved department policies such as department addendums to the County Handbook of Personnel Policies and Work Rules.

A. Overview. The goal of the County's disciplinary procedure is to administer adverse employment action for nonperformance and/or misconduct in a fair and consistent manner. Unless otherwise provided in this section, an employee's immediate supervisor or Department Head is responsible for issuing disciplinary action when necessary. In cases involving ~~none-elected~~ Department Heads not elected by Richland County voters, the ~~supervising committee~~ Administrator shall impose discipline unless otherwise provided by this section or by law. The following procedure is designed to provide guidelines for employee discipline and to provide consistency in employee discipline to the extent practicable. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied, does not alter the at-will employment relationship and does not create tenure or a property interest of any type in employment with the County. None of these guidelines are intended, by their creation or publication, to confer any rights or privileges upon employees or to entitle any employee to remain employed with the County.

Each instance of employee performance and/or misconduct must be viewed on its individual circumstances. The County has the right to take one or more adverse employment actions it deems appropriate based on the circumstances which may include, without limitation, a verbal warning, written warning, suspension, reduction in rank, demotion or termination. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. These guidelines do not impose or require progressive discipline or a just cause discipline standard.

1. Duty to Address Performance Issues or Misconduct.

a. Discipline Due to Nonperformance. If an employee's performance in one or more job duties becomes unacceptable, the employee's Department Head and/or supervisor is expected to place the employee on notice of the performance issue in a timely manner. Management shall document all performance deficiencies in an employee's personnel file. The documentation should include the date or dates the performance deficiency was observed, a detailed description of the performance deficiency and the action taken against the employee including, without limitation, any discipline as well as the implementation of a Performance Improvement Plan or other alternatives to discipline, such as training, coaching, and support, if applicable.

b. Disciplinary Action Due To Misconduct. The Handbook of Personnel Policies and Work Rules includes a policy on employee misconduct along with examples of misconduct that will lead to disciplinary action. Management should familiarize themselves with the various types of misconduct that can lead to disciplinary action. The list is not intended to be exclusive. The County reserves the right to take disciplinary action under any circumstances where such action is determined to be in the best interests of the County.

Management has an obligation to enforce the County's policy against misconduct and to take appropriate disciplinary action against employees who engage in misconduct. If an employee is disciplined, management shall document any disciplinary or corrective action taken, including alternative non-disciplinary corrective action, in the employee's personnel file with a copy given to the employee. The documentation should include the date or dates of the misconduct or performance issues, a detailed description of the misconduct and the disciplinary or corrective action taken. It is critical that management carefully document all discipline. Documentation of the discipline shall include, without limitation, references to prior misconduct and disciplinary actions taken.

2. Applicable Legal Standards for Investigation and Discipline. Management must be aware of the standard applicable to the investigation and discipline of employees for performance and misconduct. While the majority of employees in the County are "at-will," various employees are provided with special statutory rules regarding investigation and discipline and may also have rules in their collective bargaining agreements (if any) which address discipline. For example, there are special notices and rules for questioning law enforcement officers under Wis. Stat. § 164.02 regarding matters relating to discipline. Moreover, the County must comply with the statutory and collective bargaining agreement requirements for disciplining deputy sheriffs which includes a "cause" standard. Various department heads may also be subject to special rules. For example, a highway commissioner may not be removed without cause as defined under Chapter 17 of the Wisconsin Statutes.

B. Disciplinary Procedures.

1. Investigation of Misconduct.

a. Investigation Elements. In order to administer a fair and consistent disciplinary system, it is important that the County have a reasonable basis to believe the employee committed the misconduct. Records of disciplinary action should always include witness

statements or other relevant documentation, to the extent available, which demonstrates that the employee committed the misconduct. If the supervisor personally witnesses the misconduct, he or she should prepare a memorandum for the record summarizing the incident.

b. Preservation of Evidence, Documentation. A critical component of any investigation is the preservation of evidence related to the misconduct. Managerial personnel should ensure that all potential evidence, including, without limitation, all physical evidence, documentation and electronic media relating to the alleged misconduct is preserved. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. Efforts should be made to preserve evidence on these communication channels. Management should consult the Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. Management, in conjunction with the MIS Director, the ~~Administrator~~~~Administrative Coordinator~~, the County's labor attorney and law enforcement (if applicable) shall collect all such evidence and preserve it in a separate file so as to ensure its preservation.

2. Meeting with Employee Regarding Alleged Misconduct. Once the relevant documentation has been compiled and witnesses have been interviewed by the immediate supervisor, the employee should be notified of the alleged misconduct and be given an opportunity to respond verbally or in writing. The employee's oral response to the allegations should be well documented or recorded. Any written statements submitted by the employee in response to the charges should be included as part of the investigation file.

3. Standards for Imposing Disciplinary Action. Discipline may be imposed as necessary to address performance concerns or misconduct. Disciplinary action may include, without limitation, a verbal warning (with written reference in the employee's personnel file), written warning, suspension, reduction in rank, reduction in base pay, demotion and termination.

Action taken by the County on an individual case does not establish a precedent in other circumstances. The County reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of each individual case.

In deciding whether to take disciplinary action and what disciplinary action to take, management is strictly prohibited from discriminating against an employee based on disability, sex, race, religion, color, national origin, age or any other classification protected by state or federal law.

In selecting the level of discipline appropriate to performance issues and/or misconduct, all of the specific circumstances of the case should be taken into account. Careful judgment should be used to ensure that the discipline is not out of proportion to the character of the performance issue or misconduct. Past performance issues and/or misconduct may form the basis for imposing a higher penalty for subsequent performance issues and/or offenses, although past offenses are not a prerequisite to imposing any level of discipline. The Department Head should consider the following guidelines. Consideration of these guidelines does not change the "at-will" status of employees and does not require just cause or the implementation of progressive discipline:

- The nature and seriousness of the offense;
- The relationship between the offense and the employee's duties, position, and responsibilities;
- Whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
- The employee's job level and type of employment including supervisory or fiduciary role, contacts with the public, and prominence of the position;
- The employee's past disciplinary record;
- The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
- The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisor's confidence in the employee's ability to perform assigned duties;
- The reasonableness of the work rule, if any, that the employee is alleged to have broken;
- Penalties previously imposed upon other employees for similar offenses;
- The notoriety of the offense or its impact upon the reputation of the County;
- The clarity with which the employee was on notice of any rules violated in committing the offense, and whether he or she had been warned about the conduct in question;
- Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, or harassment, bad faith, malice, or provocation on the part of others involved in the matter;
- The adequacy and effectiveness of alternative sanctions;
- The quantity and quality of the evidence of misconduct.

4. Suspensions and Terminations. An employee may be suspended by a Department Head for up to three (3) days after notifying the ~~supervisory committee chair and the Finance and Personnel Committee chair and either by mail, email or telephone~~ Administrator or their designee.

All terminations and suspensions without pay for more than three (3) days must be presented to the ~~applicable supervisory committee and Finance and Personnel Committee~~ Administrator or their designee for review and final approval. ~~If the supervisory committee recommends a suspension of more than three days or termination of employment, the recommendation shall be forwarded to the Finance and Personnel Committee for final approval. The Department Head shall be responsible for forwarding the supervisory committee's recommendation to the Finance and Personnel Committee.~~ The Department Head shall also be responsible for notifying the employee in writing of the ~~recommendation to the~~ Administrator or their designee ~~recommendation of the supervisory committee, the reasons therefore and the location, date and time of the meeting of the Finance and Personnel Committee when the supervisory committee's~~ Administrator or their designee's recommendation will be considered. Nothing in this section shall prevent the ~~Administrator or their designee~~ Finance and Personnel Committee from suspending the employee without pay pending the meeting. Eligible employees may issue a grievance in accordance with the county grievance policy.

5. Documentation of Disciplinary Action. If an employee is disciplined, management shall document any disciplinary or corrective action taken, including alternative non-disciplinary corrective action, in the employee's personnel file with a copy given to the employee.

The documentation should include the date or dates of the misconduct or performance issues, a detailed description of the misconduct and the disciplinary or corrective action taken.

C. Performance Improvement Plans and Other Corrective Actions. Depending upon the facts of an investigation and analysis of an employee's inadequate performance or misconduct, alternative corrective actions might be used in conjunction with discipline as it relates to misconduct or in conjunction with, or as an alternative, to discipline as it relates to unsatisfactory performance. All alternative corrective actions must be documented. Alternative corrective actions include, but are not limited to:

1. Performance Improvement Plan. A performance improvement plan (PIP) is developed to determine specific working expectations and standards in order to improve an employee's job performance or behavior. A performance improvement plan should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. All performance improvement plans shall be in writing.

If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable.

2. Support. For short-term problems of a situational nature which may be detrimentally impacting an employee's performance, such as a serious family illness or other similar personal issues, support from a supervisor and/or referral to the Employee Assistance Program may be appropriate.

3. Training. Additional training may be appropriate where employees demonstrate an inability to perform the required duties, as opposed to a demonstrated unwillingness to perform up to established performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on-the-job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, or viewing films or videos.

4. Coaching/Counseling. An informal discussion or counseling/coaching session is held with the employee to identify the problems causing or contributing to inadequate performance or improper conduct on the job and to identify the problems causing or contributing to inadequate performance or improper conduct on the job.

VI. SEPARATION FROM EMPLOYMENT

Employees may be discharged at the discretion of the County, or they may choose to separate from their employment with the County. The following procedures will be utilized for employees who are discharged or who choose to separate from employment with Richland County. The following procedures are designed to provide guidelines for employee separation and to provide consistency and, to the extent practicable, limit employment claims by separating employees.

A. Involuntary Termination/Forced Resignation. In the event the County determines it is necessary to terminate an employee, the following procedures shall be followed:

1. Approval of Termination. Approval of terminations shall be as set forth in this Manual.

2. Plan Termination Meeting. If the ~~Finance and Personnel Committee~~ Administrator approves terminating the employee, the Department Head, ~~Administrative Coordinator~~, County labor attorney or human resources representative shall arrange a meeting with the employee where the employee will be formally notified of the termination decision. The Administrator, Department Head, ~~Administrative Coordinator~~, County labor attorney or human resources representative shall plan the day, time length of the meeting and individuals to be present including a deputy sheriff if the employee poses a security threat. At least one individual should take notes during the meeting.

3. Notice to Employee. The employee to be terminated shall be notified by the Administrator, the employee's Department Head, the County's labor attorney or a human resources representative. The employee shall be provided with the grounds for the termination in writing and the employee shall be requested to sign a copy of the writing acknowledging the same. If the employee wishes to debate the decision, Administrator or their designee, the Department Head, labor attorney or human resources representative shall advise the employee of the availability of the County's grievance procedure rather than debating the merits of the termination.

4. Exit Interview. The ~~Administrator~~ Administrative Coordinator, Department Head, labor attorney or human resources representative shall discuss the following with the employee upon termination:

- a. The final pay period;
- b. Termination of insurance benefits and applicability of COBRA;
- c. Status of Wisconsin Retirement System ("WRS") benefits; and
- d. Status of other applicable benefits, including unused vacation, sick leave, etc.

The employee shall be provided with a summary of COBRA options, WRS forms and contact information, and a copy of the termination notice.

5. Return of Property. All County property must be collected from the terminated employee at the time of termination, including but not limited to uniforms, cell phone, keys, laptops, and identification cards.

6. Exit Strategy. Upon completion of the meeting, allow the employee to gather his/her personal belongings and immediately exit the premises. If there is a security risk, arrange for the employee to be escorted off County premises.

7. Documentation. The Administrator, Department Head, ~~and Administrative Coordinator~~ or their designee shall document the termination in the employee's personnel file.

The documentation should include the date or dates of the misconduct or actions leading to termination, a detailed description of the misconduct and or actions giving rise to termination, and the reasons for taking such action.

8. Eliminate Access To Technology. As soon as practicable, and if possible prior to the termination meeting, the employee's access to County technology should be severed at the direction of the employee's Department Head. The MIS Department shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the Department Head, and the employee's computer and email passwords should be changed. The MIS Department shall take any and all measures necessary to ensure the employee no longer has access to the County's electronic resources.

B. Voluntary Termination (Resignation, Retirement). An employee may voluntarily resign or retire in good standing by submitting a written letter of resignation/retirement to the Department Head at least ten (10) working days in advance of the separation. A Department Head wishing to resign or retire in good standing shall give a twenty (20) working day notice of resignation to the ~~Administrator~~Administrative Coordinator.

1. Notice. The Department Head (or ~~Administrator~~Administrative Coordinator in the event of voluntary termination of a Department Head) shall ensure the written notice provided by the employee is signed, dated, and includes a statement indicating the desire of the employee to separate from employment and the effective date of the separation. The Department Head shall submit the employee's notice to the ~~Administrator or their designee~~Administrative Coordinator.

2. Acceptance. Resignation or retirement of an employee shall be accepted by the Department Head upon submission of a written notice by the employee. In situations where notice has been given, the Department Head (or in case of the Department Head, the ~~Administrator~~Administrative Coordinator) may, in their sole discretion, waive the notice period given and make the resignation or retirement effective immediately.

3. Last Day Worked. Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency).

4. Exit Interview. The ~~Administrator~~Administrative Coordinator, Department Head or human resources representative will schedule an exit interview if requested by the employee to discuss the following:

- a. Effective date of voluntary termination, the final pay period and last day worked;
- b. Termination of insurance benefits and applicability of COBRA; and
- c. Status of other applicable benefits, including unused vacation, sick leave, etc.

5. Return of Property. Department Heads must collect all County property from employees at the time of separation, including but not limited to uniforms, cell phones, keys, laptops and identification cards.

6. Documentation. The employee's notice of voluntary separation shall be placed in the employee's personnel file.

7. Eliminate Access To Technology. As soon as practicable, and if possible on the last day worked by the employee, the employee's access to County technology should be severed at the direction of the employee's Department Head. The MIS Department shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the Department Head, and the employee's computer and email passwords should be changed. The MIS Department shall take any and all measures necessary to ensure the employee no longer has access to the County's electronic resources.

C. Bar From Reemployment. An employee who is terminated involuntarily or forced to resign in lieu of termination from employment shall be ineligible for reemployment with the County.

D. Future References. A notation shall be made in the employee's personnel file as to what information may be divulged in the event a reference is requested of the County for each separated employee.

LAYOFF AND RECALL

A. Elimination of Position. Whenever the County deems it necessary to eliminate a position or reduce the County workforce, employees in affected positions shall be laid off.

B. Layoff. When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.

C. Recall. Recall will be at the discretion of the Department Head unless the County Board initiated the layoff.

VII. INVESTIGATING HARASSMENT/DISCRIMINATION

A. Overview. All forms of harassment and discrimination in the workplace, including sexual harassment (collectively "harassment"), will be taken seriously and will not be tolerated by the County. When a complaint of harassment is received, the County will begin an investigation into the allegation as soon as possible, even if the employee allegedly being harassed has not yet made a complaint. A prompt investigation is important for a variety of reasons. A prompt investigation complies with state and federal law, demonstrates that the County takes harassment seriously and seeks to eliminate it from the workplace, may assist in resolving a situation involving alleged

harassment before it escalates into a lawsuit, and in the event that the County is sued, may provide the County with defenses that it exercised reasonable care to prevent and correct harassment.

The County has promulgated this policy to identify the roles and responsibilities of management relative to allegations of harassment. Management shall, to the extent practicable, comply with the guidelines set forth in this policy.

B. Department Head/Supervisor Responsibilities. Department Heads, supervisors and other management personnel are critical to uncovering and reporting incidents of harassment. Accordingly, when management becomes aware of alleged harassment regarding employees, agents, contractors, vendors or clients of the County or believes that such harassment may exist, management must immediately notify the Administrator or their designee Administrative Coordinator (or the County Board Chair in the event the allegation of harassment is against the Administrator or their designee Administrative Coordinator). Once reported, management must cooperate and assist in the investigation of the alleged misconduct.

C. ~~Administrative Coordinator~~ Administrator Responsibilities. Upon being advised of an allegation or potential claim of misconduct, the Administrator or their designee Administrative Coordinator shall initiate contact with the complainant and confirm that the County will be investigating allegations of misconduct, that the County takes all such allegations seriously, and that the complainant will be required to provide further information. The Administrator or their designee Administrative Coordinator shall advise the complainant and/or any other individual reporting or having knowledge of the alleged harassment, not to discuss the matter with other employees while the investigation is pending so as to ensure that the investigation is fair and complete.

If the harassment is evidenced by any documents, electronic communications, voicemails, or other evidence, the Administrator or their designee Administrative Coordinator shall take immediate steps to obtain and/or preserve such evidence. The Administrator or their designee Administrative Coordinator shall work with the MIS Department to preserve any documents or electronic communications which are on the County's computer system.

D. Retaining an Investigator; Defining the Scope of the Investigation; Interviews. Upon being advised of an allegation or potential claim of harassment or discrimination, the Administrator or their designee Administrative Coordinator shall obtain assistance in the form of the Corporation Counsel, County labor attorney or other consultants necessary to conduct the investigation. Any investigator utilized by the County should have an understanding of the issues involved in the investigation and have experience in conducting investigations involving those issues.

The investigator shall be provided with and knowledgeable of all relevant County policies, procedures and guidelines that may pertain to the alleged harassment. The investigator should determine the individuals who need to be interviewed including the complainant, the accused, witnesses and any other potential witnesses with information and proceed to conduct interviews of those individuals. Interviews should, to the extent practicable, be recorded. The investigator shall obtain and/or preserve all available evidence relevant to the harassment allegations, including any documents, electronic correspondence or other evidence.

During the course of the investigation, the investigator should continually determine whether additional interviews and investigation is required. Follow-up interviews of additional witnesses should be conducted and additional information obtained based on the information provided.

E. Completion of the Investigation; Conclusions and Recommendations.

At the completion of the investigation, the investigator shall finalize the investigation by summarizing:

- The background of the investigation, including any allegations made;
- The interviews and other investigative steps conducted;
- The applicable guidelines, policies, laws and regulations which apply to the alleged conduct; and
- The key findings and the rationale for those findings, including inconsistencies in statements, admissions and credibility determinations.

The investigator shall also draw conclusions regarding the alleged harassment based on the interviews and evidence obtained. The following issues should be addressed prior to making any recommendations:

- Whether some form of harassment or harassing conduct occurred;
- The seriousness of the harassing behavior;
- Whether the accused had previously been asked to eliminate such conduct in the past;
- Whether the accused is a manager, supervisor or co-employee of the complainant;
- What action the County has taken to address similar conduct in the past;
- Whether the accused had been provided with the County's policies against harassment and/or had undergone harassment training; and
- The likelihood that the accused will engage in similar conduct in the future.

In the event that the investigator concludes that the accused engaged in conduct which constitutes harassment, the investigator shall provide a recommendation as to the appropriate disciplinary action which may include one or more of the following actions:

- Verbal discussion/counseling with the accused
- Written warning
- Suspension
- Demotion
- Transfer
- Reduction in compensation (wage cut, bonus ineligibility, etc.)
- Termination

If disciplinary action is recommended, the investigator's findings and recommendations shall be forwarded to the Administrator or their designee ~~Finance and Personnel Committee~~ for final approval of disciplinary action against the accused. If the investigator concludes that the allegations are unfounded, a copy of the investigator's findings and conclusions shall be forwarded to the Administrator or their designee ~~Administrative Coordinator~~ for filing along with all investigative materials as set forth below.

Once the investigation has ended, regardless of whether disciplinary action is recommended, the investigator must transmit to the Administrator or their designee ~~Administrative Coordinator~~ a copy of all information collected during the investigation including, but not limited to, all documents, images, communications and audio recordings of interviews relied upon by the investigator to make his or her findings, conclusions and recommendations. The investigation file shall be maintained by the Administrator or their designee ~~Administrative Coordinator~~ and kept strictly confidential.

F. Follow-up after Conclusion of Investigation. Regardless of whether it is determined that the allegations are well-founded, the Administrator or their designee ~~Administrative Coordinator~~ should reiterate the County's no harassment/discrimination policy to the accused, the complainant and all individuals involved in the investigation and should document such training. To the extent that the accused remains employed by the County following the completion of the investigation, the Administrator or their designee ~~Administrative Coordinator~~ shall follow-up with the accused and any witnesses of the alleged harassment to ensure that the accused has ceased all objectionable behavior and that the victim and any witnesses have not suffered any adverse consequences because he/she made a complaint or participated in the investigation. This follow-up should be conducted regularly over the course of the three (3) months following the investigation and longer if determined necessary by the Administrator or their designee ~~Administrative Coordinator~~.

VIII. ACCIDENT/INJURY RESPONSE AND REPORTING

All injuries or accidents involving employees or visitors must be reported immediately to the Department Head and to the Administrator or their designee ~~County Clerk~~. Department Heads and management personnel must instruct and remind all employees to immediately report all workplace safety issues and work-related injuries and illnesses regardless of their severity and that the failure to do so could be the subject of discipline. Department Heads or their designee shall take immediate action to correct or minimize to a reasonable standard of safety any hazard of which they become aware.

IX. DRUG AND ALCOHOL POLICY AND REASONABLE SUSPICION TESTING PROCEDURES

Note: Certain county positions are subject to state and federal drug and alcohol testing standards and procedures such as positions that require a CDL license. State and federal law will control in the event of a conflict with this policy.

A. Introduction. In compliance with the Drug-Free Workplace Act of 1988, the County has a longstanding commitment to providing a safe, quality-oriented and productive work environment

consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of County employees and the public and threatens the security of our equipment and facilities. For these reasons, the County is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. If this policy conflicts with state or federal law regarding testing for drugs and alcohol for certain county positions, the state or federal law shall supersede this policy. Department Heads, in conjunction with the Administrator or their designee~~Administrative Coordinator~~, are responsible for policy administration.

B. Definitions.

“County Premises” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned or leased by the County or on any site on which the County is conducting business.

“Illegal Drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“Refuse to Cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

“Under the Influence of Alcohol” means an alcohol concentration greater than 0.0, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

C. Employee Assistance and Drug-Free Awareness. Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Administrator of their designee~~County Clerk’s office~~, who has been trained to make referrals and assist employees with drug/alcohol problems.

The County will assist and support employees who voluntarily seek help for such problems. Employees may use accrued paid time off or request a leave of absence to obtain treatment or counseling. Such employees may be required to document that they are successfully following

prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or have violated this policy previously.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

D. Work Rules Regarding Drugs and Alcohol. Whenever employees are working, are operating any County vehicle or equipment, are present on County premises, or are conducting County-related work off-site, they are prohibited from:

- using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- being under the influence of alcohol or an illegal drug as defined in this policy; and
- possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing County business or while in a County facility, is prohibited.

The County will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

E. Required Testing for Reasonable Suspicion. Employees are subject to testing based upon (but not limited to) observations by supervisors of apparent workplace drug or alcohol use, possession or impairment. The ~~Administrator or their designee~~~~Administrative Coordinator~~, Corporation Counsel or the County's labor attorney shall be consulted before sending an employee for testing. All levels of supervision making this decision must utilize the "Observation Checklist" attached as Addendum C to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol.

If the results of the "Observation Checklist" indicate further action is justified, the Department Head or supervisor should confront the employee with the documentation and advise the employee that the County has reasonable suspicion to believe that he/she is affected by illegal drugs or alcohol and that testing is required to confirm or deny this suspicion. The County's designated testing facility is Richland Hospital. Under no circumstances will the employee be allowed to drive himself or herself to Richland Hospital for testing. A Department Head or supervisor must escort the employee; the Department Head or supervisor must also make arrangements for the

employee to be transported home. Under no circumstances will the employee be allowed to drive himself or herself home.

F. Collection and Testing Procedures.

1. Alcohol Testing. Employees subject to alcohol testing shall be driven to Richland Hospital and directed to provide breath specimens. Breath specimens shall be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is greater than 0.0, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the County's discretion. The Department Head shall obtain documentation from the testing facility regarding the results of the test.

2. Drug Testing. Applicants and employees subject to drug testing shall be driven to Richland Hospital and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage. The laboratory shall transmit all positive drug test results to the Department Head.

G. Administrative Suspension Pending Results of Testing. Employees will be paid for time spent in alcohol/drug testing and then administratively suspended with pay (if the results of the testing are not immediately known) pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include the Department Head, the County's labor attorney or a human resources representative.

H. Consequences of a Positive Test or Refusal to Submit to Testing. Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, the County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug or alcohol testing at times and frequencies determined by the County for a minimum of one (1) year. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet the Department Head believes they are impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

I. Confidentiality. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the County shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

X. PROCEDURES FOR COMMITTEE AGENDAS, MINUTES AND RESOLUTIONS

In accordance with the Rules of the Richland County Board (attached as Addendum D), a copy of all agendas and minutes of county board committee meetings must be sent to the County Clerk's office. A copy of all proposed resolutions appearing on the agenda of a county board committee meeting must be sent to the County Clerk's office and Corporation Counsel. All agendas and minutes must be sent to the MIS Department to be placed on the County's official website.

XI. PROCEDURES FOR APPROVAL OF EXPENDITURES AND USE OF PERSONAL CREDIT CARDS

For those department heads who have regularly-scheduled oversight committee meetings, it is his/her responsibility to provide the oversight committee with documentation of expenditures for approval. Approval of expenditures must be a part of the monthly agenda. For those departments which have less frequent committee meetings, a semi-annual review of the budget and expenditures is required.

The County's voucher system is the approved process for making expenditures for the County. Use of personal credit cards is not an approved method for County expenditures and their use is discouraged. Prior approval must be obtained to use a personal credit card for County expenditures.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Tracy Gobin Vacation Extension

Department	Symons Recreation Complex	Presented By:	Tracy Gobin
Date of Meeting:	August 2020	Action Needed:	Resolution
Disclosure:	Open	Authority:	Resolution
Date submitted:	29 July 2020	Referred by:	Symons Natatorium

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

Recommend, motion to extend Tracy Gobin’s vacation until the end of the calendar year.

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

Tracy Gobin has 3 weeks of vacation that currently needs to be used by August 15th, 2020. Due to COVID-19 stay at home orders through May and Denise’s retirement she didn’t use her vacation as planned. With Tracy Gobin being the Interim Director without an assistant director it is very hard to take a week off to use the vacation prior to August 15th. With this information Symons Natatorium Board made a motion to extend Tracy Gobin’s vacation until the end of the calendar year. “The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances.” Employee Hand Book Page 17 (Section 12). Natatorium Board motion is as follows: Brandon Fetterly made a motion to extend Tracy Gobin’s vacation until the end of the calendar year. John Cler seconded. The motion carried.

Attachments and References:

Minutes from July 13, 2020 Natatorium Board	

Financial Review:

(please check one)

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

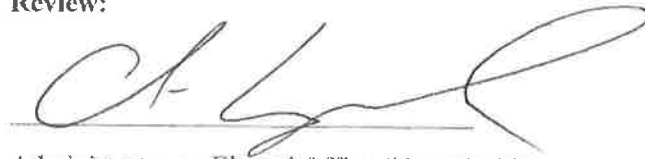
(summary of current and future impacts)

Approval:

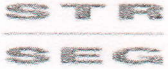


Department Head

Review:



Administrator, or Elected Office (if applicable)



SPECIALTY ENGINEERING GROUP LLC
122 E. OLIN AVENUE, SUITE 190
MADISON, WI 53713

F 262.253.4701
www.str-seg.com

July 27, 2020

e-mail, no hard copy to follo

Mr. Victor Vlasak
County Clerk and Administrative Coordinator
Richland County
181 Seminary Street
Richland Center, WI 53581

Re: Project Scope and Budget Recommendation Letter
Richland Co. Multi-Building Roof Replacement Project
SEG Project No. 14944

Dear Victor:

Upon completion of our initial field work the following is our recommendation for the upcoming Multi-building Roof Replacement Project. Buildings scheduled for roof replacement include: Community Services Building, 221 W. Seminary St.; Symons Recreation Complex, 1250 Symons Circle (Hwy 14 West); along with the buildings located on the UW Platteville Richland Campus located at 1200 Hwy 14 West. Buildings on the UW Platteville Richland Campus include the Classroom Building, Miller Memorial Library, Wallace Student Center, Melvill Hall, East Hall, Roadrunner Gymnasium and Science Hall.

Recommendations by building and associated estimates of probable construction costs are provided below.

Community Services Building

Scope: North portion of building and west canopy. 2008 addition to the south end of the building is not included. Remove and dispose of existing roofing system down to the structural wood and steel decks. Provide vapor retarder, adhered tapered polyisocyanurate insulation, adhered EPDM roof membrane, replacement of roof drain bowls and prefinished sheet metal flashings.

Estimate of Probable Construction Cost: \$ 300,000

It is also recommended that the Exterior Insulation Finish System (EIFS) wall covering be repaired and recoated.

Estimate of Probable Construction Cost: \$ 40,000

Symons Recreation Complex

Scope: Remove and dispose of existing roofing system down to the structural steel deck. Provide vapor retarder, tapered and flat stock polyisocyanurate insulation and stone ballasted EPDM roof membrane. Remove and reinstall existing perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 225,000

UW Platteville Richland**Classroom Building**

Scope: On the five (5) low sloped roof areas. Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 70,000

Miller Memorial Library

Scope: On the seven (7) low sloped roof areas. Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 90,000

Wallace Student Center

Scope: On the six (6) low sloped roof areas. Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 165,000

Melvill Hall

Scope: On the buildings original five (5) low sloped roof areas (east end). Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 115,000

East Hall

Scope: On the one low sloped roof area. Remove and dispose of existing roofing system down to the structural wood deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter prefinished sheet metal flashings.

Estimate of Probable Construction Cost: \$ 15,000

Roadrunner Gymnasium

Scope: On the five (5) low sloped roof areas. Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 145,000

Science Hall

Scope: On the five (5) low sloped roof areas. Remove and dispose of existing roofing system down to the structural steel deck. Provide tapered polyisocyanurate insulation, adhered EPDM roof membrane and perimeter copper sheet metal flashings.

Estimate of Probable Construction Cost: \$ 120,000

Summary:

Roof replacements

Community Services Building	\$ 300,000
Symons Recreation Complex	\$ 225,000
UW Platteville Richland	
Classroom Building	\$ 70,000
Miller Memorial Library	\$ 90,000
Wallace Student Center	\$ 165,000
Melvill Hall	\$ 115,000
East Hall	\$ 15,000
Roadrunner Gymnasium	\$ 145,000
Science Hall	\$ 120,000

Roof Replacement total \$1,245,000

Recommended Additional Work

Community Services Building EIFS repair \$ 40,000

Estimate of Total Probable Construction Cost \$ 1,285,000

It is recommended that in addition to the above costs, the Board approve a \$50,000.00 contingency to cover the costs to correct unforeseen deteriorated conditions. These conditions are typically deteriorated structural components due to extended moisture infiltration. Full discovery of these conditions only occurs after the roof covering has been removed. The pre-approval of the funds with a accounting of expenditure after the project is so that work may continue without additional expense incurred due to work stoppage and application of temporary covers until funds are approved.

It is recommended that in addition to above costs the Board approve a \$50,000.00 contingency to cover the costs to correct unforeseen deteriorated conditions. These conditions are typically deteriorated structural components due to extended moisture infiltration. Full discovery of these conditions only occurs after the roof covering has been removed. The pre-approval of the funds with a accounting of expenditure after the project is so that work may continue without additional expense incurred due to work stoppage and application of temporary covers until funds are approved.

Due to the Covid-19 pandemic the present bidding climate is very unstable and is not expected to level out over the next several months. With the additional sanitation requirements, travel restrictions etc. contractors are still trying to determine what the negative impact is to daily production. The forecasted outlook at the beginning of the year was for an increasing workload in the marketplace which would result in higher bid prices. However, the most recent forecast is for budgetary cutbacks would reduce the available amount of work creating a bid climate with reduced prices. It is possible to see bid prices swing 20% in either direction of the above estimates of probable construction cost.

Specialty Engineering Group, LLC is seeking approval to prepare bidding documents for the above listed buildings at an estimated probable construction cost of \$ 1,285,000 and a

If you have any comments, questions or concerns regarding the information contained in this letter please feel free to contact me.

Sincerely,
Specialty Engineering Group LLC

Russell P. Mohns

Russell P. Mohns, P.E.
Principal / Project Engineer

ECC: John Hoenicke, SEG
SEG File

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *Community Services Building, Symons Natatorium and Campus Roofs Repair Project*

Department		Presented By:	
Date of Meeting:	August 4, 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Statute and/or county board rule authorizing action
Date submitted:	August 3, 2020	Referred by:	Previous action by body

Recommendation and/or action language: Recommended roof replacements and costs:

- Natatorium- \$225,000
- Community Services Building - \$300,000
- Miller Memorial Library - \$70,000
- Melville Hall - \$115,000
- East Hall - \$15,000
- Science Hall - \$120,000

Russ Mohns, Specialty Engineering, notes that while the membrane is in poor condition, portions of the above UW buildings are not leaking to my knowledge and overlaying those parts would save a substantial amount of money, in the range of \$80,000. Russ would need to relook at each to verify which ones could be overlaid.

Unknown is if the City has agreed to pay half of the cost of the Natatorium roof replacement.

Background: The 2020 Capital Improvement Projects contained estimates for the repair or replacement of roofs on County buildings. \$634.00 of funding was designated for roof replacements/repairs to the Community Services Building and buildings at the U.W. Platteville-Richland campus. \$65,000 was designated for plaster rubber roof and tile drains at the Symons Natatorium.

Attachments and References:

~ example: financial figures attached	~example: drafted resolution for board
~example: copy of report	~example: minutes of action from previous body

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number 75	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

**RICHLAND COUNTY
SALES TAX HISTORY**

	2018	2019	2020
JANUARY	\$75,556.90	\$102,699.41	\$106,038.84
FEBRUARY	\$109,829.73	\$107,110.07	\$97,945.44
MARCH	\$69,618.73	\$77,695.96	\$84,142.18
APRIL	\$58,896.08	\$65,799.10	\$97,802.81
MAY	\$104,776.55	\$104,845.20	\$95,550.07
JUNE	\$111,914.22	\$93,441.12	\$93,702.75
JULY	\$90,472.80	\$115,765.25	\$115,212.03
AUGUST	\$144,992.04	\$141,547.69	
SEPTEMBER	\$82,147.04	\$65,911.85	
OCTOBER	\$115,223.32	\$116,344.16	
NOVEMBER	\$117,541.42	\$118,424.02	
DECEMBER	\$90,551.80	\$82,231.43	
TOTAL	\$1,171,520.63	\$1,191,815.26	\$690,394.12
ANNUAL SALES TAX REVENUE:			
2004	\$921,917.33		
2005	\$961,482.68		
2006	\$931,177.10		
2007	\$898,370.01		
2008	\$964,036.28		
2009	\$881,013.57		
2010	\$902,047.76		
2011	\$896,604.56		

INTEREST ON INVESTMENTS

LOCAL GOVERNMENT INVESTMENT POOL

	2019		2020	
	INTEREST	%	INTEREST	%
JANUARY	\$13,660.42	2.47%	\$11,941.80	1.61%
FEBRUARY	\$15,537.77	2.46%	\$13,859.06	1.62%
MARCH	\$18,199.50	2.47%	\$10,231.20	1.14%
APRIL	\$18,128.05	2.49%	\$4,490.08	0.51%
MAY	\$17,172.98	2.45%	\$1,739.98	0.20%
JUNE	\$15,702.21	2.42%	\$1,242.50	0.14%
JULY	\$18,214.39	2.38%		
AUGUST	\$19,338.86	2.17%		
SEPTEMBER	\$14,709.79	2.18%		
OCTOBER	\$12,916.13	1.92%		
NOVEMBER	\$10,767.79	1.71%		
DECEMBER	\$11,030.28	1.63%		
	\$185,378.17		\$43,504.62	

Average Interest Rate Per Year

2007	5.02%
2008	2.46%
2009	0.48%
2010	0.21%
2011	0.14%
2012	0.16%
2013	0.10%
2014	0.09%
2015	0.13%
2016	0.42%
2017	0.84%
2018	1.88%

DELINQUENT TAX HISTORY

TAX YEAR	TOTAL TAXROLL	% DELINQ. AFTER JAN 31 COLLECTIONS	% DELINQ. AFTER JULY 31 COLLECTIONS
2005	\$19,277,369.01	4.62%	3.41%
2006	\$19,730,430.56	5.31%	3.69%
2007	\$20,596,048.84	4.66%	3.15%
2008	\$20,862,955.92	5.46%	3.86%
2009	\$21,598,624.66	5.28%	3.43%
2010	\$20,982,593.33	5.29%	3.56%
2011	\$20,450,768.03	5.40%	3.60%
2012	\$21,295,866.50	5.34%	3.46%
2013	\$20,813,972.34	5.18%	3.29%
2014	\$20,813,972.34	4.62%	2.82%
2015	\$21,026,285.47	4.76%	2.83%
2016	\$21,027,886.01	3.99%	2.74%
2017	\$22,346,563.02	4.43%	2.34%
2018	\$22,766,679.96	4.59%	2.94%
2019	\$23,289,784.73	4.21%	
July 31, 2020 Unpaid Tax Balance for 2019 Tax Year = \$1,192,598.47			
July 31, 2019 Unpaid Tax Balance for 2018 Tax Year = \$ 1,386,238.78			

CASH BALANCE HISTORY

	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	\$8,050,665.21	\$6,925,137.32	\$7,066,323.71	\$6,078,108.02	\$5,447,010.27	\$8,018,303.19	\$9,543,883.16	\$11,716,588.09
FEBRUARY	\$9,981,672.62	\$8,496,100.09	\$8,592,407.68	\$7,743,112.49	\$7,376,962.47	\$9,202,554.18	\$10,364,895.42	\$12,664,057.62
MARCH	\$9,977,308.75	\$8,540,644.18	\$8,650,296.04	\$7,899,929.04	\$6,654,599.38	\$9,142,209.89	\$10,727,961.25	\$12,793,506.26
APRIL	\$9,111,402.41	\$7,789,196.58	\$7,923,103.35	\$6,950,407.15	\$5,946,959.12	\$8,385,357.31	\$10,036,770.09	\$12,344,283.64
MAY	\$8,890,041.15	\$7,472,921.45	\$7,414,140.57	\$6,499,349.23	\$5,383,385.17	\$7,250,287.73	\$9,618,767.91	\$12,308,581.51
JUNE	\$7,970,526.07	\$7,509,464.99	\$6,789,851.35	\$5,752,225.50	\$4,451,103.22	\$7,093,184.38	\$9,520,508.94	\$12,242,011.03
JULY	\$14,059,202.54	\$13,005,705.60	\$12,072,884.72	\$10,478,351.86	\$9,560,594.21	\$13,141,528.18	\$15,432,791.06	\$17,870,900.52
AUGUST	\$7,105,446.68	\$7,312,289.27	\$6,301,050.96	\$5,266,829.12	\$4,554,244.78	\$7,573,108.74	\$9,744,696.28	
SEPTEMBER	\$6,845,562.06	\$6,403,216.56	\$6,006,902.50	\$4,418,935.63	\$5,089,736.34	\$7,133,175.26	\$9,435,915.97	
OCTOBER	\$6,188,015.73	\$6,751,594.94	\$5,074,860.95	\$3,678,970.93	\$4,939,696.86	\$6,647,089.88	\$8,826,385.54	
NOVEMBER	\$6,505,931.75	\$6,796,964.37	\$5,378,798.68	\$4,041,446.06	\$6,099,117.17	\$6,792,480.83	\$9,538,141.40	
DECEMBER	\$6,195,875.56	\$6,006,723.05	\$5,011,432.20	\$4,044,131.85	\$5,738,182.72	\$7,310,288.42	\$9,658,984.85	

RICHLAND COUNTY INVESTMENTS						
As Of 6/30/2020						
FUND 10 -	GENERAL FUND INVESTMENTS					
			LOCAL GOVERNMENT INVESTMENT POOL			\$10,694,312.57
FUND 23 -	LAND RECORDS GRANT					
			LOCAL GOVERNMENT INVESTMENT POOL			\$268,661.82
FUND 40 -	COMMUNITY OPTIONS RISK RESERVE					
			COMMUNITY 1ST MUNICIPAL INVESTMENT			\$4,693.15
FUND 55 -	REVOLVING LOAN FUND					
			LOCAL GOVERNMENT INVESTMENT POOL			\$1,174,239.38
FUND 75 -	CAPITAL IMPROVEMENTS PROJECTS					
			LOCAL INVESTMENT GOVERNMENT POOL			\$2,902,632.95
			LGIP			\$15,039,846.72
			Community Options Risk Reserve			\$4,693.15
			TOTAL			\$15,044,539.87

RICHLAND COUNTY-CASH TRIAL BALANCE						
July 31, 2020						
FUND #	FUND TITLE					AMOUNT
10	GENERAL					(8,081,495.42)
11	CONTINGENCY					214,050.55
12	ELECTIONS FUND					(3,320.69)
13	CDBG					(166.27)
14	PURCHASING AGENT'S FUND					(3,444.05)
15	JAIL ASSESSMENT FEES					42,414.85
16	NEW AMBULANCE					8,492.87
17	NEW SHERIFF'S CARS					5,994.34
18	CAU-CAR REPLACEMENT					11,934.26
19	SHERIFF'S DEPT UNIFORM ALLOWANCE					9,432.82
20	UW EXTENSION AGENCY ACCOUNT					13,847.94
21	COURT ORDERED JUVENILE OFFENDER RESTITUTION					9,427.53
22	REGISTER OF DEEDS REDACTION FEES					31,947.94
23	LAND RECORDS GRANT					(10,055.95)
24	REG DEEDS ELECTRONIC ACCESS					92.21
25	SPECIAL INVESTIGATIONS					23,711.77
26	SHERIFF'S GRANT DISBURSEMENT					31,443.66
28	TAX DELINQUENT PARCEL FUND					12,139.76
29	VIDEOCONFERENCING FUND					15,226.31
30	DEBT SERVICE FUND					95,705.85
31	MEDIATION SERVICE					12,760.18
32	UW CENTER-RICHLAND OUTLAY					19,389.59
33	COUNTY FAIRGROUNDS DONATIONS					46,159.84
34	HEALTH DEPT BLOCK GRANT					9,518.95
35	CANINE UNIT					11,092.45
36	SWIMMING POOL OPERATIONS					(71,197.18)
37	SWIMMING POOL PROJECTS					10,217.89
39	SYMONS CAPITAL IMPROVEMENT					8,364.67
42	COMPUTER OUTLAY					105,495.76
43	COURTHOUSE REPAIR					39,688.60
44	INSTITUTIONAL CHILDRENS COST FUND					426,959.30
46	STATE CRIMINAL ALIEN ASSIST PROGRAM					17,758.16
47	AMBULANCE EQUIPMENT & TRAINING OUTLAY					3,646.42
48	LAND RECORDS					121,780.17
49	LOCAL EMERGENCY PLANNING					5,939.30
50	9-1-1 OUTLAY					95,928.27
51	AMBULANCE SERVICE FUND					128,210.44
52	PARKS DONATIONS					1,542.28
53	RESOURCE CENTER					11,644.22
54	INSTITUTIONAL ADULT COSTS FUND					38,898.81
56	HEALTH & HUMAN SERVICES					512,608.62
57	SOLID WASTE & RECYCLING					25,750.05
58	CAPITAL PROJECTS					19,233.54
59	RICHLAND COUNTY NUTRITION PROGRAM					33,080.79
60	UW CENTER FOOD SERVICE					(36,975.38)
61	PINE VALLEY COMMUNITY VILLAGE					4,236,321.57

RICHLAND COUNTY-CASH TRIAL BALANCE						
July 31, 2020						
FUND #	FUND TITLE					AMOUNT
63	COUNTY AGING UNIT					121,757.74
64	WATERSHED MAINTENANCE					2,388.36
65	COUNTY PARKS					61,866.59
66	SOIL CONSERVATION COST SHARING					773.90
68	RICHLAND COUNTY FAIR					4,636.89
69	SNOWMOBILE TRAILS & AREAS					(39,310.76)
71	COUNTY HIGHWAY DEPT					4,082,672.53
72	CONSERVATION PLANNER TECHNICIAN					(21,788.13)
75	2020 CAPITAL PROJECTS					(21,588.80)
76	SHERIFF'S DEPT DONATIONS FUND					735.00
78	NURSERY STOCK FUND					999.92
79	ASH CREEK COMMUNITY FOREST					9,302.16
80	WILDLIFE DAMAGE MANAGEMENT					(4,433.32)
81	DOG LICENSE FUND					5,450.25
83	BURIAL TRUST					121.00
84	VETERANS SERVICE DONATIONS					2,338.39
85	LILLIAN CADDELL FOGO TRUST					341.46
89	FAMILY EMERGENCY LOAN					953.93
91	WORKING LANDS FUND					8,173.25
	ALL FUNDS TOTAL					2,476,587.95