

RESOLUTION NO. 20- \_\_\_\_\_

A Resolution Amending The Committee Structure Resolution Regarding Transition to the Administrator Model of Government.

WHEREAS the Rules and Resolutions Committee, after receiving recommendations from Administrator Transition Committee is now recommending several amendments to the Committee Structure Resolution provisions relating to the responsibilities and duties of the Finance and Personnel Committee, Law Enforcement and Judiciary Committee, Revolving Loan Committee, and Rules and Resolutions; and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Committee Structure Resolution are hereby amended by repealing the following crossed-out language and adopting the following underlined language:

**FINANCE AND PERSONNEL COMMITTEE**

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. ~~Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting.~~ Work with the County Administrator in the preparation of the annual county budget.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. ~~The County Administrator shall r~~ Recommend to the Committee all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department head and

committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.

- M. ~~The committee~~ The County Administrator shall from time to time conduct or cause to be conducted Job Analysis and Evaluations and a study of the table of operations, ~~and~~ and report to the Committee. ~~If~~ a change in any of the above is recommended, ~~and then~~ said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- Q. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- ~~R. Administer County's Federal and State Family and Medical Leave Act policies and forms.~~
- ~~S. The Committee will administer the County's deferred compensation program.~~
- T.R. \_\_\_\_\_ Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- U.S. \_\_\_\_\_ Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act.
- ~~V.T.~~ \_\_\_\_\_ The Committee shall administer the personnel aspects of Courthouse security.
- ~~W. Study and make recommendations to the County Board regarding future telephone needs of all County departments.~~
- ~~X.U.~~ \_\_\_\_\_ Authorize all expenditures from the Video-Conferencing Fund.

## LAW ENFORCEMENT AND JUDICIARY COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. ~~To confer with and supervise~~ Provide oversight and advice for the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. ~~To~~ Provide oversight and advice on service and ~~maintain~~ maintenance of all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. ~~Have charge~~ Provide oversight and advice of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.

- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
  - J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
  - K. ~~Supervise~~Provide oversight and advice for the operations of the Coroner's Office.
  - L. ~~Supervise~~Provide oversight and advice for the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- ~~Supervise~~Provide oversight and advice for the operation of the County's 911 emergency telephone response system.

### **~~REVOLVING LOAN FUND COMMITTEE~~**

- ~~A. — Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.~~
- ~~A. Members shall be appointed by the Finance Committee.~~
  - ~~B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.~~
  - ~~C. Three members shall constitute a quorum of the Committee.~~
  - ~~D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.~~
  - ~~E. This Committee is not subject to the 6 years of continuous service rule.~~

### **RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board and Committee Structure resolution.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- ~~E. To study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.~~
- ~~FE.~~ Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- ~~GF.~~ Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

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

VOTE FOR FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE RULES AND  
RESOLUTIONS COMMITTEE

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

<div>_____</div> <div>RESOLUTION</div>		<div><u>FOR</u></div>	<div><u>AGAINST</u></div>
	Shaun Murphy-Lopez	X	
	Chad Cosgrove	X	
<div>_____</div> <div>COUNTY CLERK</div>	Kerry Severson	X	
	Melissa Luck	X	
<div>_____</div> <div>DATED</div>	Donald Seep	X	