

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Transition Plan Updates

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	23 Feb 2021	<b>Action Needed:</b>	Informative / no action needed
<b>Disclosure:</b>	Open	<b>Authority:</b>	Resolution No. 21-40
<b>Date submitted:</b>	22 Feb 2021	<b>Referred by:</b>	

#### Recommendation and/or action language:

Motion to... (none needed) informative.

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

**By Resolution No. 21-40** — NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the 7-page Transition Plan and Directives which was developed by the Temporary Administrator Transition Committee, a copy of which is attached to this Resolution, is hereby approved,

#### Transition Plan and Directives: Page #7:

#### Oversight and Communication:

The adopted plan will be overseen by the Finance and Personnel Committee, with the authority to administer this plan established through our to our structure (E) “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,” and (H) “Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.”

Issues that are not resolvable by staff will be brought to the Finance and Personnel Committee who may take action within their authority, request recommendation from the Administrator Transition Committee, or defer to the County Board.

The Finance and Personnel Committee will receive monthly reports regarding the transition and will give frequent reports to the County Board on progress and upon project completion.

#### Attachments and References:

Plan Updates Below	
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#### Financial Review:

(please check one)

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

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

Department Head

Administrator, or Elected Office (if applicable)

#### Objective: Office Space for the County Administrator Staff

Recommendation Transition Committee	Recommendation to reassign computer room and share floor for staff	Adm Trans. Committee	16 Dec 2020
Recommendation Finance and Personnel	(same) — 05 Jan 2021 to Property	F + P	05 Jan 2021
Recommendation Property	(same) — 07 Jan 2021 to Board	Property	07 Jan 2021
Board Resolution	Res No. 21-13	Board	19 Jan 2021
Subtask: AS400 alternate storage	Administrator works with MIS, and Clerk to identify alternative storage of AS400 system	Admin	03 May 2021
Subtask: AS400 access or alternate backup	Administrator works with contracted vendor and MIS to implement a cloud/VEEAMS backup to county cold site at Pine Valley	Admin	05 April 2021
Make space available	Relocate Clerk records, supplies and equipment	Clerk	03 May 2021
Move Computer/phone equipment	MIS configures Office, moves computer / phone equipment	MIS	03 May 2021
Administrator occupies Computer Room	County Administrator has dedicated office space to perform functions.	Admin	03 May 2021

#### Objective: Reestablishment of County Employee Positions

Reestablishment of county Employees Positions: Subtask (Recruit Accounting Supervisor)

Sub-Task:	Purpose	Party(ies)	NLT Date
Posting	Posting in compliance with handbook	Admin	10 Feb
Interviews	Administrator will assemble an advisory panel	Admin w/ Panel	19 Feb
Start Date	Anticipated Start Date	Admin	15 Mar

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#### **Objective: Additional Directives Regarding Continuity and Transition of Functions:**

In efforts to meet the principles described in the Board's intentions statement relating to the "transfer functions, personnel, work area etc. in a responsible manner," the following directives are intended to help ensure continuity of operations remains and that authority and responsibility of these functions transitions with minimal disruptions:

Directive to the County Clerk — The County Clerk will continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator. The County Clerk will report to the Finance and Personnel Committee regarding the status of transitioning the functions. [ Underway]

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information needed. The Administrator will report give to the Finance and Personnel Committee regarding the status of ensuring access, and any system changes. [ Underway]

Directive to the County Clerk — The County Clerk will maintain role in supporting data entry into the financial system until the arrival of a new Accounting Supervisor. [ Clerk Vlasak has been entering. Thank you Victor!]

Directive to the Administrator —the County Administrator will work with the County Clerk to provide staffing support for the elections processes. [Support from Payroll and Benefits Specialist during February primary, hoping to have Accounting Supervisor also available for April]

Directive to the Administrator — the County Administrator will work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions [Underway]

Directive to the Administrator — The County Administrator will work with the County Clerk on ensuring that supporting agencies are made aware of these changes and that all necessary changes are made regarding signature authorities: Johnson Block (Auditing), Cooper Wallace Elliot (Health Insurance Broker), WRS (Retirement Plan), ACS / Avenue Insight (Financial and Payroll System), Employee Benefits Corp (Flex and HRA), Quartz (Health Insurance), Delta Dental (Dental Insurance), Wisconsin Access, E-Grants and SAM.gov, ESS Portal, Management of purchased revolving loan, EFTP Website (tax payments), Norton (Anti-virus), Differed Comp, Tax Exempt, etc. [Underway]

Directive to the County Clerk — The County Clerk will retain current ancillary office functions not covered in this plan, and will work with the Administrator to transition these functions as appropriate. [Underway]