

Administrative Transition Committee Resource Report November- December 2020

PREFACE

This report is written by Melissa Luck, Chair of the Administrative Transition Committee. It has not yet been approved by the entire committee but I wanted to share it with the whole County Board, in an effort to make sure you have a clear understanding of what information/data has been gathered and discussed at length in these committee meetings. I will seek commentary/corrections from Supervisors Turk and Glasbrenner at the County Board meeting to ensure I have presented an accurate description of the activities of this committee thus far. I also intend to present this report, with the opportunity for Supervisors to make any changes needed, at the next Committee meeting. Once approved, this report will be published on the Administrative Transition Committee's county webpage.

The committee has met 3 times (we were scheduled to meet a 4th time but that meeting was cancelled in order to gather more information). I am including a list of all the materials that were provided to committee members for review at each meeting and a brief summary of the discussions that followed. The actual materials are provided as an appendix to this document and I have referenced page numbers in the materials list to assist in finding the appropriate document. Materials are also available on the committee's website and in the committee's iPad folder.

11/6/20 meeting material included:

1. County Administrator job description - see pages 6-8
2. WCA summary of County Clerk duties – see page 9
3. SWOT analysis done by Administration Study Committee – see page 10
4. Page 10 of the Administration Study Report (committee recommendation summary) – page 11
5. County Clerk Statutes – pages 12-13
6. Spreadsheet summary of County Clerk staffing levels in all 72 Wisconsin counties – pages 14-15

Summary of meeting: For purposes of evaluating staffing needs of the Administrator the following documents were reviewed. County Administrator's job description with special attention to sections 4, 5 and 6 that outline the Financial and HR expectations of that position. In part, the SWOT analysis identified the following as Weaknesses: Budget process, Lack of financial stability, No HR and finance departments; and the following as Threats : Strained finances, Litigation (lack of HR). The Administration Study Committee also identified the following as 2 of 9 criteria "critical for the improved administration of Richland County": Financial oversight of all departmental budgets and HR management to create uniform HR policy across departments. After review of all of these documents, it became clear that the Administrator would need staff in order to be successful.

Corporation Counsel expressed that he felt the County Board did not have the authority to determine the number of staff in the County Clerk's office, or to transfer positions out of the County Clerk's office. His opinion was that we could create new positions in the Administrator's office but could not transfer any position from the Clerk's office to the Administrator's office.

11/20/20 Meeting cancelled.

12/4/20 meeting material included:

1. Agenda item #5 cover sheet- Discussion and possible action on authority of county personnel and functions. Includes Wisconsin Statute 59.22(2)(c)(1) defining County Board authority to determine staffing levels in all county offices, including deputies to elected officers- see page 16
2. Email communication from Corporation Counsel in regard to county wide personnel administration- see page 17-19
3. Email communication from Corporation Counsel in regard to legal principles governing positions in the County Clerk's office- see page 20
4. Email communication from Corporation Counsel in regard to legal principles governing positions in the County Clerk's office- see page 21
5. Email communication from Clerk Vlasak defining current operations in the County Clerk's office see pages 22-23
6. Resolution creating Temporary County Administrator Transition Committee, defining mission of committee- see page 24
7. County Administrator Strategic Plan approved by County Board – see pages 25-26
8. County Administrator job description – see pages 6-8
9. County Clerk office position descriptions with statute references – see pages 27-31
10. Wisconsin Statutes County Clerk – see pages 12-13
11. Sample Deputy County Clerk job description from Calumet County – see page 32
12. Sample Deputy County Clerk job description from Portage County – see pages 33-34

Summary of meeting: The meeting began with Chair Luck presenting research that had been done to clarify County Board authority in determining staffing for departments. The following resources were utilized:

1. Reviewed the opinions sent to the committee by our Corporation Counsel
2. In depth review of Wisconsin Statutes Chapter 59 (County Government)
3. Webex meeting with Wisconsin Counties Association Attorney Andrew Philips.
4. Phone conversation with Calumet County Administrator
5. Email communication with Iowa County Administrator

The conversation with the Wisconsin Counties Association Attorney Phillips was incredibly helpful. When asked if the County Board has the authority to decide how many positions are in any county department, he referenced the following:

Per Wisconsin Statutes [59.22\(2\)\(C\)\(1\)](#)

(2) APPOINTIVE OFFICIALS; DEPUTY OFFICERS; AND EMPLOYEES.

(a) Except for elective offices included under sub. [\(1\)](#), supervisors and circuit judges, and subject to s. [59.794 \(3\)](#), the board has the powers set forth in this subsection, sub. [\(3\)](#) and s. [59.03 \(1\)](#) as to any office, department, board, commission, committee, position or employee in county service created under any statute, the salary or compensation for which is paid in whole or in part by the county, and the jurisdiction and duties of which lie within the county or any portion thereof and the powers conferred by this section shall be in addition to all other grants of power and shall be limited only by express language.

(c)

1. Except as provided in subd. [2.](#) and par. [\(d\)](#), the board may do any of the following:

a. Provide, fix or change the salary or compensation of any office, board, commission, committee, position, employee or deputies to elective officers that is subject to sub. [\(1\)](#) without regard to the tenure of the incumbent.

b. Establish the number of employees in any department or office including deputies to elective officers.

c. Establish regulations of employment for any person paid from the county treasury.

Attorney Phillips also helped clarify the role of the Clerk in the finances of the county. The Clerk is the repository for the records of accounts. The Clerk's office will communicate with finance and payroll positions but it is not required that the Clerk supervise those positions.

Discussion continued with the following background. On October 27, 2020, the County Board approved Resolution #20-126 creating a Temporary County Administrator Transition Committee to perform the following:

- Identify the staffing needs of the County Administrator.
- Evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office.
- Identify what office space the County Administrator and his staff will occupy.

On September 15, 2020, the County Board approved Resolution #20-107 establishing a Strategic Plan and Administrative Priorities. Of the 10 priorities ranked by the County Board (referred to as "Challenges for the County Administrator"), the #2 priority was to "Transition Finance and HR from County Clerk's Office to the Administrator's Office."

The Administrator's job description, which was last amended by the County Board on July 21, 2020 through Resolution #20-76, details the Finance and HR responsibilities of the Administrator under the following points:

4. Budget Preparation and Execution
5. Financial Reports and Planning
6. Human Resources

A review of the 3 positions currently in the County Clerk's office. The positions are:

1. Accounting Supervisor/Deputy Clerk- this position is currently vacant
2. Payroll and Benefits Specialist – this position is currently held by Tami Hendrickson
3. Accounts Payable Specialist- this position is currently held by Amy Louis.

Duties under each job description for these 3 positions were identified as HR, Financial or associated with a County Clerk statutory duty. A majority of duties for the Accounting Supervisor and Payroll/Benefits Specialist positions were identified as NOT being duties defined in the County Clerk statutes, while the Accounts Payable Specialist position did have a majority of duties that are defined by statute.

There were also documents shared that reviewed staffing levels present in County Clerk's offices in the other 71 counties in Wisconsin (see pages 14-15). This document was created by an evaluation of each County's website, for informational purposes only. The information was not verified by direct communication with each county. Sample job descriptions for County Clerk Deputy positions were also provided to committee members (see pages 32-34).

12/16/20 meeting material included:

1. Agenda Items 5 & 6 cover sheet – see page 35
2. Spreadsheet outlining job duties for the 3 positions currently in County Clerk's office with recommendation as to which duties should be transferred to County Administrator's office or remain in the Clerk's office – see pages 36-40
3. Spreadsheet transition planning- major functions cycle – see page 41
4. Spreadsheet describing transition issues to be addressed with potential solutions – see page 42

Summary of Meeting: Administrator Langreck presented a spreadsheet outlining the duties of each of the 3 positions currently in the County Clerk's office. It contains a recommendation next to each duty

as to whether that duty would stay in the County Clerk's office or move to the Administrator's office based on the documents reviewed and discussed at the previous Administrative Transition Committee meeting. The recommendation was made to allocate 2 positions (Accounting Supervisor and Payroll & Benefits Specialist) to the County Administrator and 1 position (Accounts Payable Specialist) to the County Clerk's office. Duties listed on the Accounting supervisor and Payroll/Benefits Specialist positions that relate to County Clerk statutory duties would be removed from those position descriptions and added to the Accounts Payable Specialist position. The title of Deputy Clerk would be removed from the Accounting Supervisor position and the Clerk can assign that title to the position that remains in the County Clerk's office. The only duty on the Accounting Supervisor/Deputy Clerk job description that was identified as a Deputy County Clerk duty was "Serve as County Clerk in Clerk's absence". Duties on the Accounts Payable Specialist position that are not statutory Clerk duties would be transferred to the County Administrator's office.

Review and discussion of the calendar of major HR and financial events was extensive. The work of the HR and financial positions are busy year round, with no breaks between major events. The open Accounting Supervisor position is a critical position that needs to be filled as soon as possible. Discussion followed on how to get that position filled as quickly as possible. Primary concerns raised in regard to delaying the transition to summer 2021 or later were that if the position was advertised and filled with the current position description and supervisor, knowing that both are going to change in the near future, it could lead to confusion and difficulties for the person filling that position. It could also inhibit some qualified applicants from applying because the county is known to be in the middle of a transition with that position.

Administrator Langreck then presented his recommendation for office space. It should be noted that the recommendation for the Administrator to occupy the computer room off the County Clerk's office is the best solution at this time. It creates a shared environment to facilitate communication during the transition of HR and financial functions from the Clerk to the Administrator. It should not, however, be considered a permanent solution. The office space to be occupied by the Administrator is not ideal and other options should be considered in the near future.

ADDITIONAL INFORMATION

On January 6, 2021 Clerk Vlasak wrote an email to the County Board. I reached out to Supervisor Murphy-Lopez as Chair of Finance and Personnel regarding the question of layoffs. He responded to a limited number of people to avoid violating open meetings laws. His response is below for your reference, which I am now sharing with the whole board to be discussed in a public meeting.

From: Shaun Murphy-Lopez
Sent: Thursday, January 7, 2021 10:29 AM
To: Victor Vlasak
Cc: Clinton Langreck; Melissa Luck; Lee Van Landuyt; Van Nelson
Subject: Fw: Transition
Victor,

See my answers **in red** below.

Thanks,

Shaun

P.S. Van & Lee - not sure you would do this, but if so please do not forward this to other County Board members, since that might violate [Wisconsin Open Meetings law](#) (per your email responses earlier).

From: Victor Vlasak
Sent: Wednesday, January 6, 2021 8:44 AM
To: County Board; Department Heads
Cc: 'Attorney Benjamin Southwick'; Clinton Langreck
Subject: Transition

Action was taken yesterday by the Finance and Personnel Committee for the "Reduction of the Accounting Supervisor and Payroll and Benefits Supervisor positions in the County Clerk's office and addition of the same positions to the County Administrator's office with necessary position function adjustments effective February 1st".

You took no action to create a Deputy Clerk position. So, February 1st the County Clerk has no staff. This would not be true, if the County Board adopts the committees' recommendation. You would still have 1 FTE (Accts Payable Specialist) and the statutory authority to name your Deputy Clerk. We don't have that authority. You've also been operating without a Deputy Clerk since September, when Derek resigned. Clint has the County Board's authority to approve job description changes. So if you want to change the title of the Accounts Payable Specialist to include "Deputy Clerk," you can recommend that change to Clint, and Clint can approve it.

What happens to the Accounts Payable Specialist position? Since you did not take any action regarding the position, it appears it will continue as a position for the County Clerk. Here you are correct. Although the County Board has the authority to make changes here as well (if statutorily appropriate), in future committee/board meetings.

You have only addressed position changes. You have not addressed the status of the current employees that occupy those positions. What happens to them?

Current employees in the County Clerk's office are Tami Hendrickson, Payroll and Benefits Specialist and Amy Louis, Accounts Payable Specialist.

Are they laid off?

Are they furloughed?

Are they fired?

To clear this up for Tami's position, refer to a few of our documents. First, according to the Employee Handbook*** (see below and attached), we did not "abolish" a position. So no layoff is required. Second, Resolution No. 20-126 only gives the committee the authority to move staff from other departments to the Administrator (see below and attached). It does not give them the authority to recommend layoffs (or "abolishing").

For Amy, our committees have made no recommended changes to that position, so who occupies that position is still under your supervision.

Employee Handbook***, page 24-25 (see attached)

"a. Elimination of Position: Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off."

Resolution No. 20-126

"evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office"

***Note that tracked changes in the Employee Handbook were approved by the Finance & Personnel Committee, but not the County Board. Clint is working with Ben to recommend additional changes to the Employee Handbook per Ben's 11/24/20 email, before this goes to County Board.

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.*

Duties & Services of the County Clerk's Office

SERVICES TO THE COUNTY BOARD

- ❑ Recording secretary
- ❑ Prepare and publish agendas for county board and committee meetings
- ❑ Record meeting minutes for county board and committee meetings
- ❑ Certification of county board actions
- ❑ Publish official proceedings
- ❑ Ensure compliance with open meetings law
- ❑ Ensure compliance with records retention laws
- ❑ Ensure compliance with freedom of information requests
- ❑ Compile/publish/maintain current county directory
- ❑ Sign contracts, deeds and agreements as approved by county board

ELECTION ADMINISTRATION

- ❑ Serve as election officer of the county
- ❑ Receive and file the official oaths and bonds of all county officers
- ❑ Serve as the filing officer for county candidates and referenda questions
- ❑ Prepare and publish election notices
- ❑ Prepare/print/distribute ballots and supplies to municipal clerks
- ❑ Program election tabulation equipment
- ❑ Maintain Statewide Voter Registration System for general,

- judicial and special elections
- ❑ Provide Statewide Voter Registration System services for local municipalities
- ❑ Tabulate and report election results
- ❑ Conduct Boards of Canvass and recounts
- ❑ Issue Certificates of Election
- ❑ Election training for municipal clerks and school districts

LICENSES AND PERMITS

- ❑ Issue marriage licenses and maintain index
- ❑ Issue domestic partnership certificates and domestic partnership terminations and maintain indexes
- ❑ Distribute state dog license and supplies to municipal treasurers
- ❑ Administer dog license fee accounts
- ❑ Process passport applications
- ❑ Issue conservation licenses
- ❑ Issue hayrack and sleigh ride permits
- ❑ Issue pawnbroker and secondhand dealer licenses
- ❑ Issue temporary and/or permanent vehicle license plate and registration renewals
- ❑ Issue work permits for minors

FINANCIAL FUNCTIONS

- ❑ Sign all orders for payment of money directed by the board
- ❑ Budgeting

- ❑ Apportionment of taxes
- ❑ General accounting
- ❑ Bonding/borrowing
- ❑ Payroll
- ❑ Purchase liability, property and other insurance
- ❑ Insurance maintenance
- ❑ GASB reporting
- ❑ Asset inventory
- ❑ Sale of tax deed property

OTHER STATUTORY DUTIES

- ❑ Annually compile and transmit list of municipal officers to secretary of state
- ❑ Zoning matters
- ❑ Farmland preservation
- ❑ Library reimbursement requirements
- ❑ Timber harvest notices
- ❑ Probate claim notices
- ❑ Miscellaneous highway department records
- ❑ Contracts, leases and agreements
- ❑ Claims against the county
- ❑ Historical Society
- ❑ Other non-mandated functions
- ❑ Administrative coordinator
- ❑ Personnel
- ❑ Data processing
- ❑ Purchasing
- ❑ Facilities maintenance
- ❑ Insurance
- ❑ Redistricting
- ❑ Website maintenance
- ❑ Other duties specific to local office

SWOT Analysis

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| <p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> • Loyal and dedicated staff • Communication • Willingness to make change • Services we provide to residents • Positive outlook between dept. heads and supervisors • Caring supervisors and dept. heads • Rural and scenic | <p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Budget process • Lack of financial stability • No HR and finance departments • Communication/unclear processes • No centralization of departments |
| <p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> • More assistance with HR rules • At a cross-road, chance to improve processes • Clear roles for supervisors and dept. heads • Desire to change • To address: lack of transparency and increase public satisfaction • Better quality of life for residents • Better overall picture of county fiscally • To make county more efficient and cost savings through streamlining • A centralized government entity • To budget a new position of leadership • Clear roles for supervisors and department heads | <p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> • Strained finances • Litigation (lack of HR) • Lack of transparency • Public dissatisfaction • Tax base in danger of eroding as farm industry slides downward • Cost of new position (salary, benefits, office space) • Failure to see big picture • County board will not like a coordinator and will work against that person. • County is poor • Population shift and state/federal dollars going to urban areas |

The following criteria were identified as critical for the improved administration of Richland County:

1. Financial oversight of all department budgets. Work with departments to develop budget and possibly identify areas to improve efficiency
2. Evaluate county as a whole and identify possible areas of redundancy/deficiency and formulate plan to improve efficiency
3. Strategic plan implementation/capital expense plan
4. HR management to create uniform HR policy across departments
5. Supervise Department Heads
6. Create communication plan to disseminate information to employees and public
7. Create centralized services (where appropriate) to increase buying power and create efficiencies.
8. Eliminate “silos” (departments acting unilaterally)
9. Facilitation of coordination between county board and departments

RECOMMENDATION

After much research and deliberation, it is the recommendation of this committee that Richland County choose County Administrator (CA) as its form of administration. When considering all the criteria identified as critical for Richland County administration, this committee determined they could not be accomplished in a part-time position. The primary differences between a full-time administrative coordinator (AC) and county administrator are the amount of authority granted by statute. The AC is not given statutory authority for submission of an annual budget or supervising department heads, rather it would have to be explicitly granted by the County Board. It is the opinion of this committee that in order for the administration to be successful in implementing the criteria identified, the position would need to have the authority to handle the county budget as a whole, as well as supervise department heads. Since we want the position to have that authority, and not have it dependent on that authority being granted by the Board, the County Administrator form is best suited to meet the needs of Richland County.

While we were not tasked with discussion of the economic impact of our decision, the committee was mindful of the budget situation when making our recommendation. When comparing full-time administrative coordinator with a county administrator, the costs would be similar.

The committee recommends the job description be well written to address each of the nine criteria with clearly stated authority and expectations. The Board Rules and Committee Structure will also need to be re-written to align with the statutory authorities granted to this position.

15 Updated 17–18 Wis. Stats.**COUNTIES 59.23**

Board of Supervisors can provide, fix, or change the pay of unclassified employees, unless and until board action interferes with the Milwaukee County Executive's day-to-day control of a county department or subunit. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

The Milwaukee County Executive's day-to-day control power under s. 59.794 (3) (a) has the express intent of removing and clarifying some authority of the Milwaukee County Board of Supervisors (Board) under sub. (2) and increasing and clarifying the authority of the Milwaukee County Executive. The Milwaukee County Executive's day-to-day control power prevents the Board from taking actions that effectively direct what duties may or must be accomplished by employees or officers or how they may or must perform those duties, even when a Board action may result in a compensation change. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

A county ordinance implementing a collective bargaining agreement providing for the payment to county employees, upon their leaving government employment, compensation for accumulated sick leave, earned both before and after the effective date of the ordinance, is valid. 59 Atty. Gen. 209.

A county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office. 61 Atty. Gen. 165, 403.

When it is the duty of a county traffic officer to testify or assist in the prosecution of county traffic offenses, the officer is not entitled to witness fees but may be paid additional compensation if a court appearance takes place outside regular working hours. 62 Atty. Gen. 93.

A county board may not deny a salary to an elected official during a period of sickness. A board does not have power to establish sick leave and vacation benefits for elected county officials. 65 Atty. Gen. 62.

The authority to establish salaries for the staff employed by a county's 51.42/51.437 board lies with that board, subject to the general budgetary control of the county board. 65 Atty. Gen. 105.

Discretionary authority to grant increases to elected county officials based upon performance or length of service may not be delegated to a committee of the county board because the board itself lacks the authority to establish such a compensation scheme. 80 Atty. Gen. 258.

59.23 Clerk. (1) DEPUTIES; SALARIES; VACANCIES. (a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

(c) If a clerk is incapable of discharging the duties of office the board shall appoint an acting clerk within 90 days after the board adopts a resolution finding that the clerk is incapable of discharging the duties of the office. The acting clerk shall serve until the disability is removed. If the board is not in session at the time of the incapacity, the chairperson of the board may appoint an acting clerk, whose term shall not extend beyond the next regular or special meeting of the board. A person appointed as acting clerk or appointed to fill a vacancy in the office of clerk, upon giving an official bond with sureties as required of a clerk, shall perform all of the duties of the office; and thereupon the powers and duties of the deputy of the last clerk shall cease.

(2) DUTIES. The clerk shall:

(a) *Board proceedings.* Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

(b) *Recording of proceedings.* Record at length every resolution adopted, order passed and ordinance enacted by the board.

(c) *Orders for payment.* Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).

(cm) *Apportionment of taxes.* Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(d) *Accounts.* File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.

(de) *Property.* To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(dg) *Dogs.* Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

(di) *Marriage licenses, domestic partnerships.* Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.

(e) *Reports of receipts and disbursements.* Record the reports of the treasurer of the receipts and disbursements of the county.

(f) *Recording receipts and disbursements.* Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.

(g) *Payments to treasurer.* Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(h) *Books of account.* Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.

(i) *Chief election officer; election duties.* As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.

(L) *Duplicate receipts.* Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.

(m) *Certified copies; oaths and bonds; signatures.* 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.

59.23 COUNTIES

(n) *Taxes.* Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(nm) *Timber harvest notices.* Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) *Report, receipts and disbursements to board.* Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) *Proceedings to historical society.* Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.

(q) *County highway commissioner; notify of election.* Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.

(r) *County tax for road and bridge fund.* Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.

(s) *List of local officials.* Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.

(t) *General.* Perform all other duties required of the clerk by law.

History: 1995 a. 201 ss. 261, 263, 264, 275; 1995 a. 225 ss. 147 to 150; 1997 a. 27; 1999 a. 9; 2013 a. 373; 2019 a. 19.

Under s. 59.17 (8) [now sub. (2) (h)], the clerk keeps only those accounts designated by the board. *Harbick v. Marinette County*, 138 Wis. 2d 172, 405 N.W.2d 724 (Ct. App. 1987).

Except for their elected superior's power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. *Oneida County v. WERC*, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00-0466.

Statutory powers of the county clerk with respect to budgeting and record keeping cannot be transferred by the county board to a new position of finance officer. 63 Atty. Gen. 196.

A county board can only grant powers of indirect supervision to a finance director with respect to the accounting or bookkeeping duties of a county clerk. 65 Atty. Gen. 132.

59.24 Clerks of counties containing state institutions to make claims in certain cases. The clerk of any county that is entitled to reimbursement under s. 16.51 (7) shall make a certified claim against the state, without direction from the board, in all cases in which the reimbursement is directed in s. 16.51 (7), upon forms prescribed by the department of administration. The forms shall contain information required by the clerk and shall be filed annually with the department of corrections on or before June 1. If the claims are approved by the department of corrections, they shall be certified to the department of administration and paid from the appropriation made by s. 20.410 (1) (c), if the claim is for reimbursement of expenses involving a prisoner in a state prison named in s. 302.01, or from the appropriation under s. 20.410 (3) (c), if the claim is for reimbursement of expenses involving a juvenile in a juvenile correctional facility, as defined in s. 938.02 (10p).

History: 1989 a. 31, 359; 1995 a. 27, 77; 1995 a. 201 s. 265; Stats. 1995 s. 59.24; 1997 a. 35; 2005 a. 344.

Updated 17–18 Wis. Stats. 16

59.25 Treasurer. (1) **ELIGIBILITY.** No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk or member of the board shall be eligible to the office of treasurer or deputy treasurer.

(2) **DEPUTIES; OATH; SALARY; TEMPORARY VACANCY.** (a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer's direction, in the discharge of the duties of the office of treasurer. The appointment shall be in writing and shall be filed and recorded in the treasurer's office. Such deputy, in the absence of the treasurer from the treasurer's office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person treasurer who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

(3) **DUTIES.** The treasurer shall do all of the following:

(a) 1. Receive all moneys from all sources belonging to the county, and all other moneys which by statute or county ordinance are directed to be paid to the treasurer, and, except in counties having a population of 750,000 or more, in the case of the payment of delinquent property taxes or the redemption of land subject to a tax certificate, make out and deliver to the clerk duplicate receipts therefor, and file in the treasurer's office the duplicate receipts delivered to the treasurer by the clerk for money received by the clerk.

2. In counties having a population of 750,000 or more, file a duplicate receipt in the treasurer's office.

(b) Pay out all moneys belonging to the county only on the order of the board, signed by the clerk and countersigned by the chairperson, except when special provision for the payment thereof is otherwise made by law; and, except in counties having a population of 750,000 or more, pay out all moneys belonging to the county road and bridge fund on the written order of the county commissioner of highways, signed by the clerk and countersigned by the chairperson of the board.

(c) Pay all county orders described in par. (b) in the order of time in which they are presented for payment; but where 2 or more are presented at the same time, give precedence to the order of the oldest date, but the treasurer shall receive of municipal treasurers all county orders issued in the county, which the municipal treasurers may present in payment of county taxes, to the amount of the county taxes actually collected by any municipal treasurer in the year for which the orders are offered in payment, which amount shall be determined by the affidavit of the municipal treasurer.

(d) Keep a true and correct account of the receipt and expenditure of all moneys which come into the treasurer's hands by virtue of the treasurer's office in books kept therefor, specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment; keep also in like manner a separate account of all fees received, a separate account of all moneys received for taxes, and a separate account of money received upon redemption of lands from sales thereof for nonpayment of taxes, further specifying in the 2 last accounts the description of the property on account of which such money was paid, which books shall be open at all times to the inspection of the board or any member thereof and to

| County | # deputies | Notes | Other staff | population | Administration |
|------------|------------|---|--|------------|----------------------------|
| Menominee | ? | no staff listed but no directory to confirm 0 staff | | 4258 | Administrative Coordinator |
| Florence | ? | no staff listed but no directory to confirm 0 staff | | 4454 | Administrative Coordinator |
| Iron | 1 | | | 5921 | Administrative Coordinator |
| Pepin | 1 | | | 7391 | Administrative Coordinator |
| Forest | 1 | deputy/bookkeeper | payroll clerk | 9227 | Administrative Coordinator |
| Buffalo | 1 | | | 13699 | Administrative Coordinator |
| Price | 1 | | | 14046 | County Administrator |
| Rusk | 2 | | | 14754 | Administrative Coordinator |
| Bayfield | 1 | | 1 PT clerk, 1 accountant, 1 bookkeeper | 15327 | County Administrator |
| Marquette | 1 | | | 15408 | Administrative Coordinator |
| Burnett | 1 | | 1 office specialist, 1 election project specialist | 15508 | County Administrator |
| Washburn | 2 | | | 15929 | Administrative Coordinator |
| Ashland | 1 | 1 account clerk/bookkeeper | 1 admin assistant | 16030 | County Administrator |
| Crawford | 2 | | | 16737 | Administrative Coordinator |
| Sawyer | 2 | 1 accounts payable, 1 payroll | | 16828 | County Administrator |
| Lafayette | 2 | | | 17010 | Administrative Coordinator |
| Richland | 3 | | | 17919 | County Administrator |
| Green Lake | 2 | 1 PT deputy, 1 purchasing agent | | 19174 | County Administrator |
| Langlade | ? | no staff listed but no directory to confirm 0 staff | | 20131 | Administrative Coordinator |
| Taylor | 1 | payroll/benefits | | 20746 | Administrative Coordinator |
| Adams | 2 | | | 20786 | Administrative Coordinator |
| Kewaunee | 1 | account clerk | | 20786 | County Administrator |
| Jackson | 1 | | 1 book keeper | 20800 | Administrative Coordinator |
| Vilas | 1 | | 1 admin secretary | 21771 | Administrative Coordinator |
| Iowa | 1 | | | 23867 | County Administrator |
| Waushara | 1 | | 1 finance supervisor | 24441 | County Administrator |
| Juneau | 1 | Purchasing/secretary/deputy | 1 central duplicating | 27117 | Administrative Coordinator |
| Door | ? | no staff listed but no directory to confirm 0 staff | | 28463 | County Administrator |
| Lincoln | 1 | | | 28862 | Administrative Coordinator |
| Trempealeu | 2 | | | 29767 | Administrative Coordinator |
| Vernon | 2 | 1 deputy/financial accts mgr, 1 confidential admin. Asst/deputy | 1 payroll administrator, 1 sr. admin assist. | 30248 | Administrative Coordinator |
| Clark | 0 | directory present with no staff listed for clerk | | 34743 | Administrative Coordinator |
| Oneida | 2 | | | 38383 | Administrative Coordinator |
| Green | 1 | | 1 office associate | 36967 | Administrative Coordinator |
| Oconto | 1 | | | 38476 | Administrative Coordinator |
| Marinette | 1 | | | 41382 | County Administrator |
| Shawano | ? | no staff listed but no directory to confirm 0 staff | | 41655 | Administrative Coordinator |
| Pierce | 1 | | 1 switchboard/reception | 42021 | Administrative Coordinator |

| | | | | | |
|-------------|---|---|--|--------|----------------------------|
| Polk | 2 | | | 44380 | County Administrator |
| Douglas | 1 | | 1 web/technology specialist | 44443 | County Administrator |
| Dunn | 1 | | | 44617 | Administrative Coordinator |
| Barron | 1 | | | 46336 | County Administrator |
| Monroe | 1 | | 1 purchasing/license clerk | 46393 | County Administrator |
| Waupaca | 2 | | | 52217 | Administrative Coordinator |
| Grant | 1 | | 1 GIS specialist, 1 real property specialist | 52615 | Administrative Coordinator |
| calumet | ? | no staff listed but no directory to confirm 0 staff | | 63568 | County Administrator |
| Columbia | ? | no staff listed but no directory to confirm 0 staff | | 57125 | Administrative Coordinator |
| Sauk | 3 | Lead deputy, Deputy, deputy Program Asst. | | 62822 | Administrative Coordinator |
| Chippewa | 2 | | | 64551 | County Administrator |
| Portage | ? | no staff listed but no directory to confirm 0 staff | | 71038 | Executive |
| Wood | ? | no staff listed but no directory to confirm 0 staff | | 74817 | Administrative Coordinator |
| Manitowoc | 1 | | 1 admin assistant | 81494 | Executive |
| Jefferson | 2 | 1 deputy, 1 program assistant/deputy election clerk | | 84352 | County Administrator |
| St. Croix | 3 | | | 88583 | County Administrator |
| Ozaukee | 1 | | | 88667 | County Administrator |
| Dodge | 2 | | | 89949 | County Administrator |
| Eau Claire | 1 | | 1 admin assistant | 102816 | County Administrator |
| Walworth | 1 | | 3 admin assistants | 103535 | County Administrator |
| Fond du Lac | 1 | | 2 program assistants | 104035 | Executive |
| Sheboygan | 0 | | 2 clerk assistants | 115924 | County Administrator |
| La Crosse | 2 | | 1 clerk (other 2 were designated as deputies) | 119193 | County Administrator |
| Marathon | 0 | | 1 assistant clerk, 1 administrative specialist, 1 administrative specialist/mail clerk | 135922 | County Administrator |
| Washington | 0 | | 1 central reproductions supervisor | 135970 | Executive |
| Rock | 0 | directory present with no staff listed for clerk | | 160349 | County Administrator |
| Kenosha | 2 | | | 168700 | Executive |
| Winnebago | 1 | | | 179025 | Executive |
| Outagamie | 1 | deputy county clerk/programmer | 2 deputy clerk assistants | 184541 | Executive |
| Racine | 1 | | | 196200 | Executive |
| Brown | ? | no staff listed but no directory to confirm 0 staff | | 260616 | Executive |
| Waukesha | 1 | | | 401446 | Executive |
| Dane | ? | directory present with no staff listed for clerk | | 530519 | Executive |
| Milwaukee | ? | no staff listed but no directory to confirm 0 staff | | 950381 | Executive |

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Discussion and possible action on authority of county personnel and functions

| | | | |
|-------------------------|---------------------------------|-----------------------|--|
| Department | Administration | Presented By: | Melissa Luck |
| Date of Meeting: | December 4 th , 2020 | Action Needed: | None/Information, Discussion Only |
| Disclosure: | Open | Authority: | |
| Date submitted: | December 1 st , 2020 | Refer to: | Attachment 3 Only to Finance & Personnel Committee |

Recommendation and/or action language:

No action necessary. Review and discuss.

Background:

Attachment A is an email from Mr. Southwick entitled “Richland County Government: Personnel Administration” that frames his opinion on the County Administrator’s authority to supervise employees. This email, although sent to this committee for review, should not be reviewed or discussed by this committee because it’s content addresses issues that are not a part of this committee’s designated tasks.

Attachments B and C are emails from Mr. Southwick stating his opinion on the authority of the County Board to assign personnel to the County Clerk’s office.

After consultation with the Wisconsin Counties Association attorney Andrew Phillips, the following statute was referenced as the primary statute giving the County Board authority to establish the number of employees for any department or office, including deputies to elective officers.

Per Wisconsin Statutes [59.22\(2\)\(C\)\(1\)](#)

(2) APPOINTIVE OFFICIALS; DEPUTY OFFICERS; AND EMPLOYEES.

(a) Except for elective offices included under sub. [\(1\)](#), supervisors and circuit judges, and subject to s. [59.794 \(3\)](#), the board has the powers set forth in this subsection, sub. [\(3\)](#) and s. [59.03 \(1\)](#) as to any office, department, board, commission, committee, position or employee in county service created under any statute, the salary or compensation for which is paid in whole or in part by the county, and the jurisdiction and duties of which lie within the county or any portion thereof and the powers conferred by this section shall be in addition to all other grants of power and shall be limited only by express language.

(c)

1. Except as provided in subd. [2.](#) and par. [\(d\)](#), the board may do any of the following:

a. Provide, fix or change the salary or compensation of any office, board, commission, committee, position, employee or deputies to elective officers that is subject to sub. [\(1\)](#) without regard to the tenure of the incumbent.

b. Establish the number of employees in any department or office including deputies to elective officers.

c. Establish regulations of employment for any person paid from the county treasury.

Attachment D is a document that was provided by Clerk Vlasak as an explanation of the current roles for his staff.

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Government Personnel Administration

Benjamin Southwick <bsouth@southwicklaw.net>

Wed 11/18/2020 10:52 AM

To: Melissa Luck <melissa.luck@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; Ingrid Rasmussen <ingrid.rasmussen@co.richland.wi.us>;
<ingrid.rasmussen@co.richland.wi.us>;

Cc: Victor Vlasak <victor.vlasak@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>;

RICHLAND COUNTY GOVERNMENT: PERSONNEL ADMINISTRATION

Introduction

This opinion deals with County employees who are not department heads. It does not deal with department heads.

As to positions, the County Board has authority to determine the number of positions, compensation and fringe benefits. The County Board also has authority to prescribe procedural (due process) rights of County employees regarding discipline and termination, although there are also Statutory provisions dealing with this subject. Federal law governs those employees whose positions are supported by Federal funds.

In summary, this opinion deals with those elements of personnel administration which are central to a department head's ability to supervise and administer his or her department. These elements include hiring, probation, discipline and termination.

With the advent of a County Administrator, County employees are divided into the following 6 categories:

Category No. 1

The department head is an elected official. This covers the following departments.

Circuit Court, (includes Register in Probate, Court Reporter and
bailiffs)
Coroner
County Clerk
Clerk of Circuit Court
Register of Deeds
Sheriff
Treasurer

As to this category of County employees, the County Administrator has no authority regarding personnel administration.

-
-
-

Category No. 2

-
_____ Departments with a related board or commission. This covers the following departments:
Health and Human Services
Pine Valley Community Village
Parks (general manager of the parks system is appointed by the
County Administrator)
Veterans Service Office

The County Administrator has no authority regarding personnel administration of these departments.

Category No. 3

Departments where Statutes require the department head or the supervising committee to administer the department:

Zoning and Land Information
County Highway Department
U.W. Extension

As to the above departments, the County Administrator has no personnel administration authority.

Category No. 4

Department in which County employees by Statute are employees of both the County and the U.W. system:

U.W. Extension

The County Administrator has no personnel administration authority over this department.

Category No. 5

-
Departments that are the subject of contracts with other government entities:
Ambulance
Symons Natatorium

The County Board could grant the County Administrator personnel administration authority regarding these departments, consistent with the applicable contract.

Category No. 6

-
Departments where the statutes are silent as to personnel administration:
Child Support
Corporation Counsel (only employee is a part-time Assistant Corporation
Counsel who, by Resolution, is also the Assistant District Attorney
and the Director of the Child Support Agency)

Emergency Management
Fair (one part-time casual employee and one 10% clerical position)
Management Information Systems
University of Wisconsin-Platteville Food Service
Land Conservation (one 90% clerical position)
Zoning and Land Information.

The County Board could grant the County Administrator personnel administration authority

regarding these departments.

Based on the above, the Handbook of Personnel Policies and Work Rules must be revised.

Ben

Benjamin Southwick
Corporation Counsel
130 W. Court Street
Richland Center, WI 53581
608-647-4111
bsouth@southwicklaw.net

Richland County Government Personnel Administration

Benjamin Southwick <bsouth@southwicklaw.net>

Wed 11/18/2020 10:55 AM

To: Melissa Luck <melissa.luck@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; Ingrid Rasmussen <ingrid.rasmussen@co.richland.wi.us>;
<ingrid.rasmussen@co.richland.wi.us>;

Cc: Victor Vlasak <victor.vlasak@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>;

Friends,

My purpose in issuing this opinion is to set forth the legal principles governing positions in the County Clerk's office. These positions are:

- County Clerk; an elected position created by the Wisconsin Constitution
- Deputy County Clerk/Accounting Supervisor: position is currently vacant;
- Payroll and Benefit Specialist: held by Ms. Tami Hendrickson;
- Accounts Payable Specialist held by Ms. Amy Louis.

Per Wisconsin Statutes, section 59.23 (1), the County Clerk is entitled to at least one Deputy Clerk position and the County Clerk has the authority to appoint that person.

The remaining positions in the County Clerk's office are known as assistants. On the one hand, the County Board determines the number of assistant positions in the County Clerk's office although, on the other hand, the County Board must provide the County Clerk with sufficient staff to enable the County Clerk to fulfill his statutory duties, which are set forth primarily in section 59.23. The County Clerk has the authority to fill such assistant positions as are authorized by the County Board.

Finally, it is my opinion that there is no authority to transfer a person appointed by the County Clerk as Deputy County Clerk or as an assistant in the County Clerk's office, to another position in County government. Such action would violate the County Clerk's authority to appoint persons to the positions in the County Clerk's office.

I will attend remotely the Committee's meeting scheduled for this coming Friday at 1:00 p.m.

Ben

Benjamin Southwick
Corporation Counsel
130 W. Court Street
Richland Center, WI 53581
608-647-4111
bsouth@southwicklaw.net

Legal principles relating to positions in the County Clerk's office

Benjamin Southwick <bsouth@southwicklaw.net>

Wed 11/18/2020 1:21 PM

To: Melissa Luck <melissa.luck@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; Ingrid Rasmussen <ingrid.rasmussen@co.richland.wi.us>;
<ingrid.rasmussen@co.richland.wi.us>;

Cc: Victor Vlasak <victor.vlasak@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>;

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Finally, it is my opinion that there is no authority to transfer a person appointed by the County Clerk as Deputy County Clerk or as an assistant in the County Clerk's office, to another position in County government. Such action would violate the County Clerk's authority to appoint persons to the positions in the County Clerk's office.

The advent of the County Administrator resulted in the County Clerk no longer having the following duties:

1. The County Clerk is no longer the County's Administrative Coordinator. The duties of an Administrative Coordinator are set forth in Wisconsin Statutes, section 59.19 as follows:

"The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested in law by boards or commissions, or in other elected officers."

2. The County Clerk no longer has authority to submit an annual budget to the County Board. However, the County Clerk retains day-to-day administration of the County budget.

The above duties have been transferred by law to the County Administrator.

I will attend remotely the Committee's meeting scheduled for this coming Friday at 1:00 p.m.

Ben

November 18, 2020

Below is a brief overview of the operations of the County Clerk's office. The 2020 adopted County budget shows expenditures and revenues totaling \$32,555,314.24. All of the revenues and expenditures for the budget flow through the financial software.

The three positions of Accounting Supervisor, Payroll and Benefits Specialist and Accounts Payable Specialist work together as a team. The duties of each position are interrelated and intertwined. While payroll and benefits seems to be an independent function, all of the accounting information for payroll and benefits feeds into the accounting software. The account structure of the accounting software is maintained by the Accounting Supervisor to meet the ever changing accounting structure needs of the County's departments. This account structure is also built into the payroll software so that salary and fringe benefit costs post to the appropriate accounts in the general ledger. The accounts payable functions involve the payment of all expenditures. Coding for each individual expenditure is a part of the accounting system. The coding is how expenditures get posted to the various expenditure accounts. The coding and accounts setup is the function of the accounting supervisor position. The maintenance of the vendor system is handled by accounts payable. A major part of the accounts payable position is the maintenance of the vendor system, which is a part of the accounting software, for the issuance of the annual 1099's to vendors. All of the revenues for the 2020 budget are receipted by the County Treasurer. Copies of all of those receipts go to the Accounting Supervisor for entry into the financial software by the holder of the accounting supervisor position.

Another important part of the team is cross training. Before the vacancy occurred in the Accounting Supervisor position, the holder of that position performed the duties of the payroll and benefits position and the accounts payable position during the absence of the holders of those position during vacation periods or because of illness. The plan was to have the new holder of the Accounting Supervisor position trained to perform the duties of payroll and accounts payable during absences.

The current County Clerk has the knowledge, having performed the duties of all three positions, to cover the duties of the three positions and is currently performing the duties of the accounting supervisor position due to the vacancy in that position. The County Clerk would also be the person training the new person assuming the Accounting Supervisor position.

Below is the ordinance the board recently adopted amending the administrative coordinator ordinance. Note that the ordinance did not eliminate all of the duties that the County Clerk fulfilled when designated as the Administrative Coordinator of the County.

ORDINANCE NO. 20 - 26

An Ordinance Amending Ordinances # 86-6 and # 88-3 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

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

1. Sections 1, 2, 5, and 6 of Ordinance # 86-6, which was adopted on September 16,

1986, as amended by Ordinance No. 88-3, which was adopted on June 21, 1988, relating to designating the County Clerk Victor V. Vlasak as the Administrative Coordinator of the County, are repealed.

2. Section 3 and 4 are amended by repealing the following crossed-out words and adopting the following underlined words.
3. Section 3: The ~~Administrative Coordinator~~ County Clerk shall ~~also~~, exercise the following duties:
 - (a) Administer the various insurance programs of the County. Work with the ~~Insurance~~ Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.
 - (b) Assist the ~~Finance Committee~~ County Administrator 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.~~
 - ~~(d) Act as liaison to the public to resolve problems and answer citizens questions about county services.~~
4. ~~Section 4: The administrative coordinator~~ County Clerk shall at all times be fully accountable to the County Board in the management of his or her responsibilities under this Ordinance.

publication.

RESOLUTION OFFERED BY THE EMERGENCY
MANAGEMENT COMMITTEE

FOR AGAINST

| | |
|----------------|---|
| David J. Turk | X |
| Kerry Severson | X |
| Marty Brewer | X |

Resolution No. 20-126 Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government was read by County Clerk Vlasak. Motion by Gentes, second by Frank that Resolution No. 20-126 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 20 - 126

A Resolution Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government.

WHEREAS the creation of the County Administrator position has resulted in needs for permanent office space for the County Administrator and his staff and a need for a comprehensive review of the Handbook of Personnel Policies and Work Rules and the departments' addendums, and

WHEREAS County Administrator Clinton Langreck has proposed to the Rules and Resolutions Committee and to the Finance and Personnel Committee that a Temporary County Administrator Transition Committee be created, and

WHEREAS these two Committees have carefully considered this proposal and are now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Temporary County Administrator Transition Committee is hereby created to complete the transition to the County Administrator form of County government, with the composition and duties of the Committee being as follows:

1. 3 Supervisors appointed by the County Board after receiving nominations from the Committee on Committees;
2. The Committee shall: identify the staffing needs of the County Administrator; evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office; identify what office space the County Administrator and his staff will occupy;
3. The Committee shall present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators, and

BE IT FURTHER RESOLVED that a Administrator Transition Account is hereby created and \$500 is appropriated from the Contingency Fund to that Account, and

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Plan and Administrative Priorities

| | | | |
|-------------------------|----------------|-----------------------|------------------|
| Department | Administration | Presented By: | Clinton Langreck |
| Date of Meeting: | 01 Sep 2020 | Action Needed: | Resolution |
| Disclosure: | Open Session | Authority: | |
| Date submitted: | 28 Aug 2020 | Referred by: | |

Recommendation and/or action language:

Motion to recommend resolution to the County Board adopting proposed 1) County Administrator challenges, 2) County Board Strategic Goals, and 3) County Board priority values to help guide initiatives and resources through the 2020-2022 County Board session.

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

In efforts to adopt and implement strategic priorities, goals and values for the remainder of the 2020-2022 session, I am proposing the initiatives listed below for consideration and adoption. These initiatives were gathered by method of individual interviews with county board supervisors and followed by a survey. From the survey, I listed the top ten popular responses for categories of “Challenges for the County Administrator” and “County Board Strategic and Priority Goals” are listed in order of popularity and I have added two of my choosing in representing priorities from administration. The category of “Values” lists the top five popular responses.

Challenges for the County Administrator (18 month goals for administrator):

1. Develop a long-term strategic plan
2. Transition finance and HR from County Clerk’s Office to the Administrator’s Office
3. Make resolutions and ordinances available and organized on the internet
4. Develop more uniform HR policy and procedures
5. Implement a uniform performance review program
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)
8. Develop new county board member orientation program
9. Full review of county employee handbook, addendums and administrative manual
10. Partner with Southwest Regional Planning in developing a county strategic plan
11. Develop policy and procedure to address complaints and investigations (Proposed by Administrator)
12. Develop compensation and classification plan (Proposed by Administrator)

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Finance and Personnel Committee

Agenda Item Cover

County Board Strategic and Priority Goals (longer range goals):

1. More centralized HR supervision and resources
2. Consider future referendum options for maintaining services
3. Reach goal of 25% General Fund Reserve (3 months' reserve)
4. Plan and prioritize employee retention and development
5. Develop a five-year and ten-year plan
6. Improve fiscal transparency
7. Continue transition of Committee Boards and Commission to advisory/policy roles
8. Continue establishing administrator position and administrative authority
9. Collaboration with Richland Center
10. Develop a plan for a new jail / public safety building
11. Develop a plan for county owned property that promotes economic development
(Proposed by Administration)
12. Develop more rural broadband access (Proposed by Administration)

County Board Prioritized Values (how we approach solutions when values conflict):

1. Strategic Vision
2. Proactive
3. Accountability
4. Transparency
5. Direction by policy

Attachments and References:

| | |
|--|--|
| | |
|--|--|

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)

No direct expenses, but may significantly influence project and funding decisions.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK

Department: County Clerk

Reports To: County Clerk

Purpose of Position

The purpose of this position is to perform accounting tasks within the office of Richland County Clerk and serve as Deputy Clerk.

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.

- Manages the computerized Government Financial and Payroll Systems.
- Maintains Chart of Accounts for all County Funds. ^{59.23 (2)(d)} Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.
- Monthly closing of General Ledgers and distribution of account activity reports to all departments.
- Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, ^{59.23 (2)(e)} Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.
- Monitors accuracy of monthly CORE report for Child Support agency and reconciles through DWD CORE website.
- Monitors various Government Grants and reconciles with departments to assure compliance.
- Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.
- Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.
- Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and

Finance

Finance

security, places calls and follow up with networking support provider, and other troubleshooting issues.

- Compiles financial data for State and Federal surveys, and statistical reports.
- Reports worker's compensation injuries to insurance company via internet ExPrs. Submits the annual summary of injuries to State of Wisconsin.
- Participates in employee interviews and trains new employees.
- Processes payroll in the absence of the Fiscal Clerk.
- Submits weekly EFTPS payment for payroll tax withholdings.
- Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.
- Monitors and assists with filing requirements and deadlines for Annual W2 wage reporting. Supervises preparation of W2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.
- Reconciles annual Wisconsin Retirement System reporting and prepares magnetic media for reporting to State of Wisconsin.

59.23 (1)(a)

- Serves as County Clerk in Clerk's absence.
- Performs reception duties as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Accounts Payable Specialist **Department:** County Clerk
Reports to: County Clerk **Non-Union Pay Grade:** 16
Date: September 17, 2013 **Hours Per Week:** 35

PURPOSE OF POSITION

The purpose of this position is to provide financial and clerical services in order to ensure effective and efficient financial and administrative 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.

- 59.23(c) • Receive and verify invoices before preparing vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County Fair, Land Conservation Symons Recreation, and MIS Departments.
- 59.23(c) • Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- Countywide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- 59.23(di) • Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps.
- 59.23(f) • Maintain money supply in cash box balancing on a bi-monthly basis against receipts.
- 59.23(di) • Keep report to verify money collected by County Clerk Office.
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.
- DNR License sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.
- 59.23(2)(a)(i) • Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- 59.23(2)(i) • Enter voter information into the SVRS system after an election including new voter applications.
- 59.23(2)(i) • Take minutes at elections canvass meetings.
- 59.23(2)(i) • Record all elections results into the official elections results book.
- 59.23(2)(i) • Compile and maintain information for the Richland County Directory.
- Type and mail Tri-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Payroll & Benefits Specialist

Department: County Clerk

Reports to: County Clerk

Non-Union Pay Grade: 19

Date: September 17, 2013

Hours Per Week: 35

PURPOSE OF POSITION

The purpose of this position is to perform various accounting duties with the primary emphasis on payroll and benefits administration for Richland County under the direction of the County Clerk.

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.

- Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.
- New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.
- Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.
- Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law
- Verify new hires social security numbers with the Social Security Business Services Online system
- Maintains all County personnel files.
- Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.
- Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.
- Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.
- Generate required reports and remit deductions and withholdings to vendors and taxing authorities.
- Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.
- Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions

HR

59.23(2)(d)

59.23(2)(i)

59.23(2)(i)

- Reconciles and distributes W2's.
- Process Unemployment compensation billings and eligibility forms.
- Prepares and files monthly Labor statistics employment reports.
- Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports
- Prepares annual payroll reports for auditors including workman's comp.
- Completes salary and benefit surveys as requested.
- Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.
- Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.
- Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.
- Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.
- Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.
- Enter voter information into the SVRS system after an election including new voter applications.
- Create lists of voter information based on customer request through the SVRS system.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in Accounting or Human Resources.
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to wage, hour & payroll.
- Must be proficient in Microsoft Excel and Microsoft Word

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, Wisconsin Retirement Fund rules and guidelines, union contracts, ACS, a Xerox company Payroll Operation Manual, Minnesota Life Insurance Manual, insurance billings, unemployment guidelines, non-routine correspondence and laws.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Calumet County Position Description

Job Title: Deputy County Clerk
Salary Level: Grade 5
Department: County Clerk
Reports To: County Clerk
FLSA Status: Non-exempt
Approved By: Salary and Personnel Committee
Approved Date: October 22, 2001
Updated By: Michelle L. Wright, Human Resources Manager
Updated Date: March 12, 2020

Summary Performs difficult and responsible office work involving a considerable degree of independent judgment and initiative. Assists the County Clerk in the discharge of the duties of the office. Performs related duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*
Maintains the office in the absence of the County Clerk.

Assists with the preparation and distribution of election materials; prints various election reports; enters data into the statewide voter registration system; and may be a member of the Board of Canvass for elections.

Serves as Receptionist for the Courthouse and explains departmental policies, procedures, and instructions in response to telephone or personal inquiries from co-workers and the public. Performs general clerical duties including, but not limited to preparing letters, memorandum, reports, agendas, and minutes; maintains manual records and computer records; maintains office supplies; and distributes and maintains forms.

Processes all incoming and outgoing mail of departments. Reconciles postage amounts per department; and prepares shipping docket and billing for UPS service.

Prepares marriage applications and licenses.

Collects and receipts revenues, deposits with Treasurer and maintains a variety of complex records, which may include bookkeeping accounts and statistics. Prepares and remits corresponding reports.

Provides clerical support to the County Board including preparation of County Board and committee agendas and minutes. In the absence of the County Clerk, takes minutes for County Board and for Committee meetings for which the County Clerk is Recording Secretary. Operates voting system as necessary.

Assists with the preparation, publication and distribution of the Official County Directory; and County Board Proceedings Book. Indexes County Board resolutions and ordinances and logs motions.

Registers County Board Supervisors for conferences and procures lodging, as required.

Maintains dog license receipts from municipalities and prepares dog settlement to municipalities annually.

Attends meetings, conferences and seminars as required.

Performs other duties necessary to carry out the responsibilities required of the County Clerk's Office as set by Wisconsin Statute.

PORTAGE COUNTY POSITION DESCRIPTION

Name:
Class Title: Chief Deputy County Clerk Position No. 120000002
Department: County Clerk Grade: 24E
Regular Hours: 40 hours per week
Date Duties Began:

POSITION SUMMARY:

Under general direction, this appointed position assists County Clerk in the discharge of official duties and to perform related work as required by Wisconsin State Statutes, DNR Regulations, County Ordinances/Resolutions, Postal Regulation, Wisconsin Elections Commission, Wisconsin Ethics Commission, Statewide Vital Records Information System (SVRIS), Help America Vote Act, WisVote, and MUNIS. Resolves problems and deals with customers in a professional matter to ensure all customers are given prompt, efficient and accurate service. This is a salary position and is required to work more than 40 hours per week as needed.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the County Clerk. The position is an appointed position per Wisconsin State Statutes 59.23 (1).

ESSENTIAL FUNCTIONS:

- Assists County Clerk in supervising, selecting, evaluating and disciplining staff. Supervise staff and administer duties in County Clerk's absence.
- Provides backup for County Clerk in her absence and backup at County Board meetings. Performs all aspects of all office duties and responsibilities while maintaining confidentiality.
- County Board/Committees - preparation and maintenance of agendas, minutes, correspondence and information processed as well as publishing appropriate legal notices ensuring accuracy and proper format
- Marriage Licenses, Domestic Partnerships, Termination of Domestic Partnerships – processes applications, document validity, verifies and approves licenses and duplicates in SVRIS, processes amendments with the Statewide Vital Records Information System (SVRIS)
- Election Process - assists County Clerk, Chief Election Officer, regarding the Administration of Elections – order/maintain related documents and supplies, municipal documents coordinator, ballot design and proofing and ordering, WisVote coordinator – maintain WisVote and related documents, maintains and updates State Canvass System, backup for testing handicap voting equipment, maintains election website and programs with election results, assists with recount elections, conducts canvass board of State and County offices in County Clerk's absence and general election information
- Codified Ordinances – format, accuracy, updating and maintaining website
- Tax Deed Process – assists County Clerk with Tax deed processes per Wisconsin Statutes
- Dog Licenses –distribution of dog tags and forms to municipal Treasurers and balances tags with municipal Treasurers at year end

- Commercial Animal Establishment Licenses – processes licenses with owners, coordinates inspections with Humane Society and Planning and Zoning or municipal Zoning Administrator, related issues and questions
- Maintain staff work and vacation schedule
- Payroll – maintains and updates payroll for County Clerk personnel and obtains documentation and processes/updates payroll and expenses for County Board of Supervisors and Citizen Committee Members
- Large Assemblies, Solicitor Applications, Sexually Oriented Business Applications, Pawnbroker Applications –
- ordering, approval, document verification, accounting and related issues/ questions
- Business Continuation Plan – format, accuracy, updating and revisions
- Budget status – assists County Clerk with preparation of budget
- Assists County Clerk with processing the apportionment of taxes to all municipalities
- Assists County Clerk with Redistricting
- General Office Operations – responsible for but not limited to providing general county, town, village, city information via telephone, internet, fax, email or in person. Notary services, parking permits, maintain accurate County maps, timber cutting permits, relocation orders, rezoning petitions, claims against the County, various county contracts and leases, Farmland Preservation Agreements, compiles County directory with staff
- Verifies and approves daily deposits, requests for items, County Board Proceedings and other related office reports.
- Serve as backup for making deposits in Administrative Associate I absence
- Provides backup for Administrative Associate I duties in his/her absence – sorts incoming mail and processes outgoing mail and inter-departmental mail to appropriate departments
- Reviews and distributes email request/questions from County website
- Processes Quarterly Survey of Selected Non-Property Taxes – obtains report from the Department of Revenue and completes survey on U.S. Census Bureau website providing quarterly general sales and gross receipt taxes for Portage County
- Attends and takes minutes at County Board meetings and required Committee meetings
- Administers Election Day and evening results to County website and Wisconsin Election Committee Canvass System

NON-ESSENTIAL FUNCTION:

- In case of a disaster may be required to assist in disaster relief efforts

KNOWLEDGE, SKILLS AND ABILITIES:

Richland County Committee

Agenda Item Cover

Agenda Item Name: Item #5: regarding the timeline and transition of functions from the County Clerk's Office to the County Administrator's Office and #6 establishment of the number of employees in the County Clerk's Office and County Administrator's Office

| | | | |
|-------------------------|----------------|-----------------------|--------------------------------------|
| Department | Administration | Presented By: | Administrator |
| Date of Meeting: | 16 Dec 2020 | Action Needed: | Vote / Recommendation to F+P and R+R |
| Disclosure: | Open Session | Authority: | Resolution 20-126 |
| Date submitted: | 15 Dec 2020 | Referred by: | |

Recommendation and/or action language:

Pending discussion, committee may take action to make recommendations to the Finance and Personnel for consideration and advancement to the County Board.

Multiple recommendation options are presented in attachment C.

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

In the November 6th Committee meeting, the Administrator Transition Committee took action to acknowledge the need for staff support for the Administrator.

In the December 4th Committee meeting, the Administrator Transition Committee discussed authorization of positions and amendments to position descriptions. Motion was made to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk. No vote was called on the motion and the motion died. The committee requested that a plan be developed including office space and location and a transition timeline.

As such the attached documents are presented in efforts to inform the committee on functions, offer options for transition and recommendations for space.

Attachments and References:

| | |
|---|----------------------|
| A. Position Transition (Position Functions) | B. Time-line options |
| C. Possible recommendations | |

Financial Review:

(please check one)

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

(summary of current and future impacts)

Additional expenses if clerical Assistant is added = (Grade F/Step2) \$17.31 x 2080 x (32%beni) = \$47,526.34

Additional expenses for unforeseen changes = ?

Additional expenses for Computer Room reconfiguration = ?

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Current Configuration:

Moving Functions to Administrator:

| | | <u>Stays with Clerk</u> | <u>Moves to Administrator</u> | <u>Notes:</u> |
|---|---|---|---|----------------------------------|
| Accounts Payable Specialist Position | | X | | |
| 1 | Receive and Verify invoices before vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Foo Services, UW Outlay, Sheriff's Department, County Fair, Land Conservation, Symons Recreation, and MIS Departments. 59.23(c) | ...(Authority to sign release of payments, oversight on record keeping) | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | Task would need to be reassigned |
| 2 | Make all vendor payment for all County Departments 59.23(e) | ...acts as repository with oversight | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | Task would need to be reassigned |
| 3 | Maintain all Richland County Vendor files | ...acts as repository with oversight | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | Task would need to be reassigned |
| 4 | Countywide IRS Reporting, Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS.. Issue Real Estate 1099's Issue tax exempt forms and letters. | ...acts as repository with oversight | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | Task would need to be reassigned |
| 5 | Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office. 59.23(di) | X | | |
| 6 | Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses. 59.23(f) | X | | |
| 7 | DNR Licenses sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information. 59.23(di) | X | | |
| 8 | Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings. 59.23(2)(a)(b) | X | | |
| 9 | Maintain County personnel policies, Board rules and committee structure. | ...acts as repository with oversight | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | Task would need to be reassigned |
| 10 | Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder). | | | |
| 11 | Enter vote information into the SVRS system after an election including new voter applications 59.23(2)(i) | X | | |
| 12 | Take minutes at elections canvass meetings 59.23(2)(i) | X | | |
| 13 | Compile and maintain information for the Richland County Directory 59.23(2)(i) | X | | |
| 14 | Record all elections results information for the Richland County Directory. 59.23(2)(s) | X | | |
| 15 | Type and mail Tri-County Airport agenda to that committee's members | X | | |
| 16 | Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence. | | | |
| | | <u>Stays with Clerk</u> | <u>Moves to Administrator</u> | <u>Notes:</u> |
| Payroll & Benefits Specialist | | | X | |
| 1 | Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements. | | X | |
| 2 | New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy. | | X | |

| | | | | | |
|--|---|-------------|---|---|----------------------------|
| 3 | Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts. | | | X | |
| 4 | Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law | | | X | |
| 5 | Verify new hires social security numbers with the Social Security Business Services Online system | | | X | |
| 6 | Maintains all County personnel files. | | | X | |
| 7 | Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts. | | | X | |
| 8 | Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files. | | | X | |
| 9 | Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill. | | | X | |
| 10 | Generate required reports and remit deductions and withholdings to vendors and taxing authorities. | | | X | |
| 11 | Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees. | | | X | |
| 12 | Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions | | | X | |
| 13 | Reconciles and distributes W2's. | | | X | |
| 14 | Process Unemployment compensation billings and eligibility forms. | | | X | |
| 15 | Prepares and files monthly Labor statistics employment reports. | | | X | |
| 16 | Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports | | | X | |
| 17 | Prepares annual payroll reports for auditors including workman's comp. | | | X | |
| 18 | Completes salary and benefit surveys as requested. | | | X | |
| 19 | Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly. | | | X | |
| 20 | Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA. | | | X | |
| 21 | Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA. | | | X | |
| 22 | Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership. | | | X | |
| 23 | Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps. | | | | |
| 24 | Enter voter information into the SVRS system after an election including new voter applications. | 59.23(2)(f) | X | | Reassigned to Deputy Clerk |
| 25 | Create lists of voter information based on customer request through the SVRS system. | 59.23(2)(i) | X | | Reassigned to Deputy Clerk |
| | | | | | |
| | | | <u>Stays with Clerk</u> | <u>Moves to Administrator</u> | <u>Notes:</u> |
| ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK | | | | X | |
| 1 | Manages the computerized Government Financial and Payroll Systems. | | | X | |
| 2 | Maintains Chart of Accounts for all County Funds. Responsible for coding g, data entry, and posting of receipts, disbursements, and journal entries. | 39.23(2)(d) | ...(Authority to sign release of payments, oversight on record keeping) | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | |
| 3 | Monthly closing of General Ledgers and distribution of account activity reports to all departments. | | | X | |
| 4 | Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system. | 59.23(2)(e) | ...(Authority to sign release of payments, oversight on record keeping) | ...(daily supervision and management, ensuring Clerk is informed and has access to records) | |
| 5 | Monitors accuracy of monthly coRe report for child Support agency and reconciles through DWD CORE website. | | | X | |
| 6 | Monitors various Government Grants and reconciles with departments to assure compliance. | | | X | |

| | | | | | |
|---|--|-------------|-------------------------|-------------------------------|----------------------------------|
| 7 | Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee. | | | X | |
| 8 | Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report. | | | X | |
| 9 | Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues. | | | X | |
| 10 | compiles financial data for State and Federal surveys, and statistical reports. | | | X | |
| 11 | Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin. | | | X | |
| 12 | Participates in employees interviews and trains new employees. | | | | |
| 13 | Processes payroll in the absence of the Fiscal clerk. | | | X | |
| 14 | Submits weekly EFTps payment for payroll tax withholdings. | | | X | |
| 15 | Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance. | | | X | |
| 16 | Monitors and assists with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies. | | | X | |
| 17 | Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin. | | | X | |
| 18 | Serves as County Clerk in Clerk's absence. | 59.23(1)(a) | X | | Reassigned to Deputy Clerk |
| 19 | Performs reception duties as needed. | | | | |
| | | | | | |
| | | | <u>Stays with Clerk</u> | <u>Moves to Administrator</u> | <u>Notes:</u> |
| County Clerk Duties by (Ordinance 20-26) | | | | X | |
| 1 | Administer the various insurance programs of the County. Work with the Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss. | | | X | Task would need to be reassigned |
| 2 | Assist the County Administrator 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. | | | X | Task would need to be reassigned |
| | | | | | |
| (By Wisconsin Statute 59.23(2)) | | | | | |
| 1 | (a) Board proceedings. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions. | | By Statute | | |
| 2 | (b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board. | | By Statute | | |

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|----|---|--|------------|--|--|
| 3 | (c) Orders for payment. Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5). | | By Statute | | |
| 4 | (cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1). | | By Statute | | |
| 5 | (d) Accounts. File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any. | | By Statute | | |
| 6 | (de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6). | | By Statute | | |
| 7 | (dg) Dogs. Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174. | | By Statute | | |
| 8 | (di) Marriage licenses, domestic partnerships. Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770. | | By Statute | | |
| 9 | (e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county. | | By Statute | | |
| 10 | (f) Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board. | | By Statute | | |
| 11 | (g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk. | | By Statute | | |
| 12 | (h) Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county. | | By Statute | | |
| 13 | (i) Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections. | | By Statute | | |
| 14 | (L) Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer. | | By Statute | | |
| 15 | (m) Certified copies; oaths and bonds; signatures. 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence. 2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state. | | By Statute | | |
| 16 | n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes. | | By Statute | | |
| 17 | (nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2. | | By Statute | | |

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|----|---|--|------------|--|--|
| 18 | (o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same. | | By Statute | | |
| 19 | (p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers. | | By Statute | | |
| 20 | (q) County highway commissioner; notify of election. Notify a county commissioner of highways of the commissioner's election within 10 days thereafter. | | By Statute | | |
| 21 | (r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund. | | By Statute | | |
| 22 | (s) <i>List of local officials.</i> Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph. | | By Statute | | |
| 23 | t) General. Perform all other duties required of the clerk by law. | | By Statute | | |

| Transition Planning - Major Functions Cycle (2021): | | | | | | |
|---|----------------------------------|------------------------|---------------------------|----------------------|--------------------|-----------------------|
| | Jan + Feb | Mar + Apr | May + June | July + Aug | Sept + Oct | Nov + Dec |
| Proposed Transition Options: | "Sooner": Opt#1 | | | "Later" : Opt#2 | | "End of Cycle": Opt#3 |
| | February 1st, 2021 | | | July 5th, 2021 | | January 1st 2022 |
| Transition Functions | Finance Functions: | | | | | |
| | | W-2s | Audit | Budget | Year-End | |
| | | 1095s | Maximus Audit | | | |
| | | 1099s | EOC Report (every 2 yrs.) | | | |
| | *Hiring an Accounting Supervisor | NEED! - Who is hiring? | | | | |
| | HR Functions | | | | | |
| | | W-2 | Maximus Audit | Health Ins. Planning | Open Enrollment | Premium Adjustments |
| | | 1095s | CMS Report | Worker's Comp Audit | Flex Renewal | |
| | | COLA/Wage Increases | | | Anti-discrim. test | |
| | | Dental Open Enroll | Dental Renew | | | |
| Insurance | | | | | | |
| | Renewal | | | | | |
| Elections | | | | | | |
| | Primary - Feb 16 | General- April 6 | | Primary- Aug | | General- Nov |

Transition Functions

| Options: | | Sooner... | Later... | End of cycle... |
|---|---|---------------------------------|-----------------------|--------------------------------|
| The following items are listed recommendations to be considered in transitioning authorities and responsibilities: Possible action language: "...Motion to make the following recommendations to the Finance and Personnel Committee for consideration and advancement to the County Board for resolution (with possible ordinance amendment)" | | | | |
| Functions | The Richland County Administrator Assumes Authority and Responsibility for Human Resources Functions.... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| Functions | The Richland County Administrator Assumes Authority and Responsibility for Financial Functions | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| | *Recommendation for _____ to recruit a replacing accounting supervisor ... | Immediately | Immediately | Immediately |
| Functions | The Richland County Administrator Assumes Authority and Responsibility of managing the County's Insurance Programs | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| Functions | Richland County Ordinance No. 20-26 "An ordinance Amending Ordinance #86-6 and #88-3 Relating To Designating The County Clerk As the Administrative Coordinator Of The County" is repealed and the additional functions once associated with assignment of Administrative Coordinator be removed from the County Clerk and assigned to the County Administrator... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| Personnel | The Accounts Payable Specialist is retitled to Deputy County Clerk ... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| | The retitled Deputy County Clerk Position will relinquish the HR and Financial duties identified in the Position Transition Document to the Administrator's Office for reassignment... | | | |
| | The retitled Deputy County Clerk Position will assume additional County Clerk duties, from the Accounting Supervisor and Payroll & Benefits Specialist positions, as identified in the Position Function Transition Document as assigned by the County Clerk... | | | |
| | The retitled Deputy County Clerk Position will be assigned to the pay grade G (matching the Clerk of Court Deputy)... | | | |
| | Added budget expenses will be placed on the Administrator's budget with anticipation of utilizing undesignated general funds to cover over expenditure | | | |
| Personnel | By authority of State Statute 59.22(2)(j)1.b the Accounting Supervisor position is reduced in the County Clerk's Office and added to the County Administrator's Office... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| | Duties associated with functions of the County Clerk's Office will be removed or amended in accordance with the Position Transition Document... | | | |
| | The Accounting Supervisor Position will be assigned to the pay grade J... | | | |
| Personnel | By authority of State Statute 59.22(2)(j)1.b the Payroll & Benefits Specialist position is reduced in the County Clerk's Office and added to the County Administrator's Office... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |

| | | | | |
|---|---|---------------------------------|-----------------------|--------------------------------|
| Duties associated with functions of the County Clerk's Office will be reassigned to the Deputy Clerk in accordance with the Position Transition Document... | | | | |
| The Payroll & Benefits Specialist Position will be assigned to the pay grade H... | | | | |
| Personnel | By authority of State Statute 59.22(2)(c)1.b a position of County Administrator's Office Clerical Assistant is added to the County Administrator's Office... | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| This position is proposed to handle Financial and HR Duties of the former "Accounts Payable Specialist" and additional administrative support duties. | | | | |
| The County Administrator's Office Clerical Assistant Position will be assigned to the pay grade F... | | | | |
| | | | | |
| Office Space | Recommend the "Computer Room" currently assigned to the County Clerk's Office be reassigned as the "Administrator's Office" | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| Recommend that the main office area in the County Clerk's Office be shared to accommodate the Deputy County Clerk, Accounts Payable Specialist, Payroll & Benefit Specialist and Clerical Assistant | | | | |
| Recommend that MIS be consulted with finding an alternative location/solutions for the existing AS400 computer system, that allows staff access for trouble shooting and solution for data backup | | | | |
| | | | | |
| Transition | Recommendation that the County Clerk continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator. | ...effective February 1st, 2021 | ...effective July 5th | ...effective January 1st, 2022 |
| Recommendation that the County Administrator work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information | | | | |
| Recommendation that the County Administrator work with the County Clerk to provide staffing support for the elections and supporting efforts | | | | |
| Recommendation that the County Administrator work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions | | | | |