

### **Outcome Statement:**

Be it therefore resolved that Richland County Administrator's Office, and Richland County's Clerk Office, with help of supporting offices, departments and organizations will transfer the Human Resources (HR) and Financial Functions from the Clerk's Office to the Administrator's Office, **NLT \_\_\_\_\_ 2021**, in accordance with this Transition Plan and Directives, in efforts to support the County's strategic goal and vision of changing to an Administrator form of County Government.

### **Intension's of the Board:**

**County Board's Intension Statement** — With adoption of this plan, it is the intentions of the Richland County Board to have the organizational functions of the County Financials and HR currently managed by the Richland County Clerk transferred to the management of the County Administrator. The end state of this transition will be a system that reflects daily oversight and management of Financial and Human Resources (HR) performed by the County Administrator, with established access for the County Clerk to ensure all statutory duties can be fulfilled in the keeping of accurate records, necessary authorizes payment, apportion of taxes, etc. It is the County Board's intentions to adjust personnel assignments, work areas, equipment, authorizations, etc. to carry out this transition. It is the intentions of the County Board that the following principles are prioritized in the execution of this transition:

- Minimize disruption to financial and HR operations;
- Retain all employees assigned to these functions, and utilize their knowledge;
- Transfer functions, personnel, work area etc. in a responsible manner;
- Monitor progress by committee; and
- Report problems accompanied with recommended solutions.

The board passed resolutions for an administrator model and has tasked financial and HR functions via job description: **Follow-on Action:** Resolution language that adopts this plan.

### **Initiatives of Committee and Board Actions to Guide the Transition:**

This section is intended to help define Committee/ Board initiatives in guiding the project, proposing changes by resolution and monitoring the implementation of the changes:

1. **Investigation and Planning Initiative; Administrative Transition Committee** — By Resolution No. 20 -126 The Administrator Transition Committee was formed and tasked to:
  - a. identify the staffing needs of the County Administrator;
  - b. 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;
  - c. identify what office space the County Administrator and his staff will occupy;
  - a. 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

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

In efforts to gather needed information and make recommendations the Administrative Transition Committee will conduct public meetings to discuss transition items and may reach out to elected officials, employees and consultants as needed.

\*Meetings held in December 2020 and January 2021 uncovered the need to: 1) extend the existence of the committee to June, 2) add additional members to the committee (from 3 to 5), and 3) prepare a detailed and comprehensive plan to the Finance and Personnel Committee and Rules and Resolutions for consideration. — This “Transition Plan and Directives,” is intended to fulfill Initiative #1.

This initiative will be complete when all recommendations have been made by the Administrator Transition Committee to the standing the committees, but this initiative may be revisited as needs arise, or as requested by Finance and Personnel and Rules and Resolutions.

### 2. Recommendations and Resolutions; Finance and Personnel and Rules and Resolutions —

**Finance and Personnel Committee** — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(E) The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.”*

**Rules and Resolutions Committee** — By the Richland County Committee Structure Resolution the Rules and Resolutions Committee is task with, *“(E) study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.”*

These committees will consider recommendations made and will offer a proposed plans and recommendations to the County Board for resolution.

This initiative will be complete when all recommendation resolutions and plans are advanced and adopted by the County Board, but this initiative may be revisited as needs arise.

### 3. Transition and Monitoring Phase; Finance and Personnel — By the Richland County Committee Structure Resolution the Finance and Personnel Committee is tasked with, *“(E) The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.”*

The Finance and Personnel Committee will monitor the transition efforts through monthly reports delivered from the Administrator and County Clerk. Advice will be given as needed and actions can be taken by the committee to redirect efforts or modify this plan, within the intensions of the County Board.

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned.

**4. Completion and Reporting; Finance and Personnel, and Rules and Resolution —** (Reference tasks indicated in initiative 2, above)

The Finance and Personnel Committee will notify the Rules and Resolutions Committee when the transition has been complete. The Rules and Resolutions Committee may request information from committee and staff as appropriate to fulfill role of studying and reporting to the County Board on this operational and organizational change along with any recommendations it sees fit.

This initiative will be complete when all identified functions, personnel, work space, equipment, etc. are successfully transitioned and a final report is presented to the counting board from Rules and Resolution.

### **Objective and Directives:**

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

In efforts to meet the principles described in the Board's intensions statement, this plan directs the County Clerk Computer Room to be reassigned to the County Administrator as office space. The County Clerk work floor will be reassigned as joint space to accommodate both the Clerk and Administrator's staff. It is intended that this arrangement will keep both offices adjacent to the County Treasurer; and this allows for mutual aid in supporting functions, training and collaboration.



~Diagram of 3<sup>rd</sup> Floor, indicating reassigned office space and shared floor space:

### Office Space: Sub-tasks to move into Computer Room

Sub-Task:	Purpose	Party(ies)	NLT Date
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## Transition Plan and Directives — HR and Financial Functions to the County Administrator

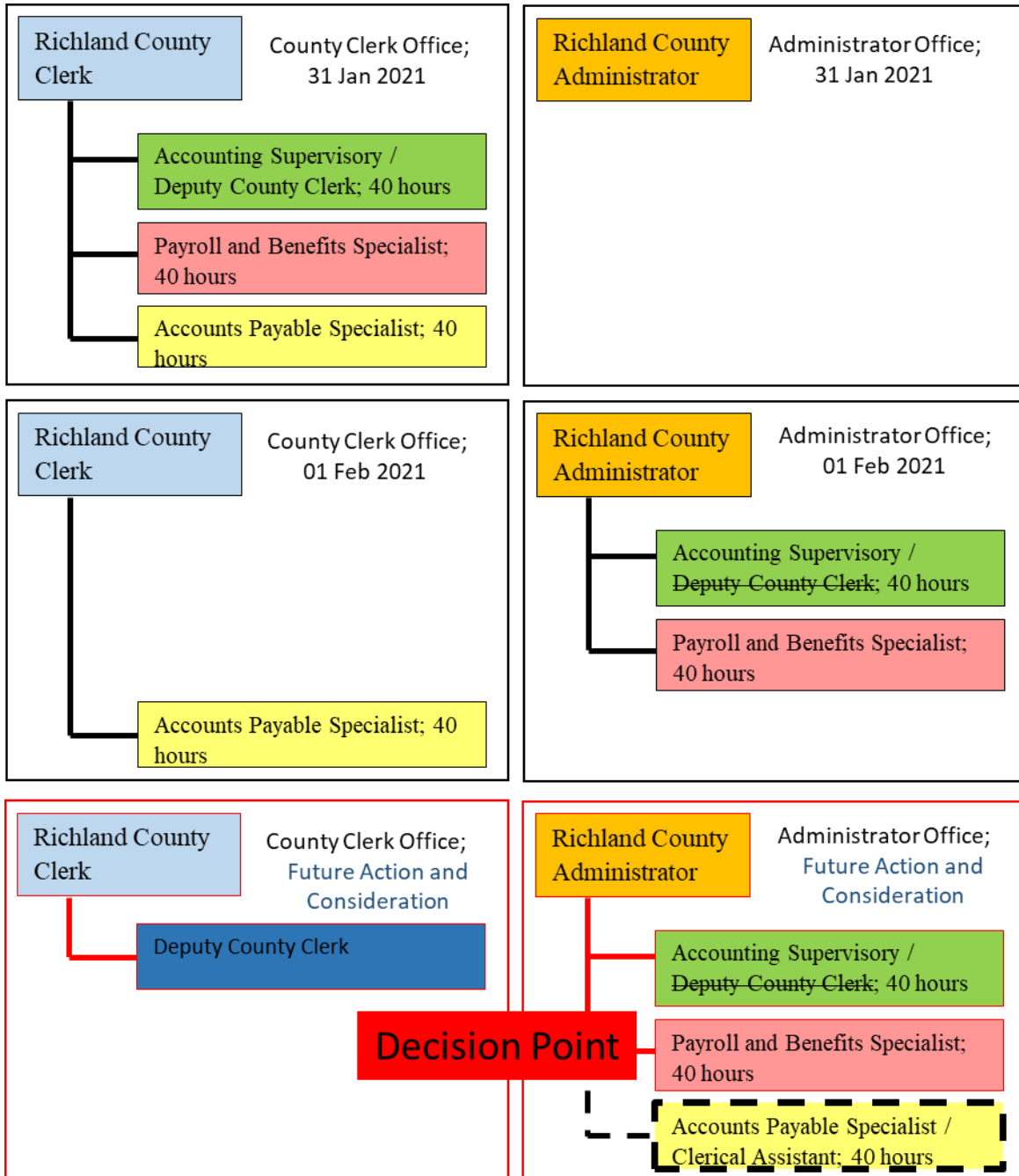
Recommendation Transition Committee	Recommendation to reassign computer room and share floor for staff	Adm Trans. Committee	16 Dec 2020
Recommendation Finance and Personnel	(same) — 05 Jan 2021 to Property	F + P	05 Jan 2021
Recommendation Property	(same) — 07 Jan 2021 to Board	Property	07 Jan 2021
Board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

The county board passed Res No. 21-13 to assign the Computer Room to the Administrator: **Follow-on Action:** Adoption of this plan directs the joint use of the open work floor may be appropriate.

**Objective: Reestablishment of County Employee Positions**

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

In efforts to meet the principles described in the Board's intentions statement, this plan directs the reestablishment of several county employee positions, title changes, and amendments to position descriptions and amendment to the authorization table. The following graphic represents the employee position changes:



The county board passed Res No. 21-14 moving two positions to the Administrator: **Follow-on Action:** Action is needed on addressing the needs of the Clerk and assignment of the accounts payable position and functions. Options may include: 1) Position designated as Deputy under the Clerk, 2) New Position, 3) share, 4) other.

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

<b>Sub-Task:</b>	<b>Purpose</b>	<b>Party(ies)</b>	<b>NLT Date</b>
<del>Recommendation Transition Committee</del>	<del>Recommendation to reassign payroll and benefits spec. and accounting supervisor</del>	<del>Adm Trans. Committee</del>	<del>16 Dec 2020</del>
<del>Recommendation Finance and Personnel</del>	<del>(same) — 05 Jan 2021 to Board</del>	<del>F+P</del>	<del>05 Jan 2021</del>
<del>Board Resolution</del>	<del>Res No. 21-14</del>	<del>Board</del>	<del>19 Jan 2021</del>
Subtask: Action on Deputy Position	Need approval of a Deputy Clerk Position – (by Resolution or Administrator Directive)	Admin	27 Jan 2021
Subtask: Action on Accounts Payable Position	Recommendation on disposition of the position (by Resolution or Administrator Directive)	Admin	27 Jan 2021
Action by F+P on positions	Pending recommendations, resolutions may be made to the Board	F+P	02 Feb 2021
Board Resolution		Board	16 Feb 2021

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

<b>Sub-Task:</b>	<b>Purpose</b>	<b>Party(ies)</b>	<b>NLT Date</b>
Posting	Posting in compliance with handbook	Admin	10 Feb
Interviews	Administrator will assemble an advisory panel	Admin w/ Panel	19 Feb
Start Date	Anticipated Start Date	Admin	18 Mar

**Objective: Directive on Assigning Function**

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

In efforts to meet the principles described in the Board's intensions statement, the following matrix identifies the duties, authorities and responsibilities assigned to the Clerk and Administrator.

Functions:	Current	Move	NLT
<b>Daily oversight and management of Financial</b> – “Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget. (Ordinance No. 20-26)	Clerk		
Assist the County Administrator in the preparation of the annual Budget. (Ordinance No. 20-26)	Clerk		
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. (Ordinance No. 20-26)	Clerk		
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board.	Clerk	No -Clerk by 59.23(2)	N/A
(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).	Clerk	No -Clerk by 59.23(2)	N/A

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

Functions (Continued):	Current	Move	NLT
(cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A

Functions (Continued):	Current	Move	NLT
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## Transition Plan and Directives — HR and Financial Functions to the County Administrator

(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
"(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."	Clerk	No -Clerk by 59.23(2)	N/A
n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

Functions (Continued):	Current	Move	NLT
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
"(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."	Clerk	No -Clerk by 59.23(2)	N/A
n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A
(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.	Clerk	No -Clerk by 59.23(2)	N/A

## Transition Plan and Directives — HR and Financial Functions to the County Administrator

Functions (Continued):	Current	Move	NLT
A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board. (Job Description)	Admin		
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. (Job Description)	Admin		
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. (Job Description)	Admin		
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. (Job Description)	Admin		
B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board. (Job Description)	Admin		
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. (Job Description)	Admin		
D. Develops bonding projects for the County and makes subsequent recommendations for the County Board. (Job Description)	Admin		
A. Administers the County's Handbook of Personnel Policies and Work Rules(Job Description)	Admin		
B. Administers the County's employee fringe benefits programs(Job Description)	Admin		
C. Reviews all recommendations for disciplinary suspensions or discharges(Job Description)	Admin		
D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed. (Job Description)	Admin		

**Follow-on Action:** Decision amending or repealing Ordinance No. 20-26 is appropriate if the daily oversight of financials is to be placed under the Administrator. A decision on insurances is also needed, does this function stay with the Clerk or this function transferred to the Administrator.

## **Transition Plan and Directives — HR and Financial Functions to the County Administrator**

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

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

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

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

Directive to the County Clerk — The County Clerk will maintain role in supporting data entry into the financial system until the arrival of a new Accounting Supervisor.

Directive to the Administrator —the County Administrator will work with the County Clerk to provide staffing support for the elections processes.

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

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

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

### **Resources/References:**

#### **Authority of the County Board to amend position assignments within the County:**

Wis. Statute 59.22(2)(c)(1)(b) *“Except as provided in subd. 2. and par. (d), the board may do any of the following: ... (b) Establish the number of employees in any department or office including deputies to elective officers.”*

Richland County Employee Handbook: MANAGEMENT RIGHTS The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

#### **Mandate of Deputy County Clerk:**

**(1)** Deputies; salaries; vacancies.

[59.23\(1\)\(a\)](#)**(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.

#### **County Clerk Statutorily Duties:**

<https://docs.legis.wisconsin.gov/statutes/statutes/59/iv/23>

#### **Strategic Plan:**

As part of Resolution No. 20 – 107 Approving The County Administrator's Strategic Plan And Administrative Priorities, Goal # 2 of the plan states, "Transition finance and HR from County Clerk's Office to the Administrator's Office." (Adopted on 15 Sep 2020)

#### **Counsel:**

Richland County Corporation Counsel, Attorney Benjamin Southwick

WCA Corporation Counsel, Attorney Andrew Phillips

**Oversight and Communication:**

The adopted plan will be overseen by the Finance and Personnel Committee, with the authority to administer this plan established through our to our structure (E) “advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served,” and (H) “Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.”

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

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