

RICHLAND COUNTY

Finance & Personnel Committee

December 16, 2021

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., Friday, **December 17th, 2021** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=me3e20ba26caaa23e447774212009f2bf>

Meeting number: 2558 200 3527, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 2558 200 3527

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval*
4. Previous meeting minutes*

Finance (including purchasing and contracts)

5. Purchase of office equipment – Treasurer’s Office*
6. Approval of ARPA funds for Digital Codification of County Ordinances*
7. Approval of ARPA funds for UW-Extension Broadband Survey*
8. Financial Reports: *
 - a. Treasurer’s reports - Cash Balances
 - b. Fund #75 Capital Borrowing
 - c. Fund #92 Short-term Capital Borrowing
 - d. ARPA Funds
 - e. Childcare and education grant monitoring
 - f. Department Expenditure Reports:
 - i. Administrator
 - ii. Clerk
 - iii. County Board
 - iv. Property Lister
 - v. Register of Deeds
 - vi. Treasurer
9. Extending existing auditing contract with Johnson Block and Company Inc.*

RICHLAND COUNTY

Finance & Personnel Committee

Budget:

10. Outline of 10-year financial plan operations and time-line – Report*

Personnel:

11. Closed Session – Pursuant Wisconsin State Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved
12. Return to open session
13. Possible action from items discussed in closed session
14. Amendments to Employee Handbook: Highway, HHS, and Sheriff's Office*
15. Out of state travel for employees*

Closing:

16. Discussion and possible action regarding administrative strategic goals*
17. Future agenda items
18. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

FINANCE AND PERSONNEL COMMITTEE

DECEMBER 7th, 2021

Due to internet being down the Richland County Finance and Personnel Committee convened at 1:14 p.m., Tuesday, December 7th, 2021, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors, Shaun Murphy-Lopez, Marty Brewer, Linda Gentes, David Turk, Melissa Luck and Don Seep by remote access.

Department heads, staff and public were Jeff Even, Cathy Cooper, Therese Deckert, Tammy Wheelock, Amanda & Jayme Walsh, Stephanie Ronnfeldt, Sue Triggs, Ingrid Glasbrenner, Amy Hoffman, Bill Moilien, Tami Hendrickson, Clerk Derek Kalish, Steve Carrow, Meghan Rohn, Tracy Thorsen, Tracy Gobin, Michael Windle, Cathy Cooper, Karen Knock, Steve Williamson and WRCO.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:14 pm.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Moved by Linda to approve the agenda as posted, second by Marty. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Shaun stated Linda was not listed as being in attendance on the November 2nd meeting and asked for that correction. Moved by Marty to approve the minutes of the November 2 with Linda being listed as present, and the November 11th meeting be accepted as presented, seconded by Linda. All voting aye, motion carried.
5. **American Rescue Plan for Early Childhood Education and Child Care Providers Grant Application Review and Recommendations:** Clint present that this is a follow up from previous meeting when Option #2 was presented as the preferred funding method. Finance and Personnel requested to obtain more information from the applicants. With the assistance of HHS staff, Stephanie Ronnfeldt, Cheryl Dull, & Clint meet and are coming back with option 3 as presented. Clint displayed the chart with all options provided. Marty stated has concerns about getting child care out to community and questioned would going with Option 3 be a deal breaker? Marty asked Jayme Walsh, an applicant, to speak on behalf of their request. Jayme stated without these funds they could not proceed.

Moved by Marty to continue with option 3 as presented, second by Linda. Roll call votes were as follows: Linda - aye, Marty – aye, Dave – no, Shaun – no, Don – aye, Melissa – no.

Moved by Dave to go with Option 2 as presented, 2nd by Melissa. Roll call as follows: Marty – aye, Dave – aye, Shaun – aye, Don – aye, Melissa – aye, Linda – aye. With all voting aye, it is approved to send to County Board

6. **Interdepartmental fund-transfer for purchase of tires – Land Conservation:** Clint presented that the tire on the Land Conservation truck are worn to the point of dangerous and is asking new tires be purchased using fund 10. Moved by Marty to approve using of Fund 10 to purchase the tires, second by Dave. All voting aye, motion carried.
7. **Fund #75 additional expenditures for Mill Creek, Huth and Ewers Pipe Cradle Repair:** Clint presented the fund request for \$333.62 out of fund 75 be used to purchase belzona epoxy for dam and pipe repairs on Mill Creek and subsidiaries. Moved by Don to approve the use of fund 75 to make repairs as listed, seconded by Linda. All voting aye, motion carried.

8. **Fund #75 expenditures for construction of dams feeding Mill Creek:** Clint presented the request for 2 new mill creek dam installation on private property. These are dry dams not on the Mill Creek. It has been approved by DATCP to use on private lands. Cathy stated above dam 6 there are no small dams to assist in slowing the water to the larger dams. Marty ask if the existing dams are on private property. Cathy stated no, so the new dams would require the landowner to do the repairs. The previous Mill Creek dams were built with federal funds which required the county to do the maintenance. These new dams will be funded by the county and we would require the land owner to do the maintenance. Cathy stated they will have to ask Department of Ag is they could piggy back funds to help with repair. Moved by Don to use Fund 75 to build dry dams to protect the larger dams on Mill Creek subsidiary, seconded by David. All voting aye, motion carried.
9. **Approval of Fund #75 appropriations for mobile device communications archiving software:** Clint presented the request for mobile device archiving software. With the updating of open record laws, we found that our mobile devices need back up. Moved by Dave to approve the purchase of archiving software from Fund 75, seconded by Marty. All voting aye, motion carried.
10. **Approval of ARPA funds for MIS staffing support for reconfiguration and software updates:** Since the beginning of COVID we have found that there are more cyberattacks than ever. With this change in recent cyber activity, staff changes, remote workers, and security upgrades there have been more demand on MIS and they stretched over their max and need more staffing to meet those needs. Clint presented the list of new projects that need to be completed. MIS needs more staffing to complete these projects and to keep up with the increase in Helpdesk tickets. Barb stated this new LTE position will be to staff the help desk so the current staff can complete the list of tasks they have until they can get caught up. Barb stated she is in hopes that in 2023 the staff can continue. Moved by Marty to use ARPA funds to lease a LTE MIS Assistant in the MIS department, seconded by Dave. All voting aye, motion carried.
11. **2021 Audit Report:** Moved to #10. Clint presented the 2020 audit report and is requesting the Committee to accept the Audit Report and to send to County Board for approval. Bill Moilien is available by WebEx, he reviewed the Audit report of 2020 for the Committee. Shaun asked about the recommendation of the Auditors concerning the Departmental Cash and CDBG Housing Loan Oversight. Bill explained the issue is Departmental Cash is managed outside of the County's control allowing for error and dishonesty. Bill recommends that the county request a monthly balance of those departmental accounts.

For the CDBG Housing Loan oversight. The County's CDBG housing loans were being overseen by the Housing Authority. During the audit it was discovered that those loans are not being monitored by the County and/or there were no liens placed on those properties. Clint added Attorney Windle and Jasen Glasbrenner are looking into these issues by doing title searches. This program has ended and we are looking to see if these loans still exist and if they should still be on the books or if they should be removed.

Moved by Dave to accept the financial report and to send to County Board for approval, seconded by Linda. All voting aye, motion carried.

12. **General Wage Scale adjustment approval, effective the first pay check of 2022, and:** Clint presented wage scale adjustments as one approval. Based on the CPI and no advances in the pay scale in the last several we have fallen behind. The General Wage Schedule for 2022 as presented, which will be effective the first pay period of 2022, with the exception of 12a, 12b and 12c will be as listed below.
 - a. **Discussion and possible action regarding Victim Witness Coor.:** Andrea Fields, Victim Witness Coordinators current salary is \$21.73 which currently exceeds Grade G, Step 8. With the new wage scale (2022 increases). Andrea be moved to Step 6 @ \$22.18 effective the first payroll of 2022. = 2.07% increase
 - b. **Discussion and possible action regarding Highway Clerk:** Cerresa Nimocks, Highway Clerks current salary is \$20.24 which currently exceeds Grade F, Step 8. With the new wage scale (2022 increases), Cerresa be moved to Step 7 @ \$20.64 effective the first payroll of 2022. = 1.98% increase
 - c. **Discussion and possible action regarding HHS Business System Analyst:** Sharon Pasold, HHS Business System Analysts current salary is \$24.03 which currently exceeds Grade H, Step 8. Sharon be moved to Step 7 @ \$24.65 effective the first payroll of 2022. = 2.62% increase.

Moved by Marty to approve the adjustments in pay as presented, seconded by Shaun. All voting aye, motion carried. For all proposals.

13. **2022 Budgeted Reclassifications:** Clint presented 3 approvals for 4 positions. These will be effect the first pay period of 2022.

a. **Health and Human Services:** Elderly Benefits Specialist: from Grade "G" to Grade "H".

Disability Benefits Specialist: from Grade "G" to Grade "H".

b. **Child Support:** Change title from Child Support Worker Grade "F" to Financial Specialist and Caseworker Grade "G".

c. **MIS:** MIS Technical Support Specialist: from Grade "F" to Grade "H" (and change title to "MIS Technical Support Specialist" from "MIS Assistant"

Moved by Dave to reclassifications as presented, seconded by Linda. All voting aye, motion carried.

14. **Extension of use of accrued vacation time – Pine Valley employee:** Clint presented a request for a 2-month extension for Angie Alexander to use vacation time. Moved by Don to approve a one time, 2-month extension for Angie Alexander to use vacation time, seconded by Dave. All voting aye, motion carried.

15. **Health Insurance Reimbursement for Assistant Director — Symons:** Clint presented the request of Keegan Drea for an unpaid vacation and not be required to pay the county portion of his health insurance. Clint is not recommending this be approved as this was presented to the employee that it would not be permitted and the employee would have to pay their insurance, which would be an exception to the employee handbook. It was recommended by the oversite committee to approve. It was done in EMS the past, but it was not stated to the employee that it would not be covered. Moved by Marty to approve the request, seconded by Don. Don, Marty and Shaun voting aye. Linda, Melissa and Dave voting no. Motion failed.

16. **Changes in Health and Human Services on-call compensatory time:** Clint presented changes to the HHS handbook, to payout all unused on-call compensatory time at the end of the year in which it is earned. He stated it is an administrative burden to manage, handle and monitor as it is stated.

Moved by Marty to change the wording in the handbook to payout compensatory time at the end of the year in which it is earned, seconded by Shaun.

Tracy Thorsen is present and asked to speak. She stated there are 2 banks of comp time, regular which must be used or be paid out at the end of the year; and on call time which is accumulated during on call time. Because "we" don't have substantial vacation time, employees count on this to take time off and HHS did not budget in 2021 to have this paid out. She would request more notice for staff to use their time.

Moved to amend by Shaun to make the date effective 1/1/2022, 2nd by Dave. Melissa voted no, motion carried.

17. **Richland County Employee Handbook, Pine Valley Addendum & FMLA Handbook — updates and proposed revisions:** Clint presented the handbook revisions which is composed with efforts of capturing the transition from the County Clerk Administration to the present Administrator structure, formatting changes, handbook amendments that had not been added, some HR requests to match current practices and a few items Cheryl would like to go over with the Committee before approval.

Moved by Linda to approve FMLA & Pine Valley Addendum and Richland County Employee Handbook, seconded by Dave.

Discussion followed concerning section in the Richland County Employee Handbook: **Compensation and Fringe Benefits** – 13. The Administrator is authorized to approve extensions in vacation. **Hiring and Employment Consideration** – 2. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County's Job Classification and Salary Plan, based on qualifications and experience., 3. Strike the 4th paragraph., 8. Delete and reference the Formal Complaint and Mismanagement Policy. **Reimbursement** – 1.g. add "with proof of payment". **Miscellaneous Personnel Provisions** - 6. Strike the 2nd sentence. 7. Amend closing language.

Moved by Shaun to amend the Richland County Employee Handbook to include the changes listed, 2nd by Linda. All voting aye, motion carried

- 18. Recommending county resolution to accept Wisconsin's opioid settlement proposal:** Clint presented his proposal, which affirms our position in being part of the is settlement. Moved by Dave to resolution and send to County Board, seconded by Linda. All voting aye, motion carried
- 19. Future agenda items:** Dave Turk – Vacation policy and weather closure. Melissa Luck – none. Don Seep – Annual compensation to employees and should an evaluation be completed to get a raise, absence from work and attending training conference out of the County. Linda – Handbook review in January.
- 20. Adjournment:** Next meeting will be Friday December 17th at 1:00 pm. Moved by Dave to adjourn at 3:33 p.m., seconded by Linda. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	December 17, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure H
Date submitted:	December 15, 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to approve reimbursement of employee for office equipment purchased personally.

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

The treasurer's office has identified a need to replace office equipment for the property lister. There are currently funds remaining in Fund 75 allocated to the property lister position. While the funds are not sufficient to purchase commercial-grade office equipment from a traditional vendor, second-hand equipment has been identified on local marketplace platforms that would be adequate for county use and fall within the constraints of available funds. The treasurer's office is requesting permission for an employee to purchase second-hand office equipment from a non-traditional local marketplace and be reimbursed for the expense of the equipment; this will allow for satisfaction of equipment needs in the office while maintaining budgetary considerations.

Attachments and References:

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Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:



Department Head



Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: ARPA funds for Digital Codification of County Ordinances

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C and H
Date submitted:	17 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... appropriate \$25,000 in ARPA funds to pursue a contract with Municode codification and digitization of county ordinances, estimated at \$19,245.00 with (Administrator) recommended \$5,755 in contingent expenses.

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

In efforts to codify and digitize Richland County ordinances in to an accessible code of ordinances, Clerk Kalish recommends that the county enter into a self-publishing software agreement with Municode. This agreement includes access to legal consultation that reviews the County’s Ordinances and assists in the development of a Code of Ordinances with statute and regulation review to ensure compliance.

The proposed action will solidify the committee’s blessing on utilizing Municode and ARPA funds to begin this project.

Attachments and References:

Estimate (Self-Publishing Software) Municode	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	Fund #93
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$19,245.00 to \$25,000

Approval:

Review:

Department Head

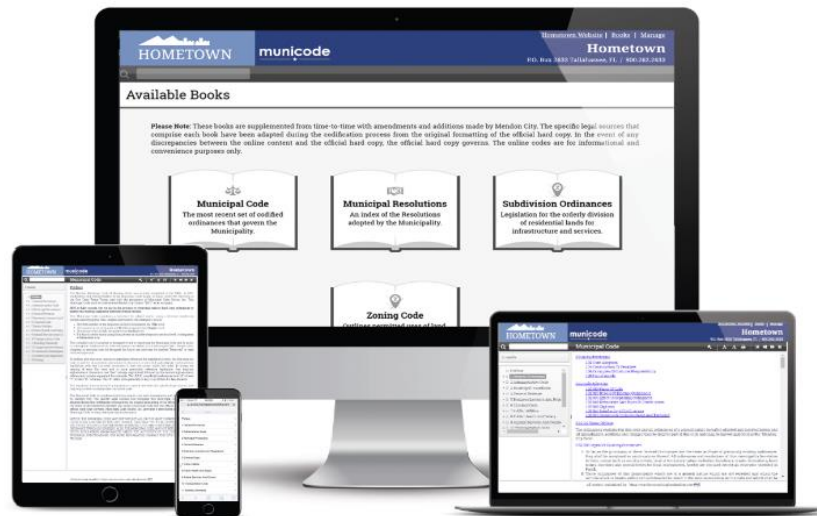
Administrator, or Elected Office (if applicable)

SELF-PUBLISHING SOFTWARE FOLLOWING CODIFICATION SERVICES

Richland County, Wisconsin

August 17, 2021

(Quote Valid for 90 Days)



municode

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James Bonneville

Legal Sales Director

Office: 800-262-2633 ext. 7009

Direct: 651-262-6262

Email JBonneville@municode.com

PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement (see pages 6-8)*



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LETTER OF INTEREST

August 17, 2021

Mr. Derek S. Kalish
County Clerk
Richland County, WI
P.O. Box 427
Richland Center, WI 53581

via email: derek.kalish@co.richland.wi.us

Mr. Kalish:

Thank you for your interest in utilizing our Self-Publishing Software service to update and publish your new Code in-house! This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently in-house for a fixed annual cost. This proposal outlines the costs and scope of services associated with converting your newly adopted Code to Municode's Self-Publishing Software database following the completion of the codification project.

Municode has been connecting our local government clients with their citizens since 1951! Whether through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: <https://www.municode.com/>

After your Code material is converted to Municode's database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code: <https://alpine.municipalcodeonline.com/>

To purchase this software, please indicate any additional services you are interested in on pages 2 and return the attached signed Agreement to us for processing. Please contact Legal Sales Director James Bonneville (JBonneville@municode.com, 651-262-6262) if you have any questions regarding this proposal!

Sincerely,



Bob Geiger
Vice President of Sales
Office: 800-262-2633 ext. 7132
Phone: 850-692-7132
bgeiger@municode.com

PRICE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances (annually)

Year 1: \$1,100¹
Years 2 - 4: \$2,200²

The creation of the custom service/instance provides access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates & Legislative History Tool
- ★ PDF Ordinance/Resolution Storage³ & Automatic PDF Generation for backup/printing
- ★ Three Remote Training Sessions (1-2 hours each)
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP

No Charge⁴

Following legal services, conversion to the online Self-Publishing platform will empower you with the ability to focus on present/future changes. The new Code will be posted online within 6 to 8 weeks of your return of the draft Code proofs and after the Code's formal adoption.

CODE UPDATE SERVICES (per ordinance/resolution page)

\$18

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any coded publication upon request. Please note that adding additional material to the new Code will extend the timeframe for online publication. After the Code is published online, Code Update services can be provided as quoted below.

ADDITIONAL PUBLICATIONS (each, annually)

\$295⁵

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!

Municode will set up the framework for the additional publication and provide you with an estimate for database conversion upon our review of the material.

ADDITIONAL SERVICES AVAILABLE

- MunicodeMEETINGS**, annually (\$2,400 if bundled with other Municode services) **\$2,600**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, live council voting & roll call, email notifications, a unified document search and automated approval routing.
- MuniDocs**⁶ annually, upgraded self-loading capabilities **\$350⁷**
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!
- MuniPRO** Service annually **\$295⁸**
Search over 3,700 codes in the Municode full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
 - ★ Code Update Services, after initial Code conversion, per hour **\$150⁹**
 - ★ Consultation Services and/or Additional Training, per hour **\$150¹⁰**
 - ★ Onsite Training **Quote available upon request**

¹ Includes 5 user licenses. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

² Includes 5 user licenses. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

³ Data limitations may apply.

⁴ Provided material is submitted in an editable, electronic format. Conversion cost, licensing cost and any additional applicable costs are payable upon completion of data conversion. Material must be received within 30 days of Agreement effective date. Complex or form-based graphics may be subject to an additional cost upon review of material. We will contact you should this occur. If converting to Self-Publishing Software at a later date, there will be a \$1,000 cost to reconvert the Code from our full-service database to the Self-Publishing Software database.

⁵ Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

⁶ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

⁷ Includes up to 25 GB storage. Quote for additional storage is available upon request.

⁸ MuniPro searches will not include results from self-published Codes, but will include results from the over 3,600 online Codes in our full-service codification database

⁹ Excludes legal services. Should legal services be desired, please contact us for a price quote.

¹⁰ Excludes legal services. Can include graphic design/digital imaging services, meeting attendance or special projects.

SCOPE OF SERVICES

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client’s hands and is equipped with all the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your New Code, You Publish

The self-publishing process begins with converting your new Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the **Price Quotation Sheet**. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After the Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES



Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.



Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.



Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.



Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.



Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!



Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code



PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.



Desktop, Mobile Friendly

All our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.



Branding, Theming

Each client can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your citizens use your publications, including commonly accessed resources.



Host Additional Searchable Publications

Some clients use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.



Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.



Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no updating limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.



Print-friendly

Download online code as a PDF File, enabling print or backup

MUNICODE SELF-PUBLISHING SOFTWARE AGREEMENT

Richland County, Wisconsin

THIS LETTER OF ENGAGEMENT (“Agreement”) is entered between the County of Richland, Wisconsin (“CLIENT”) and Municipal Code Corporation, DBA “Municode” (“CONSULTANT”). For the purpose of this Agreement, “USER” is defined as an employee, consultant, third-party contractor or agent to whom “CLIENT” has granted access to use the services provided under this Agreement. Municode’s proposal of August 17, 2021 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

Term. This Agreement commences on the date it is executed and shall continue until full performance by both parties or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (4) four years. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode’s database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.
2. **Scope of Services.** CONSULTANT’s services under this Agreement shall consist of services as detailed in **Exhibit A**. The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
 - a. **CONSULTANT Responsibilities.** CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT’S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT’S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.
 - b. **CLIENT Responsibilities.** CLIENT shall (i) be responsible for USER’S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or

use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

4. **Integration.** This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.
5. **Warranty.** CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).
6. **Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.
7. **Termination.** This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).
8. **Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and always remain, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
9. **Ownership of Product.**
 - a. **Reservation of Rights.** Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.
 - b. **Ownership of CLIENT Data.** As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and all CLIENT Data.
 - c. **Suggestions.** We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.
10. **Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.
11. **Right to Purchase.** This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.
12. **Assignment.** Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of

the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all its assets.

13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction’s conflicts of law, rules or doctrines.

14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:

Richland County, Wisconsin
ATTN: Mr. Derek S. Kalish, County Clerk
Richland County, WI
P.O. Box 427
Richland Center, WI 53581
Derek.kalish@co.richland.wi.us

To CONSULTANT:

Municipal Code Corporation
ATTN: Steffanie Rasmussen, Vice President of Client Services
PO Box 2235
Tallahassee, FL 32316
info@municode.com

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

SUBMITTED BY:

CONSULTANT Signature:  _____
Name and Title: Bob Geiger, Vice President of Sales

ACCEPTED BY:

CLIENT Signature: _____

Name and Title: _____ (please print)

DATED: _____

Richland County Committee

Agenda Item Cover

Agenda Item Name: ARPA funds for UW-Extension Broadband Survey

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	17 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to...enter into an agreement with UW River Falls, Survey Research Center (SRC) to conduct a Rural Broadband Cost Proposal Survey in order to understand current broadband services provided throughout Richland County.

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

This item is brought forward as a possible solution in gauging what types of internet coverages are available throughout the county. Internet providers are not obligated to release maps showing their current fiber placement, and there is no state or federal public entity that tracks fiber placement. Information from this survey would help the county identify fiber locations, and internet services, in efforts to build mapping and gather data to drive future broadband decision and investments.

Attachments and References:

UW River Falls SRC Proposal	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	ARPA Funds – Fund #93	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$7,000 to \$8,100

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

2022 Richland County Rural Broadband Cost Proposal July 27, 2021

Survey Research Center (SRC) at the University of Wisconsin – River Falls

Since 1990, the Survey Research Center (SRC) at the University of Wisconsin – River Falls has provided statistically sound, low-cost information gathering services for academics, local units of government, non-profit groups, school districts, and other organizations. The Center conducts between 20 and 30 surveys a year on a wide variety of topics. The SRC is directed by Dr. Shaheer Burney, and employs two staff (Denise Parks and Dr. David Trechter) and six student assistants.

Adam Hady of University of Wisconsin, Madison Extension has requested a cost estimate from the Survey Research Center (SRC) at the University of Wisconsin–River Falls to conduct a survey to gather information about broadband issues in rural portions of Richland County, Wisconsin. The project would consist of developing a questionnaire, administering a mail-out survey, compiling and analyzing the results, and providing a report. This proposal lays out the assumptions used, tasks to be completed, and costs associated with this project.

Protocol

SRC protocols must be reviewed and approved by the University of Wisconsin – River Falls Institutional Review Board (IRB) according to the standards of the *Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research*, The National Commission for the Protection Of Human Subjects of Biomedical and Behavioral Research, April 18, 1979; and the Code of Federal Regulations, 45 CFR 46 (March 8, 1983) and the Federal Policy for the Protection of Human Subjects: Notices and Rules (June 18, 1991). All surveys are assigned an IRB # that is included in the survey document.

Project Assumptions

Mr. Hady estimates that there are roughly 5,200 households in rural Richland County. For estimates to be accurate to within plus/minus 5% with 95% confidence, the SRC would need to receive feedback from 358 randomly selected households in the study area. Past broadband surveys done by the SRC have widely varying response rates; ranging from a low of 26% of those asked to participate in the survey to a high of 60%. For the purposes of this cost estimate, the SRC has assumed a response rate of 33%.

Other assumptions used in this cost estimate include:

- The survey will be three 8” X 11” pages plus a cover letter that will be printed, double-sided, on one 11” X 17” sheet of paper.
- The SRC will purchase a mailing list of addresses from MARC publishing.
- There will be one open-ended question in the survey to compile and categorize; other questions may include an “other, please specify” option.
- The survey will take place sometime in 2022.

Project Tasks

The project includes the following tasks:

- SRC staff will work with Mr. Hady/Richland County officials to develop a questionnaire.
- The survey instrument will be compatible with the SRC's scanning software.
- Upon request, the SRC will draft cover letters to fit the survey population, objectives, and to help improve response rates.
- Richland County will decide if cover letters will be printed on a specific letterhead and, if so, will provide an electronic or physical copy of the letterhead to the SRC.
- The SRC will provide all the work associated with the preparation and mailing of the surveys. This includes copying and stuffing envelopes and mailing a survey to a sample of 1,074 households in rural Richland County, sending post card reminders to non-respondents two to three weeks after the initial mailing and mailing a second survey to non-respondents two to three weeks after the reminder post card is sent. The SRC uses multiple mailings in order to increase response rates and allow for non-response statistical testing.
- The SRC will collect, input/scan, and clean data from the returned questionnaires and tabulate the data.
- The SRC will provide a draft report to Mr. Hady/Richland County officials in electronic format for review and approval. Richland County will decide if they would like a full report of the results (statistical analysis of the data, executive summary and full write-up of the results), or a summary (graphs showing response distributions and bullet points – no statistical analysis and no narrative summary of results).
- The SRC will send a final report and the data (with identifying information removed) to Mr. Hady/Richland County officials in an electronic format.
- Upon completion of the surveys, the data and report, and questionnaire will be the property of Mr. Hady/Richland County officials. The report may, with the client's approval, be posted on the SRC Internet web site.

Estimated/Projected Costs

The following is an estimate based on the project description included above. The SRC may need to create a revised cost proposal if changes occur to the project's dimensions, as we understand them.

Study	Mailing size	Sample Size <i>Needed/Expected</i>	Min. Cost Full Report
Full Report	1,074	358	\$8,100
Summary Report	1,074	358	\$7,000

The SRC will process surveys in addition to the 358 assumed for this cost estimate for \$3.30 per survey. Processing additional surveys improves the accuracy of the results but does add to the overall expense. Mr. Hady/Richland County officials will specify the maximum number of surveys to be processed.

Tentative Survey Timeline and Delivery of Results

The SRC expects to start this project in 2022. Data gathering will take approximately two months from the first mailing and the SRC expects to deliver the draft report within six weeks of completion of the data-gathering phase. **The questionnaire and cover letter will need to be finalized at least 20 working days prior to the mail-out date to allow for printing and preparation for mailing.**

If you have any questions or comments, please contact:

- Shaheer Burney, shaheer.burney@uwrf.edu, 715-425-4226, or
- David Trechter, david.d.trechter@uwrf.edu 715-425-3129, or
- Denise Parks, denise.parks@uwrf.edu, 715-425-0701.

Richland County Committee

Agenda Item Cover

Agenda Item Name: 2020 Audit Report

Department	Administration	Presented By:	Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

(Possible) Motion to...review and approve the financial reports from various departments.

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

The Treasurer has prepared a Cash Balance report for review. The Accounting Supervisors has prepared multiple reports for various funds and departments. The Assistant to the Administrator has summarized those reports for the Departments onto one sheet.

Attachments and References:

Treasurers reports – Cash Balance	Fund #75 Capital Borrowing
Fund #92 Short-term Capital Borrowing	ARPA Funds
ARPA Childcare and education grant monitoring	Department Expenditure reports

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

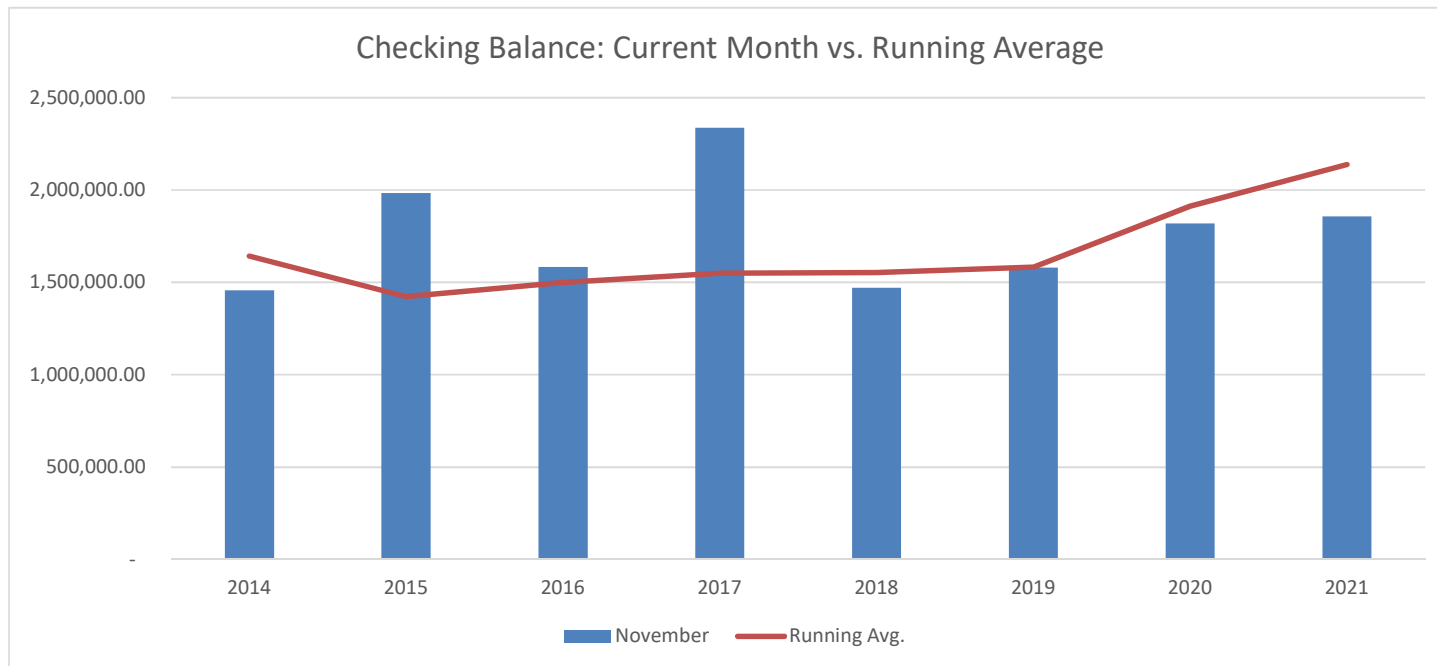
Department Head

Administrator, or Elected Office (if applicable)

County of Richland

Checking Balance

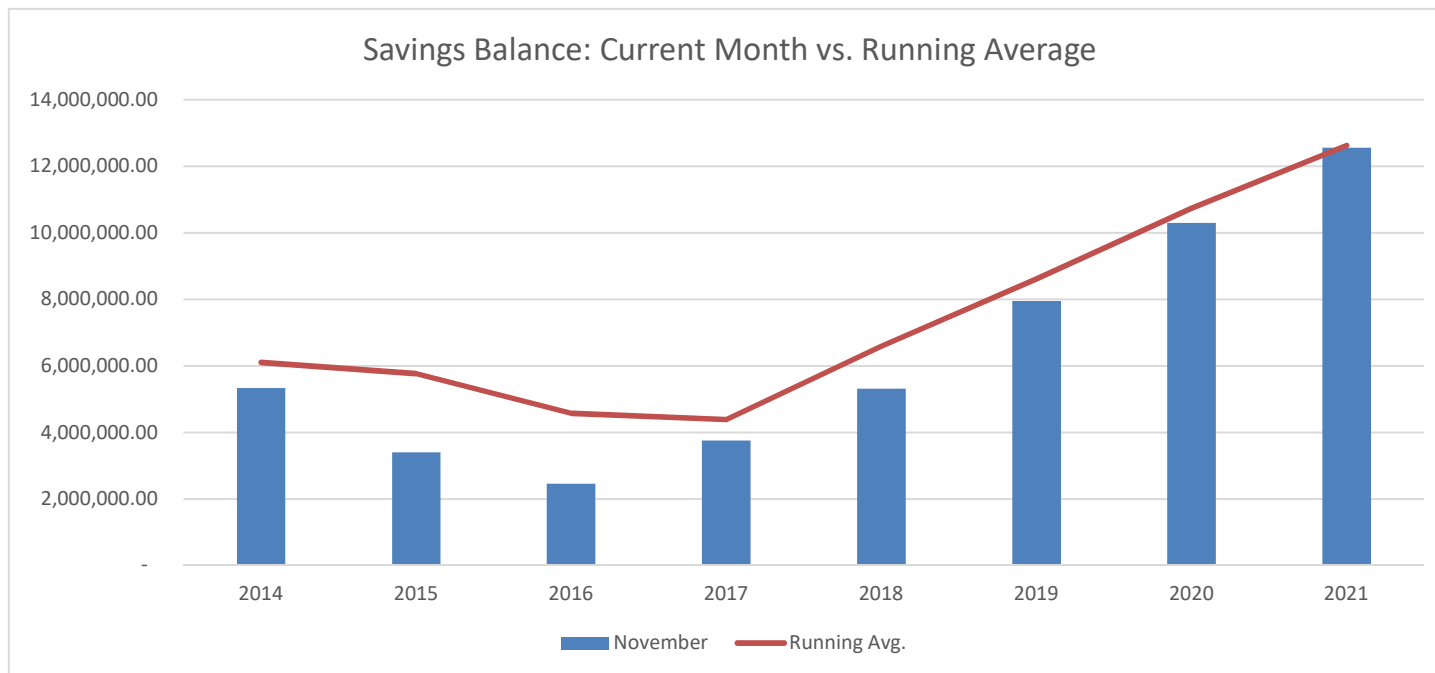
	2014	2015	2016	2017	2018	2019	2020	2021
January	1,490,061.80	1,326,868.51	1,182,375.32	1,487,287.09	1,946,615.32	1,697,775.03	1,736,820.41	1,749,066.46
February	1,810,731.40	1,952,554.99	2,046,084.33	1,515,536.31	1,223,624.54	1,703,249.52	2,287,448.81	4,797,021.02
March	1,854,796.17	1,709,852.12	2,201,295.57	1,590,626.36	1,653,266.70	1,748,115.85	2,006,666.25	1,466,777.50
April	1,402,924.79	1,282,067.57	950,105.25	1,480,730.15	1,435,968.11	1,438,796.64	1,552,953.55	1,481,982.42
May	1,336,251.49	1,222,499.99	1,247,430.39	1,114,820.46	1,190,908.17	1,453,621.48	2,215,511.44	1,425,517.20
June	1,872,427.73	1,397,666.20	1,599,115.09	1,355,426.18	1,625,010.63	1,939,660.30	1,547,698.46	1,928,527.43
July	1,568,240.73	1,280,135.76	1,423,896.46	1,412,244.40	1,273,354.53	1,633,728.03	2,476,587.95	2,883,834.76
August	1,774,341.63	1,207,663.19	1,210,893.07	1,801,697.11	1,279,790.23	1,526,294.39	2,023,089.28	2,337,293.36
September	1,264,977.31	1,113,058.06	1,262,101.56	1,734,633.76	1,529,911.74	1,202,804.29	1,725,852.85	2,250,311.31
October	2,513,110.70	980,607.13	1,721,547.96	1,181,399.06	2,034,282.53	1,380,357.73	2,113,012.54	1,342,145.41
November	1,458,201.02	1,984,269.07	1,583,517.17	2,337,457.85	1,470,749.56	1,581,345.80	1,818,823.90	1,856,941.76
December	1,367,647.57	1,616,520.82	1,585,477.38	1,572,208.17	1,977,840.71	1,691,158.97	1,463,027.25	
Running Avg.	\$1,642,809.36	\$1,422,813.62	\$1,501,153.30	\$1,548,672.24	\$1,553,443.56	\$1,583,075.67	\$1,913,957.72	\$2,138,128.97



County of Richland

LGIP Acct #2 Balance

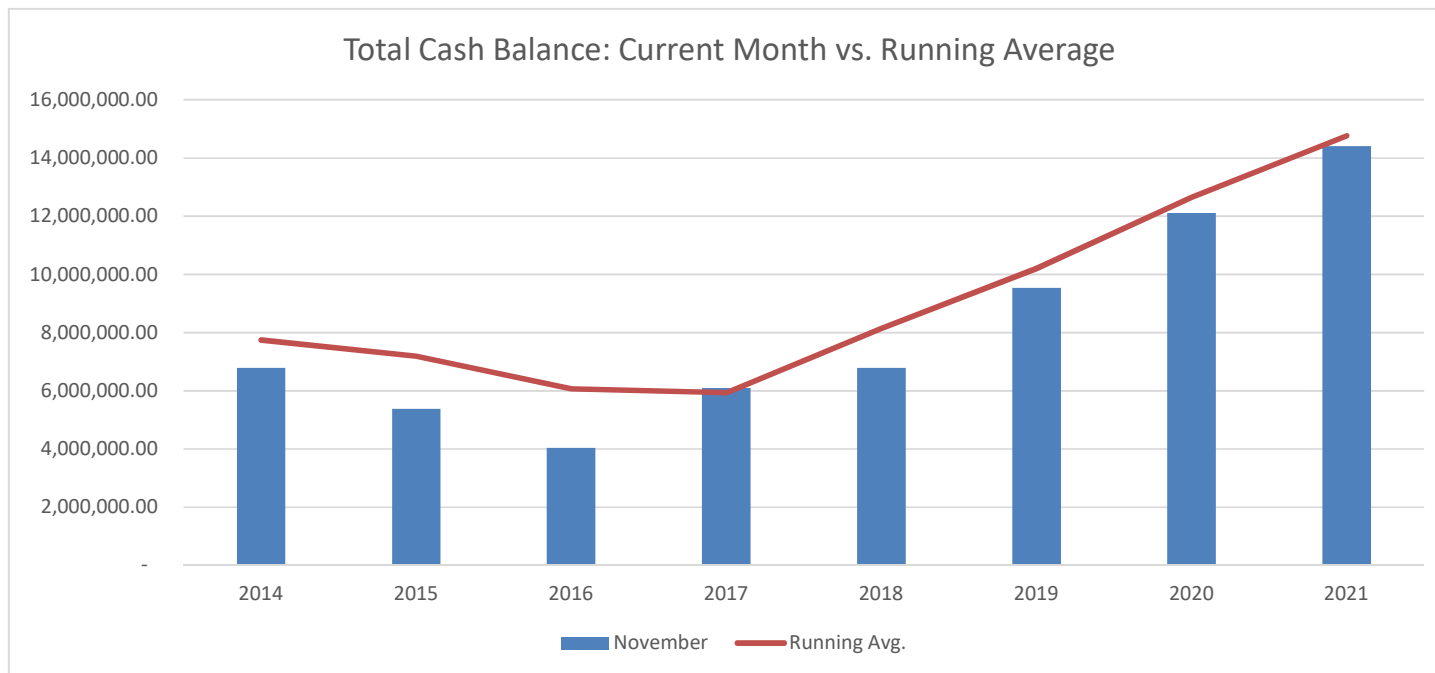
	2014	2015	2016	2017	2018	2019	2020	2021
January	5,435,075.52	5,739,455.20	4,895,732.70	3,959,723.18	6,071,687.87	7,846,108.13	9,979,767.68	12,701,808.73
February	6,685,368.69	6,639,852.69	5,697,028.16	5,861,426.16	7,978,929.64	8,661,645.90	10,376,608.81	13,302,583.51
March	6,685,848.01	6,940,443.92	5,698,633.47	5,063,973.02	7,488,943.19	8,979,845.40	10,786,840.01	13,303,221.72
April	6,386,271.79	6,641,035.78	6,000,301.90	4,466,228.97	6,949,389.20	8,597,973.45	10,791,330.09	12,903,720.47
May	6,136,669.96	6,191,640.58	5,251,918.84	4,268,564.71	6,059,379.56	8,165,146.43	10,093,070.07	12,404,238.89
June	5,637,037.26	5,392,185.15	4,153,110.41	3,095,677.04	5,468,173.75	7,580,848.64	10,694,312.57	12,104,681.89
July	11,437,464.87	10,792,748.96	9,054,455.40	8,148,349.81	11,878,818.44	13,799,063.03	15,395,666.45	15,605,167.43
August	5,537,947.64	5,093,387.77	4,055,936.05	2,752,547.67	6,293,318.51	8,218,401.89	10,397,070.11	11,205,697.62
September	5,138,239.25	4,893,844.44	3,156,834.07	3,355,102.58	5,603,263.52	8,233,111.68	9,898,125.44	11,206,189.67
October	4,238,484.24	4,094,253.82	1,957,422.97	3,758,297.80	4,612,807.35	7,446,027.81	9,898,994.10	11,606,702.18
November	5,338,763.35	3,394,529.61	2,457,928.89	3,761,659.32	5,321,731.27	7,956,795.60	10,300,002.92	12,556,937.26
December	4,639,075.48	3,394,911.38	2,458,654.47	4,165,974.55	5,332,447.71	7,967,825.88	10,300,914.06	
Running Avg.	\$ 6,108,020.51	\$ 5,767,357.44	\$ 4,569,829.78	\$ 4,388,127.07	\$ 6,588,240.83	\$ 8,621,066.15	\$ 10,742,725.19	\$ 12,627,359.03



County of Richland

Total Available Cash

	2014	2015	2016	2017	2018	2019	2020	2021
January	6,925,137.32	7,066,323.71	6,078,108.02	5,447,010.27	8,018,303.19	9,543,883.16	11,716,588.09	14,450,875.18
February	8,496,100.09	8,592,407.68	7,743,112.49	7,376,962.47	9,202,554.18	10,364,895.42	12,664,057.62	18,099,604.53
March	8,540,644.18	8,650,296.04	7,899,929.04	6,654,599.38	9,142,209.89	10,727,961.25	12,793,506.26	14,769,999.22
April	7,789,196.58	7,923,103.35	6,950,407.15	5,946,959.12	8,385,357.31	10,036,770.09	12,344,283.64	14,385,702.89
May	7,472,921.45	7,414,140.57	6,499,349.23	5,383,385.17	7,250,287.73	9,618,767.91	12,308,581.51	13,829,756.09
June	7,509,464.99	6,789,851.35	5,752,225.50	4,451,103.22	7,093,184.38	9,520,508.94	12,242,011.03	14,033,209.32
July	13,005,705.60	12,072,884.72	10,478,351.86	9,560,594.21	13,141,528.18	15,432,791.06	17,872,254.40	18,489,002.19
August	7,312,289.27	6,301,050.96	5,266,829.12	4,554,244.78	7,573,108.74	9,744,696.28	12,420,159.39	13,542,990.98
September	6,403,216.56	6,006,902.50	4,418,935.63	5,089,736.34	7,133,175.26	9,435,915.97	11,623,978.29	13,456,500.98
October	6,751,594.94	5,074,860.95	3,678,970.93	4,939,696.86	6,647,089.88	8,826,385.54	12,012,006.64	12,948,847.59
November	6,796,964.37	5,378,798.68	4,041,446.06	6,099,117.17	6,792,480.83	9,538,141.40	12,118,826.82	14,413,879.02
December	6,006,723.05	5,011,432.20	4,044,131.85	5,738,182.72	7,310,288.42	9,658,984.85	11,763,941.31	
Running Avg.	\$7,750,829.87	\$7,190,171.06	\$6,070,983.07	\$5,936,799.31	\$8,140,797.33	\$10,204,141.82	\$12,656,682.92	\$14,765,488.00



Fund 75 Tracker
 Capital Improvement Borrowing
 2020

Approved Amt	2,965,500.00
Total Spend	<u>2,388,092.86</u>
Remaining Balance	577,407.14

Approved Area	Approved Amt	Current Spend	Balance
Technology	124,500.00	134,178.68	(9,678.68) x
Parks	38,000.00	-	38,000.00 x
Courthouse	60,000.00	59,311.19	688.81 x
Emergency Mgmt	20,000.00	-	20,000.00 x
Fairgrounds	105,000.00	36,599.77	68,400.23
Roof-HHS-UWR	634,000.00	590,527.55	43,472.45
Highway	800,000.00	800,000.00	-
Sheriff-Vehicles	234,000.00	264,088.40	(30,088.40)
Symons	65,000.00	-	65,000.00
Administrator	10,000.00	14,498.15	(4,498.15)
Misc New Equip	125,000.00	85,267.70	39,732.30
Child Support	25,000.00	5,389.97	19,610.03
Land Conservation	100,000.00	2,633.62	97,366.38
AED for Squads	25,000.00	21,727.45	3,272.55
Ambulance	600,000.00	373,870.38	226,129.62
	<u>2,965,500.00</u>	<u>2,388,092.86</u>	577,407.14
Balance per Account Activity		<u>2,382,872.26</u>	

5,220.60 Check - S/B 0



\$5,220.60 in expenses
 will be paid out on
 12/20/21 audit

Approved Area	Approved Amt	Current Spend	Balance
Circuit Court	1,000.00	-	1,000.00
Coroner	500.00	-	500.00
Courthouse	5,000.00	-	5,000.00
District Attorney	2,000.00	-	2,000.00
Emergency Gov't	1,100.00	-	1,100.00
Extension	1,000.00	-	1,000.00
Fairgrounds	500.00	-	500.00
Jail	4,000.00	259.20	3,740.80
LEPC	1,178.00	-	1,178.00
MIS	20,000.00	4,440.00	15,560.00
Misc New Equip	2,802.00	-	2,802.00
MIS-Comp Software	2,000.00	19,980.91	(17,980.91)
MIS-Comp/Maint/Upgrades	7,500.00	687.59	6,812.41
MIS-Comp/Printer/Network	10,000.00	803.00	9,197.00
Police Radio	8,000.00	5,409.18	2,590.82
Property Lister	300.00	-	300.00
Register of Deeds	220.00	26,571.75	(26,351.75)
Sheriff	25,000.00	24,401.20	598.80
Sheriff-Computer	30,000.00	19,150.00	10,850.00
Sheriff-Crime Scene Equip	1,000.00	538.56	461.44
Treasurer	700.00	1,247.31	(547.31)
Veteran Service	400.00	-	400.00
Zoning	800.00	-	800.00
	<u>125,000.00</u>	<u>103,488.70</u>	<u>21,511.30</u>

18,221.00 check

Fund 92 Tracker	Approved Amt	1,032,132.00
Capital Improvement Borrowing	Total Spend	<u>180,860.25</u>
2021	Remaining Balance	851,271.75

Approved Area	Approved Amt	Current Spend	Balance
Administration	2,132.00	-	2,132.00
Courthouse	159,000.00	72,662.79	86,337.21
HHS	6,000.00	-	6,000.00
Highway	650,000.00	-	650,000.00
MIS	20,000.00	-	20,000.00
Sheriff	175,000.00	108,197.46	66,802.54
UW Campus	20,000.00	-	20,000.00

Courthouse			
Approved Area	Approved Amt	Current Spend	Balance
Windows	75,000.00	-	75,000.00
Heat Exchangers	24,000.00	23,684.00	316.00
Large Courtroom Improvements	30,000.00	33,746.79	(3,746.79)
Old Courthouse Roof Repair	30,000.00	15,232.00	14,768.00
	<u>159,000.00</u>	<u>72,662.79</u>	<u>86,337.21</u>

Sheriff			
Approved Area	Approved Amt	Current Spend	Balance
3 Squad Cars	130,000.00	88,597.46	41,402.54
Tower/Radio	45,000.00	19,600.00	25,400.00
	<u>175,000.00</u>	<u>108,197.46</u>	<u>66,802.54</u>

	<u>1,032,132.00</u>	<u>180,860.25</u>	<u>851,271.75</u>
Balance per Account Activity		<u>180,860.25</u>	
		-	

180,860.25

-

Fund 93 Tracker
American Rescue Plan Act
2021

Approved Amt	2,965,500.00
Total Spend	<u>112,500.00</u>
Remaining Balance	2,853,000.00

Approved Area	Approved Amt	Current Spend	Balance
Administrator	500,000.00	-	500,000.00
Community	150,000.00	-	150,000.00
County Clerk	10,879.00	-	10,879.00
Courthouse	242,000.00	-	242,000.00
Economic Development	-	-	-
Fairgrounds	74,321.13	-	74,321.13
HHS	250,000.00	-	250,000.00
Highway	1,000,000.00	-	1,000,000.00
LaValle Telecom	200,000.00	-	200,000.00
MIS	500,000.00	-	500,000.00
Pine Valley	413,842.00	112,500.00	301,342.00
Sheriff	1,000,000.00	-	1,000,000.00
Symons	56,195.83	-	56,195.83
Tri-County Airport	120,000.00	-	120,000.00
UW Campus	1,000,000.00	-	1,000,000.00
UW Food Service	50,000.00	-	50,000.00
	<u>5,567,237.96</u>	<u>112,500.00</u>	<u>5,454,737.96</u>
Balance per Account Activity		<u>-</u>	
		112,500.00	

**Childcare/Education Grant
American Rescue Plan Act Dollars
2021**

Approved Amt	335,098.16
Total Spend	-
Remaining Balance	<u>335,098.16</u>

<u>Approved Area</u>	<u>Approved Amt</u>	<u>Current Spend</u>	<u>Balance</u>
Amanda Wagoner-Walsh	43,154.16	-	43,154.16
Bethlehem Lutheran Church	116,220.00	-	116,220.00
Discovery Playschool	75,000.00	-	75,000.00
Ithaca School District	100,724.00	-	100,724.00

	<u>335,098.16</u>	-	335,098.16
Balance per Account Activity		<u>-</u>	
		-	

2021

Department	Budget	YTD	Budgeted vs Actual
Administrator	\$129,975.60	\$224,931.85	173.1%
Clerk	\$318,188.42	\$164,343.20	51.6%
Administrator/Clerk Combined	\$448,164.02	\$389,275.05	86.9%
County Board	\$60,000.00	\$47,098.14	78.5%
Property Lister	\$84,986.17	\$76,110.07	89.6%
Register of Deeds	\$163,184.68	\$143,359.22	87.9%
Treasurer	\$155,456.43	\$137,712.98	88.6%

Richland County Committee

Agenda Item Cover

Agenda Item Name: Extending Existing auditing contract with Johnson Block and Company

Department	Administration	Presented By:	Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to...approve contract extension with Johnson Block and Company to perform the 2021 County Financial Audit.

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

Richland County has engaged with Johnson Block for the past several years in the review, audit, and reporting of the Richland County financial position, compliance and processes.

It is recommending by the Administrator that during this time of transition that we extend contract with Johnson Block to conduct our 2021 audit.

Rule 14 Authority:

Contracts. "Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of 10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract may be authorized by the appropriate committee."

Attachments and References:

Richland County 2021 Engagement Letter	

Based on our estimates, the base fee will not exceed a range of \$31,600 to \$34,750.

Financial Review:

(please check one)

X	In adopted budget	Fund Number	10.5158.0000.5258; 61.54.20.0000.5999
	Apportionment needed	Requested Fund Number	
	Other funding Source	Impact contingency / General Fund Balance	
	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



December 2, 2021

Finance Committee of the Richland County Board of Supervisors and County-Administrator
Richland County
P.O. Box 310
Richland Center, Wisconsin 53581

We are pleased to confirm our understanding of the services we are to provide for Richland County, Wisconsin for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of Richland County, Wisconsin as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Richland County, Wisconsin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Richland County, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Local Retiree Life Insurance Fund Schedule
2. Budgetary Information
3. Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Richland County, Wisconsin's financial statements. We will subject the following supplementary information auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements and in a separate written report accompanying our auditor's report on the financial statements (for the schedules of expenditures of awards):

1. Schedules of Expenditures of Federal and State Awards
2. Combining Financial Statements



Richland County

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Audit Scope and Objectives (Continued)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control related to the financial statements and compliance with provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Guidelines.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance, and the State Single Audit Guidelines and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and the State Single Audit Guidelines, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.



Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Material misstatement of financial statements due to fraud
- Improper revenue recognition
- Management override of controls
- Lack of segregation of duties

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.



Richland County

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Audit Procedures - Internal Control (Continued)

As required by the Uniform Guidance and State Single Audit Guidelines, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and State Single Audit Guidelines.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Richland County, Wisconsin's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and State Single Audit Guidelines require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Supplement* and State Single Audit Guidelines for the types of compliance requirements that could have a direct and material effect of each of Richland County, Wisconsin's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Richland County, Wisconsin's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

Other Services

We will also assist in preparing the financial statements, schedules of expenditures of federal and state awards, and related notes of Richland County, Wisconsin in conformity with accounting principles generally accepted in the United States of America, the Uniform Guidance, and the State Single Audit Guidelines, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedules of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.



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Responsibilities of Management for the Financial Statements and the Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal control over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedules of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedules of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and State Single Audit Guidelines; (3) additional information, that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedules of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.



Richland County

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Responsibilities of Management for the Financial Statements and the Single Audit (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance and provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and State Single Audit Guidelines, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedules of expenditures of federal and state awards (including notes and noncash assistance received and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and State Single Audit Guidelines. You agree to include our report on the schedules of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedules of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedules of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedules of expenditures of federal and state awards in accordance with the Uniform Guidance and State Single Audit Guidelines; (2) you believe the schedules of expenditures of federal and state awards, including the form and content, are stated fairly in accordance with the Uniform Guidance and State Single Audit Guidelines; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedules of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.



Richland County

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Responsibilities of Management for the Financial Statements and the Single Audit (Continued)

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.

You agree to assume all management responsibilities for the financial statements, schedules of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedules of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, the schedules of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Our understanding is that this responsibility will be fulfilled on behalf of the County by the County Administrator.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



Richland County

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Engagement Administration, Fees, and Other (Continued)

The audit documentation for the engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for the engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant, oversight, or pass-through agencies. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Carrie Leonard is the managing member and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be based on the actual time spent at our regular hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our regular hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, the difficulty of the assignment and the amount of risk and responsibility involved. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Based on our estimates, the base fee will not exceed a range of \$31,600 to \$34,750. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fieldwork for testing transactions and audit of the year end financial statements will be scheduled at a mutually convenient time. The audit report will be presented before the Finance Committee.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed and coordinated with them. Timely completion of this work will facilitate the best audit performance in the minimum time.

We will be available to prepare regulatory reports, provide accounting assistance, and consult and advise the County and its departments on matters in the areas of our expertise as the need arises. Fees for these services will be billed at our regular hourly rates. In prior years these fees have ranged from \$3,200 to \$3,700.



Richland County

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Engagement Administration, Fees, and Other (Continued)

If we are requested or required by governmental agencies to audit additional funds or programs not included in our proposal, there will be an adjustment to the fees for these additional services.

Accounting services to comply with Governmental Accounting Standard No. 34 annual reporting will also be billed at our regular hourly rates. We estimate 24-32 hours of additional time will be required.

Services related to GASB 68 and any changes in accounting standards will be billed at our regular hourly rates.

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, preparation of draft financial statements, preparation of draft schedule of federal and state awards and SF-SAC form, compiling the DOR Form A, and maintenance of the capital asset summary. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Finance Committee and the Board of Supervisors of Richland County, Wisconsin. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.



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Reporting (Continued)

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Richland County, Wisconsin and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of Richland County, Wisconsin.

By: _____
Board Chairperson

By: _____
Finance Committee Chairperson

By: _____
County Administrator

Date: _____

Richland County Committee

Agenda Item Cover

Agenda Item Name: Outline of 10-year financial plan operations and time-line

Department	Administration	Presented By:	Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... accept report 10-year financial planning.

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

In response to drafted goals of the County Strategic Plan which is under development, and in response to the County’s identified financial challenges, the County Administrator is developing a 10-year financial planning process. This process will be executed in several phases and will require a collaboration of county staff, contracted support, and county committee, boards, and commissions.

To manage this feat, the administrator is developing an operations order to guide the process, establish control/decision points and align expectations. The following outline is draft of the intended phase planning and time-line.

Attachments and References:

(Below) Timeline and operations	

Financial Review:

(please check one)

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

(summary of current and future impacts)

TBD

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

January 2022 (Rollout to F+P)

-Operations Order Format: Summary of Financial Situation, Trends, Assumptions, Time-line, Process and variables to consider for COA development

-Capital Management Format

[Purpose] Affirm: Data points desired, scope of the operation, and expectation on the end-product.

Envisioning is a 10-year capital management with prioritized projects; and 10-year financial plan to shape annual appropriations guidance.

February 2022 (Adoption of on Order)

-Resolution for an Operations Order on Financial Planning and a Capital Management Plan

-Preliminary on employee benefits package (review and polling questionnaire)

-Preliminary on property tax impacts

[Purpose] Affirm: Agree on state county financial position, authority to plan, variables to consider, process of bringing plan forward, and timeline to deliver.

March 2022 (COA development)

-Reviewing Previous Financial Commitments: Undesignated Fund Balance + Carlson Wage Schedules

- Decisions on Health Insurance: 1) ETF of not, 2) Broker Change, 3) Provider Change, 4) Plan Change, and 5) premium share change

-Guidance on property tax impacts

-Status on plan development

[Purpose] Affirm: Employee benefits goals and impacts on tax payers.

April 2022 (COA development and possible resolution on prior commitment changes)

-Possible Resolution on Health Insurance if going ETF

-Possible Resolution on Wages if deviating from previous

-Possible Resolution on reserve commitment if deviating

-Possible Resolution on tax impacts

-Status on plan development

[Purpose] As needed

May 2022 (Plan Recommendation from Administration)

-10-year financial plan

-Capital Management Plan

-Tracking list and levers (Like annual operations list but expanded)

-(possible) Proposed notification letters to partners and services of funding changes

-Hearings with department and committee feedback

-First viewing by County Board

[Purpose] Administration proposal, hearings to allow public feedback from depts., committees and public.

June 2022 (Plan Adoption)

-Final review and recommendation through Finance and Personnel

-Resolution for 10-year financial and capital management plan

[Purpose] Adopted plan will be referenced in establishing budget guidance and annual capital expenditures.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook – Affirming Revisions and Updates

Department	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... affirm all previous changes to the Richland County Handbook Addendums, and to accept the formatting change to the Richland County Handbook Addendums.

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

The attached draft of the Richland County Handbook Addendums are composed with efforts of capturing several previously accepted changes of the past year. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

Attachments and References:

Richland County Highway Dept Addendum	
Richland County HHS Dept Addendum	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Style Definition: TOC 2

RICHLAND COUNTY HIGHWAY

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

January 17, 2012 (Adopted)
January 15, 2013 (Amended)
January 21, 2014 (Amended)
May 19, 2015 (Amended)
January 7, 2017 (Amended)
July 18, 2018 (Amended)
September 10, 2018 (Amended)
December 11, 2018 (Amended)
December 10, 2019 (Amended)

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

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of the Richland County Highway department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

DEFINITIONS

Refer to Handbook of Personnel Policies.

EXTENT OF HANDBOOK

Refer to Handbook of Personnel Policies.

MANAGEMENT RIGHTS

Refer to Handbook of Personnel Policies.

EQUAL OPPORTUNITY POLICY

Refer to Handbook of Personnel Policies.

TERMS AND CONDITION OF EMPLOYMENT

1. Hours of Work. Refer to Handbook of Personnel Policies.

a. A normal workday for regular full-time employees of the Employer shall be from

7:00 a.m. to 3:30 p.m., exclusive of a one-half hour lunch period, Monday through Friday. The Richland County Highway Department Clerk shall work the hours of 8:00 a.m. to 3:30 p.m., exclusive of a one-half (1/2) hour lunch period, Monday through Friday.

- b. Effective on the first Monday in April of each year until the last full work week in October, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to 4:30 p.m. Overtime shall be paid for all hours worked outside the normal hours. Holidays, funeral leave, and jury duty time falling during the period shall be paid at ten (10) hours per day. Sick leave and vacation shall be accrued and utilized on an hourly basis during the period.
- c. The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department.
- d. The Commissioner is authorized to change the 10-hour workday schedule.

2. Outside Employment.

Refer to Handbook of Personnel Policies.

3. Pay Period.

Refer to Handbook of Personnel Policies.

4. Time Paid.

Refer to Handbook of Personnel Policies.

5. Accident and Injuries.

Refer to Handbook of Personnel Policies.

6. Health Examinations.

Refer to Handbook of Personnel Policies.

7. Breaks.

Refer to Handbook of Personnel Policies.

8. Leave of absence.

Refer to Handbook of Personnel Policies.

9. Flexible Work Schedule.

Refer to Handbook of Personnel Policies.

10. Seniority or Length of Hire.

Refer to Handbook of Personnel Policies.

11. Performance Evaluations.

The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.

12. Personnel Files.

Refer to Handbook of Personnel Policies.

13. Time Cards (Time Keeping).

Refer to Handbook of Personnel Policies.

14. Timesheets

- a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
- b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
- c. Any corrections to timesheets must be legible and initialed by employee.

COMPENSATION AND FRINGE BENEFITS

1. Salaries.

Refer to Handbook of Personnel Policies.

2. Health Insurance.

Refer to Handbook of Personnel Policies.

3. Dental Insurance.

Refer to Handbook of Personnel Policies.

4. Retirement Plan.

Refer to Handbook of Personnel Policies.

5. Life Insurance.

Refer to Handbook of Personnel Policies.

6. Section 125 Flex.

Refer to Handbook of Personnel Policies.

7. Holidays.

Refer to Handbook of Personnel Policies.

8. Bereavement.

Refer to Handbook of Personnel Policies.

9. Compensatory time.

Refer to Handbook of Personnel Policies.

- a. Winter months from approximately November 15 through April 1, the Patrol Superintendent(s), Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
- b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
- c. Compensatory time may be accumulated up to a maximum of 40 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the Administrator's Office every pay period.
- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to

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change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.

- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10. Overtime.

Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11. Sick Leave.

Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1/4) hour.

12. Voluntary Sick Leave Donation.

Refer to Handbook of Personnel Policies.

13. Vacation.

Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1/4) hour.

14. Family and Medical Leave.

Refer to Handbook of Personnel Policies.

15. Symons Employee Membership.

Refer to Handbook of Personnel Policies.

16. Military Leave.

Refer to Handbook of Personnel Policies.

RULES OF CONDUCT

Refer to Handbook of Personnel Policies.

1. Department Head Responsibility.

Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension.

Refer to Handbook of Personnel Policies.

HARRASSMENT

Refer to Handbook of Personnel Policies.

VIOLENCE IN THE WORKPLACE

Refer to Handbook of Personnel Policies.

PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL

1. Hiring.

Refer to Handbook of Personnel Policies.

a. Skills testing.

Required, varies by position.

2. Temporary Vacancies.

Refer to Handbook of Personnel Policies.

3. Probationary Period.

Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

b. New hires shall start at Step 2 of the County's new wage plan and, after successfully completing probation, go to Step 3 in the plan. Any further step increases shall be determined by the County Administrator.

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4. Reclassification.

Refer to Handbook of Personnel Policies.

5. Dismissal or Suspension.

Refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff.

Refer to Handbook of Personnel Policies.

7. Concerns.

Refer to Handbook of Personnel Policies.

8. Policy on Nepotism.

Refer to Handbook of Personnel Policies.

9. Job Promotions and/or Transfers.

a. A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.

b. An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.

c. The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk,

Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.

10. Emergency Assignments.

The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning two employees to specific job needs. Determination of these conditions shall be at the discretion of the Highway Commissioner. Two persons shall always be assigned to the four-wheel drive snowplow. A mechanic will be on duty during snowplowing operations when feasible.

11. Full Time Hiring.

The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the Highway Committee and ~~the County Administrator~~ for approval on a case-by-case basis.

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12. Seasonal Hiring.

The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours' maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.

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REIMBURSEMENT –

1. Lodging.

Refer to Handbook of Personnel Policies.

2. Meals.

Refer to Handbook of Personnel Policies.

3. Mileage.

Refer to Handbook of Personnel Policies.

4. Other Expenses.

Refer to Handbook of Personnel Policies.

5. Registration Fees/Meals/Lodging.

Refer to Handbook of Personnel Policies.

6. Expense Vouchers.

Refer to Handbook of Personnel Policies.

MISCELLANEOUS PERSONNEL PROVISIONS

1. Change of Address or Status.

Refer to Handbook of Personnel Policies.

2. Official County Bulletin Board.

Refer to Handbook of Personnel Policies.

3. Employee Bulletin Board.

Refer to Handbook of Personnel Policies.

4. Equipment.

Refer to Handbook of Personnel Policies.

5. Telephone policies.

Refer to Handbook of Personnel Policies.

6. Notification of Absence.

Refer to Handbook of Personnel Policies.

7. Weather Conditions.

Refer to Handbook of Personnel Policies.

8. Jury Duty.

Refer to Handbook of Personnel Policies.

9. Ambulance or Fire Volunteers.

Refer to Handbook of Personnel Policies.

10. Break Room.

Refer to Handbook of Personnel Policies.

11. Credit Union Deduction/Deferred Compensation.

Refer to Handbook of Personnel Policies.

12. Computers, Software, Internet.

Refer to Handbook of Personnel Policies.

13. Picture Identification badge.

Refer to Handbook of Personnel Policies.

14. Training Opportunities.

Refer to Handbook of Personnel Policies.

15. Gifts and Gratuities.

Refer to Handbook of Personnel Policies.

16. County Workspaces/Personal Property.

Refer to Handbook of Personnel Policies.

17. Eyeglasses.

The Richland County Highway Department shall replace eyeglasses broken or damaged on the job, provided that such replacement shall be limited to replacement of the eyeglasses only, and shall not cover the cost of exams or other tests related to the replacement of the eyeglasses.

18. Safety Rules and Regulations/Toxic substances.

The Richland County Highway Department will abide by federal and state safety rules

and regulations relating to the use of toxic substances by employees of the Richland County Highway Department.

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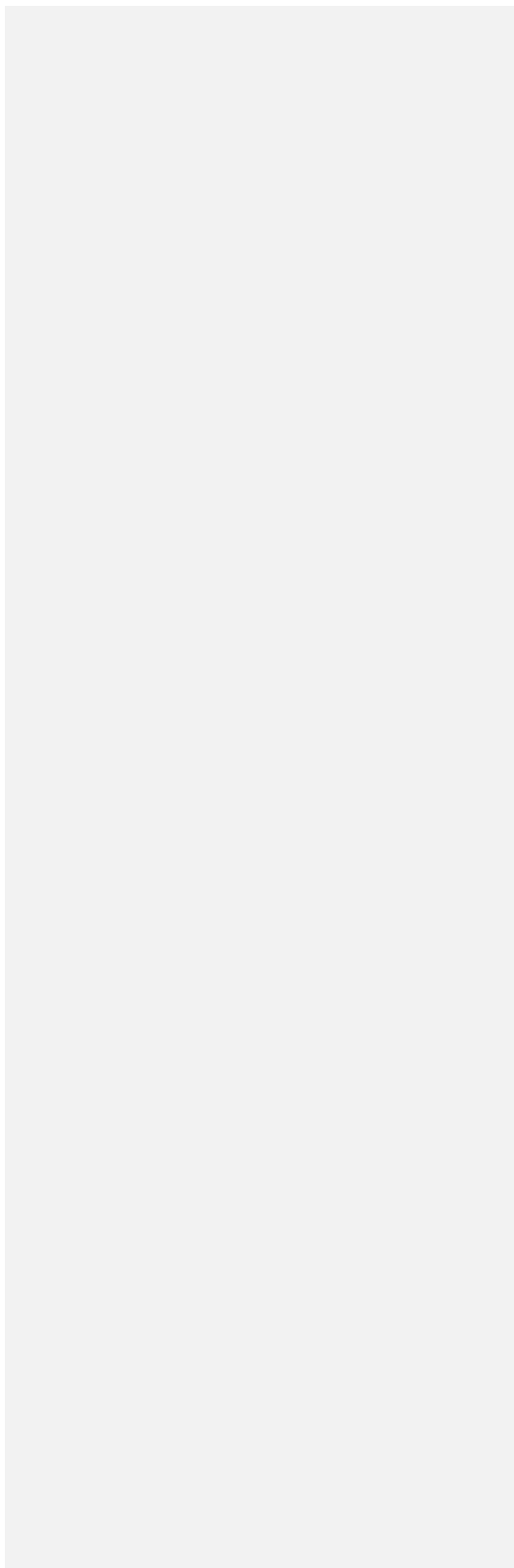
Richland County Health and Human Services

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

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

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)
August 2020 (Amended)
February 2021 (Amended)
August 2021 (Amended)

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

DEFINITIONS

Refer to Employee Handbook

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

Refer to Employee Handbook

EXTENT OF HANDBOOK

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

MANAGEMENT RIGHTS

Refer to Employee Handbook

EQUAL OPPORTUNITY

Refer to Employee Handbook

TERMS AND CONDITION OF EMPLOYMENT

1. Office Hours

Refer to Employee Handbook

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

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

2. Outside Employment

Refer to Employee Handbook

3. Pay Period

Refer to Employee Handbook

4. Time Paid

Refer to Employee Handbook

5. Accidents and Injuries

Refer to Employee Handbook

6. Health Examinations

Refer to Employee Handbook

7. Breaks

Refer to Employee Handbook

8. Leave of Absence

Refer to Employee Handbook

- a. Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the Health and Human Services Board, the ~~Finance and Personnel Committee Chairperson, and the County Clerk's~~ County Administrator's Office. Refer to the County Clerk's Office regarding benefit accrual.

9. Flexible Work Schedule

Refer to Employee Handbook

10. Seniority or Length of Hire

Refer to Employee Handbook

11. Performance Evaluations

Refer to Employee Handbook

- a. Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to ~~the #5.~~ Discipline, Suspension or Dismissal of ~~the an Employee~~ section HIRING AND EMPLOYMENT CONSIDERATIONS of the Health & Human Services Addendum for further action if needed.

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12. Personnel Files

Refer to Employee Handbook

13. Time Cards (Timekeeping)

Refer to Employee Handbook

COMPENSATION AND FRINGE BENEFITS

1. Salaries

Refer to Richland County Salary Grades

2. Health Insurance and Dental Insurance

Refer to Employee Handbook

3. Loss of Time Insurance

Refer to Employee Handbook

4. Retirement Plan

Refer to Employee Handbook

5. Life Insurance

Refer to Employee Handbook

6. Section 125 Flex

Refer to Employee Handbook

7. Paid Holidays

Refer to Employee Handbook

8. Bereavement Leave

Refer to Employee Handbook

9. Compensatory Time

Refer to Employee Handbook

- a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County ~~Clerk's~~ Administrator's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - On-call pay of \$1.25 per hour will be earned for on-call duty;
 - On-call holiday pay of \$1.50 per hour will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
 - Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - ~~Payment for on-call duty will be made with each payroll.~~
 - ~~In addition, an on~~On-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and ~~does not have to~~ shall be taken prior to the end of the calendar year in which it was generated or be paid out. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
 - On-call compensatory time earned and used will be reported to the County ~~Clerk's~~ Administrator's Office for each payroll period.
 - Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
 - Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- d. Health and Human Services staff who have a specialized bilingual fluency and are assigned to participate on the Economic Support bi-lingual call center queue or provide interpreter services in the course of their duties shall be eligible for a wage modifier of \$0.75 per hour.

10. Overtime

Refer to Employee Handbook

11. Sick Leave

Refer to Employee Handbook

12. Voluntary Sick Leave Donation

Refer to Employee Handbook

13. Vacation

Refer to Employee Handbook

14. Family and Medical Leave

Refer to Employee Handbook

- a. All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee’s medical record which is kept separate from their personnel file.

15. Symons Employee Membership

Refer to Employee Handbook

16. Military Leave

Refer to Employee Handbook

RULES OF CONDUCT

1. Department Heads’ Responsibility

Refer to Employee Handbook

2. Grounds for Termination or Suspension

Refer to Employee Handbook

3. Harassment

Refer to Employee Handbook

4. Violence in the Workplace

Refer to Employee Handbook

HIRING AND EMPLOYMENT CONSIDERATIONS

1. Hiring for Long-Term Vacancies (90 days or longer):

- a. The Director shall notify the County Administrator of vacant County positions;
- b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
- c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, references ~~checks~~ checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
- d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her

probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

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

2. Hiring for Temporary Vacancies (Less than 90 days)

Refer to Employee Handbook

- a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.

3. Probation Period:

- a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:
 - If the employee is to continue in the position in regular status, or
 - If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.
- c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County ~~Clerk's Administrator's~~ Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator. ~~The County Clerk will then notify the Finance and Personnel Committee.~~
- d. All decisions concerning whether employees at the end of their probation period shall be:
 - Terminated from County employment or
 - Continue their employment in regular employment status with the County or
 - Have their probation period extended, will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.

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4. Reclassification

Refer to Employee Handbook

5. Discipline, Suspension or Dismissal of an Employee:

- a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee's supervisor shall discuss all problems relating to the employee's job

performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee's personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.

- b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or County Administrator.
- d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.
- e. The Richland County ~~Discipline/Termination Grievance Policy and Procedures~~Formal Complaint and Mismanagement Policy ~~are~~is to be followed should an employee decide to file a grievance. Refer to <https://administrator.co.richland.wi.us/policy/> to view the policy.~~Refer to Appendix B of the Handbook of Personnel Policies.~~
- f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.

6. Non-Disciplinary Termination/Layoff

- a. Elimination of Position

Refer to Employee Handbook

- b. Layoff

Refer to Employee Handbook

- c. Recall: Recall ~~with~~will be at the discretion of the Director unless the County ~~Board~~County Administrator initiated the layoff.

7. Resignation/Retirement

Refer to Employee Handbook

8. Concerns

Refer to Employee Handbook

9. Policy on Nepotism

Refer to Employee Handbook

REIMBURSEMENTS

1. Lodging

Refer to Employee Handbook

2. Meals

Refer to Employee Handbook

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3. Mileage

Refer to Employee Handbook

4. Other Expenses

Refer to Employee Handbook

- a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the ~~Health & Human Services BCounty Administrator~~ ard. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.

5. Registration Fees

Refer to Employee Handbook

6. Expense Vouchers

Refer to Employee Handbook

MISCELLANEOUS PERSONNEL PROVISIONS

1. Change of Address or Status

Refer to Employee Handbook

- a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the ~~Office Supervisor~~ Administrator & Building Operations Manager immediately.

2. Official County Bulletin Board

Refer to Employee Handbook

3. Employee Bulletin Board

Refer to Employee Handbook

4. Equipment

Refer to Employee Handbook

5. Telephone Policies

Refer to Employee Handbook

- a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.

6. Notification of Absence

Refer to Employee Handbook

7. Weather Conditions

Refer to Employee Handbook

8. Jury Duty

Refer to Employee Handbook

9. Ambulance or Fire Department Volunteers

Refer to Employee Handbook

10. Break Room

Refer to Employee Handbook

11. Credit Union

Refer to Employee Handbook

12. Deferred Compensation

Refer to Employee Handbook

13. Use of Computers, Software & Internet

Refer to Employee Handbook

14. Picture Identification Badge

All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.

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15. Training Opportunities

Refer to Employee Handbook

16. Gifts or Gratuities

Refer to Employee Handbook

17. County Workspaces and Personal Property

Refer to Employee Handbook

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	17 December 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	15 December 2021	Referred by:	Committee
Action needed by no later than (date)	N/A	Resolution	

Recommendation and/or action language:

Discussion and possible action... Employee attending training out of the state.

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

There is no language in the handbook concerning distance of travel or location restrictions of travel for training.

Wording in the handbook is as follows:

MISCELLANEOUS PERSONNEL PROVISIONS

15. Training Opportunities: Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.

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 checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Discussion and possible action regarding administrative strategic goals

Department	Administration	Presented By:	Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Report / possible action
Disclosure:	Open Session	Authority:	Administrator Agreement
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

(Possible) Motion to.... have the county administrator bring forward recommended administrative priorities with a procedure for future altering of administrative priorities.

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

The County Administrator will present a report on progress in addressing the administrative goals for the 2020-2022 session and report on the current list of requested/identified administrative projects and initiatives facing the administrator/administrative team.

The administrator will be looking for discussion points in bringing forward a plan in January to prioritize projects and focus administrative resources. Discussion and planning on incorporating the County's strategic plan is also intended.

Attachments and References:

Strategic Plan Tracking and Reporting	
Projects and Initiatives List	

Financial Review:

(please check one)

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

(summary of current and future impacts)

TBD

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Strategic Plan Tracking and Reporting: 2020-2022

Items:	Actions:	Status:									
Challenges for the County Administrator (18 month goals)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oct-21	1-Nov	14-Dec
1. Develop a long-term strategic plan Plan has been drafted by SWRPC - Attending meetings County has Strategic Planning Committee Reviewing the Plan		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions	Actions
2. Transition finance and HR from County Clerk's Office to the Administrator's Office Established roles and position descriptions Some remaining overlap with Clerk serving as Finance Officer		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete		
3. Make resolutions and ordinances available and organized on the internet Intentions of utilizing ARPA funds to codify ordinances Estimates from Vendors, intending to use ARPA funds		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Dev.
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions	Prelim	POSTPONE		
5. Implement a uniform performance review program Completed 3 of 7 Scheduled through May - Postponing Rescheduling Meetings; complete by April		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.	Dev.
6. Develop plan and funding for more broadband Committed \$200,000 from ARPA		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	POSTPONE		
7. Develop finance and purchasing policy (increase admin authority on purchasing) Amendment to Rule #14 expanding authority Voucher Procedure on Invoices		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	POSTPONE		
8. Develop new county board member orientation program Drafted plan is awaiting action from F+P on December 17th. Finalized action by the Board anticipated for January.		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Action	Action
9. Full review of county employee handbook, addendums and administrative manual Several Addendums to reviewed. Nearing Completion		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action	Action
10. Partner with Southwest Regional Planning in developing a county strategic plan Entered an Agreement // Planning Sessions Complete // Finalizing Plan		Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete			
11. Develop policy and procedure to address complaints and investigations Department Review: Taking to County Board in January Board Adoption in February 2021		Prelim	Prelim	Actions	Actions	Complete!					
12. Develop compensation and classification plan (Proposed by Administrator)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete		

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):

Key:

1. Strategic Vision	No Actions
2. Proactive	Preliminary
3. Accountability	Developing
4. Transparency	Actions Taken
5. Direction by policy	Complete

Project and Initiatives Involving the Administration Team:

By Duties:	Department:	Project / Initiative:	Status	Cost (est.)	Current Lead	Strategic Goal
Board Relations						
Board	Redistricting with coordination of committee	Done	Min	CTY Clerk	No	
Board	Policy, Rule, Procedure of addressing public comment in public meetings	No actions	min	Admin	No	
County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No	
UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes	
Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No	
Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No	
Administrative Duties						
Administrator	Performance evaluations on reporting department heads (15)	3 of 15	min	Administrator	Yes	
Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes	
Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes	
Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes	
Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes	
Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No	
Administration	Purchase and Install new AS400 system	System arrived	\$60,000	MIS	Yes	
Administration	Sort out office and floor space	Actions	?	Admin / Clerk	Yes	
Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No	
Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes	
Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes	
Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No	
Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No	
Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No	
COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No	
Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No	
UWEX	Evaluation of current community educator needs	No action	?	Admin	No	
UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No	
UW Campus	Campus Loop deed to City	Surveyed	?	CC	No	
UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No	
Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No	
Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	\$9,500,000	Admin / Sauk	No	
Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No	
Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No	
Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No	
Solar Field	Solar Field—follow up push on development	Underway	\$160,000-	ED	No	
Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	\$100 per	Zoning	No	
Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	\$100K+ / year			
Solar Field	Solar Pannels on County Roofs - Through Allient or other Utility (Iowa County)	No action	?	Accounting Supervisor	No	

Strategic Planning and Organizational Improvement

Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes
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Budget Preparation and Execution

Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No
10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No
Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	None	?	Administrator / CFO	No
MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No

Financial Reports and Planning

Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	\$3,300,000		No
Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No
Finance	2022 Budget – Process planning and coordination	Actions	\$36M	Admin	No
Finance	2022 Budget – Union negotiations	Actions	?	Admin / Jon	No
Finance	2022 Budget – Health Insurance and Benefits Review, Assessment, Proposal	Actions	?	Admin –	No
Finance	2022 Budget – Capital Projects and Improvement process and borrowing	Actions	?	Admin / Clerk	No
Finance	2022 Budget – Review of county partnerships	Actions	?	?	No
Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES
Finance	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No
Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No
Finance	Service Card System	Preliminary	?	Admin / Clerk	No
Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No
Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No
Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No
Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No
Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No
Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No
Finance	AS400 Switch over - Anticipating February after year end	Development	\$60,000	Admin / MIS	No

Finance	Early Childhood Education and Daycare Grant Program	No actions	\$335,100	Admin	No
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DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	\$150,000	DOJ / Accounting Supervisor	No
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Ambulance Garage	Finalize Purchase	Dec 15th	\$600,000	Chair and DH	No
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Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair / DH	No
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Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	\$55,000	ED	No
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CDBG Close	Lone Rock Improvements	Con. \$ flow	\$481,750	ED	No
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CDBG Close	Richland Center Auditorium	Con. \$ flow	\$752,341.31	ED	No
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Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	No actions	?	Admin	No
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Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No
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Human Resources

Human Resources	Recruitment Process for Corporation Counsel	Actions	?	Admin / HHS	No
Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No
Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No
Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No
Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No
Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No
Human Resources	POLICY - Finalize Handbook with changes reflecting Administrator	Done	?	Admin	YES
Human Resources	POLICY - complete review Handbook, Administrative Manual and Addendums	Done	?	Admin	YES
Human Resources	POLICY - Compensation, Classification and Authorization	Adopted	?	Admin	No
Human Resources	Review FLSA classifications	Done	?	Admin	No
Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES
Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No
Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No
Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No
Human Resources	POLICY - Review and Update Civil Rights	Development	?	Admin	No
Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No

Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No
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Highway	Clerical Staff hour reduction	Done	?	Admin / HWY	No
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Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No
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Human Resources	Establish Reoccurring HR meetings and work group	Preliminary	?	Admin	No
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Property Management

Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No
Courthouse	Duct Cleaning	On Site	\$14,082.00	Maint	No
Courthouse	Air Purification Equipment Installation	Scheduled	\$42,454.00	Maint	No
Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No
Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No
Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No

Property	Cazenovia Demolition — parcel is still ours; concerns on redemption (Economic Development)	Done	\$60,000-	ED	No
Property	1 st Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic Development)	Done	\$10,000-	ED and CC	No
Property	Crook Property - work with city on razing and development	Holding	0		No
Property	Streamline process on property development (Economic Development)	Preliminary	?	ED / Corp Counsel / Treasurer	No
Property	Contaminated Parcel, old dry cleaning (Economic Development)	Preliminary	?	ED	No
Property / Parks	Kayak Landing project and land swap	Preliminary	?	Parks and Chair	No
Property	Roofing repairs on Campus, Symons, HHS (Passed to Department Heads)	Done	\$600,000-	Contractor / DH	No

MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No
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Land Conservation	Concerns on rented space, possible movement to courthouse	2023	\$10,000	Admin / Land	No
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Community & Intergovernmental Relations

Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No
Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No