

### **Outcome Statement:**

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

### **Intentions of the Board:**

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

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

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

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

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

1. **Investigation and Planning Initiative; Administrative Transition Committee** — By Resolution No. 20 -126 The Administrator Transition Committee was formed and tasked to:
  - a. identify the staffing needs of the County Administrator;
  - b. evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office;
  - c. identify what office space the County Administrator and his staff will occupy;
  - a. present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Objective and Directives:**

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

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



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

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

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

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

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

### Objective: Reestablishment of County Employee Positions

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

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

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

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

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

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

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

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

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

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

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

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

### **Resources/References:**

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

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

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

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

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

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

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

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

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

#### **Strategic Plan:**

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

#### **Counsel:**

Richland County Corporation Counsel, Attorney Benjamin Southwick

WCA Corporation Counsel, Attorney Andrew Phillips

**Oversight and Communication:**

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

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

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