

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Challenges and Goals Tracking

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	02 Mar 2021	Action Needed:	Motion on guidance or accept
Disclosure:	Open Session	Authority:	Committee Structure E
Date submitted:	25 Feb 2020	Referred by:	

Recommendation and/or action language:

Motion to accept report.

*Anticipating possible motions to “advise” and provide guidance, under consideration of changing needs and discussion through Southwest Strategic Planning.

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

Under authorities and responsibilities established through the County’s Committee Structure document the Finance and Personnel Committee is charged 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.

And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator intends to make routine reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

It is anticipated the committee may take action to advise the Administrator by motion and defer to the County Board to confirm the intentions of the full body when needed.

Attachments and References:

Strategic Plan Tracking and Reporting	
---------------------------------------	--

Financial Review:

(please check one)

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

(summary of current and future impacts)

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

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021							
Items:	Actions:	Status:					
Challenges for the County Administrator (18 month)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21
1. Develop a long-term		Prelim	Dev.	Dev.	Dev.	Actions	Actions
	Working through Planning Sessions: Last one on 10 March						
	Looknig for Doption in April or May of 2021						
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Prelim	Dev.	Dev.	Dev.	Actions	Actions
	Transferred the Accounting Supervisor + Payroll and Benefits Specialist Positions						
	Adopted Plan Transferred the Accounting Supervisor + Payroll and Benefits Specialist Positions						
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	HTML Richland CTY Website search tool -by MIS						
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions
5. Implement a uniform performance review program		Prelim	Dev.	Dev.	Dev.	Dev.	Actions
	Scheduled for 2021 Annual Department head review beginning in March						
	Goal of 2022 Extending to employees						
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Meeting with SW Regional planning 28 Sep 2020						
	Scheduling meeting with John Bertz						
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Investigating other counties						
	Amendment to Rule #14 expanding authority						
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Discussion and drafts						
	Need to include: sponsor program and						
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim
	Reviews in adjusting to Administrator Model						
10. Partner with Southwest Regional Planning in developing a county strategic plan		Dev.	Dev.	Dev.	Actions	Actions	Actions
	Entered an Agreement // Planning is underway						
11. Develop policy and procedure to address complaints and		Prelim	Prelim	Actions	Actions	Complete!	
	Department Review: Taking to County Board in January						
	Board Adoption in February 2021						
12. Develop compensation Recommended Cover Letter— County Administrator Langrec (Proposed by)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.
	Policy draft for discussion with deparments						