

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Strategic Challenges and Goals Tracking

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote // Possible Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure E
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	N/A, prepared, reviewed

#### Recommendation and/or action language:

Motion to ... accept proposed deviations to the Administrative Strategic Challenges and approve projects to concentrate administrative focus. (Pending Discussion, motion to amend Resolution 21-107 may be appropriate.)

Additional guidance may be given through motions. My intentions are to report progress, completions and refocus to the Finance and Personnel Committee; and look for their guidance and advice.

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#### 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 makes frequent reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

The following amendments were made in May:

Postponing Goals: (likely deferred to next County Board Session):

4. Develop more uniform HR policy and procedure
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)

Amend Goals:

5. Implement a uniform department head performance review program

These changes were made in May to put focus on the following initiatives:

1. Ambulance Garage project development, land acquisition, and resolution adopted
2. Ordinances and Resolutions Accessibility (on-line)
3. Ordinances converted to Book of Ordinances, adopted plan
4. POLICY - Review record retention schedule, adopted ordinance
5. Purge historic records and storage spaces
6. Streamline process on property development, adopted ordinance
7. Tri-County Airport Agreement, Engineering Agreement, and Project Resolution

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8. MIS future budget distribution and purchasing with departments
9. 2022 Budget - Process planning and coordination, approved plan
10. 2022 Budget - Union negotiations, reach tentative agreements
11. 2022 Budget - Health Insurance and Benefits Review, Assessment, Proposal, proposed changes
12. 2022 Budget - Capital Projects and Improvement process and borrowing, approved plan

#### Attachments and References:

November Tracker	
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#### 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)

~Pending

#### Approval:

#### Review:

*Clinton Langreck*

\_\_\_\_\_  
Department Head

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Administrator, or Elected Office (if applicable)

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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	18-May-21	04 Oc-21	1-Nov
1. Develop a long-term strategic plan		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions
	Plan has been drafted by SWRPC - Attending meetings									
	County has Strategic Planning Committee Reviewing the Plan									
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete	
	Established roles and position descriptions									
	Some remaining overlap with Clerk serving as Finance Officer									
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.
	Intensions of utilizing ARPA funds to codify ordinances							CLERK PRIORITY		
	Estimates from Vendors, intending to use ARPA funds									
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		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.
	Completed 3 or 7 Scheduled through May - Postponing							AMMEND to DH		
	Rescheduling Meetings; complete by April									
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim		
								POSTPONE		
	Committed \$200,000 from ARPA									
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.		
	Amendment to Rule #14 expanding authority							POSTPONE		
	Voucher Procedure on Invoices									
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Action
	Discussion and drafts: County Functions, Supervisor Roles, WCA Training, Budget, County Ethics, IT Orientation, sponsor program							PRIORITY		
	Proposed Amendments to C on C, and Committee Assignments									
	Drafted Plan and Agenda									
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action
	Administrator Transition Committee review of handbook							POST BUDGET		
	Updates and Revisions to F+P in December									
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		Prelim	Prelim	Actions	Actions	Complete				
	Department Review: Taking to County Board in January									
	Board Adoption in February 2021									
12. Develop compensation and classification plan (Proposed by Administrator)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete	