

FINANCE AND PERSONNEL COMMITTEE

March 25, 2021

The Finance and Personnel Committee met on Thursday, March 25, 2021, at 1:00 p.m., virtually.

Committee members present included County Board Supervisors Marty, Marc Couey, Linda Gentes, Melissa Luck, Shaun Murphy-Lopez, Don Seep, and David Turk.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order.
2. **Proof of Notification:** The 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 and 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:** Motion by Gentes, second by Turk for approval of the Agenda. Motion carried.
4. **Previous Meeting Minutes:** Motion by Luck, second by Brewer for approval of the minutes for the March 02, 2021 meeting of the Finance and Personnel Committee. Motion carried.
5. **Tax Deed Ordinance Process:** Motion by Luck, second by Gentes to receive and file the attached information on tax deed ordinance and process. All Ayes. Motion Carried.
6. **County Clerk Deputy Position:** Motion by Luck, second by Turk to recommend that the position of Accounts Payable Specialist currently under the supervision of the County Clerk and filled by Ms. Amy Louis, remain in that office indefinitely. This is the position allocated to the County Clerk that can be deputized if they desire. The County Administrator should work with the County Clerk to re-write the job description to include all accounts payable specialist duties as well as any additional deputy clerk duties and title desired by the Clerk. The County Administrator will review this position with the County Clerk in 6 months to evaluate how well the arrangement is working and report to Finance & Personnel Committee. All Ayes. Motion Carried.
7. **Salaried vs Hourly Employees:** Carried forward from a previous meeting, Supervisor Couey requested a discussion on salaried vs. hourly employees. The attached wage structure shows which employees are currently salaried vs. hourly.
8. **2021 Adopted Budget Document:** Discussion to the attached 2021 adopted budget document, and direct MIS staff to post it on the County's website (County Administrator page) along with the 2020 adopted budget document. No motion.
9. **2022 Budget Development Process & Timeline:** Motion by Brewer, second by Couey to approve revisions to the 2022 Budget Development Process and Timeline (as presented / with amendments). All Ayes. Motion Carried.

- 10. Capital Projects Planning Process:** Motion by Seep, second by Luck to approve the Capital Projects Planning Process.
- 11. COVID Impact on 2020 Budget:** Motion by Gentes, second by Luck to accept financial report regarding 2020 budget and COVID-19 Impacts. All Ayes. Motion Carried.
- 12. Payroll Signature Authority:** Motion by Brewer, second by Murphy-Lopez to authorize the addition of Josh Bell, Accounting Supervisor and Clinton Langreck, County Administrator as payroll signature authorities of Richland County, through the Richland County Bank; and to remove Derek Kalish, former Accounting Supervisor from the Richland County account. All Ayes. Motion Carried.
- 13. Complaint Regarding Access to Court Resources:** Motion by Murphy-Lopez to direct the Administrator to identify personnel to be in charge of courthouse security*, return to Finance & Personnel Committee with his recommendations. All Ayes, Motion carried.
- *Motion by Seep, second by Gentes to amended “to include a Key control plan”. All Ayes, Motion carried.
- 14. Future Agenda Items:** Potential Raises. Broadband Discussion
- 15. Adjournment:** Motion to adjourn until April 6 at the Phoenix Center. Motion by Turk, second by Luck. All Ayes, motion carried.

Josh Bell
Richland County — Accounting Supervisor