

FINANCE AND PERSONNEL COMMITTEE

July 06, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Tuesday, July 6th, 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, Marc Couey, Linda Gentes, Melissa Luck(absent), Don Seep, and David Turk(absent).

- 1. Call to Order:** Committee Chair Shaun Murphy-Lopez called the meeting to order.
- 2. Proof of Notification:** The Committee Chair Shaun 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 Brewer for approval of the Agenda. All Ayes. Motion carried.
- 4. Previous Meeting Minutes:** Motion by Seep, second by Gentes approval of the minutes for the June 15th & 18th 2021 meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
- 5. Ambulance purchase of REC building using fund #75*:** Motion by Brewer, second by Couey to allow use of Fund 75 in the purchase of the REC building & renovation for an ambulance garage & emergency management center, and to recommend resolution of the REC building to the County Board for their July 2021 meeting. Discussion was had in support and against the ambulance district garage. Roll Call vote 4 Ayes 1 Nay, motion carried.
- 6. Budget Guidance*:** Motion by Couey, second by Brewer to adopt 2022 operational budget guidance & budget packet, and to disseminate to departments and partners. All Ayes, motion carried.
- 7. Radio Tower analysis contract*:** Motion by Seep, second by Gentes to recommend resolution by the Richland County Board to accept the proposal for consulting services from True North Consulting Group, regarding the County Radio & Tower analysis and improvement phase 2, for an amount not to exceed \$21,500, from Short-term Capital Fund #92 line 8. All Ayes, motion carried.
- 8. Ambulance fund Transfer*:** Motion by Brewer, second by Couey to approve a transfer of \$20,000 out of the ambulances operating budget (Fund 51) and into the new ambulance outlay account (Fund 16). All Ayes, motion carried.

9. **Employee meals per diem rate*:** Motion by Seep, second by Couey to recommend resolution to the Richland County board to amend the Employee handbook to increase in reimbursement for meals from \$20/day to \$25/day and language changes as presented. All Ayes, motion carried.
10. **Pine Valley Sign-on Bonus*:** Motion by Couey, second by Brewer to recommend resolution to the county board asking for an increase to and expansion of Pine Valley's sign-on Bonus program; (increasing the bonus amount for the new employee from \$500 to \$1,000, and increasing the bonus amount for the current employee who referred the new employee from \$100 to \$250, and expanding the program from just nursing department positions to now include activity aide, housekeeper, laundry worker, personal care worker, food service II, lead cook, and maintenance worker). All Ayes, motion carried.
11. **Vacation accrual discrepancy – handbook v. Resolution 19-36*:** Motion by Brewer, second by Gentes to recommend amendment to Resolution 19-36, correcting typo of vacation accrual from "3 work weeks at the end of 5 years" to "3 work weeks at the end of 6 years" as indicated in the Employee Handbook, and as has been historic practice. All Ayes, motion carried.
12. **Classification, compensation, and staff authorization policy*:** Motion by Seep second by Brewer to approve amendments to the Authorization Table of the Classifications, Compensation and Staff Authorization Table for existing Health and Human Services Positions identified, and affirm recommendation to the County Board for resolution. All Ayes. Motion carried.
13. **Future agenda items:**
14. **Adjournment:** Motion by Couey second by Gentes, to adjourn until July 16th at 1:00pm in the County Boardroom.

Josh Bell
Richland County — Accounting Supervisor