

# RICHLAND COUNTY

Strategic Planning Committee

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November 19, 2021

## NOTICE OF MEETING

Please be advised that the Richland County Strategic Planning Committee will convene at 6:30 p.m. November 22<sup>nd</sup>, 2021 via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=me9b325d2f77feb7cc3ac467cc1c0e2bb>

Meeting number: 2556 535 4486; Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 2556 535 4486

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Approval of previous minutes
5. Discussion and possible action regarding edits to the proposed strategic plan
6. Discussion and possible action regarding none-mandate services
7. Discussion and possible action on strategic initiatives impacting future county budgets
8. Discussion and possible action regarding departments, committee, board and commission organization responses
9. Discussion and possible action on scope of evaluation of services
10. Discussion and possible action regarding responses from departments and committees
11. Discussion and possible action on public input and updating the public by PSA on WRCO
12. Future agenda items
13. Adjournment

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Strategic Planning Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

## STRATEGIC PLANNING COMMITTEE

November 2nd, 2021

The Richland County Strategic Planning Committee convened at 6:30 p.m., Tuesday November 2<sup>nd</sup>, 2021, on teleconferencing via WebEx.

Committee members present included County Board Supervisors Ingrid Glasbrenner (Chair), Melissa Luck (Vice), Kerry Severson and Steve Carrow. Others in attendance: SWRPC Director Troy Maggied, Administrator Clinton Langreck and several members of staff and the public. Absent: None

**1. Call to Order:** Chair Glasbrenner called the meeting to order.

**2. Proof of Notification:** Chair Glasbrenner received verification from Administrator Langreck that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, The Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.

**3. Agenda Approval:** Moved by Supervisor Luck, seconded by Glasbrenner. Voice vote. Motion carried.

**4. Approval of previous minutes.:** Moved Luck, second by Carrow to approve the October 19<sup>th</sup> 2021 minutes as presented. Voice vote. Motion carried.

### **5. Discussion and possible action regarding edits to the proposed strategic plan**

The committee reviewed the Capital Facilities Plan. The proposed plan elements were discussed with no objections. Discussion was had to include language that would ensure that the list of identified projects was not exhaustive — no objections. The committee reviewed the two additional Highway Department items — no objections. The committee reviewed a draft edition of a collective spreadsheet on capturing mandated vs. non-mandated services, with estimated levy expenses against each. The committee discussed historic efforts of reductions in non-mandated HHS services and the impacts that were experienced on mandated services. The committee discussed the capital facilities performance metrics. The committee discussed reorganization of Chapter 2 — no objections.

### **6. Discussion and possible action regarding none-mandate services**

The committee reviewed a drafted spreadsheet capturing mandated vs. non-mandated services with estimated levy expenses against each. The committee discussed the addition of bullets regarding UW and UW Food Services. Discussion was had on adjusting language pertaining to Pine Valley revenues being utilized towards offsetting debt services.

### **7. Discussion and possible action on strategic initiatives impacting future county budgets**

No action taken.

### **8. Discussion and possible action regarding committee, board and commission organization**

No action taken

### **9. Discussion and possible action on scope of evaluation of services**

No action taken

### **10. Discussion and possible action regarding responses from departments and committee**

No action taken

**11. Discussion and possible action on public input and updating the public by PSA and WRCO**

The committee discussed the appropriateness of informing the community of the strategic planning sessions and progress. The Administrator will contact WRCO to check on availability for a morning show appearance or a scripted recording for later airing. Supervisor Glasbrenner will be working with Supervisor Luck on approaching the observer.

**12. Future Agenda Items:**

None

**13 Adjournment:** Motion by Severson, seconded by Luck to adjourn to Monday, November 22<sup>nd</sup> at 6:30pm on WebEx.

Clinton Langreck  
Richland County — County Administrator

**a. *What questions do you have with the language? Or, which sections could use further explanation to frame context?***

**Josh Elder** - I really don't have any objection to any of the language. I believe this provides a good, but simple baseline to work from. I do feel however Framework for Decision – Making, (Chapter 1) could use a bolster from identifying more of the notion that we are prioritizing more state mandated functions as a core value.

**Amy Hoffman** - The Richland County Child Support Agency does not have any further questions in regards to the language or the need for further explanations

**Barb Scott** - On the Chart on Page 2 of the first document – County Parks Commission is listed twice, Pine Valley is listed twice, I question if Health and Human Services should be in the Standing committees not in other Subcommittees.

**b. *In context of the services you help provide or oversee, what concerns do you have with the drafted language?***

**Josh Elder** - Honestly nothing really sticks out. From what I'm understanding in reading this, I feel it captures the thought in being transparent and accountable from department. Furthermore, it envelopes a better idea of working more together and having better understanding for what we need to accomplish in the future.

**Amy Hoffman** - The Richland County Child Support Agency would only have concerns if the agency is forced to cut more of its annual budget due to any of the drafted language.

**Barb Scott** - I am deeply concerned that we are not truly running MIS Services in the most efficient way. Departments continue to do thing separately and we are not being efficient with tax payer dollars. Until this is evaluated and more centralized we will not see those savings. We also are not protecting the data and interests of the county appropriately. We do not have the funds or staff time to do so and this is going to become a larger problem in the future.

**c. *In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter's content? (do keep in mind that additional chapters are under development)***

**Josh Elder** - It is very well put together in chapter 2 highlighting what can look at doing for employees and general overall retention. I would recommend however we add language pertaining to obtaining further education and advancement training for employees. In my experience, just having goals employees can shoot for helps keep employees.

**Amy Hoffman** - The Richland County Child Support Agency does not have any recommended offerings.

**Barb Scott** – N/A

**Tracy Thorsen** - There are various operations/procedural efforts that HHS continues to focus on in order to improve our effectiveness and adapt to the health and human service needs of the community. For example, HHS continues to focus on improving our ability to capture revenue sources that can fully or partially fund programs and services in order to minimize the amount of tax levy required.

- There have been efforts to improve financial practices by addressing the need for better data. Health and Human Services is in our second year of implementing a time tracking software application and changing the associated procedures in order to more closely track how staff divide their time between programs. Better time tracking improves our ability to claim revenues that cover the costs of services. The next steps will be to integrate the payroll timesheet into this time tracking application and then to pursue other electronic record systems to gain further efficiencies.

- Other processes have been and continue to be implemented in order to maintain and improve coordination between service staff and fiscal staff to assure available funding is claimed in a timely manner.

- The County's financial software system does not easily provide the types of reports that would be helpful for identifying trends and conducting projections. HHS would advocate being involved when the system is upgraded or replaced in order to provide input and assure that it will meet the needs of our department.

**d. In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations?**

**Josh Elder** - At this time no. I do feel however that may change as time goes on and we implement this language. I feel we give it a test run and regroup to see how we feel about the language later.

Amy Hoffman - The Richland County Child Support Agency does not see any conflicts at this time.

**Barb Scott** - No, but I do not feel this will be enforced or followed and if we do not it has no value.

**Tracy Thorsen** - I do not believe that there are any functions or services that do not align with the strategic priorities and core values. The HHS mission and practices align with the County's strategic priorities and core values. There are many operational activities and initiatives that HHS is conducting that I think are consistent with these priorities and values.

**e. Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider.**

**Amy Hoffman** - The Director's own personal thoughts are that while this strategic plan looks amazing, it will take many many years to get everyone on board and make it work. The key is this county needs to become fiscally solvent along with being open minded in bringing businesses and residents to this county to make it thrive. Once that happens, this county will start to rebuild and flourish.

## General comments

### **Finance & Personnel 11/2/21**

Moved by Linda Gentes to lobby the State concerning mandated services that are not funded, seconded by Shaun Murphy-Lopez. Moved by Linda Gentes to Amend motion to explore possibilities of approaching the community to see if they support an operating referendum, 2<sup>nd</sup> by Shaun Murphy-Lopez. Melissa voted opposed. Motion carried 3-1.

**HHS 11/11/21 – Reviewed only**

**Stacy Kleist – See Attached Comments sheet**

### **Land Conservation 11/08/21**

Melissa also suggested a program for people to test their own water and we would coordinate the collection of the water and taking to Stevens Point.

**Economic Development Committee 11/8/21** - The body took no formal actions as a group.

### **Barb Scott**

On the Chart on Page 2 of the first document – County Parks Commission is listed twice, Pine Valley is listed twice, I question if Health and Human Services should be in the Standing committees not in other Subcommittees.

### **LEJC Committee 11/12/21**

Motion by Luck to add a tactic for the jail needs of a new facility for Richland County, second to this motion by Chad Cosgrove. Motion approved. There was more discussion on options for a new jail facility and funding regarding this issue.

Veterans Committee 11/18/21 – No Comments

Zoning 11/1/21 – None.

## Chapter 1

### ➤ Page 4

#### Mission and Vision

##### **Pine Valley 11/15/21**

Under the 'Framework'... section, and 'Accountability' paragraph, the word '**needs**' is used. However, in the 'Mission and Vision' section just below that, under 'vision', line 4 & line 5, the word '**problems**' is used. Suggesting to stay consistent and use the word 'needs'.

In 'Mission and Vision' section, specifically the 'mission' paragraph, line 3 refers to 'fiscal responsibility'. Line 4 says 'facilitate prosperity'. Are the two phrases redundant? Or just different enough to be left as is? Just an observation.

##### **Jasen Glassbrenner 11/18/21**

The **Vision Statement** that is listed is not a vision statement. It is a list of strategic or tactical actions and goals. Vision paints a picture of the desired future and does not list specific timeline or action. All 3 of the other vision statements are much more correct. The vision that is currently highlighted should be pulled apart and the items listed as goals or actions.

##### **Clint Langreck 11/18/21**

Time frame: We reference a "Ten-year" vision in the proposed vision statement on page 4. On page 6, under the "Considerations section" the last bullet, "For discretionary enterprises, are both the operational and capital outlays affordable over the next 20."

### ➤ Page 5

##### **Jasen Glassbrenner 11/18/21**

**Under Focus:** It is not accurate to say that "the current challenge stems from several factors outside of the county's control". This statement passes responsibility and expresses victimhood. The only thing that is out of the counties control in the 3 bullet point list is the State-imposed Levy and Debt Limit... and even that the county can affect by being deliberate about applying pressure to higher level leaders. The other two bullet points can be greatly affected by county leadership actions and decisions. It is especially erroneous to suggest that the current county team has no control or ability to take proactive actions over what they have inherited.

**Under The Business of the county:** The primary causes of the county's financial issues are broader than an "inability to make hard choices and focus its efforts through intentional actions." It should be recognized that choosing to do nothing is still a choice. The fact is that most problems arise out of two areas; 1) The unwillingness to taking deliberate, definitive, and corrective action and 2) Taking action on things that are ill-advised.

It is not clear if the sentence "simultaneously investing in community and economic development efforts to grow its population and tax base" has been crossed out or not. It is highly advisable that at least a similar reference be included. The county must recognize that it has 2 primary ways of guiding its financial fate 1) Cut costs or 2) increase revenues. Without the county having a focus on economics it is much more susceptible to continued hardship.

### ➤ Page 6

#### Considerations

### **Property Committee 11/04/21**

Carrow stated that under “Considerations,” a question regarding life cycle costs and long term maintenance could be added. Motion to amend chapter two by Carrow, second by Cosgrove. Cosgrove motions to return chapter two draft to Strategic Planning committee with revisions, second by McKee. All ayes, motion carried. (This states Chapter 2 but I couldn’t find it in Chapter 2)

### **Clint Langreck 11/18/21**

Time frame: We reference a “Ten-year” vision in the proposed vision statement on page 4. On page 6, under the “Considerations section” the last bullet, “For discretionary enterprises, are both the operational and capital outlays affordable over the next 20.”

Concern: I think forecasting a capital program out twenty years is a stretch in context of maintenance. Big pieces like, “do we need a new courthouse are probably in a twenty year range based on our borrowing capacity and this may or may not shape large investment decisions with the building (but to be honest, until we now we are within five years of leaving the building I’m not sure what decisions we would change). Operational projections will also look very speculative, or be presented on a ranged-value that may not serve any real decision making value. I think ten years of operations is a more realistic and useful goal to project, and buildings and capital is probably a 15 year out conversation at most, unless the county bonds for projects in excess of 15 years. Bottom line: We need to fix a lot of finances in the next couple of years so let’s look at ten years first, if we have confidence in those projections, and implemented changes, we can try to range out further. There will be many controversial decision points that have to be crossed that make even a 3 year plan very speculative at the front end.

Recommend change: “For discretionary enterprises, are both the operational and capital outlays affordable over the next ~~20~~10 years?”

## **Chapter 2**

### **General comments no particular page**

#### **Finance & Personnel 11/2/21**

An email was received from David Turk concerning IT needs in our area. Email will be forwarded for wording. Moved by Shaun Murphy-Lopez to address more IT needs in our area, 2<sup>nd</sup> by Linda Gentes. Motion carried.

#### **➤ Page 1**

### **Streamline Organizational Structure**

#### **Land Conservation 11/08/21**

Motion made by Melissa Luck to have the strategic planning committee have an additional tactic that instructs the Land Conservation Committee to evaluate the concept of merging the Land Conservation/Parks with another or other departments within Richland County. Second made by Melvin “Bob” Frank. Discussion followed, suggestion. that this be part of streamlining origination structure in chapter 2. Motion carried.

First two bullets under ‘Tactics’, speak to centralizing processes, and improving procurement processes... Both are worthy tactics, and our only comment is more of a request – that Pine Valley staff be allowed to ‘be at the table’ for/when those discussions take place.

#### **Rules and Resolutions Committee and Ethics Board 11/4/21**

Moved by Luck to suggest adding: Annually evaluate the current committee structure with possibility of consolidation, 2<sup>nd</sup> by Cosgrove. Moved by Cosgrove to amend the suggestion as: Annually evaluate the

current committee structure with possibility of consolidation or restructure, 2<sup>nd</sup> by Luck. All voting aye on motion and amendment, motion carried.

## **Improve Financial Practices**

### **Finance & Personnel 11/2/21**

Moved by Shaun Murphy-Lopez to recommend adding “create an easy to read budget, 2<sup>nd</sup> by Linda Gentes. Motion carried.

Moved by Shaun Murphy-Lopez to recommend adding “Track finances more closely” ex. General fund balance, year end results, 2<sup>nd</sup> by Linda Gentes. Motion carried

#### ➤ [Page 2](#)

## **Improve Employee Pay and HR Policies**

### **Pine Valley 11/15/21**

Last bullet under ‘Tactics’, refers to ‘uniform’ set of H.R. policies.

Our only comment again is a request – that Pine Valley staff be allowed to ‘be at the table’ for/when those discussions take place.

While uniformity is supported, there are reasons Pine Valley, and other county departments have handbook addendums.

#### ➤ [Page 3](#)

## **Invest in Education of County Board Supervisors (Improvement)**

### **Finance & Personnel 11/2/21**

More priority as to training of our department heads/staff and County Board.

Linda Gentes moved that “Diversity, equity and inclusion training of County board and department heads” be added/emphasized, 2<sup>nd</sup> by Don Seep. Motion carried.

### **Rules and Resolutions Committee and Ethics Board 11/4/21**

Fund new Supervisors’ attendance at annual Wisconsin County Association training or conferences. Discussion followed: It was mentioned that in 2018 it was decided by the previous County Board chair that is too costly to send Supervisors to the conference.

Moved by Shaun to suggest removing “fund” and add “encourage”, 2<sup>nd</sup> by Seep. All voting aye on motion, motion carried.

#### ➤ [Page 4](#)

## **Transparency**

**UW 11/8/21** - Gotschall commented that under “Transparency” he’d like to see all committees “mirror” the Finance and Personnel Committee, such as having all handouts available on the county website prior to the meetings.

## **Growth**

### **Finance & Personnel 11/2/21**

Are we not putting enough emphasis on outdoors activities? More balanced growth.

Moved by Shaun Murphy-Lopez to better balance growth with more focus on the outdoors, 2<sup>nd</sup> by Linda Gentes. Motion carried.



**Land Conservation 11/08/21** – Motion made by Shaun Murphy-Lopez to add a fourth category to growth called grow in a matter that mitigates climate change. Second made by Melissa Luck, discussion followed. Motion carried.

**UW 11/8/21** - Gentes suggested under “Growth” to also mention the other non-mandated programs, along with UW Richland campus.

## **Maintain Investment in Workforce and Community Development**

### **Deepen Staff Training in Leadership and Management (Improvement) – Pine Valley 11/15/21**

First bullet under ‘Tactics’ refers to sponsoring leadership and management training.

Pine Valley has already been doing this. Examples include:

having sponsored two registered nurses’ cost to earn national wound care certification;

having sponsored medical records director’s cost to become nationally certified in medical coding, and

having sponsored leadership training costs through Southwest Tech (Pine Valley has sponsored 5 different staff, a charge

nurse, dietary manager, nurse manager, assisted living manager, and activities director.)

## **Tactics**

### **Finance & Personnel 11/2/21**

Linda stated she is on the Zoning committee and just passed 6 requests for new homes so she doesn’t feel that is a problem. She felt broadband should carry more weight than housing.

Shaun felt our existing house should carry as much weight as new housing.

Moved by Shaun Murphy-Lopez to remove the word prioritize under tactics and replace with “encourage”, 2<sup>nd</sup> by Linda Gentes. Motion carried.

## Cheryl Dull

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**From:** Stacy Kleist <Stacy.Kleist@WICOURTS.GOV>  
**Sent:** Thursday, November 4, 2021 10:10 AM  
**To:** Clinton Langreck  
**Cc:** Cheryl Dull; Ingrid Glasbrenner; Marty Brewer; Shaun Murphy-Lopez; Melissa Luck; Amy Forehand (forehand.amy@mail.da.state.wi.us); Amy Hoffman; Angie Arneson; Barbara Scott; Carla Doudna; Cathy Cooper; Clay Porter; Clinton Langreck; Craig Saxe; Darin Gudgeon; Derek S. Kalish; James Rossing; Jasen Glasbrenner (jlglasbrenner@yahoo.com); Jenifer Laue; Jennifer Harper; Jim Bindl (james.bindl@co.richland.wi.us); Julie Keller; Karen Knock; Mike Bindl; Randy Nelson; Roger Petrick (roger.petrick@co.richland.wi.us); Sandra Campbell; Stacy S Kleist; Sue Triggs; Tom Rislow; Tracy Gobin; Tracy Thorsen  
**Subject:** Additional Strategic Plan Feedback

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Clint,

When you talk to leaders in other communities about their strategic plans, it would be helpful to know how they've addressed employee retention and compensation matters, particularly health insurance. I hear the concerns of many Richland County employees about the rising costs of health insurance and the county's continued non-participation in the state plan. Have other counties/municipalities stayed in the state plan or rejoined the state plan? Has Richland County explored getting back into the state plan? If not, why?

In regards to employee compensation, what have other counties/municipalities done to provide compensation that's comparable with the surrounding private sector and other agencies? As I mentioned to you earlier, Columbia, Dodge, and LaCrosse counties have recently been exploring the use of American Rescue Plan funds to provide additional compensation for all of their employees who worked during the COVID period. Has Richland County explored this yet? All Richland County employees who served the public during the pandemic faced and met challenges to provide a continuum of quality service. There must be a way to compensate them for that. Talking to other counties who've used the American Rescue monies might be a good start.

In regards to increasing county revenues, do all county agencies know how to use revenue-enhancing programs that are already available to them? The Wisconsin Department of Revenue has a couple of great tools that are available to government agencies, one that's been around for a long time called Tax Refund Interception Program or TRIP, and the other, more recent revenue-enhancing program which has been extremely useful for the Circuit Court called State Debt Collection or SDC. Departments who are not using both of these tools need to explore them. From SDC alone in 2021, the Clerk of Court has collected more than \$185,000.

Are all departments finding and writing grants? As I have shared with you personally, I would be interested in writing grants for Richland County but would want to be compensated for doing that. In the past year, I've gotten Richland County over \$200,000 in non-matching equipment grant funds. This included the \$58,000 grant that was used to upgrade the antiquated phone system in the courthouse and the \$150,000 competitive grant that's to be used for a number of items throughout the courthouse including air filtration systems for the jail and all departments throughout the building (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> floors), touch-free water refill stations, touch-free faucets in all of the bathrooms, and limited touch access doors to secure the employee-only areas on the 1<sup>st</sup> floor of the building. I believe that Richland County could benefit from trying for more grants but it's important that they be professionally composed.

Perhaps a roundtable meeting with department heads focused on revenue-enhancing practices would be a good place to start. Give the people who have had successes with revenue enhancement a chance to share their expertise and also give them credit for doing it.

Have a good day. Stay safe.

*Stacy S. Kleist  
Clerk of Circuit Court  
Richland County, Wisconsin*

*(608) 647-3956 phone  
(608) 647-3911 fax*

## FINANCE AND PERSONNEL COMMITTEE

November 2, 2021

The Richland County Finance and Personnel Committee convened at 1:05 p.m., Tuesday, November 2nd, 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, Don Seep, with Marty Brewer & Melissa Luck by remote access.

Department heads, staff and public were Jeff Even, Amanda & Jayme Walsh, Stephanie Ronnfeldt, Steve Carrow, Clay Porter, Tracy Thorsen, Tracy Gobin, Cathy Cooper and WRCO

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:05 pm.
2. **Proof of Notification:** 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, 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:** Clint stated agenda item 10 should be fund 29. Moved by Marty Brewer to approve the agenda with changes as noted, second by Linda Gentes. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Don Seep to approve the minutes of the October 5th Finance & Personnel Committee, seconded by Marty Brewer. All voting aye, motion carried.
5. **American Rescue Plan for Early Childhood Education and Child Care Providers Grant Application Review and Recommendations:** Clint presented information on the agenda item and stated that there are 3 options being presented. There were 5 applicants with the total requests exceeding the allocated funds. Stephanie Ronnfeldt from HHS was logged in by WebEx. She explained to the committee the local and state requirements for being a daycare and what each applicant has to offer. Discussion followed and questions ask concerning: The services that all 5 applicants have to offer, location of services, would decreasing or denying the amount affect the progress of those projects being completed *and* how many children will be assisted or increased? All committee members felt administrative staff and HHS personnel should review the applicants and bring back to the committee in December with recommendations. Moved by Shaun Murphy-Lopez to postpone consideration until December for staff to do further assessment, second by Linda Gentes. All voting aye, motion carried.
6. **Use of fund #75 for Viola Park Well:** Clint presented the information concerning drilling a new well at the Viola Park. Cathy Cooper is present, she stated the commission met the night prior to open bids. Bids came in from Kouba at \$8,092.00 and Sams at \$5,720.00. Sams does not include pump installation nor electrical hook up so those numbers were not provided at this time. Cathy will work with the well driver and Mike Bindl concerning floodplain. Moved by Don Seep to approve using Fund 75 for well installation up to \$13,000.00, second by Melissa Luck. All voting aye, motion carried.
7. **Overages on room charges for training and conferences – Veterans Service:** Clint presented the information concerning the request for reimbursement of a \$52.00 overage charged to Karen Knock for a motel stay. Moved by Don Seep to reimburse Karen Knock the \$52.00 she was charged above the approved room rate, seconded by Marty Brewer. All voting aye, motion carried.
8. **2020 Audit Report:** Clint presented the audit report. The report will be presented to County Board on December 14<sup>th</sup>. Moved by Shaun Murphy-Lopez to postpone the consideration of the audit report until the December meeting with the auditor coming to do a presentation, seconded by Melissa Luck. Marty Brewer voted opposed. Motion carried 4-1.
9. **Compensation to the Phoenix Center for use of banquet hall:** Clint presented the compensation request. Moved by Marty Brewer to pay the compensation request out of account 5111 and to pay all

requests in the future, seconded by Linda Gentes. All voting aye, motion carried.

10. **Expenditures from Audio Video Fund #29:** Clint explained the expense items. Shaun ask it this was budgeted? Barb explained this is coming from a revolving account. Moved by Linda Gentes to pay the 2 invoices as presented, seconded by Marty Brewer. All voting aye, motion carried.
11. **Purchase of an upgrade to our virtual server platform:** Clint present the proposal. There is already an existing contract with JComp for this so upgrading the service doesn't require bids. Moved by Don Seep to approve the upgrade, seconded by Marty Brewer. All voting aye, motion carried.
12. **Utilization of Bereavement Leave – Symons Center Employee:** Clint presented the request to allow Mark Thomas to use bereavement days for part of a week off instead of vacation when he visited his step mother to pick up personal items from his father. His father died during the COVID lock down and there was no celebration so he didn't use his Bereavement time. Clint presented there will probably be modifications to the Bereavement wording brought forward for changes in the future. Linda - she felt it is an acceptable use in this case. Shaun - he felt this is an acceptable use of bereavement leave in this case. Marty – He feels this is an acceptable use in this case. Don – He feels it is an acceptable use in this case. Melissa – Agrees it is a good use of bereavement. Moved by Marty Brewer to approve the use of bereavement for Mark Thomas in place of vacation days, Don Seep seconded. All voting aye, motion carried.
13. **Vacation Extension — Health and Human Services:** Request of Brittany Wirtz to extend her vacation until January 2022. With the shortage of HHS staff, she was not able to use her vacation. Moved by Don Seep to allow her to extend her unused vacation days until January 2022, seconded by Marty Brewer. All voting aye, motion carried.
14. **Discussion and Possible action on Employee Handbook – Affirming Revisions and Updates:** Clint presented the changes to the handbook and asking the Committee to approve the changes. Cheryl reviewed the changes. Moved by Linda Gentes to accept changes as present and use this as a starting point to upcoming changes, seconded by Melissa Luck. All voting aye, motion carried.
15. **Amendment to County Administrator Agreement regarding 2022 Budget Reductions:** Clint presented the amendment and stated closed session is next should the committee want to go into closed session for discussion. Moved by Don Seep to waive the closed session namely 16, 17 & 18 and accept the motion as presented, seconded by Marty Brewer. All voting aye, motion carried.
16. **Closed Session — Enter into Closed Session Pursuant of Wisconsin State Statute 19.85(1)(c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility— Amendment to the Administrator’s Agreement:** Waived, See #15
17. **Return to open session:** Waived, See #15
18. **Possible action from items in closed session:** Waived, See #15
19. **Discussion and Possible Action regarding — County Strategic Plan; Chapters One and Two:** Shaun presented that the Strategic Planning Committee (SPC) is requesting feedback by November 19<sup>th</sup> on Chapters one and two, so he felt it important to provide feedback. Clint stated that the Committee has been presented the current completed chapters one and two. Melissa stated that the Strategic Planning Committee (SPC) is looking inward over the next couple of years at our plans as a County.  
Marty Brewer left the meeting at 2:50 pm.  
Moved by Linda Gentes to lobby the State concerning mandated services that are not funded, seconded by Shaun Murphy-Lopez. Moved by Linda Gentes to Amend motion to explore possibilities of approaching the community to see if they support an operating referendum, 2<sup>nd</sup> by Shaun Murphy-Lopez. Melissa voted opposed. Motion carried 3-1.  
Under Tactics in Maintain investment in Workforce and Community Development concerning new homes; Linda stated she is on the Zoning committee and just passed 6 requests for new homes so she

doesn't feel that is a problem. She felt broadband should carry more weight than housing.

Shaun felt our existing house should carry as much weight as new housing.

Moved by Shaun Murphy-Lopez to remove the word prioritize under tactics and replace with "encourage", 2<sup>nd</sup> by Linda Gentes. Motion carried.

Under Improve financial practices (improvements/effectiveness)

Moved by Shaun Murphy-Lopez to recommend adding "create an easy to read budget, 2<sup>nd</sup> by Linda Gentes. Motion carried.

Moved by Shaun Murphy-Lopez to recommend adding "Track finances more closely" ex. General fund balance, year end results, 2<sup>nd</sup> by Linda Gentes. Motion carried

Under Growth

Are we not putting enough emphasis on outdoors activities? More balanced growth.

Moved by Shaun Murphy-Lopez to better balance growth with more focus on the outdoors, 2<sup>nd</sup> by Linda Gentes. Motion carried.

An email was received from David Turk concerning IT needs in our area. Email will be forwarded for wording. Moved by Shaun Murphy-Lopez to address more IT needs in our area, 2<sup>nd</sup> by Linda Gentes. Motion carried.

Invest in Education of County Board Supervisors (Improvement) and Deepen Staff Training in Leadership and Management (Improvement)

More priority as to training of our department heads/staff and County Board.

Linda Gentes moved that "Diversity, equity and inclusion training of County board and department heads" be added/emphasized, 2<sup>nd</sup> by Don Seep. Motion carried.

**20. Discussion and Possible Action regarding — Strategic Goals Tracking- Administration:** Clint undated the committee of the strategic goals and what is completed, what is being worked on currently and what needs to be started.

Moved by Linda Gentes to accept the report, seconded by Don Seep. All voting aye, motion carried.

**21. Future agenda items:** Linda would like to discuss where future board meeting be held. Don would like to discuss a more uniform system of submitting/reporting budgetary expenses to the oversight committee.

**22. Adjournment:** Next meeting will be December 7<sup>th</sup> at 1:00 pm. Moved by Linda Gentes to adjourn at 3:39 pm, seconded by Melissa Luck. All voting aye, motion carried.

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD  
NOVEMBER 4th, 2021**

The Rules and Resolutions Committee and Ethics Board met on Thursday, November 4th, 2021, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

Committee members present included: Kerry Severson, Chad Cosgrove, Shaun Murphy-Lopez, with Donald Seep, and Melissa Luck logged on remotely.

Also present was: Jasen Glasbrenner, Linda Gentes, with Clint Langreck, Marty Brewer and Carla Doudna logged on remotely and Cheryl Dull, Assistant to the County Administrator in attendance taking minutes.

**1. Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:02 am.

**2. Proof of Notification** - Chair Murphy-Lopez confirmed with Cheryl that the meeting had been properly noticed.

**3. Agenda Approval** - Moved by Cosgrove to approve the agenda, seconded by Severson. All voting aye, motion carried.

**4. Previous Meeting Minutes** - Moved by Severson to approve the minutes for the October 7th meeting of the Rules and Resolutions Committee and Ethics Board, second by Luck. All voting aye, motion carried.

**5. 75th Anniversary of Soltwedel's Store** - Shaun presented the Resolution he drafted. Moved by Seep to approve the resolution and send to County Board for approval in December, seconded by Cosgrove. Motion carried.

**6. Native American Heritage Month** – Shaun presented his Native American research along with the Resolution he drafted. Moved by Luck to approve and send the Resolution to County Board in December for approval, 2<sup>nd</sup> by Cosgrove. All voting aye, motion carried.

**7. Ethics ordinance** - Shaun laid out 9 potential changes he is proposing to the Ethics Ordinance. Currently Elected Officials are not being covered by the Ordinance as they have been covered under State Statutes. Our current Ordinance applies to employees that are not elected. Moved by Luck to adopt all 9 changes to our Ethics Ordinance, seconded by Severson. Severson called for discussion concerning the gift amount adjustments to be \$25.00 and what that may include. Moved by Luck to amend the gift amount to \$50.00, 2<sup>nd</sup> by Cosgrove. All voting aye on the original motion, motion carried. All voting aye to the amendment. Motion carried.

**8. Richland County Branding** – Shaun stated this has developed out of the committee's flag discussion. Shaun asked Jasen Glasbrenner to present what he is working on for branding. Jasen stated the United States Economic Grant that is being administered by Southwest Wisconsin Regional Planning offers the opportunity to develop a branding. Jasen provided photos showing the county has no branding consistency. He is recommending to outline a process that would work on this, including creating a subcommittee to work on the branding. He stated the city recently started working on a branding by creating a committee and suggested that both committees work together on this project.

Shaun presented a Resolution that would create a committee and also recommended who he thought should be on it.

Moved by Cosgrove to approve the creation of a committee and send to County board, 2<sup>nd</sup> Severson. Moved by Cosgrove to amend the resolution to remove names under department heads and leave it as just 2 department heads, 2<sup>nd</sup> by Luck. All voting aye, motion carried.

Moved by Severson to replace the high school student with village representative, 2<sup>nd</sup> by Luck. All voting opposed, motion defeated.

Moved by Cosgrove to add 2 village spots, 2<sup>nd</sup> by Severson. All voting aye on 2 motions and 1 amendment and to send the resolution to County Board for approval, Motion carried.

**9. Strategic plan (chapters 1 and 2)** – Clint presented Chapters One and Two of the Strategic Planning as request by the Strategic Planning Committee (SPC) for all committees to review current drafted language and give feedback.

Shaun advised to keep discussion only to Rules, Resolutions and Ethics concerns.

**Streamline Organizational Structure** on pg 5 – Moved by Luck to suggest adding: Annually evaluate the current committee structure with possibility of consolidation, 2<sup>nd</sup> by Cosgrove. Moved by Cosgrove to amend the suggestion as: Annually evaluate the current committee structure with possibility of consolidation or restructure, 2<sup>nd</sup> by Luck. All voting aye on motion and amendment, motion carried.

**Invest in Education of County Board Supervisors** on Pg 7: Fund new Supervisors' attendance at annual Wisconsin County Association training or conferences. Discussion followed: It was mentioned that in 2018 it was decided by the previous County Board chair that is too costly to send Supervisors to the conference.

Moved by Shaun to suggest removing "fund" and add "encourage", 2<sup>nd</sup> by Seep. All voting aye on motion, motion carried.

**10. Proposed changes to Committee on Committees** – Clint presented a document that reflects the recommended potential changes. *See attachment.*

Shaun reviewed Statute §59.1, that Committee on Committees may no longer have power.

Discussion followed on the vision as a whole and what may contribute or deter from meeting our goal as a whole.

Murphy-Lopez and Luck will research with other counties and ask their procedure as to committee appointments/assignments.

**11. Roles and responsibilities of the County Board Chair and Vice Chair** – Shaun stated that §59.13 summarizes roles & responsibilities of chair and vice chair.

**12. Future agenda items** – Seep – training outside of state by staff, supervisor, etc need prior approval. Severson – none, Cosgrove – Removal of committee members and chair language. Luck – meeting recording and her County Association update. Also, that Board Chair applicant should submit a plan of direction or brief resume to be considered.

**13. Adjournment** - Next meeting will be December 2<sup>nd</sup>, 2021 at 10:00 am. Moved by Luck to adjourn at 12:01 pm, seconded by Severson. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator



**MINUTES**  
**RICHLAND COUNTY HEALTH AND HUMAN SERVICES**  
**November 11, 2021**

The regular monthly meeting of the Richland County Health and Human Services Board was called to order at 10:30 a.m. on November 11, 2021 by Kerry Severson virtually via Zoom.

Members Present: Kerry Severson, Ingrid Glasbrenner, Tim Gottschall, Diane Cox, Cindy Chicker, and Dr. Jerel Berres.

Others Present: Tracy Thorsen, Angie Rizner, Meghan Rohn, Sharon Pasold, Stephanie Ronnfeldt, Jessica Tisdale, Roxanne Klubertanz-Gerber, WRCO News, and Jaymie Bruckner

Members Absent: Van Nelson.

Approve Agenda and Posting: Motion by Diane Cox, seconded by Cindy Chicker to approve the agenda and proper posting. Motion Carried.

Approve October 14, 2021 Health and Human Services Board Minutes: Motion by Dr. Jerel Berres, seconded by Tim Gottschall to approve October 14, 2021 Health and Human Services Board Minutes.

Directors Report: Tracy Thorsen discussed the recent Center for Medicare and Medicaid Services (CMS) and Occupational Safety and Health Administration (OSHA) regulations that require employees of certain businesses or organizations to receive the COVID-19 vaccination and explained that the OSHA rule does not apply to Wisconsin public or government entities. It is unclear however if Wisconsin's regulating authority will adopt this vaccine mandate being required by OSHA or if the CMS regulations would apply to the entire Health and Human Services Agency or possible just programs that receive Medicaid or Medicare reimbursement. It is also unclear if the agency would fall under the definition of a "Medicare and Medicaid-certified facility" or one of the provider types outlined in the regulations. More information is expected from the Wisconsin Counties Association and the County Administrator and Corporation Counsel are continuing to evaluate how this law applies. Until there is a better understanding of these regulations, the status quo is being preserved.

Applications have been submitted to the Department of Children and Families by the Child and Youth Services Unit for Targeted Safety Support, IV-E Legal Services, and Promoting Safe and Stable Families. These programs will provide additional funding above the base DCF allocation that will be used to provide supportive services to families and is especially important to assure compliance with the new Federal Family First Prevention Services Act. A presentation on Family First will be provided at a future meeting. Tracking of the "Promoting Safe and Stable Families" services shows 60 families and 87 children were assisted this year, a significant increase from 2020 with significantly higher outreach to at-risk families provided by the Youth Aide Worker and part-time Family Preservation Worker.

The statewide system utilized by the Economic Support Unit is being replaced and the new system, Genesys, will go live on November 19, 2021. It was noted that staff will be receiving training on the new system this week, however there will certainly be an adjustment period and therefore people are asked to be patient. The Foodshare program continues to scale back its temporary pandemic policies and recipients will continue to be exempt from the work requirement through September 2022. Individuals are still being encouraged to volunteer for the Foodshare Employment Training program (FSET), a no cost program that helps build job skills and find jobs. Healthcare recipients continue to be eligible for benefits regardless of eligibility status, however Emergency status is currently set to end January 16, 2022. A 60-day notice will be provided before these benefits end and recipients will receive a letter requesting they complete a renewal. These notices will also be staggered so Income Maintenance agencies do not become overwhelmed.

The Aging and Disability Resource Center (ADRC) has been working with MetaStar to restart the Caregiver Coalition that will bring local stakeholders together to work on projects affecting caregiving in the community. Two “Get to Know You Meetings” have been held and have received great response from community partners. The Elder Benefit Specialist, Joanne Welsh, has already received over 40 requests to assist individuals with reviewing their currently Medicare Part D plans now that the Medicare open enrollment season has started. The ADRC also provided a Dementia Live training for 11 Health and Human Services staff. Dementia Live is a dementia simulation that creates a better understanding of what it is like to live with cognitive impairments.

Tim Gottschall asked if the county has prepared a medical waiver in preparation of the event that a vaccine mandate would be put in place for staff. Tracy Thorsen noted that nothing has been created at this point and it is unknown if this would come from the office of the administrator, Health and Human Services, or would need to be a collaboration between departments.

Health Officer Update and COVID-19 Response: Rose Kohout reviewed current COVID-19 case statistics and since the beginning of the pandemic Richland County has had 2,190 confirmed cases, 161 hospitalizations, 26 deaths, and there are 109 currently active cases. When considering the impact and stress level of staff, it was pointed out that in the months of August, September and October, staff have managed 840 cases, which is more than one third of the total number of cases the county has had since the beginning of the pandemic. Fortunately, there have only been 37 reported cases so far in the month of November and the decrease is desperately needed to reduce the rate of burnout being seen among staff. The Center for Disease Control continue to list Richland County at a high level of transmission, however the Wisconsin Department of Health Services has reduced the risk level from critically high to very high over the last two weeks.

Of all the age groups of individuals eligible to receive the vaccine, 55.5% have received at least one dose and 53.2% have completed the series. 65.9% of adults over the age of 18 have received at least one dose and 63.3% have completed the series. Flu vaccines are being provided to areas schools and other childhood vaccines and communicable disease work continues to be done as usual.

The Senior Nutrition Program is now offering home delivered hot meals once again three days per week. The Grab and Go meals and frozen meal delivery options are also still available. Meals sites continue to be up and running with safety measures in place, including masking and social distancing.

Expenditures Report (Vouchers and Expenditures over \$2,000 but less than \$10,000): The Richland County Health and Human Services Expenditures Report for November 11, 2021 was reviewed. All of these have been approved by the County Administrator, Clinton Langreck, and payments have been prepared. The following items required additional discussion:

Voucher #20 – Cardmember Services: This was to pay for several keys and door locks that were needed throughout the building.

Voucher #17 – Cardmember Services: This was to pay for Kareo, the electronic health care record system.

Voucher #14 – Cardmember Services: This was to pay for supplies for the Senior Nutrition Programs home delivered meals.

Voucher #5 – CDW Government Inc: This was to pay for a bill for the Epanic Button system.

Voucher #76 – Grant CTY Health Dept: This was to pay for the quarterly payment for the Environmental Health Coordinator.

Voucher #31&32 – JCOMP Technologies Inc.: This was to pay for Smartnet switches that were previously approved in July, and a computer that was also previously approved.

Voucher #33 – Johnson Controls Inc.: This was to pay for a review of the building’s fire alarm system.

Voucher #38 – Nutri-Systems Corporation: This was to pay for supplies and equipment for the Senior Nutrition Programs home delivered meals.

Voucher #40 – Quill Corporation: This was to pay for various COVID-19 related supplies.

Voucher #43-48 – Richland Observer: This was to pay for various advertisements for position vacancies and public hearings for the Aging and Disability Resource Center.

Voucher #51&52 – Sanofi Pasteur Inc.: This was to pay for a supply of Flu vaccines, and a credit for vaccines left over from 2020.

Voucher #54-56 – Shopping New Inc.: This was to pay for various advertisements for position vacancies and public hearings for the Aging and Disability Resource Center.

Voucher #57 – Strang Heating & Electric: This was to pay to replace 52 light ballasts in the building.

Voucher #67 – Wertz Plumbing & Heating: This was to pay for installing a water bottle cooler.

Voucher #66 – Wertz Plumbing & Heating: This was to pay to repair a plumbing fixture.

Pre-Paid

Voucher #1 – JCOMP Technologies Inc.: This was to pay for all of the new laptops and docking stations that were previously approved.

Voucher #5 – DocuSign Inc.: This was to pay for DocuSign that was previously approved.

**2021 Vouchers**

<b>Unit</b>	<b>No. of Vouchers</b>	<b>Amount</b>
Richland County Health and Human Services – 2021 Expense Reports	13	\$5,544.94
Richland County Health and Human Services – 2021 Admin Vouchers	33	\$37,501.77
Richland County Health and Human Services – 2021 Prepaid Vouchers	5	\$59,719.83
<b>TOTAL</b>	<b>51</b>	<b>\$102,766.54</b>

2021 Budget Summary & Richland County Placement Report: Stephanie Ronnfeldt reviewed the 2021 budget through October, noting that expense utilization should be at about 83%. The majority of expenses in the various programs are underutilized at this point in time, primarily due to position vacancies or underutilization of services. Building and operating costs has exceeded 101% due to the bills for workman’s compensation, insurance, etc., were finally being applied to our budget and the bills for these expenses were significantly higher than the number that was used to create the 2021 budget. Public Health is at 117% due to the COVID-19 pandemic, however there is additional COVID funds available to cover these costs. It was also highlighted that Comprehensive Community Services is at 105% utilization.

When looking at both anticipated and received revenues through October. Health and Human Services revenues totaled \$6,114,676. Actual and anticipated expenses totaled \$5,952,595 before the chargeback process, leaving a deficit of –(\$3,383). After the chargeback process occurred for additional placement charges the revised balance becomes \$162,083.

Tracy Thorsen reviewed the Richland County Placement Report. Crisis stabilization had year to date expenses through September totaling \$49,007. Adult Institutional and Inpatient Placement expenses were slightly higher in September at \$14,480 and have totaled \$92,595 for the year. Adult Community Residential Placements reduced from 10 to 9 individuals currently in placements. Year to date expenses totaled \$373,373 bringing total expenses in Fund 54 to \$514,975 and leaving a deficit of -(\$32,697).

Expenses through September for Child Institutional Inpatient totaled \$165,950 and there were no additional Detention placements keeping the expenses for the year at \$23,400. Year to date Group Home and Treatment Foster Care expenses totaled \$320,580 and Regular Foster Care totaled \$21,854. Total Expenses in Fund 44 through August totaled \$531,783 leaving a deficit of -(\$4,442).

The 2018 to 2021 Comparison of Monthly Placement Expenses graphic and Comparison of Placement Expense and budgeted Tax Levy graphic were reviewed. If expenses continue as they have, it is projected that placement costs will end the year at approximately \$1,390,678.

Expense history by individual placement types were reviewed and the projected end of year cost for each. Tracy Thorsen highlighted the drastic decrease in Adult Institutional Inpatient expenses, however Adult Community Placements are trending higher. This again is due to a high cost placement that is reimbursable by the Comprehensive Community Services Program to avoid the need for an institutional placement.

Preliminary 2020 Post Audit Report: Auditors have now completed their work for 2020 and after meeting with them it was discovered that Health and Human Services ended the year with a core budget balance of \$782,026, a larger amount of funds remaining than the anticipated \$564,088.

Tracy Thorsen reviewed the process of applying any remaining funds to remaining placement expenses not covered by Fund 54 or Fund 44 and it was originally anticipated that there would be a \$150,079 shortfall that would need to be covered by the General Fund. After learning of the adjusted year-end balance, not only will placement cost be absorbed by the Health and Human Services Core Budget, but \$132,580 will now be transferred back to the General Fund.

Contributing factors to the large amount of remaining funds were reviewed and included placement expenses being slightly lower than anticipated, and higher revenues than anticipated. Tracy Thorsen emphasized that the factors that contributed to these excess funds have been factored into the 2022 budget and this type of surplus should not be anticipated again. There will be a presentation provided to the Finance and Personnel Committee in December.

Kerry Severson questioned if Health and Human Services has returned funds back to the General Fund in the past. Tracy Thorsen explained that in 2019 approximately \$550,000 was returned to the General Fund primarily due to the institution of the charge back process for placement expenses.

Ingrid Glasbrenner joined the meeting.

2021 Contract Monitoring Report: Angie Rizner reviewed the 2021 Contract Monitoring Report for October and those contracts that currently exceed 75% utilization were reviewed; noting that invoicing should be through September. Angie Rizner explained that while Kareo, Chileda Institute, and Children's Hospital of Wisconsin Community Services are reporting over 75%, they have invoiced through the month of October. Contracts for Premier Financial Management Services and Driftless Counseling, LLC dba Trailhead Therapy and Mentoring are currently exceeding 75%, and will continue to be monitored. While the Artisan' Shop is just over the 75% utilization, it is unlikely this provider will be used again.

Approve Contracts, Agreements, and Amendments:

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
2021 NEW HHS CONTRACT/AGREEMENT/MOU APPROVALS (11-11-2021)**

<b>BROWNS LIVING, LLC</b>	To provide adult family home services to individuals being served by the Behavioral Health Services Unit. (Marshfield)	For a total amount not to exceed <b>\$20,000.</b>
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Motion by Ingrid Glasbrenner, seconded by Diane Cox to approve the new 2021 contracts. Motion carried.

Personnel Updates: Tracy Thorsen reported the hiring of Kayla Williams, Disability Benefits Specialist, effective November 22, 2021; Amanda Oman, Economic Support Specialist, effective November 30, 2021; Darien Ostrowski, Economic Support Specialist, effective November 30, 2021; Emily Phelps, Child & Youth Case Manager, effective November 30, 2021; Kelly McCann, Psychiatric RN, effective December 13, 2021; and Maria Perez, LTE Custodian/Janitor, effective November 1, 2021 through The Southwest Workforce Development Board. It was noted that Maria has been hired to assist with the needs during the agency while Dennis Drake is on a 12-week medical leave of absence, effective November 11, 2021 to February 4, 2022. There were also four resignations reported, including Jennifer Hammje, Information and Assistance Specialist, effective October 12, 2021; Joseph Scribbins, Adult Protective Services Worker, effective November 30, 2021; Edie Arneson, Comprehensive Community Services Supervisor, effective December 17, 2021; and Rock Chamberlain, LTE Custodian/Janitor through The Southwest Workforce Development Board, effective October 30, 2021.

Advertising or interviewing is occurring for the 9 vacant positions including a Temp/Casual Driver/Escort, Information & Assistance Specialist, Comprehensive Community Services Supervisor, Adult Protective Services Worker, Mental Health Therapist, Psychiatric RN, Child & Youth Services Case Manager, and a Child & Youth Services Supervisor.

HHS Staff Survey Report: Tracy Thorsen provided the board with an overview of the results of the 2021 staff survey. All staff were provided with the opportunity to complete the survey with the exception of temp/casual staff and managers and 54% of regular staff returned the survey. Several questions were highlighted including areas of strength and areas of improvement. Staff responded that they are less likely to see themselves working for the County in the future. The impacts of the COVID-19 pandemic were also evident showing that a large number of staff had an increased stress level.

In considering the planned 7% wage increase, statements were provided by staff and responses ranged. Many were grateful for the increase but noted it is a start and more should be done. Health insurance was also commented on and overall staff appear to be interested in lower cost and were unhappy with the 16% increase in premium and high deductibles.

Top reasons people stay at Health and Human Services and reasons people would actively seek to leave were also reviewed. Reasons people stated they stayed with the agency included their co-workers, the work that is done, environments, pay/benefits, insurance, flexibility and state retirement. Issues that may cause individuals to leave the agency included wages and insurance coverage costs, if flexibility decreased, decrease in feeling of value, and if vaccination becomes mandated.

Tracy Thorsen explained that the results of this survey will be used by the leadership team during the 2022 Annual Planning process that will be conducted in January. Kerry Severson stated that it was his opinion this process should be happening county wide and voiced appreciation for the feedback from the staff and to Tracy Thorsen for organizing the survey.

Review and Respond to Drafted Strategic Planning Documents (per request by the Richland County Strategic Planning Committee): Ingrid Glasbrenner discussed the strategic planning documents drafted by the Richland County Strategic Planning Committee and explained that the committee is looking for feedback regarding these documents from the departments that will be impacted by them and have essential insight that is needed. Ingrid also gave a brief history of creation of the committee and its purpose. Often strategic plans get set aside

and the goal of the committee is to ensure that does not happened. The plan is also being created with the intent to only be a 2 to 3-year plan, that includes achievable goals. A work plan will also be attached and will include a way to track the progress of these goals based off benchmarks or performance metrics. Once the strategic plan has been implemented, the Strategic Planning Committee will transition into a Monitoring Committee that will monitor progress based off of the benchmarks or performance metrics that were previously established.

Tracy Thorsen noted that the concept of centralization of certain areas is great, however there are some processes that are very specific and specialized to the work done within the agency, such as Human Resources and finance, and it would become complicated when not done in house or at least have components imbedded within the agency. Emphasis was placed on the importance of involving all of those impacted when considering centralization.

Ingrid Glasbrenner reviewed the strategic plan framework, how priorities and goals were determined, decision making tools, and processes. Four priorities are identified to address challenges in the plan and form the basis for recommended actions including effectiveness, growth, focus and improvement. The plan acknowledges that hard decisions will need to be made and provides a frame work for decision-making utilizing core values, mission, vision and focus.

Core values provided by the County Board included integrity, public service, accountability and open-mindedness. It was noted the committee spent approximately four meetings discussing the mission and vision for the strategic plan to ensure they accurately represent the county and what is trying to be accomplished. Focus is the need to choose which services and enterprises it will financially support. When facing these difficult decisions, set considerations will be used to prioritize investments.

Chapter two of the strategic plan reviews strategic goals. Ingrid Glasbrenner reviewed the goals outlined in the plan including streamlining the organizational structure, improving financial practices, increase coordination, improve employee pay and human resource policies, developing a culture of support for employees, prioritize service or staffing, invest in education of County Board Supervisors, deepen staff training in leadership and management, transparency, growth, support business attraction and retention, and improve county identity and marketing.

Adjourn: The next meeting is scheduled for December 9, 2021 at 10:30 a.m. and will be held via Zoom. Motion by Kerry Severson, seconded by Dr. Jerel Berres to adjourn the meeting. Motion carried.

Respectfully Submitted,  
Meghan Rohn  
Confidential Administrative Secretary

# RE: Review and Respond to Drafted Strategic Planning Documents

Barbara Scott

Tue 10/26/2021 9:01 AM

To: Clinton Langreck <clinton.langreck@co.richland.wi.us>;

Cc: Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Cheryl Dull <cheryl.dull@co.richland.wi.us>;

On the Chart on Page 2 of the first document – County Parks Commission is listed twice, Pine Valley is listed twice, I question if Health and Human Services should be in the Standing committees not in other Subcommittees.

To answer the other Questions See answers in Red.

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**From:** Clinton Langreck

**Sent:** Monday, October 25, 2021 12:36 PM

**To:** Department Heads <DepartmentHeads@co.richland.wi.us>; Jenifer Laue <jenifer.laue@wicourts.gov>; Jennifer Harper <Jennifer.Harper@da.wi.gov>; 'Michael Windle' <michael@abtswaynelaw.com>; County Board <CountyBoard@co.richland.wi.us>

**Cc:** Cheryl Dull <cheryl.dull@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Kerry Severson <kerry.severson@co.richland.wi.us>; Melissa Luck <melissa.luck@co.richland.wi.us>; Steve Carrow <steve.carrow@co.richland.wi.us>

**Subject:** Review and Respond to Drafted Strategic Planning Documents

Good afternoon Richland County Supervisors and Department Heads,

Upon request of the Richland County Strategic Planning Committee:

1. Please find and review the drafted, chapters (one and two) of the Richland County Strategic Plan. (attached)
2. Please submit a response from your department or committee (board or commission) to the following questions:
  - a. After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context? **Just noted as above**
  - b. In context of the services you help provide or oversee, what concerns do you have with the drafted language? **I am deeply concerned that we are not truly running MIS Services in the most efficient way. Departments continue to do thing separately and we are not being efficient with tax payer dollars. Until this is evaluated and more centralized we will not see those savings. We also are not protecting the data and interests of the county appropriately. We do not have the funds or staff time to do so and this is going to become a larger problem in the future.**
  - c. In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter's content? (do keep in mind that additional chapters are under development) **NA**
  - d. In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations? **No, but I do not feel this will be enforced or followed and if we do not it has no value.**
  - e. Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider.

3. Department heads are asked to respond on behalf of the department.
4. Department heads and committee (boards and commission) chairs are asked to please review, discuss and take action (recommendations) at your next routine body meeting. Please forward all body action language for consideration.
5. It is requested that all department heads and committees please review, consider and respond to this email by no later than November 19<sup>th</sup> 2021.

Please respond with “reply” to this string, CC to: Ingrid Glasbrenner [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us); Cheryl Dull [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)

Clinton Langreck  
County Administrator

Richland County  
181 W Seminary St.  
Richland Center WI 53581  
Phone 608-649-5960 | Fax 608-647-6611

Visit us on the web at <http://co.richland.wi.us>

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# RE: Review and Respond to Drafted Strategic Planning Documents

Amy Hoffman

Mon 11/8/2021 12:14 PM

To: Clinton Langreck <clinton.langreck@co.richland.wi.us>;

Cc: Cheryl Dull <cheryl.dull@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; Danielle Cooper <danielle.cooper@co.richland.wi.us>; Linda Gentes <linda.gentes@co.richland.wi.us>;

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**From:** Clinton Langreck

**Sent:** Monday, October 25, 2021 12:36 PM

**To:** Department Heads <DepartmentHeads@co.richland.wi.us>; Jenifer Laue <jenifer.laue@wicourts.gov>; Jennifer Harper <Jennifer.Harper@da.wi.gov>; 'Michael Windle' <michael@abtswaynelaw.com>; County Board <CountyBoard@co.richland.wi.us>

**Cc:** Cheryl Dull <cheryl.dull@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Kerry Severson <kerry.severson@co.richland.wi.us>; Melissa Luck <melissa.luck@co.richland.wi.us>; Steve Carrow <steve.carrow@co.richland.wi.us>

**Subject:** Review and Respond to Drafted Strategic Planning Documents

Good afternoon Richland County Supervisors and Department Heads,

Upon request of the Richland County Strategic Planning Committee:

1. Please find and review the drafted, chapters (one and two) of the Richland County Strategic Plan. (attached)
2. Please submit a response from your department or committee (board or commission) to the following questions:
  - a. After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context?  
The Richland County Child Support Agency does not have any further questions in regards to the language or the need for further explanations
  - b. In context of the services you help provide or oversee, what concerns do you have with the drafted language?  
The Richland County Child Support Agency would only have concerns if the agency is forced to cut more of it's annual budget due to any of the drafted language.
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  - d. In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations? The Richland County Child Support Agency does not see any conflicts at this time.
  - e. Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider. The Director's own personal thoughts are that while this strategic plan looks amazing, it will take many many years to get everyone on board and make it work. The key is this county needs to become fiscally solvent along with being open minded in bringing businesses and residents to this county to make it thrive. Once that happens, this county will start to rebuild and flourish.

3. Department heads are asked to respond on behalf of the department.
4. Department heads and committee (boards and commission) chairs are asked to please review, discuss and take action (recommendations) at your next routine body meeting. Please forward all body action language for consideration.
5. It is requested that all department heads and committees please review, consider and respond to this email by no later than November 19<sup>th</sup> 2021.

Please respond with "reply" to this string, CC to: Ingrid Glasbrenner [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us); Cheryl Dull [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)

Clinton Langreck  
County Administrator

Richland County  
181 W Seminary St.  
Richland Center WI 53581  
Phone 608-649-5960 | Fax 608-647-6611

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RE: Pilot Response to Strategic Priorities and Core Values questionnaire

1. What functions and services, if any, is your department performing that do not align with these strategic priorities and core values?

It is my opinion that all of the functions and service provide by both the ambulance service and the emergency management office align with the strategic priorities and core values. This is especially true with Effectiveness (*Implement operational efficiencies to reduce the costs and free up revenue*), Growth (*Work to increase the county's population and tax base fund services in a balanced manner*) and Improvement (*Create a culture of continual improvement to sustain progress*).

The core values listed are the very same core values I try to instill in both the departments I oversee. You can see the correlation with the listed core values and the ambulance service's mission statement; *The mission of the Richland County Ambulance Service is to provide efficient, high quality emergency medical care and safe transportation to a medical facility for any resident or visitor of our service area. We will commit to being a public education resource on issues pertaining to emergency care and preventive medicine. We will create a safe work environment that encourages continuing education and the achievement of personal goals while continually striving to accomplish our primary mission. By working together and remaining well organized, committed to quality, active participation and continuous improvement, we can best meet the challenges of the future.*

2. What operations, or procedure changes would you plan on implementing to help your functions and projects better align with these strategic priorities and core values?

This question's response requires a multi-layer response which will show a connection to the listed strategic priorities and core values – particularly Improvement, Public Service and Open-minded. I will start out with the Ambulance Service as it appears to be the department most people are interested in at this time. I will also touch on Emergency Management as I feel it has a great impact on the growth of the County.

The County Ambulance Service has long been the topic of discussion and for anyone paying attention the service of providing pre-hospital care is a hot-topic throughout the Country. Questions and issues such as funding, sustainable delivery model (volunteer vs. paid on-call vs. career), **who is responsible responsibility** of ownership (private vs. public) and growing staff shortage across the Country. Improvement - Improving our processes will be key for the Ambulance Service's survival and embracing change will be necessary for the sustainable delivery of services. Public Service - As mentioned earlier, the Ambulance Service has been the topic of many conversations over the last 10 years. Some feel that the County should not be running an ambulance service and should create a district; others feel we are filling a gap that was created in 1968 when Wisconsin first adopted an official plan for the delivery of pre-hospital care and the transport of the sick and injured. State Statute does not clearly identify who is responsible for ambulance services with the exception of State Statute 60.565 which reads 60.565 Ambulance service. The town board shall contract for or operate and maintain ambulance services unless such services are provided by another person. If the town board contracts for ambulance services, it may contract with one or more providers. The town board may determine and charge a reasonable fee for

ambulance service provided under this section. The town board may purchase equipment for medical and other emergency calls. The Statute allows the County to operate an ambulance service as stated in Statute 59.54(1) - 59.54 Public protection and safety.

(1) Ambulances. The board may purchase, equip, operate and maintain ambulances and contract for ambulance service with one or more providers for conveyance of the sick or injured and make reasonable charges for the use thereof. There is also the recent case between Portage County, who provides ambulance services, and the Town of Grant. Here is an excerpt from the case: *County home rule under s. 59.03 (1) allows every county to “exercise any organizational or administrative power, subject only to the constitution and to any enactment of the legislature.” The language of s. 60.565 authorizing towns to provide ambulance service acknowledges that another person can provide the ambulance service instead of a town and withdraws the mandate when another person provides ambulance services. The absence of a command from the legislature that towns provide an ambulance service in all situations causes the argument that county home rule prevents counties from providing ambulance service to miss the mark. Town of Grant, Portage County v. Portage County, 2017 WI App 69, 378 Wis. 2d 289, 903 N.W.2d 152, 16-2435.*

Most have no idea about the issues facing EMS nor do they concern themselves too much with who owns or operates the ambulance service. They do care about whether or not an ambulance shows up when 911 is called and they expect highly trained individuals to arrive in said ambulance within a reasonable amount of time and provide life-saving care and efficient, safe transportation. EMS is an essential service but does not get the funding support or attention as other essential services such as fire protection, highways, trash removal and police protection. I suppose it is because EMS is a part of the healthcare system and thus the burden is covered by the individual needing the service whereas the whole community relies on good roads, timely trash pick-up and patrol cars protecting the neighborhoods as being essential to everyone. This leads me to the core value of being open-minded. Open-mindedness must be exercised by the County Board, the municipalities, the ambulance directors, the providers and the public. Questions such as ~~would~~ “who should provide the service (district vs. County)” need to be made with all the facts being presented and not on past ~~wrongs-thoughts~~ or feelings. Ironically, the County does have the ability to levy taxes for EMS services where a district does not necessarily unless that district was formed before the levy rule changes from years ago. There are currently 7 ambulance services with 13 ambulance providing service to the County residents and visitors. Is this efficient? Could there be a better model that reduces the number of ambulances and stations, yet provides a higher level of care? Could this occur by forming a County-wide district or the County taking over ambulance services for the entire County? One fact is for sure: the current model is not sustainable as volunteers are few and far between. Recently 2 ambulance services in the northern part of the County hosted a well-advertised open-house in an attempt to attract new members; no one showed up. There is another ambulance service in the southern part of the County that has 5 EMTs and 3 EMRs. Three of their members are retirement age and have stated they will not renew their license in 2023; right now, they are not able to respond to every 911 without calling for back up or mutual aid. I share this not to ridicule or shame any service but to shed light on an issue that needs to be addressed. This won't get solved by the County getting out of the ambulance business or a district being formed, because we will all still be vying for the two resources every ambulance service in the County needs; funding and people. It is bigger than that and will require intentional open-mindedness with the goal of

an improved system. This system must ~~that~~ meets the needs of all County residents, be ~~is~~ effectively run and ensures the service will be available for generations to come.

Emergency Management is a mandated service, and in Richland County we barely meet the mandated requirements of the programs due to a decreasing budget to meet the financial impact of personnel costs, so providing discretionary services isn't an option. The same core values that are applied and promoted within the ambulance service are also embraced in the emergency management office. However the one core value that is especially important in emergency management is Public Service. Mitigation and preparedness are actions that provide value in the now and in the future. How we respond to natural disasters will impact how communities thrive after the disaster is over. An effective program affords the director to put all their attention to mitigation, planning and recovery and this often requires some pretty ingenious out-the-box thinking to pull off, especially since over the years the operating budget has been reduced to cover the cost of health insurance, staff, or pay increases. This must change and just as I need-am asked to embrace effectiveness as a strategic goal, the County must embrace an open-mind approach as it prioritizes the services it provides. Maybe there needs to be money added to the operational cost of the program? Maybe the department needs a full-time director that can put all of their attention and energy towards building resiliency in communities and look for more mitigation opportunities? One thing is for certain we must be open-minded if we are to balance here in Richland County.

Albert Einstein once quoted "We cannot solve our problems with the same level of thinking that created them". I believe if we adopt the idea behind this quote we will be better equipped mentally to find solutions to the problems of today and make tomorrow be better for those who come after us.

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## Cheryl Dull

---

**From:** Josh Elder  
**Sent:** Friday, November 12, 2021 10:00 AM  
**To:** Clinton Langreck  
**Cc:** Cheryl Dull  
**Subject:** Strategic Planning Response

Good Morning,

After reading and evaluating Chapters 1 and 2, My responses to the following questions are,

**After reviewing drafted chapters 1 and 2 what questions do you have with the language? Or which section could use further explanation to frame work?**

I really don't have any objection to any of the language. I believe this provides a good, but simple baseline to work from. I do feel however Framework for Decision – Making, (Chapter 1) could use a bolster from identifying more of the notion that we are prioritizing more state mandated functions as a core value.

**In the context of services you help provide or oversee, what concerns do you have with the drafted language?**

Honestly nothing really sticks out. From what I'm understanding in reading this, I feel it captures the thought in being transparent and accountable from department. Furthermore it envelopes a better idea of working more together and having better understanding for what we need to accomplish in the future.

**In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapters content?**

It is very well put together in chapter 2 highlighting what can look at doing for employees and general overall retention. I would recommend however we add language pertaining to obtaining further education and advancement training for employees. In my experience, just having goals employees can shoot for helps keep employees.

**In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations?**

At this time no. I do feel however that may change as time goes on and we implement this language. I feel we give it a test run and regroup to see how we feel about the language later.

**I have no additional comments at this time.**

Joshua Elder  
Hwy Commissioner  
Richland County Hwy Department  
120 Bowen Circle Richland Center WI 53581

Office: 608-647-4707  
Shop: 608-604-7624

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## Cheryl Dull

---

**From:** Jasen Glasbrenner  
**Sent:** Thursday, November 18, 2021 1:36 PM  
**To:** Clinton Langreck  
**Cc:** Ingrid Glasbrenner; Cheryl Dull  
**Subject:** RE: Review and Respond to Drafted Strategic Planning Documents

Hello Clint, Ingrid and Cheryl,  
I know that Mike Breininger – Chairman of the Richland Economic Development Board submitted his comments directly to Clint in paper copy.

Below are my comments.

Thank You!

### Chapter 1 Comments

- 1) The **Vision Statement** that is listed is not a vision statement. It is a list of strategic or tactical actions and goals. Vision paints a picture of the desired future and does not list specific timeline or action. All 3 of the other vision statements are much more correct. The vision that is currently highlighted should be pulled apart and the items listed as goals or actions.
- 2) **Under Focus on page numbered 5:** It is not accurate to say that “the current challenge stems from several factors outside of the county’s control”. This statement passes responsibility and expresses victimhood. The only thing that is out of the counties control in the 3 bullet point list is the State-imposed Levy and Debt Limit... and even that the county can affect by being deliberate about applying pressure to higher level leaders. The other two bullet points can be greatly affected by county leadership actions and decisions. It is especially erroneous to suggest that the current county team has no control or ability to take proactive actions over what they have inherited.
- 3) **Under The Business of the county on page 5:** The primary causes of the county’s financial issues are broader than an “inability to make hard choices and focus its efforts through intentional actions.” It should be recognized that choosing to do nothing is still a choice. The fact is that most problems arise out of two areas; 1) The unwillingness to taking deliberate, definitive, and corrective action and 2) Taking action on things that are ill-advised.
- 4) **Under The Business of the county on page 5:** It is not clear if the sentence “simultaneously investing in community and economic development efforts to grow its population and tax base” has been crossed out or not. It is highly advisable that at least a similar reference be included. The county must recognize that it has 2 primary ways of guiding its financial fate 1) Cut costs or 2) increase revenues. Without the county having a focus on economics it is much more susceptible to continued hardship.

### Chapter 2 Comments

- No Comments at this time

## Jasen Glasbrenner

Richland Economic Development Director

[jasen.glasbrenner@co.richland.wi.us](mailto:jasen.glasbrenner@co.richland.wi.us)

Office: 608.649.5961 | Cell: 608.475.0766



---

**From:** Clinton Langreck

**Sent:** Monday, October 25, 2021 12:36 PM

**To:** Department Heads <[DepartmentHeads@co.richland.wi.us](mailto:DepartmentHeads@co.richland.wi.us)>; Jenifer Laue <[jenifer.laue@wicourts.gov](mailto:jenifer.laue@wicourts.gov)>; Jennifer Harper <[Jennifer.Harper@da.wi.gov](mailto:Jennifer.Harper@da.wi.gov)>; 'Michael Windle' <[michael@abtswaynelaw.com](mailto:michael@abtswaynelaw.com)>; County Board <[CountyBoard@co.richland.wi.us](mailto:CountyBoard@co.richland.wi.us)>

**Cc:** Cheryl Dull <[cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)>; Ingrid Glasbrenner <[ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us)>; Kerry Severson <[kerry.severson@co.richland.wi.us](mailto:kerry.severson@co.richland.wi.us)>; Melissa Luck <[melissa.luck@co.richland.wi.us](mailto:melissa.luck@co.richland.wi.us)>; Steve Carrow <[steve.carrow@co.richland.wi.us](mailto:steve.carrow@co.richland.wi.us)>

**Subject:** Review and Respond to Drafted Strategic Planning Documents

Good afternoon Richland County Supervisors and Department Heads,

Upon request of the Richland County Strategic Planning Committee:

1. Please find and review the drafted, chapters (one and two) of the Richland County Strategic Plan. (attached)
2. Please submit a response from your department or committee (board or commission) to the following questions:
  - a. After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context?
  - b. In context of the services you help provide or oversee, what concerns do you have with the drafted language?
  - c. In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter's content? (do keep in mind that additional chapters are under development)
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3. Department heads are asked to respond on behalf of the department.
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5. It is requested that all department heads and committees please review, consider and respond to this email by no later than November 19<sup>th</sup> 2021.

Please respond with "reply" to this string, CC to: Ingrid Glasbrenner [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us); Cheryl Dull [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)

Clinton Langreck  
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## Cheryl Dull

---

**From:** Amy Hoffman  
**Sent:** Monday, November 8, 2021 12:15 PM  
**To:** Clinton Langreck  
**Cc:** Cheryl Dull; Ingrid Glasbrenner; David Turk; Danielle Cooper; Linda Gentes  
**Subject:** RE: Review and Respond to Drafted Strategic Planning Documents

---

**From:** Clinton Langreck  
**Sent:** Monday, October 25, 2021 12:36 PM  
**To:** Department Heads <DepartmentHeads@co.richland.wi.us>; Jenifer Laue <jenifer.laue@wicourts.gov>; Jennifer Harper <Jennifer.Harper@da.wi.gov>; 'Michael Windle' <michael@abtswaynelaw.com>; County Board <CountyBoard@co.richland.wi.us>  
**Cc:** Cheryl Dull <cheryl.dull@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Kerry Severson <kerry.severson@co.richland.wi.us>; Melissa Luck <melissa.luck@co.richland.wi.us>; Steve Carrow <steve.carrow@co.richland.wi.us>  
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**Land Conservation Committee  
Meeting Minutes  
November 8<sup>th</sup>, 2021**

The November 8<sup>th</sup>, 2021 Land Conservation meeting was called to order at 3:33 p.m. by Chair Steve Williamson. Present were Steve Williamson, Melissa Luck, Lee Van Landuyt, Shaun Murphy-Lopez, Bob Frank, Cathy Cooper, Ken Anderson, Kent Marshall, Juli VanCleve (on the phone) and Tammy Cannoy-Bender. Greg Kinney was absent.

Melissa Luck moved to approve the agenda and proof of notification. Seconded by Shaun Murphy-Lopez. Motion carried.

Steve Williamson asked for any corrections or amendments to the October 11<sup>th</sup>, 2021 minutes. Motion made by Melissa Luck to approve the minutes as sent out, second made by Lee Van Landuyt. Motion carried.

Chair Williamson dropped down to DNR report as Juli was on the phone. Juli actually had more to report on the Ash Creek property.

#4 Ash Creek Community Forest – Juli VanCleve, DNR gave this report. Steve, Ken & Juli looked at a few spots, but would like to finish up the management plan this winter and have a better idea of management recommendation moving forward, over all the forest does have some commercial value however there are a few things that need to be done that are not of commercial value but will benefit the health of the forest and the commercial value in the future. Shaun Murphy-Lopez suggested that we need to incorporate this into the updated work plan in the land and water plan that we will be getting updated this winter.

Ken reported that when they were out there, they looked at the dams (Ken sent pictures to the committee's folders), they looked at 2 dams that have trees growing within the dams so if and when there is a timber sale those trees need to be removed. May need to rent a side mount mower to help mow the trails, the rent for this mower will be \$100 per hour. The donation box was broken into and there has been some vehicle travel around the fence, so Ken had put other fence post up to help deter this, Ken thinks someone got a deer and didn't to drag it out. The mowing with the side mount will be taken care of in the spring. Steve suggested a workday to help remove some of the invasive species next spring that Juli might be able to wrap into a training day.

#10 DNR report – Juli VanCleve – nothing new to report.

Chair Williamson now went back to #5

#5 Mill Creek – A. High Hazard Dams - Cathy gave a report. She has found out that we could use the fund 75 money with private landowners. We would need a contract with them similar to the contract that is used for cost sharing with the state. Melissa suggested that we talk with finance/personnel before we move forward with this. Finance/Personnel meet the first Tuesday in December. Cathy will call Clinton to have this added to the agenda for Finance/Personnel committee. In the meantime, she will put together a presentation for the committee.

Ken reported on the well abandonment in the Robson Dam was awarded to John Storer at \$1200.00 but he has since withdrawn his bid. The next low bid was Advance Dairy at \$1,401.00, this money is to come from fund 75. So do we need to go back to finance/personnel for the \$201 difference, it was suggested to speak with Clinton. Motion made by Lee Van Landuyt to accept the next low bid by Advance Dairy, second made by Shaun Murphy-Lopez. Motion carried.

#6 Conservation Technician Report – Ken gave the report. He has been working with the Hub-Rock sanitary district getting their soil testing done to help lower the phosphorus on the creek banks. He has also been working with Marilyn Houck on the fancy creek project, Marilyn is wanting to get the creek back to its natural corridor. This project may be eligible for the ARPA money. There are two cost sharing projects for this year to get completed. The well abandonment and Tom Shanahan's riprap.

#7 Working Lands Initiative/Farmland Preservation – SW Tech is providing nutrient management training again for the winter as well as virtual training. Cathy & Kent will also be providing training after the first of the year.

#8 County Conservationist report – Cathy is a member on a UW focus group working with landowners with wood land and farmers who are wanting to do more with their wood lands. It is time to begin working on the Land plus Water plan. She has shared the current plan with the committee members folder. We need to set up an citizen advisory/technical committee(s), Cathy suggested that the committee bring some names to the next meeting. The meeting will take place after the first of the year. Melissa suggest a complete review of the current plan noting the things that have been done, the things that have not been



done and the goals that have not been even close. Shaun Murphy-Lopez is asking for list to be sent to the committee that Cathy recommends. The timeline final report goes to the state in December of 2022. The next report will have more obtainable goals.

#9 Wildlife – need to set the 90% harvest date at the December meeting.

#11 FSA (Farm Service Agency) – nothing to report, the elections are happening right now.

#12 NRCS (Natural Resources Conservation Services) – nothing

#13 Committee Member Reports – none

#14 Future agenda items. Need to have a resolution for Eagle Scott Daytona

#15 Review of Strategic County Plan – Melissa is asking for a summary from the department employees. Setting goals that are not necessarily financial but that of climate change or the items that are important not do not cost money. Be proactive about what will be the pros and cons of combining with other departments. Motion made by Melissa Luck to have the strategic planning committee have an additional tactic that instructs the Land Conservation Committee to evaluate the concept of merging the Land Conservation/Parks with another or other departments within Richland County. Second made by Melvin “Bob” Frank. Discussion followed, suggestion. that this be part of streamlining origination structure in chapter 2. Motion carried. Melissa would also like to have something regarding climate change in the 2022 Land & Water plans, she would like to have a statement in the strategic plan that states that we agree we need to make a conservative effort to address climate change. More discussion at this point, regarding a variety of items whether for the strategic plan or for the land & water plan for the land conservation department. Motion made by Shaun Murphy-Lopez to add a fourth category to growth called grow in a matter that mitigates climate change. Second made by Melissa Luck, discussion followed. Motion carried. Melissa also suggested a program for people to test their own water and we would coordinate the collection of the water and taking to Stevens Point. This would be for the Land & Water plan. Cathy brought up the transparency issue and how to make not so time consuming.

Ken asked about getting tires for the truck.

#16 Bills. The following bills were presented: CK Norman Development, \$938.00; Greg Cerven, \$1,132.78; Premier Co-op, \$88.18; R & K Auto & Tire LLC, \$90.21; Wayne McNamer & Advance Dairy Solutions, \$648.20; Walsh’s Ace Hardware, \$8.41; Ken Anderson, \$22.95. Melissa Luck moved to approve the bills, seconded by Bob Frank. Motion carried.

Ken has price quotes for tires on the truck, 2 tires need to be replaced for the winter and then get the other 2 after the first of the year. We have 1300.00 online item mileage, and we would like to transfer the money from mileage to maintenance & repairs. Cathy will check with Clinton about the transfer.

Next meeting was set for December 13<sup>th</sup>, 2021 at 3:30 pm.

Lee Van Landuyt moved to adjourn the meeting. second made by Bob Frank. Motion carried. The committee adjourned at 5:15 p.m.

Respectfully submitted,

*Cathy Cooper*

Cathy Cooper  
Secretary pro temp  
County Conservationist

# RE: Report from UW-P-Richland County Campus Committee

Linda Gentes <gentesl@uwplatt.edu>

Wed 11/10/2021 10:07 AM

To: Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Cheryl Dull <cheryl.dull@co.richland.wi.us>;

Cc: Linda Gentes <linda.gentes@co.richland.wi.us>; Tim Gottschall <tim.gottschall@co.richland.wi.us>; Chad M. Cosgrove <chad.cosgrove@co.richland.wi.us>; lee.vanlanduty@co.richland.wi.us <lee.vanlanduty@co.richland.wi.us>; melivin.frank@co.richland.wi.us <melivin.frank@co.richland.wi.us>;

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Hi,

I just reread this and put in two edits. Ingrid and Cheryl, I hope you have received this e-mail

Linda Gentes

---

**From:** Linda Gentes

**Sent:** Tuesday, November 9, 2021 11:52 AM

**To:** Ingrid.glasbrenner@co.richland.wi.us; cheryl.dull@co.richland.wi.us

**Cc:** linda.gentes@co.richland.wi.us; tim.gottschall@co.richland.wi.us; chad.cosgrove@co.richland.wi.us; lee.vanlanduty@co.richland.wi.us; melivin.frank@co.richland.wi.us

**Subject:** Report from UW-P-Richland County Campus Committee

Dear Ingrid and Cheryl,

The UW-Richland Campus Committee met yesterday and reviewed the Drafted Strategic Planning Documents. We thought it was well written and we did not have any concerns regarding the language and areas:

We had two recommendations:

1. We are not sure where this would apply but we would like to have a folder for the Campus Committee and a place to put all the documents so we will be more transparent to the public.
2. On page 8 of Chapter 2 under Growth, then Tactics, we would like fifth bullet to read: Identify sustainable options for all non-mandated programs.

Thanks for all your work.

We appreciate it.

Linda Gentes

# MEMO

**Date: November 8, 2021**

**To: Clinton Langreck, County Administrator**

**From: Mike Breininger, RED Board Chair**

**Re: Mark-up of the draft strategic planning doc.**

## **Comments:**

1. Page 3—The RED Board is not included as one of the Boards/Committees in which the County participates.
2. Page 4—under “Framework of Decision Making, line one: Instead of “hard decisions” it could be “value driven decisions.”
3. Page 4—under “Accountability”—line 3—“make decisions that plant seeds of success for the future” could be a separate line, theme.
4. Page 4—under the mission statement—suggest this statement be 8-10 words starting with an action word—“transforming”, “creating”, “directing”, “moving”...
5. Page 4—Vision statement--The vision statement and the mission statement should be aspirationally driven rather than informationally driven. Far fewer words.
6. Page 5...-the term “tax base” should be replaced with “community wealth”.
7. Page 5—of the choices, vision #3 is best.
8. Page 5—under “focus”—“out of control” should be “undisciplined”.

9. General statement—a heavy focus should be on the people solution of increasing population instead of cutting expenses. The first is aspirational, the latter is diminishing.
10. Sec. 2, Page 5—should the strategic plan have “increasing fines, fees...”
11. Sec 2, page 6—“Culture of support” terminology is good.
12. Sec. 2, page 7—training should include economic proficiency, community wealth and health, community development.
13. Sec. 2, page 8—EDD should include “new home construction.
14. General—The strategic plan should focus more on the “people” element and “community wealth” rather than the “tax base” and “services. Increase the population of Richland County, assist in family growth and support, better quality of life, best place to live in the nation.

## PROPERTY, BUILDING AND GROUNDS COMMITTEE

November 4, 2021

The Property, Building and Grounds Committee met on Thursday, November 4, 2021 at 3:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Richard McKee, Chad Cosgrove, Steve Carrow and Dan McGuire.

Others present included: Tammy Wheelock, Deputy County Clerk; Clinton Langreck, County Administrator; Randy Nelson, Courthouse Maintenance Supervisor.

- 1. Call to Order:** Committee Chair McKee called the meeting to order at 3:00 p.m.
- 2. Proof of Notification:** Langreck confirmed the meeting was properly noticed.
- 3. Agenda Approval:** Motion by Cosgrove, second by McGuire for approval of the agenda. All ayes, motion carried.
- 4. Previous Meeting Minutes:** Motion by McKee, second by Cosgrove for approval of previous meeting minutes. All ayes, motion carried.
- 5. Discussion and possible action on entering a contract for air duct cleaning:** Nelson reports he reached out to three contractors with one returning a bid. Dirty Ducts of Madison bid \$14,082 to clean all ducts in courthouse, including jail. Work will be done by end of the year and funded through the DOJ grant. Motion by Cosgrove, second by McKee to approve and present to County Board. All ayes, motion carried.
- 6. Discussion and possible action on purchasing of air purification systems:** Nelson reports Precision Controls estimated a cost of \$39,928 for air purification ionization systems for the courthouse, and an additional \$2,600 for the lobby area. The system removes airborne virus particles, such as Covid. Precision has previously installed the systems in the courtroom and court areas per court mandate. This new estimate is for the remaining areas of the courthouse and will be funded through the DOJ grant. Motion by Carrow, second by McKee to approve and present to County Board. All ayes, motion carried.
- 7. Discussion and possible action on chapters one and two of drafted Strategic Plan:** Langreck summarized chapters one and two of the Strategic Plan draft for committee member's consideration and recommendations. Chapter one focuses on the county mission and layout of the county board, while chapter two focuses on goals, efficiencies, trainings and marketing. Carrow stated that under "Considerations," a question regarding life cycle costs and long term maintenance could be added. Motion to amend chapter two by Carrow, second by Cosgrove. Cosgrove motions to return chapter two draft to Strategic Planning committee with revisions, second by McKee. All ayes, motion carried.

**8. Property Management Report:**

- a. Courthouse Key and Security Project – No new information
- b. DOJ Grant Second Round – Projects include bottle fillers, air purification system, and air duct cleaning.
- c. Historic Courthouse Roof Repair – Contracts are signed, working on pinpointing spring start date.
- d. Pine Valley Farm Lease and Land Swap – Parks Department funding survey.
- e. Space needs assessment of 1st floor – Langreck will present plan at next meeting.
- f. HHS, Symons, and UW Campus roofing project – HHS and Symons roofs are complete. Campus roof is being finished up.
- g. Metal Siding Assessment – One contractor is working on a bid.

**9. Future Agenda Items:** Carrow would like the policy/process of soliciting bids reviewed.

**10. Adjournment:** Motion by McKee, second by Carrow to adjourn. All ayes, motion carried. The meeting adjourned at 3:29 p.m.

Tammy Wheelock  
Richland County Deputy Clerk

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD  
NOVEMBER 4th, 2021**

The Rules and Resolutions Committee and Ethics Board met on Thursday, November 4th, 2021, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

Committee members present included: Kerry Severson, Chad Cosgrove, Shaun Murphy-Lopez, with Donald Seep, and Melissa Luck logged on remotely.

Also present was: Jasen Glasbrenner, Linda Gentes, with Clint Langreck, Marty Brewer and Carla Doudna logged on remotely and Cheryl Dull, Assistant to the County Administrator in attendance taking minutes.

**1. Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:02 am.

**2. Proof of Notification** - Chair Murphy-Lopez confirmed with Cheryl that the meeting had been properly noticed.

**3. Agenda Approval** - Moved by Cosgrove to approve the agenda, seconded by Severson. All voting aye, motion carried.

**4. Previous Meeting Minutes** - Moved by Severson to approve the minutes for the October 7th meeting of the Rules and Resolutions Committee and Ethics Board, second by Luck. All voting aye, motion carried.

**5. 75th Anniversary of Soltwedel's Store** - Shaun presented the Resolution he drafted. Moved by Seep to approve the resolution and send to County Board for approval in December, seconded by Cosgrove. Motion carried.

**6. Native American Heritage Month** – Shaun presented his Native American research along with the Resolution he drafted. Moved by Luck to approve and send the Resolution to County Board in December for approval, 2<sup>nd</sup> by Cosgrove. All voting aye, motion carried.

**7. Ethics ordinance** - Shaun laid out 9 potential changes he is proposing to the Ethics Ordinance. Currently Elected Officials are not being covered by the Ordinance as they have been covered under State Statutes. Our current Ordinance applies to employees that are not elected. Moved by Luck to adopt all 9 changes to our Ethics Ordinance, seconded by Severson. Severson called for discussion concerning the gift amount adjustments to be \$25.00 and what that may include. Moved by Luck to amend the gift amount to \$50.00, 2<sup>nd</sup> by Cosgrove. All voting aye on the original motion, motion carried. All voting aye to the amendment. Motion carried.

**8. Richland County Branding** – Shaun stated this has developed out of the committee's flag discussion. Shaun asked Jasen Glasbrenner to present what he is working on for branding. Jasen stated the United States Economic Grant that is being administered by Southwest Wisconsin Regional Planning offers the opportunity to develop a branding. Jasen provided photos showing the county has no branding consistency. He is recommending to outline a process that would work on this, including creating a subcommittee to work on the branding. He stated the city recently started working on a branding by creating a committee and suggested that both committees work together on this project.

Shaun presented a Resolution that would create a committee and also recommended who he thought should be on it.

Moved by Cosgrove to approve the creation of a committee and send to County board, 2<sup>nd</sup> Severson. Moved by Cosgrove to amend the resolution to remove names under department heads and leave it as just 2 department heads, 2<sup>nd</sup> by Luck. All voting aye, motion carried.

Moved by Severson to replace the high school student with village representative, 2<sup>nd</sup> by Luck. All voting opposed, motion defeated.

Moved by Cosgrove to add 2 village spots, 2<sup>nd</sup> by Severson. All voting aye on 2 motions and 1 amendment and to send the resolution to County Board for approval, Motion carried.

**9. Strategic plan (chapters 1 and 2)** – Clint presented Chapters One and Two of the Strategic Planning as request by the Strategic Planning Committee (SPC) for all committees to review current drafted language and give feedback.

Shaun advised to keep discussion only to Rules, Resolutions and Ethics concerns.

[Streamline Organizational Structure](#) on pg 5 – Moved by Luck to suggest adding: Annually evaluate the current committee structure with possibility of consolidation, 2<sup>nd</sup> by Cosgrove. Moved by Cosgrove to amend the suggestion as: Annually evaluate the current committee structure with possibility of consolidation or restructure, 2<sup>nd</sup> by Luck. All voting aye on motion and amendment, motion carried.

[Invest in Education of County Board Supervisors](#) on Pg 7: Fund new Supervisors' attendance at annual Wisconsin County Association training or conferences. Discussion followed: It was mentioned that in 2018 it was decided by the previous County Board chair that is too costly to send Supervisors to the conference.

Moved by Shaun to suggest removing "fund" and add "encourage", 2<sup>nd</sup> by Seep. All voting aye on motion, motion carried.

**10. Proposed changes to Committee on Committees** – Clint presented a document that reflects the recommended potential changes. *See attachment.*

Shaun reviewed Statute §59.1, that Committee on Committees may no longer have power.

Discussion followed on the vision as a whole and what may contribute or deter from meeting our goal as a whole.

Murphy-Lopez and Luck will research with other counties and ask their procedure as to committee appointments/assignments.

**11. Roles and responsibilities of the County Board Chair and Vice Chair** – Shaun stated that §59.13 summarizes roles & responsibilities of chair and vice chair.

**12. Future agenda items** – Seep – training outside of state by staff, supervisor, etc need prior approval. Severson – none, Cosgrove – Removal of committee members and chair language. Luck – meeting recording and her County Association update. Also, that Board Chair applicant should submit a plan of direction or brief resume to be considered.

**13. Adjournment** - Next meeting will be December 2<sup>nd</sup>, 2021 at 10:00 am. Moved by Luck to adjourn at 12:01 pm, seconded by Severson. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator



**RICHLAND COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE  
MEETING  
Friday, November 12, 2021**

The Richland County Board of Supervisors Law Enforcement and Judiciary Committee met on Friday, November 12, 2021 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members Kerry Severson, and Chad Cosgrove. Present from the Richland County Sheriff's Department were Chief Deputy Aaron Wallace, and Amber Muckler. Also present for the meeting or a portion of the meeting was Richland County Clerk of Circuit Court Stacy Kleist, DA Jennifer Harper, Jenifer Laue, Barb Scott, and Clinton Langreck.

**Agenda Item #1: Call to Order:** Committee Chair Luck called the meeting to order at 8:30am.

**Agenda Item #2: Read and Approve Notice of Posting for November 12, 2021 LEJC Meeting:** Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

**Agenda Item #3: Read and Approve the Agenda for November 12, 2021 Meeting:** Motioned by Chad Cosgrove to approve the agenda. 2<sup>nd</sup> to this motion by Kerry Severson. Motion passed.

**Agenda Item #4: Read and Approve Minutes of the October 8, 2021 LEJC Meeting:** Motion by Kerry Severson to approve the minutes as printed. 2<sup>nd</sup> to this motion by Chad Cosgrove. Motion passed, minutes accepted.

**Agenda Item #5: Partners for Prevention Coalition resolution approval:** delayed for this meeting, will be on the agenda for December.

**Agenda Item #6: Coroner Updates:** no update for this meeting.

**Agenda Item #7: Clerk of Court Update:** Clerk of Court Kleist went over her reports with the committee members. Discussion on what to expect with the retirement of the judge coming in 2022, and an increase in revenues for 2021.

**Agenda Item #8: Probate Updates:** Jenifer Laue discussed the retirement for the judge in the upcoming year and how the court schedule is very full for the remainder of 2021. Probate has done interviews with her department and a choice will be made in the next week.

**Agenda Item #9: District Attorney Updates:** DA Harper was not available for this meeting.

**Agenda Item #10: Approve monthly invoices and other Sheriff's**

**Department reports:** Chief Deputy Wallace went over the invoices for the month and other sheriff's reports. The invoices are higher this month, most of this cost is coming from Fund 75 and 92. Motion to approve paying the monthly invoices made by Chad Cosgrove, second to this motion made by Kerry Severson. Motion approved.

**Agenda Item #11: Humane Officer stray animal review/updates:**

Investigator Toby Johnson went over the amount of animals picked up by the animal catcher for the last few months. Judy Elliott, the county animal catcher, is doing a renovation on her current housing facility regarding containment, and ventilation. Johnson stated there have been no issues as he's seen with any of Judy's pickups or containment of animals.

**Agenda Item #12: Ordinance approval regarding livestock running at**

**large:** Chief Deputy Wallace went over the ordinance with the committee members, there were no issues seen by the committee members. Wallace stated this should also be looked over by Corporation Counsel. Motion to approve this ordinance made by Kerry Severson, second to this motion by Chad Cosgrove. Motion approved. This ordinance will move forward to the county board.

**Agenda Item #13: Open bids and approval of jail locks maintenance**

**contract:** The department did receive 1 bid from the same company Pieper Power, with the same amount for the contract for the next 3 years. Motion to approve this contract bid made by Chad Cosgrove, second to this motion by Kerry Severson. Motion approved.

**Agenda Item #14: Stellar/Jail wiring project approval:**

Chief Deputy Wallace stated this item is no longer needed. The department will continue with our current phone system company and new wiring will not be needed.

**Agenda Item #15: Discuss possible date/time for jail inspection by LEJC**

**members:** Luck stated that after reading the state statues, she found that the LEJC committee should be holding their own inspection of the jail. Luck was wanting feedback from the other committee members to see if this is something that should be done. Wallace stated he would like to have the committee members go and look at the new Iowa county jail and then look at our current facility to see what needs to happen when the current jail needs to be improved. Luck will make some contacts to see if the annual inspection is sufficient or if the committee members should be conducting something independently. The committee members will set up a date to walk through the jail.

**Agenda Item #16: Sheriff funding ideas discussion:**

Wallace stated there will be additional funding from the Reliance video project, the jail has started a snack pak program through the jail which will bring additional revenue into the department as well.

**Agenda Item #17: Strategic planning committee request for input:**

Luck stated this is something the county is looking at as to how retain employees and get feedback as to what is needed from the county to grow in the future. There was a lot of discussion on the current health insurance versus going back to the state plan.

Motion by Luck to add a tactic for the jail needs of a new facility for Richland County, second to this motion by Chad Cosgrove. Motion approved. There was more discussion on options for a new jail facility and funding regarding this issue.

**Agenda Item #18: Radio Tower project updates:** Barb Scott received an email with an RFP draft. Scott stated the draft is a working document and there are a few things that need decisions. There was a request for a sub-committee for the RFP, but Scott feels the sub-committee is needed for when the RFP responses come back but she feels we don't need a sub-committee for writing the RFP. There is also a timeline in the RFP draft, Barb would like the committee to look at this draft RFP in December to give feedback on the document. Scott also stated the timeline in the draft is a 6 month and she wanted to make sure that timeline was sufficient to the committee or is this too long of a timeline. Administrator Langreck agreed with when a sub-committee may be needed and discussed the service debt levy regarding this project.

**Agenda Item #19: Mapping, Radio System & Squad Updates:** Wallace discussed the mileage report for the department. The 2 new squads are here and will be put in the work fleet shortly. There is also a backup K-9 squad that is kept on the fleet and really doesn't get many miles. No issues with mapping.

**Agenda Item #20: Future agenda items:** End of the year review of departmental budgets for the next agenda. Approval for future squad bids. Jail inspection by LEJC members.

**Agenda Item #21: Adjourn;** Motion by Kerry Severson to adjourn until the regular LEJC meeting on Friday, December 10, 2021 at 8:30am. Second to this motion by Chad Cosgrove. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

# Additional Strategic Plan Feedback

Stacy Kleist <Stacy.Kleist@WICOURTS.GOV>

Thu 11/4/2021 10:10 AM

To: Clinton Langreck <clinton.langreck@co.richland.wi.us>;

Cc: Cheryl Dull <cheryl.dull@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Marty Brewer <marty.brewer@co.richland.wi.us>; Shaun Murphy-Lopez <shaun.murphy@co.richland.wi.us>; Melissa Luck <melissa.luck@co.richland.wi.us>; Amy Forehand (forehand.amy@mail.da.state.wi.us) <forehand.amy@mail.da.state.wi.us>; Amy Hoffman <amy.hoffman@co.richland.wi.us>; Angie Arneson <angie.arneson@uwc.edu>; Barbara Scott <barbara.scott@co.richland.wi.us>; Carla Doudna <carla.doudna@co.richland.wi.us>; Cathy Cooper <Cathy.Cooper@wi.nacdn.net>; Clay Porter <clay.porter@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>; Craig Saxe <craig.saxe@wisc.edu>; Darin Gudgeon <darin.gudgeon@co.richland.wi.us>; Derek S. Kalish <derek.kalish@co.richland.wi.us>; James Rossing <james.rossing@co.richland.wi.us>; Jasen Glasbrenner (jlglasbrenner@yahoo.com) <jlglasbrenner@yahoo.com>; Jenifer Laue <jenifer.laue@wicourts.gov>; Jennifer Harper <Jennifer.Harper@da.wi.gov>; Jim Bindl (james.bindl@co.richland.wi.us) <james.bindl@co.richland.wi.us>; Julie Keller <julie.keller@co.richland.wi.us>; Karen Knock <karen.knock@co.richland.wi.us>; Mike Bindl <mike.bindl@co.richland.wi.us>; Randy Nelson <randy.nelson@co.richland.wi.us>; Roger Petrick (roger.petrick@co.richland.wi.us) <roger.petrick@co.richland.wi.us>; Sandra Campbell <sandra.campbell@wisc.edu>; Stacy S Kleist <Stacy.Kleist@wicourts.gov>; Sue Triggs <sue.triggs@co.richland.wi.us>; Tom Rislow <tom.rislow@co.richland.wi.us>; Tracy Gobin <tracy@symonsrec.com>; Tracy Thorsen <tracy.thorsen@co.richland.wi.us>;

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Hi Clint,

When you talk to leaders in other communities about their strategic plans, it would be helpful to know how they've addressed employee retention and compensation matters, particularly health insurance. I hear the concerns of many Richland County employees about the rising costs of health insurance and the county's continued non-participation in the state plan. Have other counties/municipalities stayed in the state plan or rejoined the state plan? Has Richland County explored getting back into the state plan? If not, why?

In regards to employee compensation, what have other counties/municipalities done to provide compensation that's comparable with the surrounding private sector and other agencies? As I mentioned to you earlier, Columbia, Dodge, and LaCrosse counties have recently been exploring the use of American Rescue Plan funds to provide additional compensation for all of their employees who worked during the COVID period. Has Richland County explored this yet? All Richland County employees who served the public during the pandemic faced and met challenges to provide a continuum of quality service. There must be a way to compensate them for that. Talking to other counties who've used the American Rescue monies might be a good start.

In regards to increasing county revenues, do all county agencies know how to use revenue-enhancing programs that are already available to them? The Wisconsin Department of Revenue has a couple of great tools that are available to government agencies, one that's been around for a long time called Tax Refund Interception Program or TRIP, and the other, more recent revenue-enhancing program which has been extremely useful for the Circuit Court called State Debt Collection or SDC. Departments who are not using both of these tools need to explore them. From SDC alone in 2021, the Clerk of Court has collected more than \$185,000.

Are all departments finding and writing grants? As I have shared with you personally, I would be interested in writing grants for Richland County but would want to be compensated for doing that. In the past year, I've gotten Richland County over \$200,000 in non-matching equipment grant funds. This included the \$58,000 grant that was used to upgrade the antiquated phone system in the courthouse and the \$150,000 competitive grant that's to be used for a number of items throughout the

courthouse including air filtration systems for the jail and all departments throughout the building (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> floors), touch-free water refill stations, touch-free faucets in all of the bathrooms, and limited touch access doors to secure the employee-only areas on the 1<sup>st</sup> floor of the building. I believe that Richland County could benefit from trying for more grants but it's important that they be professionally composed.

Perhaps a roundtable meeting with department heads focused on revenue-enhancing practices would be a good place to start. Give the people who have had successes with revenue enhancement a chance to share their expertise and also give them credit for doing it.

Have a good day. Stay safe.

*Stacy S. Kleist*  
*Clerk of Circuit Court*  
*Richland County, Wisconsin*

*(608) 647-3956 phone*  
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# RE: Review and Respond to Drafted Strategic Planning Documents

Tom Rislow

Tue 11/16/2021 12:03 PM

To: Clinton Langreck <clinton.langreck@co.richland.wi.us>;

Cc: Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Cheryl Dull <cheryl.dull@co.richland.wi.us>;

Clint,

I am replying as directed.

The Pine Valley Trustees met last evening, November 15; first time they have met since my receiving this October 25<sup>th</sup> directive regarding the strategic plan.

Comments to pass on from Trustees:

The community member of our Trustees said, "Impressive", after having read Chapters 1 & 2. 😊

Chapter 1, page 4: a comment about choice of words.

Under the 'Framework'... section, and 'Accountability' paragraph, the word '**needs**' is used.

However, in the 'Mission and Vision' section just below that, under 'vision', line 4 & line 5, the word '**problems**' is used.

Suggesting to stay consistent and use the word 'needs'.

Chapter 1, page 4, in 'Mission and Vision' section, specifically the 'mission' paragraph, line 3 refers to 'fiscal responsibility'. Line 4 says 'facilitate prosperity'.

Are the two phrases redundant? Or just different enough to be left as is? Just an observation.

Chapter 2, page 5, in 'Streamline Organizational...' section.

First two bullets under 'Tactics', speak to centralizing processes, and improving procurement processes...

Both are worthy tactics, and our only comment is more of a request – that Pine Valley staff be allowed to 'be at the table' for/when those discussions take place.

Chapter 2, page 6, in 'Improve Employee Pay...' section.

Last bullet under 'Tactics', refers to 'uniform' set of H.R. policies.

Our only comment again is a request – that Pine Valley staff be allowed to 'be at the table' for/when those discussions take place.

While uniformity is supported, there are reasons Pine Valley, and other county departments have handbook addendums.

Chapter 2, page 8, under 'Deepen Staff Training...' section.

First bullet under 'Tactics' refers to sponsoring leadership and management training.

Pine Valley has already been doing this. Examples include:

having sponsored two registered nurses' cost to earn national wound care certification;

having sponsored medical records director's cost to become nationally certified in medical coding, and

having sponsored leadership training costs through Southwest Tech (Pine Valley has sponsored 5 different staff, a charge nurse, dietary manager, nurse manager, assisted living manager, and activities director.)

That wraps up our brief comments, Clint.

On behalf of the Pine Valley Trustees, thank you for the opportunity to comment on the excellent work done so far by the County's Strategic Planning Committee.



## Helping Others with comPassion and Empathy - H.O.P.E.

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**Date:** November 20, 2021  
**To:** Richland County Strategic Planning Committee  
**From:** Tracy Thorsen, Director (on behalf of the Health and Human Services department)  
**RE:** Review and Response to Drafted Strategic Planning Documents

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I have reviewed the drafted chapters (1 & 2) of the Richland County Strategic Plan and below are my comments and responses to the questions posed by the Committee. I hope this feedback is helpful. I will be glad to offer clarification or answer any additional questions that the Committee may have.

*After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context?*

In the Chapter 1 draft, the description of the priorities, framework for decision-making, as well as the mission and vision statements were nicely articulated. I also thought the organizational chart gave a very good overview of the full county system. I thought the “Considerations” section on page 6 was very good in outlining guiding principles for decision-making, but they did cause me to question how they would be regularly included in discussion and debate when difficult decisions are before the County Board or the County Administration. Without a strong commitment and clear process for incorporating them, they could easily be set aside and forgotten. I don’t think that an explanation of the specific process that will be followed is necessary in this document, but it may be important to commit to a process that regularly incorporates these considerations into decision-making or they will be set aside and forgotten.

In the draft of Chapter 2, I think that the Committee has focused in on the most important goals to move the county forward. I believe that the initial focus on the internal structure and operations of the county and its departments makes the most sense in assuring a good transition to the County Administrator organizational format.

*In context of the services you help provide or oversee, what concerns do you have with the drafted language?*

*In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter’s content? (do keep in mind that additional chapters are under development)*

For the above two questions, I’ve taken each section of the Chapter 2 draft and summarized my feedback under the headings of “Concerns” or “Recommendations” below. There are some sections in which I did not have any specific feedback to offer. I realize that some of my comments may have strayed away from type of feedback that the Committee requested from Department Heads. I’m afraid that I may have gotten too much “into the weeds” of how the tactics might be implemented. Reading through these drafts generated a lot of thoughts that I wanted to get down on paper. If the Committee feels this is feedback that is more appropriate for another time, I certainly understand.

## Organizational Structure

### Streamline Organizational Structure (Effectiveness)

I think the tactic of centralizing common county-wide processes/systems under the County Administrator is the next logical step in changing the county's organizational structure and will create greater efficiencies and effectiveness in the county's functioning and operations. Doing so will also lead to the other tactics outlined in the draft for establishing a process for county-wide procurement and updating the payroll and finance system. Updating the financial systems is greatly needed. Currently Health and Human Services must track expenses and revenues in separate spreadsheets because the AS400 system too cumbersome to run the needed reports for managing the complex funding streams of our programs.

My experience previously working in another county that had standalone human resource, finance, and maintenance departments was very positive. These departments provided significant support for both large and small county departments so that they could focus on their primary intended purpose or service. I think creating these separate departments in Richland County would be an overall benefit.

Concerns: Making some of these changes will be complicated, however, and will have unintended consequences if not fully thought through. Although I support the goals of streamlining the county's organizational structure, being a larger department, Health and Human Services has very well-established human resources and financial processes that meet our agency needs. I'm sure the same is true for the other large county departments. My concern is that by creating separate human resources and finance departments that it does not result in unintended cumbersome layers of administration and thereby reduce efficiencies for Health and Human Services. I am also concerned about how these changes may impact Health and Human Services staff positions. In order to create these separate departments, staffing will likely need to be evaluated and it will be necessary to determine if some positions should be moved to the newly formed department; whether it be human resources, finance, or maintenance. In some cases, there may not be an easy way to pull out staff positions from Health and Human Services and place them in a new department. For example, Health and Human Services staff who perform human resources and financial functions may have other roles that must remain within the agency. There will also be financial considerations. Health and Human Services is able to use funding for indirect expenses because they are a part of the overall agency overhead. It would be important to evaluate the financial impact of changes and assure that there is not a net loss of available funding.

Recommendations: It would be my hope that there be significant participation by the county departments that already have established staff, systems, and processes for human resources, financial functions, and maintenance so that unintended consequences of re-organizing do not occur.

### Improve Financial Practices (Improvement/Effectiveness)

This goal and the tactics listed in this section are needed and will help assure a comprehensive financial strategy for the county. The budget development process will become more involved, but I think the tactics outlined will assure the County Administrator and the County Board able to better understand the county's financial position so they can set appropriate priorities for Richland County. I don't have any specific concerns or recommendations as they relate to Health and Human Services.

### Increase Coordination (Effectiveness)

While this goal and the tactics listed will be beneficial, they do not appear to have a direct connection to the mission and work of Health and Human Services. I do not have any specific concerns or recommendations to offer.



## Workforce (Growth)

### Improve employee Pay and HR Policies

I am grateful to see that the County Board recognizes the importance of retaining quality employees and has made it a primary focus of its strategic goals. This is even more important when every employer (public and private business) is struggling to recruit and retain staff. The tactics of obtaining market value for the county's pay plan and providing annual pay increases is vital to this retention goal.

Concerns: The pay plan has never been fully implemented and there is no comprehensive plan for how it will be implemented. Step 8 of the pay plan is intended to be the "control point" or the estimated market rate for each grade and there are no steps above the control point. The current pay plan rules restrict movement above step 4 for the general wage scale (Pine Valley is different) except for some employees who were originally placed at a higher step when the pay plan was adopted. There are a few other exceptions. Because of these restrictions, staff with longevity have not been advancing to the market rate. New staff catch up to the same level as long-time staff within two years. Long-time staff feel that the institutional knowledge and skills that they contribute as a result of their longevity are not recognized.

With regard to developing uniform human resources policies, overall I think it is important to have a set of policies that apply consistently across the county. However, there are good reasons for the special provisions that are contained in the separate department-specific addenda to the county's employee handbook that address department operational needs. These are still necessary.

Recommendations: Establish a comprehensive plan for applying the pay plan and funding it. There should be a policy for annually adjusting the plan to maintain market competitiveness, for determining placement on the plan when hiring, and for advancing staff along the steps to reward longevity. There should also be steps beyond the control point. As a department head, it would be beneficial to have the flexibility to place new hires on the plan based upon skills and experience. It would also be important that the plan be regularly "aged" or updated so that our wages stay competitive. Finally, we need to value and reward employees for their longevity with the county by having a clear plan for advancing employees up the steps of their pay grades based upon either a set years of service schedule or some sort of performance-based advancement. Carlson Dettmann would be a potential resource in developing policy options to ensure a comprehensive plan that covers all areas.

Currently, there are still many human resource-related issues that need to be brought before the Finance and Personnel committee (e.g. approving vacation extensions). With a County Administrator in place, this does not seem like a good use of committee time. It would seem more appropriate for all human resources decisions to be established in policy so that the County Administrator can be fully responsible for applying them without taking unnecessary time to bring them before a committee. It would be my hope that there will be an opportunity for department heads to provide input to proposed changes to policies and procedures and that the special provisions for department-specific operational needs not be eliminated.

### Develop a culture of support for employees (Improvement)

I'm glad the Committee has included this goal. Employees remain with an employer because they feel valued and appreciated; and they feel that their work is important. Wage is not the only factor. It is important that each of tactics outlined in this plan be pursued.

Concerns: Health and Human Services conducted a Staff Survey recently that highlighted staff concerns about the health insurance plan; especially related to the cost of the premium and the high deductible. With regard to the vacation benefit, there was an effort a couple of years ago to improve this benefit for new staff, but I

don't believe it is working as envisioned. There is a need to improve the vacation benefit so that it is more competitive with other public and private employers.

Recommendations: I believe that the County Administrator has indicated that addressing concerns with the county's health insurance plan will be a priority in 2022. Given the feedback that Health and Human Services received in our staff survey, it is important that this happen and that employees are very aware of the efforts. It would be my hope that there be significant participation by employees in setting priorities for the health insurance plan that is selected by the county. The work group that the County Administrator created in 2021 was very appreciated by Health and Human Services staff. They indicated that they felt like they had a voice and consideration was given to their concerns.

Improvement vacation benefit should also be addressed in 2022. Possibly adjusting the schedule (e.g. 1 week at six months; 2 weeks at one year; 3 weeks at five years; 4 weeks at ten years)

### **Prioritize Service over Staffing (Improvement)**

This goal and the tactics make sense to me and I do not have any concerns or recommendations to offer.

## **Capacity (Effectiveness)**

### **Invest in Education of County Board Supervisors (Improvement)**

This is an especially important goal. The tactics outlined would assure that Richland County has a knowledgeable County Board that is equipped to make good decisions for the county.

I imagine that the Strategic Planning Committee also appreciates the importance of educating the Board following each election on the county's strategic plan and goals in order to create buy-in and to maintain consistency of actions with regard to longer-term goals that must be pursued over a period of years.

### **Deepen Staff Training in Leadership and Management (Improvement)**

This is an important goal in order to assure competent managers who have necessary leadership skills. It is also important to develop these skills in employees who may advance to leadership roles.

Concerns: Health and Human Services has access to many funded trainings because of our connection to the State structures, however training budgets are usually the first to be reduced when funding becomes tight. While Health and Human Services funding is able to be utilized for training of staff, many of the county departments do not have any funding for these types of trainings unless it comes from tax levy.

Recommendations: If this goal is going to be a priority, the county will either need to develop a training budget that can be utilized by county departments or departments will need to be encouraged to include funding for training in their budgets. It will also be important that departments are not pressured to reduce budgeted training line items in order to reduce their need for tax levy.

### **Transparency (Improvement)**

This is an excellent goal. Health and Human Services has been following the tactics listed, except for posting meeting materials on the county website. All Health and Human Services Board materials are placed in the iPad Board folders, but I support also including the materials on the website as well.

## **Growth**

### **Maintain Investment in Workforce and Community Development**

As it relates to Health and Human Services, this goal and its tactics are important for maintaining investment in our own workforce. Many of the tactics would address concerns for the ability of Health and Human Services to recruit and retain a stable workforce so we can deliver our services to those who need them.

### **Support Business Attraction and Retention**

While this goal and its tactics would be beneficial for the county to pursue, it does not present any concerns or prompt recommendations in the context of the services or programs of Health and Human Services.

### **Improve County Identity and Marketing**

Again, while this goal and its tactics would be beneficial for the county to pursue, it does not present any concerns or prompt recommendations in the context of the services or programs of Health and Human Services.

## **Operational Performance Metrics**

Setting performance metrics is important in understanding the effectiveness of efforts. I do not have any specific concerns or recommendations to offer related to this area.

*In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations?*

I do not believe that there are any Health and Human Services functions or services that do not align with the strategic priorities and core values outlined in these draft documents. The Health and Human Services mission and practices align with the county's stated core values, mission, vision or strategic goals. Any concerns that I've shared are more related to considerations for implementation.

*Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider.*

As I stated on the first page, I realize that some of my comments may not be the most appropriate in the context of the feedback that the Committee requested. I'm sure that I've gotten deeper into the details of how tactics might be implemented and I'm sure that these issues will be addressed as this strategic plan is carried out.

# FW: Department Response to proposed Strategic Priorities and Values

Tracy Thorsen

Tue 8/31/2021 2:50 PM

To: Clinton Langreck <clinton.langreck@co.richland.wi.us>; Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>;

 1 attachment

Letter on pilot priorities and values.pdf;

Below are my responses to the questions that were posed related to the County's strategic priorities and core values.

**1. What functions and services, if any, is your department performing that do not align with these strategic priorities and core values**

I do not believe that there are any functions or services that do not align with the strategic priorities and core values. The HHS mission and practices align with the County's strategic priorities and core values. There are many operational activities and initiatives that HHS is conducting that I think are consistent with these priorities and values.

**2. What operations or procedure changes would you plan on implementing to help your functions and projects better align with these strategic priorities and core values?**

There are various operations/procedural efforts that HHS continues to focus on in order to improve our effectiveness and adapt to the health and human service needs of the community. For example, HHS continues to focus on improving our ability to capture revenue sources that can fully or partially fund programs and services in order to minimize the amount of tax levy required.

- There have been efforts to improve financial practices by addressing the need for better data. Health and Human Services is in our second year of implementing a time tracking software application and changing the associated procedures in order to more closely track how staff divide their time between programs. Better time tracking improves our ability to claim revenues that cover the costs of services. The next steps will be to integrate the payroll timesheet into this time tracking application and then to pursue other electronic record systems to gain further efficiencies.
- Other processes have been and continue to be implemented in order to maintain and improve coordination between service staff and fiscal staff to assure available funding is claimed in a timely manner.
- The County's financial software system does not easily provide the types of reports that would be helpful for identifying trends and conducting projections. HHS would advocate being involved when the system is upgraded or replaced in order to provide input and assure that it will meet the needs of our department.

I hope that my responses are helpful. If this is an exercise that committee would like to implement across all departments, it may be helpful to ask more targeted questions. I struggled with how detailed I should be in outlining efforts that could be tied to County's strategic priorities and core values.

**Tracy Thorsen, LCSW**

Director

*(pronouns: she/her/hers)*



Richland County Health & Human Services  
Phone: 608 649 5935 | Fax: 608 647 6611  
[tracy.thorsen@co.richland.wi.us](mailto:tracy.thorsen@co.richland.wi.us)



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**From:** Clinton Langreck

**Sent:** Monday, August 23, 2021 8:58 AM

**To:** Adam Hady <adam.hady@wisc.edu>; Tracy Thorsen <tracy.thorsen@co.richland.wi.us>; Darin Gudgeon <darin.gudgeon@co.richland.wi.us>

**Cc:** Ingrid Glasbrenner <ingrid.glasbrenner@co.richland.wi.us>; Melissa Luck <melissa.luck@co.richland.wi.us>

**Subject:** Department Response to proposed Strategic Priorities and Values

Good Morning Selected Departments,

In the August 16<sup>th</sup> 2021 organizational meeting of the Strategic Planning Committee the committee undertook the review and development of establishing strategic priorities and core values (as listed below). The committee took action to have a few piloted departments review these priorities and values and respond to them by answering the following two questions:

1. What functions and services, if any, is your department performing that do not align with these strategic priorities and core values?
2. What operations, or procedure changes would you plan on implementing to help your functions and projects better align with these strategic priorities and core values?

Context:

Strategic planning is the process by which leaders of an organization determine what it intends to be in the future and how it will get there. A strategic plan serves as a community's roadmap and is used to prioritize initiatives, resources, goals, and department operations and projects. Strategic planning helps your local government realize its long-term vision by setting up goals and objectives in a systematic, incremental manner. Simply put, it makes you take a look at what's going on today, where you want to be tomorrow and which steps you will need to take to get there.

During early 2021, the Richland County Board of Supervisors participated in four strategic planning conversations, facilitated by the Southwestern Wisconsin Regional Planning Commission (SWWRPC). Due to the COVID-19 pandemic, all meetings were held via Zoom. Meetings were open to the public, and invitees included all 21 members of the Board of Supervisors and the County Administrator.

The schedule and topics were as follows:

- January 27 – Core values, stakeholders, mission, and vision

- February 10 – SWOT and PEST analyses and development of strategic initiatives
- February 24 – Organizational capability and goal development
- March 10 – Capital facility investments and plan implementation

SWWRPC also conducted one-on-one interviews with individuals who provided additional input into county issues. Citizen and municipal insight was also acquired through community planning work running concurrent to the strategic planning process. All materials for these meetings are retained in the SWWRPC office and available upon request.

#### Strategic Priorities:

The following strategic priorities form the basis for actions recommended in this plan.

**Effectiveness** – Implement operational efficiencies to reduce the costs and free up revenue.

**Growth** – Work to increase the county’s population and tax base fund services in a balanced manner. Richland County must find a balance between infrastructure, workforce, housing, and population.

**Focus** – Evaluate, prioritize, and scale back or eliminate discretionary services in order to focus resources on providing services with sustainable revenue or which generate measurable community wealth.

**Improvement** – Create a culture of continual improvement to sustain progress.

#### Core Values:

The county’s practices must be tethered to its principles if it is to have some coherent strategy moving forward. Core values form the basis for decisions, since they bind decision-makers to their decisions. The County Board provided the following core values during the planning process:

**Integrity** – Engage in county work with honesty and transparency in all proceedings. Meet commitments. Value the multitude of experiences on the board and the diversity of opinions this brings to decision-making.

**Public Service** – Serve the county professionally and with competence. Be efficient and objective in decision-making. Focus on doing work that is relevant to both current and future generations of county residents.

**Accountability** – Assume ownership of decisions. Be diligent and follow-through on projects. Be responsive to the needs of county residents as a whole, while recognizing the intrinsic value of every person. Make decisions that plant seeds of success for the future.

**Open-minded** – Govern in a collaborative manner, unbiased by personal interest. Listen to the needs of residents, while being aware of future demands on county services

If you have any questions please reach out to me at [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us) or 608-475-0009. Please have your final responses submitted to Chair Glasbrenner @ Ingrid Glasbrenner [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us) with CC to Administrator Langreck no later

than Tuesday, August 31<sup>st</sup> 2021, in anticipation for our next Strategic planning meeting on Thursday September 2<sup>nd</sup> at 1pm. Thank you for your participation in this project.

Sincerely,

Clinton Langreck  
County Administrator

CC: Chair Ingrid Glasbrenner, Tracy Thorsen, Darin Gudgeion, Adam Hady

Clinton Langreck  
County Administrator

Richland County  
181 W Seminary St.  
Richland Center WI 53581  
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Visit us on the web at <http://co.richland.wi.us>

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## U.W. PLATTEVILLE-RICHLAND COMMITTEE

November 8, 2021

The U.W. Platteville-Richland Committee met in person and via WebEx on Monday, November 8, 2021 at 1:15 p.m. in the Pippin Conference Center, located in Melvill Hall on the U.W. Platteville-Richland Campus, 1200 US Hwy 14, Richland Center, WI.

Committee members present included: Linda Gentes, Lee Van Landuyt, Chad Cosgrove and Tim Gottschall. Committee members absent: Bob Frank.

Chair Gentes called the meeting to order at 1:15 p.m.

Deputy Clerk Wheelock verified that the meeting had been properly noticed. Copies of the agenda were emailed to all U.W. Platteville-Richland Committee members, a copy of the agenda was posted on the Courthouse Bulletin Board, a copy of the agenda was emailed to The Richland Observer and WRCO.

**Agenda** - Motion by Cosgrove, second by Gottschall for approval of the agenda. All ayes, motion carried.

**October 11<sup>th</sup> Minutes Approval** - Motion by Van Landuyt, second by Gottschall for approval of the minutes. All ayes, motion carried.

### **Assistant Provost Report and Update – Michael Compton – Melanie Platt-Gibson – John Christianson**

- a. International Program – Kari Hill, Swati Kukreja, and Melanie Buckingham shared recruitment updates and processes. Explained the educational requirements to enroll at UW-R. Will be giving presentation to Eagle School exchange students on November 18, regarding scholarships, programs and cost comparisons. Flyer surveys will go out in the spring to recruit host families. Coordinating with J1 students from Wisconsin Dells for potential students.
- b. Panorama Apartments/Student Housing – Compton has meeting next week with property owner and manager to potentially provide housing for students in the future.
- c. Advisor Hiring – Lisa Behling started November 8, 2021.
- d. Campus Promotion - Update by John Christensen – UW-R branded clothing is available for purchase at the front desk. Foundation giving allowance to staff to purchase merchandise. Online store will be opening soon. Have increased advertising on WRCO daily and on the Morning Show monthly. Foundation helping with funding for physical mailings going out to locals in January. New billboard going up on Hwy 80 N.
- e. Admittance Requirements – Compton explained the required preparatory classes and class rankings for admittance into UW-R.
- f. Financial Assistance to Platteville for Overseeing Richland Campus – Branch campuses pay a 10% fee for admin services provided by main campus. UW-R's portion is \$262,000 for FY22. The fee is based on General Purpose Revenue expenses for the campus.
- g. Other – Fall commencement is December 11, 2021 at UW-Platteville Main Campus. Compton would like to expand programming by making more programs from Main Campus available at branch campus. Work with Madison College to bring a Bachelor's RN degree program to campus. Platt-Gibson will be meeting with SWTC for possible educational programming. She is working on grants, job fairs, Breakfast with Business and hosting a Hispanic/Latino Roundtable.



**Food Service Update** – Arneson reports Souperama has been popular. Taking orders for Pumpkin Pound Cakes through November 16, 2021.

**Campus Maintenance and Repair Projects – Michael Compton for Mickey Knoble**

Outstanding Items:

- a. Wallace Student Center – Precision Controls finished the heating and cooling controls. Ash Creek gave bid of \$2100 for a gas pressure regulator.
- b. Gymnasium – Boiler has a tube leak. PBBS cannot replace tube until November 17.
- c. Grounds – Ash Creek found short in underground wiring in the South Parking Lot. They will be providing a bid to replace that section of wiring.
- d. Melvill – Precision Controls in waiting on part to repair one furnace.

Maintenance Accomplishments:

- e. HVAC – Installed new bearing on café hot water pump. Installed new blower motor on #2 boiler in Science Bldg. Changed filters and greased motors in Science Bldg. Installed new control board in kitchen reach in box. Repaired one furnace in Melvill.
- f. Buildings – Repaired bubbler head in Melvill Hall.
- g. Grounds – Mowing lawns and trails. Raking and cleaning leaves.
- h. Misc – Coordinating roofing work around campus.

**Monthly Invoice Approval** – Invoices totaling \$1,369.47 were presented for review. Motion by Cosgrove, second by Van Landuyt for approval to pay invoices from the Outlay budget. All ayes, motion carried.

**County Board Meeting at campus on December 14th** – Dinner will be served at 5:00 pm at a cost of \$11 each. Platt-Gibson and Craig Woodhouse will give a presentation and possible tour of campus. The County Board Meeting will follow at 7:00 pm at the Phoenix Center.

**Review and Response to two parts of Strategic Plan as it relates to UW Platteville-Richland Committee** – Langreck gave overview of Chapters 1 & 2 of the Strategic Plan draft. Gotschall commented that under “Transparency” he’d like to see all committees “mirror” the Finance and Personnel Committee, such as having all handouts available on the county website prior to the meetings. Gentes suggested under “Growth” to also mention the other non-mandated programs, along with UW Richland campus.

**Agenda Items For Next Meeting** – Arneson requested the food service contract be on the next agenda. Gentes would like to see UW-Platteville’s Continuing Education courses available at UW-R. Van Landuyt would like a report from Platt-Gibson’s meeting with SWTC’s Craig Woodhouse. Platt-Gibson may invite him to the next committee meeting.

Next meeting will be held on Monday, December 13<sup>th</sup> at 1:15 PM on campus in the Pippin Conference Room, located in Melvill Hall.

**Adjourn** - Motion by Cosgrove, second by Gottschall to adjourn. All ayes, motion carried. The meeting adjourned at 2:50 p.m.

Tammy Wheelock  
Richland County Deputy Clerk



# Richland County Zoning & Land Information

Richland County Courthouse

181 W Seminary St

Richland Center, WI 53581

Michael Bindl  
Zoning Administrator/Sanitarian

Lynn Newkirk  
GIS Specialist/Zoning Technician

Cheryl Dull  
Office System Technician

## Minutes of the Richland County Zoning & Land Information Committee Monday, November 1st, 2021

*Item #1*      CALL TO ORDER      The Zoning & Land Information Committee meeting was called to order by at 3:00 pm by Supervisor Marc Couey. Those that were present or signed up to speak were:

Supervisors: Linda Gentes, Steve Williamson, Chad Cosgrove and Marc Couey. Ingrid Glasbrenner excused

Public: Max Gossel, Kory Thompson, John Borntreger and Mike Bindl taking minutes.

*Item #2*      APPROVE AGENDA AND PUBLICATION      Mike stated it had been posted in the paper for 2 weeks and on the bulletin board at the Courthouse. Moved by Cosgrove to approve the agenda, 2<sup>nd</sup> by Gentes. Motion carried.

*Item #3*      APPROVE MINUTES OF THE LAST MEETING      Marc asked if there were any corrections or additions to the minutes. Hearing none Williamson moved to approve the minutes from the last meeting as presented, 2<sup>nd</sup> by Couey. Motion carried.

*Item #4*      TO CONTINUE A PETITION OF BRUCE WHELOCK & STEPHANIE SHIVAYA TO REZONE 0.18 ACRES FROM RESIDENTIAL-1 TO COMMERCIAL AND FOR A CONDITIONAL USE PERMIT FOR CAR SALES IN SECTION 30, TOWN OF BUENA VISTA (9)      Mike explained that after it went back to the township, it was found out that they could just use the existing zoned lot and did not need to rezone this application and the application is being withdrawn.

*Item #5*      TO HEAR A PETITION RONE & DENISE EWING AND NATHAN FISHER TO REZONE .6 ACRES FROM AGRICULTURAL-FORESTRY TO AGRICULTURAL RESIDENTIAL IN SECTION 17, TOWN OF ORION      Mike explained that the Applicants had contact the zoning department and are still working out some details. One has asked that the hearing be postponed until a later date. . The Town has approved. Moved by Williamson to postpone until a later date, 2<sup>nd</sup> by Cosgrove. Motion carried

*Item #6*      TO HEAR A PETITION MAX GOSSEL AND BETH HANTORN TO REZONE 2.22 ACRES FROM AGRICULTURAL-FORESTRY TO RESIDENTIAL-2 IN SECTION 1, TOWN OF MARSHALL      Mike explained that the Gossel is separating out the residence and some buildings and sell some land to Hanthorn (daughter). Remainder of their acreage will stay Ag-Forestry. The Town has approved. Moved by Gentes to approve the rezone and send to County Board, 2<sup>nd</sup> by Couey. Motion carried

*Item #7*      TO HEAR A PETITION JOHN & AMELIA BONTRAGER FOR A CONDITIONAL USE PERMIT FOR A SCHOOLHOUSE ON AGRICULTURAL-FORESTRY ZONED PARCEL IN SECTION 2, TOWN OF RICHWOOD      Mike explained that there is a mobile home on the property and the lot was grandfathered in. Borntreger want to build a schoolhouse on the property, therefore needs a conditional use permit. Town of Richwood approved. Moved by Williamson to approve the CUP, 2<sup>nd</sup> by Cosgrove. Motion carried



# Richland County Zoning & Land Information

Richland County Courthouse

181 W Seminary St

Richland Center, WI 53581

Michael Bindl  
Zoning Administrator/Sanitarian

Lynn Newkirk  
GIS Specialist/Zoning Technician

Cheryl Dull  
Office System Technician

*Item #8* TO HEAR A PETITION KORY & BETHANY THOMPSON TO REZONE 1.3 ACRES FROM AGRICULTURAL-FORESTRY/ RESIDENTIAL-2 TO RESIDENTIAL-2 IN SECTION 13, TOWN OF RICHLAND Mike explained that the applicant added a fraction of land onto an existing parcel that was zoned Residential-2. The septic tank was found to be not on the property. The Town has approved. Moved by Williamson to approve the rezone and send to County Board, 2nd by Cosgrove. Motion carried

*Item #9* STRATEGIC PLANNING DOCUMENT REPLY Mike explained that the departments were to take these two chapters to their committees and see what the committees thought and reply back to Clinton on. There was a lengthy discussion with the documents. Mike was asked what he thought about the plan and his concern was if approved, will it be followed through. Example he used was there is always talk about non-mandated functions of the county being eliminated, and nothing has really been done. In time Mike has worked, it has been brought up at least 3 times. Marc commented that that it looks good but will it be followed up with.

*ITEM #10* ZONING ORDINANCE LANGUAGE REVISIT Mike had distributed out some language for animal units definition that he has taken from other counties to come up with one for Richland County. Issue of concern that it did not specifically spell out "miniature" (versus ponies) and that there was some confusion on the 6 months of age for certain animals. It was discussed about weights in relation to miniature animals versus large animals.

*Item #11* 2022 -2023 UDC CONTRACT Mike explained that every two years, the UDC contract is up and needs to be approved by county Board. The current inspector has been doing the inspections since 2009. Motion by Williamson to approve, 2<sup>nd</sup> by Cosgrove.

*Item #12* 2022 WLI GRANT Michael explained that he got the 2022 grant application which will be due back to the state by 12-31-21 also the county is eligible for up to \$128,824. It has to go to county board for approval son needs committee approval to apply for it. It is done every year. Motion by Couey to approve, 2<sup>nd</sup> by Gentes. Motion carried

*Item #13* TO PAY BILLS none – but mike did mention of discussion of getting new phones for the office and a quote from MIS. Mike explained that there is money to be used and Per County Administrator, the zoning department could go ahead and get them. In the past anything over \$1000 needed Committee approval.

*Item #14* ADJOURN Next regular meeting Monday, December 6th, 2021 @ 3:00 pm. Moved to adjourn by Couey, 2<sup>nd</sup> by Williamson. Motion carried. Meeting adjourned at 4:20 pm

Minutes respectfully submitted by Mike Bindl

**From:** ADAM A HADY [<mailto:adam.hady@wisc.edu>]  
**Sent:** Monday, November 22, 2021 8:42 AM  
**To:** Clinton Langreck <[clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)>  
**Subject:** RE: Review and Respond to Drafted Strategic Planning Documents

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

See below in red

Adam Hady  
Area Extension Director – Area 13  
(Crawford, LaCrosse, Monroe, Richland, Vernon Counties)  
Interim Area Extension Director – Area 14  
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**From:** Clinton Langreck <[clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)>  
**Sent:** Monday, October 25, 2021 12:36 PM  
**To:** Department Heads <[DepartmentHeads@co.richland.wi.us](mailto:DepartmentHeads@co.richland.wi.us)>; Jenifer Laue <[jenifer.laue@wicourts.gov](mailto:jenifer.laue@wicourts.gov)>; Jennifer Harper <[Jennifer.Harper@da.wi.gov](mailto:Jennifer.Harper@da.wi.gov)>; 'Michael Windle' <[michael@abtswaynelaw.com](mailto:michael@abtswaynelaw.com)>; County Board <[CountyBoard@co.richland.wi.us](mailto:CountyBoard@co.richland.wi.us)>  
**Cc:** Cheryl Dull <[cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)>; Ingrid Glasbrenner <[ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us)>; Kerry Severson <[kerry.severson@co.richland.wi.us](mailto:kerry.severson@co.richland.wi.us)>; Melissa Luck <[melissa.luck@co.richland.wi.us](mailto:melissa.luck@co.richland.wi.us)>; Steve Carrow <[steve.carrow@co.richland.wi.us](mailto:steve.carrow@co.richland.wi.us)>  
**Subject:** Review and Respond to Drafted Strategic Planning Documents

Good afternoon Richland County Supervisors and Department Heads,

Upon request of the Richland County Strategic Planning Committee:

1. Please find and review the drafted, chapters (one and two) of the Richland County Strategic Plan. (attached)
2. Please submit a response from your department or committee (board or commission) to the following questions:
  - a. After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context?

After reviewing the documents, especially Chapter 1 on Mission and Vision, I am wondering if this is truly a county-wide Mission and Vision or a statement of operations within county administration and board members? It appears that

other Mission and Vision statements considered were more county focused vs. government focused.

- b. In context of the services you help provide or oversee, what concerns do you have with the drafted language?

In terms of what Extension's role is with the draft document, I envision our department as critical. The Extension department is rooted in Education and Outreach. In Extension, our work is to bring resources from the University to communities, while responding to emerging issues so that residents and communities can prosper. Extension serves as a catalyst for positive change by bringing together individuals, community organizations and local businesses.

However, if this is more in lines of driving fiscal management in county policy, it may be harder for departments, especially smaller departments, to show their "worth" under the current wording

- c. In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter's content? (do keep in mind that additional chapters are under development)

With knowing there are more chapters coming, please keep in mind the ability to be community driven. An example would be within our department: Prior to 2015, Richland County supported a Community Development-Extension Educator who conducted programming in many of the key capacity issues identified in the strategic plan. The four major areas included: Local Government Education, Organizational Leadership Development, Community Economic Development, and Local Food Systems.

Due to fiscal reasons and using the lens of mandated and non-mandated services, the Extension Community Development position was eliminated.

- d. In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations?
- e. Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider.

As you go through the rest of the process, what is the goal? Is this plan designed to be the vision of the future of the county, or is this a plan for government operations and decision making at the administration and board level? I believe those perspectives create two very different outcomes and, in my opinion, this document has elements of both.

3. Department heads are asked to respond on behalf of the department.
4. Department heads and committee (boards and commission) chairs are asked to please review, discuss and take action (recommendations) at your next routine body meeting. Please forward all body action language for consideration.
5. It is requested that all department heads and committees please review, consider and respond to this email by no later than November 19<sup>th</sup> 2021.

Please respond with “reply” to this string, CC to: Ingrid Glasbrenner [ingrid.glasbrenner@co.richland.wi.us](mailto:ingrid.glasbrenner@co.richland.wi.us); Cheryl Dull [cheryl.dull@co.richland.wi.us](mailto:cheryl.dull@co.richland.wi.us)

Clinton Langreck  
County Administrator

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