

# Richland County

## Finance & Personnel Committee

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**January 4th, 2022**

The Richland County Finance and Personnel Committee convened on Friday, January 4<sup>th</sup>, 2022, 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, Marc Couey, Marty Brewer Linda Gentes, David Turk with Melissa Luck & Don Seep by remote access.

Department heads, staff and public were Clinton Langreck – County Administrator, WRCO, Tom Rislow, Tammy Wheelock, Jeff Even, Derek Kalish, Tracy Thorsen, Stacy Kleist, Steve Alexander, Tami Hendrickson, Kerry Severson, Josh Elder, Ingrid Glasbrenner, Jenifer Laue, Tracy Gobin, Cheryl Dull – Assistant to the County Administrator taking minutes and Barbara Scott from MIS running the teleconferencing.

- 1. Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:02 p.m.
- 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:** Moved by Supervisor Brewer to approve the agenda as presented, second by Supervisor Couey. All voting aye, motion carried.
- 4. Previous Meeting Minutes:** Moved by Supervisor Couey to approve the minutes of the December 17<sup>th</sup> meeting as presented, seconded by Supervisor Gentes. All voting aye, motion carried.
- 5. Transfer from fund 92 to Highway:** Administrator Langreck presented the request to transfer \$650,000.00 from Fund 92 to Fund 71, "County Highway Fund" to supplement Highway funds for 2021 repairs and maintenance for County Trunk U — From the county line to County Trunk E near the Elk Creek Branch and County Trunk U — Intersection with County Trunk in Richwood Township (intersection redo). Moved by Supervisor Couey to approve the transfer, second by Supervisor Turk. All voting aye, motion carried.
- 6. Contracted for Linen Services for Pine Valley:** Steve Alexander presented that about 2 months ago he researched contacting out the linen service due to low staffing issues. They will be removing 2 laundry positions with this change but due to staff vacancy, no staff would be laid off. This would be a 3-year contract with Aramark with an annual fee of \$98,740.00. Brewer stated it was debated at the PV meeting and felt it to be a savings in funds. Moved by Supervisor Brewer to approve the request, second by Supervisor Gentes. All voting aye, motion carried.
- 7. Added vacation in recognition of experience — Pine Valley Employee:** Administrator Langreck presented that it is being requested to add one additional week of vacation to the Pine Valley Administrator current vacation accrued balance and granted a 4 work week accrual at his next anniversary date. This is recommended due to Tom Rislow having over 38.5 years of experience in nursing home administration. Moved by Supervisor Brewer to approve the request, seconded by Supervisor Turk. All voting aye, motion carried.
- 8. Amendments to Employee Handbook: Highway and HHS:** Administrator Langreck presented the changes to the Richland County Highway Addendum and HHS Addendum to the Handbook including some formatting changes. Moved by Supervisor Couey to approve the changes as presented, seconded by Supervisor Luck. All voting aye, motion carried.
- 9. Amendments to FMLA Policy:** Administrator Langreck presented the proposed changes capturing the transition from the County Clerk Administration to the present Administrator structure and more defined law. The current changes have been reviewed and approved by the County Corp Council. There are also several formatting changes included. Moved by Supervisor Turk to approve the proposed changes, seconded by Supervisor Brewer. All voting aye, motion carried.
- 10. Discussion and possible action on vacation policy and weather closure (as requested in the December 17<sup>th</sup> Finance and Personnel meeting):** Administrator Langreck presented that this was a future item request from previous Finance & Personnel meetings. Current language is presented to the Committee.

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Turk & Gentes felt there should be accrued vacation time from day one. Administrator Langreck stated we need to see what our payroll system can handle before implementing. Extensive discussion followed concerning transitioning to PTO and start dates vs start of year to accrue benefits. Moved by Supervisor Murphy-Lopez for the Administrator and his team to look into the issue of combining vacation, sick, holidays and other times off and bring back concerns and issues of combining those benefits back to the committee for review, seconded by Supervisor Seep. All voting aye, motion carried.

Moved by Supervisor Turk to have the Administrator and his team bring back ideas with increasing access to paid time off in the first couple years of employment, 2<sup>nd</sup> Luck, motion carried.

Moved by Chair Murphy-Lopez to have the Administrator and his team look into options to accelerate the amount of vacation time for mid and long term employees, 2<sup>nd</sup> Couey, motion carried.

Concerning Weather: Supervisor Gentes and Supervisor Brewer like the weather closure language as written.

- 11. Discussion and possible action on performance pay (as requested in the December 17<sup>th</sup> Finance and Personnel meeting):** Administrator Langreck stated that the committee has asked to have this added to future agendas to discuss and take possible action in amending or giving guidance regarding performance pay.

Supervisor Seep stated he has concerns that if an employee has an unsatisfactory review, should they get the raise that is scheduled for all employees. Supervisor Gentes does not have any interest in performance based raises. She does feel having annual reviews should be completed so if there is poor performance there are steps taken and documented to remove someone if they are not improving as recommended. Moved by Supervisor Seep to have the Administrator and his team bring back any problems of tying compensation for employees to a satisfactory job performances and bring back to the committee, seconded by Supervisor Couey. Supervisor Gentes to abstain. Supervisors Murphy-Lopez, Brewer, Couey, Turk, Luck and Seep voting aye, motion carried.

Administrator Langreck stated he still needs to get a standard performance review form in his office for distribution.

- 12. Discussion and Possible action regarding Administrative Strategic Goals:** Administrator Langreck presented his plan including what has been completed and is in process. He is looking for recommendations from the committee on the present template and if there should be any changes or items moved up or down. Moved by Supervisor Seep to continue to work on the projects as presented and to accept the report as presented, seconded by Supervisor Turk. All voting aye, motion carried.

- 13. Future agenda items:** Administrator Langreck – How notification are gotten out to employees; Supervisor Murphy-Lopez – Annual departmental budgets and spending process brought forward at the next meeting, and committee structure documents; Supervisor Gentes – Broad band funding; Supervisor Couey – None; Supervisor Luck – None; and Seep - None.

- 14. Adjournment:** Next meeting will be Tuesday January 21st at 1:00 pm. Moved by Supervisor Brewer to adjourn at 2:24 p.m., seconded by Supervisor Couey. All voting aye, motion carried.

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator