

Richland County

Finance & Personnel Committee

January 21st, 2022

The Richland County Finance and Personnel Committee convened on Friday, January 21st, 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, Marty Brewer, Linda Gentes with David Turk, Melissa Luck & Don Seep by remote access.

Department heads, staff and public present were Clinton Langreck, Tammy Wheelock, Jeff Even and Cheryl Dull taking minutes. Tracy Thorsen, Mike Bindl, Tami Hendrickson, Derek Kalish, Clay Porter, Ingrid Glasbrenner, Tom Rislow, Aaron Wallace, WRCO, Stacy Kliest, Darin Gudgeon, Jasen Glasbrenner all logged in by WebEx and Barb Scott present from MIS running the teleconferencing.

Not present: Mark Couey

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:01 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, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Moved by Supervisor Brewer to approve the agenda as presented, second by Supervisor Turk. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Supervisor Gentes to approve the minutes of the January 4th meeting as presented, seconded by Supervisor Brewer. All voting aye, motion carried.
5. **Amended ARPA authorization for JAMF Pro Subscription:** Administrator Langreck presented the amendments which was approved in 2021 to purchase JAMF at a cost of \$3318.00. It was not completed in 2021 because of budget constraints. Since the initial quote we have added a significant number of Apple devices so we will need licenses for 100 devices at a cost of \$4680.25. As there is no content filter on mobile devices, this is a 2nd consideration for data policy and content filtering at an additional cost of \$5092.00. Barb Scott stated now with ARPA funds they found they could purchase JAMF through those funds. Moved by Supervisor Turk to approve the purchase of JAMF from ARPA funds for 100 Apple devices at the cost of \$4680.25, second by Supervisor Seep. All voting aye, motion carried.

Moved by Supervisor Gentes to approve using \$5092.00 from ARPA funds to purchase Data Policy and Content Filtering for all mobile devices, 2nd by Turk. All voting aye, motion carried.

6. **Purchase of Antivirus Software License — MIS:** Administrator Langreck presented this is to purchase 3 years at a 2-year rate getting a buy 2 get a 3rd year free. This will be paid for out of department budgets. A pole from departments on if this is feasible was yes, they would make it work to save money. Moved by Supervisor Luck to purchase Sophos Intercept X Advanced Endpoint and Server Protection for 3 years at a discounted two-year rate of \$26,551.00, second by Supervisor Seep. All voting aye, motion carried.
7. **State Shared Revenue:** Chair Murphy-Lopez is recommending a motion to forward to the Strategic Planning Committee a preference by the Finance & Personnel Committee to include in the Strategic Plan an action to “encourage state officials to increase state aids (i.e., shared revenue, state highway aid, other state aid) from the State of Wisconsin to Richland County, to reduce the impact of increasing property taxes on our county’s residents.”

He reviewed the background. In 2001 Richland County received \$1.36 million, in 2021 dropped to \$1.2 million. He presented a chart with data compiled from Department of Revenue and some data from the County Clerk showing what it would have been had it followed inflation. He displayed the drop in state highway aid followed by discussion with concerns of why it is not increasing regardless of the 6-year average, there should be an increase in averages. Property taxes are continuing to increase. Language presented “Encourage state officials to increase state aids (i.e., shared revenue, state highway aids, and other state aids) from the State of Wisconsin to Richland County, to reduce the impact of increasing property taxes on county residents”. Supervisor Luck recommended that we invite our local legislators to come to a meeting and review with them our concerns rather than just sending a letter to them. Supervisor Turk recommended getting the word out on social media outlets concerning this, including the charts presented

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today. Outlets such as WRCO, letter to newspaper editor, Facebook, etc.

Moved by Supervisor Gentes to refer this recommendation to the Strategic planning committee, seconded by Supervisor Turk. All voting aye, motion carried.

8. Financial Reports:

- a. **Treasurer's reports - Cash Balances:** Administrator Langreck present the reports and charts provided by the treasure. The committee felt the format and charts are easy to read.
 - b. **Fund #75 Capital Borrowing:** Balances were reviewed. Final date to spend the funds is March 2023. Discussion followed on what the remaining fund are to be used for.
 - c. **Fund #92 Short-term Capital Borrowing:** The balance of 2021 capital improvement borrowing reviewed.
 - d. **Fund #93 APRA Funds:** Spreadsheets were presented, balances and expenditures reviewed.
 - e. **Childcare and education grant monitoring:** This was reviewed in above item d. This will be a standing item for meetings until the funds are expended.
 - f. **Department Expenditure Reports:** Administrator Langreck explained how to read the reports and columns. Percentages of the budget were reviewed through each department. This report shows expenditures only.
 - i. **Administrator:** Same as above in f.
 - ii. **Clerk:** Same as above in f.
 - iii. **County Board:** Same as above in f.
 - iv. **MIS:** Same as above in f.
 - v. **Property Lister:** Same as above in f.
 - vi. **Register of Deeds:** Same as above in f.
 - vii. **Treasurer:** Same as above in f.
 - g. **Format – Year to Date, Budget Performance Summary:** Accounting Supervisor Tammy Wheelock presented a proposed report that breaks down the expenses even more than the previous presented report. This report can be produced in a few minutes which shows department funds versus the one the department heads have to complete which takes the departments several man hours to calculate and complete. Barb Scott pointed out this proposed report is 30-day old data. Murphy-Lopez pointed out that all reports will always be aged data due to bills not received and not audited but it is does help them be informed of how the departments are currently standing with expenditures.
 - h. **County Debt Service Report:** Charts were presented as an overview of current debt, committed debt and projected debt. Supervisor Luck questioned if there has been any discussion on how to pay off debt faster as having Pine Valley debt outstanding for the length of time is not desirable. She would like to have more discussion at budget time to have Pine Valley pay more towards debt each year instead of using it for operating funds.
10. **Projects and initiatives – Report:** Barb presented a report about rough overview of MIS of the last 2 years spending which has increased dramatically in the last year. Since COVID and remote work practices there has been more helpdesk tickets than ever. Since the governments has given funds for the pandemic, the monies they provided has now increased our costs and after the pandemic will need to be continued. She felt that the true costs of your IT needs are not really being presented. In the future the Accounting Supervisor will establish new practices to start tracking service funds as defined by different projects and departments. Chair Murphy-Lopez stated without the ARPA we would not have been able to complete some of the projects that have been completed in the last year. The County as a whole need to be looking for efficiencies that hopefully the Strategic Plan will address.

11. Administrator's Report: Administrator Langreck

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- a. **Purchasing Cards:** Administrator Langreck presented the contract the county is pursuing for purchasing cards. The plan is to have this implement by end of March. There will be 1 card per department that can be used for online purchases, room reservations, etc. It will still require invoices be submitted for payment and charges will be charged back to the departments just like in the past.
 - b. **Move HHS and Courthouse payrolls to one-week withholding in July:** Administrator Langreck updated the committee that this will be presented to staff shortly. Currently payroll is paid up to the date the pay check is cut. A 1 week withholding will allow us prepare payroll the week after the work week completion. Then, in 2023 we have plans to do another week hold back so we will be at a 2 week withholding. Along with this we will adjust Symons and UW food service to be a Sunday through Saturday pay period.
 - c. **Moving payrolls to two week withholding in 2023:** See 11.b.
 - d. **Broadband survey design:** We have a broadband meeting scheduled for next week to discuss our approach in getting the information. We than found out Prosperity Southwest is also doing a similar survey. Our meeting will be discussing what kind of data meet our needs or will we need to still do a mail out survey. Supervisor Gentes inquired if the Prosperity Southwest survey also capture who doesn't have broadband? Answer is yes, if people do not have access they can go to the same site as the test and mark no. Supervisor Gentes feels this is the biggest impediment to our economic growth.
 - e. **Additional funding for broadband:**
 - f. **Prosperity Southwest Wisconsin Broadband Initiative:**
 - g. **COVID-19 Vaccination Education:** Tracy Thorsen is doing educational items weekly.
 - h. **HHS Personnel Update:** Administrator Langreck reported that HHS had a 28% turnover in 2021. More information will be coming forth at the next meeting.
 - i. **2021 Budget Performance Deficiency Reports, preparing for March:** It will be completed for the March meeting although several items on the report may not have been audited.
 - j. **ARPA Rural Provider Relief Funds, Procurement and Distribution:** Theresa Deckert was the one that found an avenue to get \$430,000 and of that provided monies to HHS and ambulance.
9. **Outline of 10-year financial planning formats:** Administrator Langreck presented his plan which is a rough draft of operation order. Mission statement presents: Who, What, When, How and Why. Administrator Langreck plans to have it ready for County Board by June 14.

Composition of the Plan are as follows: Report on current fiscal position; Forecast capital improvement plan; Make decisions; Plan budgetary guidance.

The committee all agreed there was a lot to digest and consider.

12. **Future agenda items:** None
13. **Adjournment:** Next meeting will be Tuesday February 1st at 1:00 pm. Moved by Supervisor Gentes to adjourn at 3:17 pm, seconded by Supervisor Seep. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator