

Richland County

Finance & Personnel Standing Committee

February 7th, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, February 7th in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Steve Carrow, Shaun Murphy-Lopez and Gary Manning with David Turk and Tim Gottschall by WebEx.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several County Board members, department heads, county employees and general public. Barb Scott was present from MIS running the teleconferencing.

Not present: Melissa Luck and Marc Couey

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda changing 6a to 2022 Year end Cash Trial Balance. Moved by Supervisor Manning to approve the agenda with the change to 6a, 2nd by Supervisor Williamson. All voting aye, motion carried.
4. **Public Comment:** None
5. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as published.
6. **Report:**
 - a. **2022 Year end Cash Trial Balance:** Administrator Langreck presented and reviewed 06a draft Preliminary Cash Balance. There will be a finalized report at the March meeting.
 - b. **Wisconsin County Ambassador Program:** Administrator Langreck updated the Committee concerning discussion at the Program, plans for shared revenue increases and initiative requests presented to our state representatives as priority items. Discussion followed concerning the .01 sales tax the Governor proposed. Moved to accept the report by Supervisor Williamson, 2nd by Supervisor Manning. Motion carried.
 - c. **2022 Exit Interview Data Summary:** Administrator Langreck reviewed the results from exit interviews with the committee. Assistant to the Administrator Dull shared proposed changes for 2023 to try to get a better return.
 - d. **Shared Revenue:** Supervisor Murphy-Lopez presented a Shared Revenue slide show he prepared after doing some research explaining how shared revenue is calculated and the changes since 2004. 06d.
7. **Discussion and possible action on transfer from Fund 63 Transportation to Fund 18 County Aging Unit:** Administrator Langreck reviewed the request from HHS & Veterans Standing Committee. Director Clements addressed the committee concerning the funds which they receive every year. Historically it is transferred through the audit process but they have found it has not been done since 2016 and the auditor suggest they do the transfer through a fund transfer request with the Committees. Moved by Supervisor Williamson to approve a Transfer of Funds from Fund 63 Transportation Program to Fund 18 Co. Aging Unit – Car Replacement Fund totaling \$46,078.96, and forward the request onto the County Board for approval, 2nd by Supervisor Murphy-Lopez. All voting aye, motion carried.
8. **Discussion and possible action on transfer from Fund 93 ARPA to Fund 10 General for 2023 operations:** Administrator Langreck presented the request for the transfer. Moved by Supervisor Manning to transfer \$524,088.07 from Fund 93 ARPA to Fund 10 General 2023 Operation, 2nd by Supervisor Carrow. All voting aye, motion carried.
9. **Discussion and possible action on transfer from Fund 37 Swimming Pool Operations to Fund 36 Swimming pool projects:** Administrator Langreck presented the fund transfer request. Director Gobin

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explained this fund is to be used to fund swimming lessons from donations. Moved by Supervisor Williamson to transfer \$900.00 from account 37.4500.0000.4627 Partnership with Youth to 36.4500.0000.4619 Class fees in the 2022 budget year, 2nd by Supervisor Carrow . All voting aye, motion carried.

10. Discussion and possible action on extension of ARPA Grant Funds:

- a. **Discovery Playschool:** Assistant to the Administrator Dull updated the Committee about a thank you Discovery Playschool has placed in the paper.
- b. **Ithaca School District:** Administrator Langreck presented to the Committee a request from Ithaca School Districts for an extension due to the supply chair issue. Moved by Supervisor Murphy-Lopez to approve the extension request for Ithaca School District until June 30, 2023 to allow completion of their project due to supply chain delays, 2nd by Supervisor Williamson. All voting aye, motion carried.

11. Discussion and possible action on reclassification of the combined office GIS technician and assistant zoning administrator/sanitarian: Administrator Langreck reviewed the request, reasoning and presented supporting documents. The other 2 positions will be reviewed with one being removed and the job description rewrote. Currently the GIS is being contracted out and the future is uncertain. Zoning Administrator Bindl explained to the Committee that the pay grade went up with the review from Carlson Dettman. With the reclassification, it brings us into range with other counties and is a pay increase from the previous position. Moved by Supervisor Williamson to approve the classification request for the Assistant Zoning Administrator/Sanitarian and send to County Board for approval, 2nd by Supervisor Murphy-Lopez. All voting aye, motion carried.

12. Discussion and possible action on progression of wage schedule for Sheriff's Administrative Assistant to Step 8: Sheriff Porter explained to the Committee that Sue Curtis has been with the department for 32 years and she is still at a step 4. He has gone back and forth with Carlson Dettman with no resolve. Carlson Dettman recommended the County review the Counties step progression which is not being followed. Administrator Langreck reminded the committee that this decision could affect other employees in the county in this same situation.

Moved by Supervisor Williamson to approve a wage adjustment for the Administrative Assistant in the Sheriff's Department to a step 8, 2nd by Supervisor Manning. Supervisor Murphy-Lopez has concerns of the reasoning behind this request. Sheriff Porter stated this is complex situation and had we followed the recommendation of the step progression she would be closer to step 8 at this point. Supervisor Carrow also has concerns and feels there needs to be something more unique than this request. Sheriff Porter stated his employee could go to another department and make more money and if the department were to replace her, the new person will be at her current step in pay in a couple years. Administrator Langreck stated that he will be bringing a seniority presentation to the Committee in March.

Moved by Supervisor Williamson withdrew his previous motion and to table until the March meeting, 2nd by Supervisor Carrow. All voting aye, motion carried.

13. 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: Moved by Supervisor Manning to move into closed session with all county Board members to remain, 2nd by Supervisor Williamson . All voting aye, motion carried.

- a. Performance Evaluation and contract review– County Administrator -
- b. Performance Evaluation – Corporation Counsel –

14. Return to Open Session: Moved by Supervisor Manning to come out of closed session, 2nd by Supervisor Carrow. All voting aye, motion carried.

15. Discussion and possible action on items from closed session: No action taken

16. Future agenda items: None

17. Adjournment: Next meeting to be Tuesday, February 14th @ 5:15 p.m. in the County Board Room. Moved by Supervisor Manning to adjourn at 6:30 p.m., seconded by Supervisor Murphy-Lopez. All voting aye, motion carried.

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