

Richland County

Finance & Personnel Standing Committee

July 5, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, July 5th in person and by WebEx.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Gary Manning, Tim Gottschall, David Turk, Steve Williamson, Melissa Luck, and Steve Carrow.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** County Clerk Kalish verified that the meeting had been properly noticed.
3. **Agenda Approval: Motion** by Manning second by Turk to approve agenda. Chair Brewer advanced agenda item #13 to be addressed after agenda item #6. Motion carried and the agenda declared approved.
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
6. **2023 Investment Income YTD:** County Treasurer Even reviewed the 2023 investment income YTD report.
4. **Public Comment:** No comments made during Public Comment
13. **Discussion & Possible Action: Professional Services Proposal with Becker Professional Services for Economic Development Strategy and Grant Writing:** Hochkammer reviewed professional services proposal received from Becker Professional Services and noted that it would be in the best interest of Richland County to examine the current desire for economic development within the county. Gary and Katrina provided a brief overview of the scope of services offered in the contract and a summary of their professional experience. Motion by Williamson second by Turk to approve professional services proposal from Becker Professional Services. Motion carried and the proposal declared approved.
8. **Discussion & Possible Action: Policy approval (Finance/Bid & Contract/Purchasing):** Interim Administrator Hochkammer recommended policies be further reviewed before any action to approve was taken. No further action taken on any of the three policies at meeting.
9. **Discussion & Possible Action: 2024 Budget Objectives and Guidance:** Hochkammer reviewed the draft 2024 budget guidance document. Discussion relating to the county's compensation plan followed. Motion by Turk second by Carrow to approve items listed under 05 July 2023 date on budget guidance document. Discussion continued. Motion by Carrow second by Williamson to amend budget guidance to include the single step increase in wages for Pine Valley Community Village for the 2024 budget. Roll call vote taken on amendment for inclusion of the single step increase for Pine Valley Community Village 2024 wages – Yes: Brewer, Couey, Manning, Turk, Williamson, Luck, and Carrow; No: Gottschall. Motion carried with 7 ayes and 1 nay and discussion continued. Motion by Williamson second by Manning to amend budget guidance to include official/actual quotes for a review of the county's compensation plan in the 2024 budgeting process. Motion carried and discussion continued. Motion by Gottschall second by Couey to amend budget guidance to include a single step increase in addition to the 5% COLA increase in 2024 wages as budgets allow for all county employees with no impact to tax levy. Motion carried and discussion continued. Motion to approve amended budget guidance carried and amended guidance declared approved.
7. **Interdepartmental Billing:** No action taken. Item delayed to a future agenda.
10. **Discussion & Possible Action: Approve the Office System Technician Job Description:** Motion by Gottschall second by Carrow to approve the revised Office System Technician job description. Motion carried and the job description declared approved.
11. **Discussion & Possible Action: Approve the Job Descriptions for the Fair, Recycling, and Parks Department:** Motion by Manning second by Carrow to approve the Director of Parks, Trail, and Fairgrounds and the Project Coordinator job descriptions. Motion carried and job descriptions declared approved.
12. **Discussion & Possible Action: Professional Services Agreement with Jon Hochkammer for Consulting Services:** Motion by Couey second by Turk to approve professional services agreement between Richland County and Jon Hochkammer for professional consulting services. Motion carried and agreement approved.

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14. **Future Agenda Items:** Manning: Employee Symons Recreation Facility use; Luck: Interdepartmental billing
Hochkammer: Financial Policies, Williamson: Compensation Study Quotes
15. **Adjournment:** Next meeting to be Wednesday, August 2nd @ 5:15 p.m. in the County Board Room. Motion
by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 7:00 p.m.

Minutes respectfully submitted by

Derek S. Kalish

Richland County Clerk