

# Richland County

Finance & Personnel Standing Committee

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**December 5, 2023**

The Richland County Finance and Personnel Standing Committee convened on Tuesday, December 5, 2023 in person and virtually at 5:15 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Brewer called the meeting to order at 5:15 PM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: County Board Supervisors Steve Carrow, Marty Brewer, Gary Manning, Timothy Gottschall (joined at 5:19 PM), David Turk, Steve Williamson, Marc Couey, and Julie Fleming. Committee members absent: County Board Supervisor(s) Luck.

**Proof Of Notification:** Clerk Kalish confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Couey second by Manning to approve agenda. Motion carried and agenda declared approved.

**Approval Of November 7<sup>th</sup> Minutes:** Hearing no additions or corrections, Committee Chair Brewer declared the November 7, 2023 minutes approved as presented.

**Public Comment:** None present for Public Comment.

**Closed Session — The Chair May Entertain A Motion To 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 – County Administrator Performance Evaluation:** Motion by Manning second by Couey to convene in to Closed Session. Motion unanimously carried at 5:19 PM.

## **CLOSED SESSION**

Open Session reconvened at 6:05 PM.

**Possible Action On Items Discussed In Closed Session:** Motion by Turk second by Manning to approve sections 3A (salary increase of \$5,000), 3B (2024 salary increase equal to that of other County employees), and 4 (salary review at 12 months of service) of the County Administrator's contract. Motion carried.

**Discussion & Possible Action: Legal Review Of Board Rules, Personnel Policy, And Committee Structure:** Administrator Pesch noted the need for a legal review of the County's Rules of the Board, Personnel Policy, and the committee structure to ensure the county is acting in accordance with any applicable state laws. Attorney Windle stated he supported the legal review. Motion by Couey second by Gottschall to approve Administrator Pesch to consult with Andy Phillips from WCA for legal review of the County's Rules of the Board, Personnel Policy, and committee structure. Motion carried. Consultant Hochkammer noted it would be most beneficial to have the review completed before the next session begins.

**Discussion & Possible Action: Resolution Amending Resolution 14-149 (amended) Relating To Making Changes In How Ambulance Service Is Provided By The County:** Administrator Pesch reviewed information regarding the hiring of EMTs. Motion by Couey second by Turk to approve resolution amending

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Resolution 14-149 (amended) relating to making changes in how ambulance service is provided by the county. Motion carried and resolution forwarded to County Board for full approval.

**Discussion & Possible Action: Resolution Approving Three New Members To The Nutrition Advisory Committee Effective August 1, 2023:** Health & Human Services Director Tricia Clements noted that said Nutrition Advisory Council committee appointments were approved by the Nutrition Advisory Council on 6/7/2023 but never forwarded to County Board for final approval. Motion by Couey second by Carrow to approve three new members to the Nutrition Advisory Council effective August 1, 2023. Motion carried and resolution forwarded to County Board for full approval.

**Discussion & Possible Action: Approve County Position Reclassifications, New Positions, Job Descriptions, Premium Pay, And Updates To Addendums Of The County Employee Handbook:** Administrator Pesch reviewed the following requests for position reclassifications, new positions, job descriptions, premium pay amounts, and updates to addendums of the county employee handbook:

## Administration:

Payroll and Benefits Administrator:

-From Grade H \$ 24.96-\$27.74/ hr. (\$51,916.80- 57,699.20 annual) to

-Grade I \$26.99-\$29.99/ hr. (\$56,139.20 – 62,379.20 annual)

Increase of \$4,224.40- \$4,680.00 Annually

## Ambulance Service:

-Flat rate for Ambulance Pd on call- \$1.50 during the week and \$3 for holiday and weekend

-EMT position and pay at Grade B \$14.86-\$16.52/ hr.

## Detention Center:

Jail Administrator- Grade L- \$33.10-\$36.78/ hr. (\$68,848.00- \$76,502.40 annual)

## Highway:

Highway Office Manager:

-From Grade H \$ 24.96-\$27.74/ hr. (\$51,916.80- 57,699.20 annual) to

-Grade I \$26.99-\$29.99/ hr. (\$56,139.20 – 62,379.20 annual)

Increase of \$4,224.40- \$4,680.00 Annually

## MIS:

MIS Director

-From a grade M \$35.12- \$39.03/ hr. (\$73,049.60 – 80,011.50) to

-Grade N \$37.16-\$41.29/ hr. (\$77,292.80- \$85,883.20)

Increase of \$4,243.20- \$5871.70 Annually

## Health & Human Services:

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## Family Preservation Worker:

-Creation of Family Preservation Worker position at Grade F (currently a contracted position but will now be a County employee)

## Pine Valley:

Administrative Assistant (Accounting) retitled to Business & Financial Services Manager-

-From Grade H at \$29.47-\$30.69/hr (\$61,297.60- \$63,835.20 annual) to

- Grade J at \$35.00- \$36.46/ hr (\$72,800 -\$75,836.80 annual)

Increase of \$11,502.80- \$12,001.60 Annually

## Assisted Living Nurse Supervisor

-Approve Job Description (position in existence since 2016 but no job description on file)

## Premium Pay for Certified Nursing Assistants, Licensed Practical Nurse, and Registered Nurse

CNA: \$3.00 more per hour above Step 8

LPN: \$4.00 more per hour above Step 8

RN: \$4.00 more per hour above Step 8

## Vacation Policy:

PV Addendum currently reads:

“All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee’s anniversary date. Vacation time not taken in accordance with this paragraph is forfeited.”

Amend PV Addendum to the County Employee handbook to align with Handbook of Personnel Policies and Work Rules of Richland County which states the following:

“Vacation must be used within Eighteen (18) month following the employee’s anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by 18 months. The County Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited.”

## Maintenance Workers:

Amend the PV Addendum which currently reads:

“Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of 25¢ per hour and if Maintenance Worker shift begins at or after 10:00 p.m. receive a 30¢ per hour premium added to the base rate.”

To the following:

“Maintenance workers whose shift begins at 2:00 PM or after, a shift differential of \$1.50/hour”

Motion by Gottschall second by Couey to approve county position reclassifications, new positions, job

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descriptions, premium pay, and updates to addendums of the county employee handbook as presented. Motion carried and item forwarded to County Board for full approval.

**Discussion & Possible Action: Resolution Approving Richland County To Enter Into A Contract With Deepseas Cyber Security Services For Endpoint And Network Monitoring Using Carbon Black XDR For A Total Cost Of \$45,273.60 Annually:** MIS Director Scott provided background on the reason for purchase and that less computers will be purchased to account for the unexpected expense. Motion by Manning second by Williamson to approve Richland County to enter into a contract with Deepseas cyber security for endpoint and networking monitoring using Carbon Black XDR for a total cost of \$45,273.60. Motion carried and resolution forwarded to County Board for full approval.

**Discussion & Possible Action: Employee Uniform Allowance:** Administrator Pesch reviewed the current practices relating to the employee uniform allowance and noted the taxable nature of these purchases. Sheriff Porter stated this item was reviewed at the last Public Safety Standing Committee and the decision on how to manage employee uniform allowances was left open to accommodate whatever process worked best for those involved. Discussion occurred regarding the method used to account for and track employee uniform purchases. Administrator Pesch offered a few different ways to manage the employee uniform allowance process. Motion by Turk second by Couey to approve \$250 taxable payouts on 6/1/24 and 12/1/2024 and sunset current employee uniform allowance on 1/1/2025. Motion carried and item forwarded to County Board for full approval.

**Discussion & Possible Action: Approve Contract For Richland County Extension Services:** Administrator Pesch noted that she requested this item go before the Finance & Personnel Standing Committee given she is new to her position and the amount of the contract. Motion by Turk second by Carrow to approve the contract between Richland County and the University of Wisconsin System Board of Regents for Extension Services. Motion carried.

**Future Agenda Items:**

Brewer: UW Extension Services

**Adjournment:** Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 7:01 PM.



Derek S. Kalish  
Richland County Clerk