

RICHLAND COUNTY

Finance & Personnel Standing Committee



February 6, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **February 7th, 2023 at 5:15 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Public Comment
5. Previous Minutes

Reports:

6. Reports:
 - a. 2020 Yearend Cash Trial Balance
 - b. Wisconsin County Ambassador Program
 - c. 2022 Exit Interview Data Summary
 - d. Shared revenue

Financial:

7. Discussion and possible action on transfer from Fund 63 Transportation to Fund 18 County Aging Unit
8. Discussion and possible action on transfer from Fund 93 ARPA to Fund 10 General for 2023 operations
9. Discussion and possible action on transfer from Fund 37 Swimming Pool Operations to Fund 36 Swimming pool projects
10. Discussion and possible action on extension of ARPA Grant Funds:
 - a. Discovery Playschool
 - b. Ithaca School District

Personnel:

11. Discussion and possible action on reclassification of the combined office GIS technician and assistant zoning administrator/sanitarian
12. Discussion and possible action on progression of wage schedule for Sheriff's Administrative Assistant to Step 8
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:
 - a. Performance Evaluation and contract review– County Administrator
 - b. Performance Evaluation – Corporation Counsel
14. Return to Open Session
15. Discussion and possible action on items from closed session.

Closing:

16. Future agenda items
17. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

Richland County

Finance & Personnel Standing Committee

January 3rd, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, January 3rd in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Steve Carrow, Shaun Murphy-Lopez, Melissa Luck, Tim Gottschall, Marc Couey and David Turk.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. John Couey was present from MIS running the teleconferencing.

Not present: Gary Manning

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:00 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 as presented. Moved by Supervisor Couey to approve the agenda, 2nd by Supervisor Luck. All voting aye, motion carried.
4. **Public Comment:**
5. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as published.
6. **Report – Financial Reports:**
 - a. **Fund 75 – Capital Improvements:** Plan to close out February 7th.
 - b. **Fund 92 – Short Term Borrowing:** 2021 is 97% expended, 2022 is 20% expended
 - c. **Fund 93 – ARPA:** 23% expended
 - d. **Fund 93 – ARPA Childcare:** Reports provided in the folder
 - e. **Budget performance report Administration Office:** 88% expended
 - f. **Budget performance report Clerk Office:** 80% expended
 - g. **Budget performance report Treasurer Office:** 85% expended

Moved by Supervisor Williamson to accept reports as presented, 2nd by Supervisor Couey. All voting aye, motion carried.

7. **Discussion and possible action on transfer of highway capital funds:** Administrator Langreck reviewed the request. Moved by Supervisor Couey to transfer \$650,000 from Fund 92 to Fund 71 “County Highway Fund” to supplement Highway funds for 2022 county trunk repairs and maintenance and improvement projects intended with the short-term borrowing, 2nd by Supervisor Williamson. All voting aye, motion carried.
8. **Discussion and possible action to extend contract for accounting services:** Administrator Langreck presented the request to extend the contract with Johnson Block. Moved by Supervisor Couey to approve contract extension with Johnson Block and Company to perform the 2022 County Financial Audit, 2nd by Supervisor Murphy-Lopez. All voting aye, motion carried.
9. **Discussion and possible action to transfer ambulance funds:** Administrator Langreck presented the request and turned the presentation over to Director Gudgeon. Moved by Supervisor Luck to transfer \$40,000 out of Fund 51, the non-lapsing ambulance operations account, and put into Fund 16 which is the new ambulance outlay account, 2nd by Supervisor Williamson. All voting aye, motion carried.
10. **Discussion and possible action on referendum report and referendum question:** Supervisor Murphy-Lopez updated the committee that there was 4 amendment made at the meeting this morning which were put into the report. He reviewed the final draft that the Ad Hoc Committee put together that was sent out this afternoon to the County Board members titled “Final Referendum Report”, which is a summary of all the attachments. The Referendum Committee is recommending shifting the development of a referendum question

Richland County

Finance & Personnel Standing Committee

for a 911 Center back to the Public Safety Standing Committee. He presented some ideas that could be developed over the coming years to prepare for 2027. Moved by Supervisor Williamson to accept the plan and recommendation from the Ad Hoc Committee and send to County Board for approval, 2nd by Supervisor Luck. Supervisors Brewer, Williamson, Carrow, Murphy-Lopez, Luck, Couey and Turk all voting aye, motion carried. Gottschall is opposed.

11. **Discussion and possible action on financial planning and outcomes:** See #10.
12. **Discussion and possible action regarding correspondence and guidance with the Referendum Ad Hoc Committee:** See #10.
13. **Discussion and possible action on public relations planning for the referendum:** See #10.
14. **Closed Session pursuant of Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. - Regarding MOU requests to attach to the WPPA collective bargaining agreement:** Moved by Supervisor Couey to move into close session with Supervisor Turk and Sheriff Porter to remain in closed session, 2nd by Supervisor Gottschall. All voting aye, motion carried.
15. **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. Performance Evaluation and contract review– County Administrator:**
16. **Return to Open Session:** Moved by Supervisor Luck to come out of closed session, 2nd by Supervisor Couey. All voting aye, motion carried.
17. **Discussion and possible action on items from closed session:** Moved by Supervisor Couey to accept the MOU changes as discussed with the WPPA and send to County Board, 2nd by Supervisor Williamson. All voting aye, motion carried.
18. **Future agenda items:** None
19. **Adjournment:** Moved by Supervisor Couey to adjourn at 6:33 p.m., seconded by Supervisor Gottschall. All voting aye, motion carried.

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Report – Wisconsin Counties Association “County Ambassador Program”

Department	Administration	Presented By:	Administrator
Date of Meeting:	7 February 2023	Action Needed:	Vote (Accept)
Disclosure:	Open Session	Authority:	Structure H.
Date submitted:	26 January 2023	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... accept report.

Background: *(preferred one page or less with focus on options and decision points)*

The Richland County Administrator is participating in the Wisconsin Counties Association “County Ambassador Program.” This program is designed to provide member counties the opportunity to work side-by-side with the WCA Government Affairs Team to promote WCA’s Legislative Agenda/Platform before the Wisconsin State Legislature and state agency officials. On January 25, 2023 members of the program met in Madison to review the WCA Legislative Agenda/priorities for the 2023-24 Legislative Session, and to engage with state representatives to educate and lobby for causes.

The WCA legislative priorities for the 203-2024 session include: 1) local government funding reform, 2) increased funding for roads (GTA and LRIP-S), 3) increased funding for victim witness reimbursement appropriation, 4) increased funding for Mental Health- Community Support Program and Crisis Services

The County Administrator met with the Offices of Representative Todd Novak and Travis Tranel to discuss the priorities and talk on local concerns. Both offices were receptive to proposals, but apprehensive on funding reform until details are finalized and presented. Both offices shared concerns on where the increased share-revenues to local governments will be apportioned.

The next Ambassador event will be on April 12, 2023 — Human Services Day at the Capitol. Meeting to be held at the Madison Concourse Hotel/Wisconsin State Capitol.

Attachments and References:

WCA “Ambassador” Priorities	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Richland County Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)



CAP TEAM

WCA County Ambassador Program

COUNTY AMBASSADOR PROGRAM

Wednesday, January 25, 2023

The Madison Concourse Hotel
1 W Dayton St
Madison, Wisconsin

AGENDA

- 8:30 a.m. Registration
- 9:00 a.m. Welcome and Pledge of Allegiance
Lance Pliml, Chair, Wisconsin Counties Association Board of Directors
- Legislative Briefing
Kyle Christianson, Partner, Wimmer & Company
Dan Bahr, Government Affairs Associate
Marcie Rainbolt, Government Affairs Associate
Chelsea Fibert, Government Affairs Associate
- 10:00 a.m. Capitol Visit Instructions
- 10:30 a.m. Capitol Visits
- Noon Lunch
Members return to the Madison Concourse Hotel for lunch and a guest speaker
Speaker: Craig Thompson, Secretary, Department of Transportation
- 1:00 p.m. Capitol Visits Continue
- 3:00 p.m. Return to The Madison Concourse Hotel
Return Feedback Forms
- 3:30 p.m. Adjourn



CAP TEAM

WCA County Ambassador Program

LOCAL GOVERNMENT FUNDING REFORM

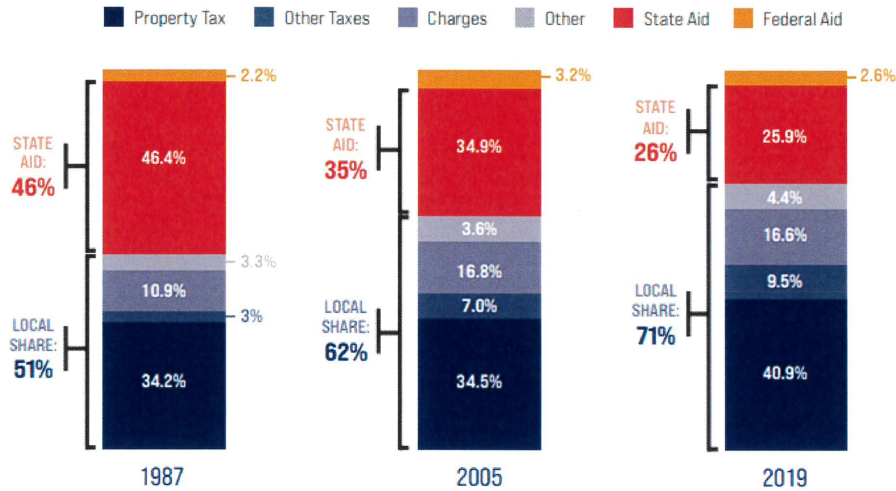
For decades, a cornerstone of the state-local relationship in Wisconsin has been the interaction between state government and Wisconsin's 72 counties. In short, counties serve as the service delivery arm for the State of Wisconsin. While counties in many states throughout the country provide local services on behalf of their state partners, the extent to which it occurs in Wisconsin is largely unmatched. As such, counties here are more reliant on state funding than their counterparts in other states.

Currently, counties find themselves in a challenging position. Rising inflation, increasing demand for social, mental health and child protective services, aging infrastructure, the ongoing opioid epidemic, and an outdated funding model have resulted in counties reaching a tipping point. Absent a new approach to the state-county partnership and its service delivery model, counties will face difficult decisions regarding service reductions and, unfortunately, eliminations.

Counties did not arrive at this position over the last year or even the last decade. In fact, in recent years, the state has invested heavily in county programs including child welfare, roads and bridges, and 911 operations. Yet, even with these funding increases, counties are forced to confront the financial realities caused by a three-plus decade shift in state funding priorities.

In the 1980s, state funding accounted for almost 50% of county resources. Today, it accounts for about 25% of county resources. This funding shift along with the state's revenue controls on counties, which are the most strict in the nation, means something must give.

DECLINE IN STATE SHARE OF COUNTY FUNDING 1987-2019



CURRENT STATUS: Wisconsin counties are faced with growing costs due primarily to inflation and increased service demands from local taxpayers. Faced with the nation's most strict property tax controls and a lack of sustained growth in revenues, service reductions and elimination are inevitable absent a new approach to county funding.

REQUESTED ACTION: Dedicate annually an amount equal to one penny of the state's five penny sales tax to local governments (counties, cities, villages, and towns). Devote a portion of these funds to direct county payments and a portion to an innovation fund that financially incentivizes county cooperation with other units of local government.

TALKING POINTS:

- Wisconsin is in a unique position given its fiscal health to make generational investments in local government, while also incentivizing local governments to approach service delivery in more efficient and consolidated ways.
- Directly tying local government funding to growth in the state sales tax ensures inflationary increases to local governments necessary to maintain current service levels.
- A new funding approach to local governments will take pressure off the local property tax at a time when demographic changes make it increasingly difficult for taxpayers to afford rising tax bills.

- The relationship between counties and the state has been successful for decades. To continue that success, we must recognize and reinvest in the state-county partnership.

Contact: Kyle Christianson, Partner, Wimmer & Company
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CAP TEAM

WCA County Ambassador Program

COUNTY GENERAL TRANSPORTATION AIDS (GTA)/ LOCAL ROAD IMPROVEMENT PROGRAM-DISCRETIONARY SUPPLEMENTAL (LRIP-S)

BACKGROUND GTA: General Transportation Aids (GTA) are distributed to all counties and municipalities to assist in the maintenance, improvement, and construction of the county trunk highway system. Payments are divided among all local governments based on either a percentage of eligible highway-related expenditures or a per-mile payment, whichever is greater. GTA is often used to offset the cost of constructing roads, filling potholes, plowing snow, grading shoulders, marking pavement, and repairing curbs and other transportation services.

County GTA is critical to maintaining the 19,000-mile county trunk highway system. Faced with limits on local property tax collections and rising costs in the delivery of state-mandated services, many counties have been forced to delay important maintenance activities. According to a survey of county highway commissioners, the average replacement schedule for a county road is now over 75 years—far longer than the lifespan of a county highway.

While the Governor and Legislature have recently devoted additional funding to county GTA, counties receive a lower percentage of our “share of costs” than ten years ago.

BACKGROUND LRIP-S: In the 2019-21 biennial budget, the Joint Committee on Finance (JCF) established the Local Supplemental Transportation Program with a surplus in dollars available to the committee in the state budget. The initial idea behind this concept was for this program to be a one-time infusion of state surplus revenue dollars to be used to support local “shovel ready projects” as requested by counties, municipalities, and towns. After some bartering back and forth between the governor, legislature and a Wisconsin Supreme Court case, the amount allocated for this new one-time program was \$90 million to be spent in the 2019-21 biennium.

Following the establishment of the Local Supplemental Transportation Program, the popularity of this program exploded and Governor Tony Evers appropriated \$100 million for this program in his 2021-23 biennial budget proposal. The legislature concurred with this amount and established a programmatic change that placed the dollars for the program in the Local Road Improvement Program. The new title for this program was established as the Local Road Improvement Program Discretionary Supplemental (LRIP-S).

After two successful budget cycles, LRIP-S continues to be very popular. The program has supported local projects all around the state and can be seen as a prime example of the positive relationship that still exists between the state and local governments. As it is projected by the Legislative Fiscal Bureau the State of Wisconsin will begin the 2023-25 biennial budget process with a \$5 billion budget surplus. An opportunity exists for more investment in this highly successful and popular program.

CURRENT STATUS GTA: Counties received an increase in annual GTA payments statewide from \$122.2 million in 2019-21 biennial budget to \$127.1 in the 2021-23 biennial budget. Counties will receive the full \$127.1 million in annual GTA distribution payments in 2023.

CURRENT STATUS LRIP-S: The 2021-21 biennial budget included \$100 million in LRIP-S.

REQUESTED ACTION GTA: WCA and the Wisconsin County Highway Association request additional funding be allocated to the county GTA appropriation for the backlog of maintenance on the county trunk highway system.

REQUESTED ACTION LRIP-S: With a \$5 billion surplus, the WCA requests \$200 million be appropriated for LRIP-S.

TALKING POINTS GTA:

- GTA is critical towards maintaining the 19,000-mile county trunk highway system.
- The “share of costs” counties receive in GTA from the state is the local portion of the gas tax and vehicle registration fees collected from users.
- Counties currently receive less in state GTA “share of costs” than they received ten years ago. Counties have traditionally received around 30% “share of costs” for local transportation needs.
- Recent inflation increases have made county transportation costs astronomical. Even with recent increases and investment from the state, costs for local transportation have far exceeded local revenue and state support.

TALKING POINTS LRIP-S:

- The LRIP-S program has assisted local governments with over 100 shovel ready projects around Wisconsin.
- The LRIP-S program has assisted local governments in upgrading their transportation systems and has demonstrated the state's commitment to support for local roads.
- The LRIP-S program is a testament of the strength that exists in the relationship between state and local government.
- Due to the success and popularity of the LRIP-S program, leaders from around Wisconsin are advocating for additional investment in LRIP-S.

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CAP TEAM

WCA County Ambassador Program



Wisconsin Victim Witness Professionals



VICTIM WITNESS REIMBURSEMENT APPROPRIATION

Every Wisconsin District Attorney's office should employ a victim witness professional. According to state law, these professionals are tasked with carrying out the following duties for the county to be eligible for reimbursement from the state:

- Court appearance notification services, including cancellation of appearances;
- Victim compensation and social services referrals, including witness fee collection, case-by-case referrals and public information;
- Escort and other transportation services related to the investigation or prosecution of the case, if necessary or advisable;
- Case progress notification services which may be combined with court appearance notification service;
- Assistance in providing the court with information pertaining to the economic, physical and psychological effect of the crime upon the victim of a felony;
- Employer intercession services;
- Expedited return of property services;
- Protection services;
- Family support services; and
- Waiting facilities.

The state further encourages more services for children who are involved in a crime as a victim or a witness. These include:

- Explanation of legal proceedings the child will be involved in;
- Advising the judge regarding the child's ability to understand the proceedings and questions;
- Advising the district attorney of the ability of the child to cooperate with the prosecution and the effects the proceedings may have on the child; and

- Referring appropriate social services program for the child and their family to aid in coping with the emotional impact the proceedings will have on the child.

In 2021, victim witness professionals aided 98,673 victims and 216,074 witnesses on new cases. The average new case referral per victim witness professional in 2021 was 1,332 on top of the current and ongoing cases these professionals manage.

Marsy's Law has added to the services provided by the victim witness professionals with no additional funding. In addition, approximately 110 prosecutor positions have been added since 2019 with no additional funds for victim witness professional positions.

Under 2013 Wisconsin Act 20, the victim witness reimbursement appropriation was funded by three surcharges: 1) the crime victim and witness assistance surcharge; 2) the delinquency victim and witness surcharge; and 3) the penalty surcharge. The penalty surcharge generates little to no revenue for the appropriation. In 2019-20, the crime victim witness surcharge and the delinquency crime victim surcharge generated \$5.1 million. The penalty surcharge only generated \$748,900. In fiscal year 2019-20, counties reported costs of \$12.9 million with only \$5.8 million reimbursed (45%). The COVID-19 pandemic compounded the problem by making surcharge collection stagnant.

The state is not reimbursing up to its full potential. The state is supposed to reimburse counties up to 90% of the costs incurred for these services. In fiscal year 2020-21, reimbursement was just 40.3%, an historic low for the program.

A coalition, including Wisconsin Victim/ Witness Professionals Association, the Badger State Sheriffs Association, the Wisconsin District Attorneys Association, the Wisconsin Chiefs of Police Association, and WCA all advocated for ARPA funds to be allocated to this important function of the criminal justice system to no avail. Then in the 2021-23 Wisconsin state budget, there was a new allocation of \$1.5 million GPR to support the appropriation however, this still leaves a significant budget deficit in the reimbursement to counties.

CURRENT STATUS: The victim witness reimbursement appropriation is grossly underfunded with counties receiving approximately 40% reimbursement when they are eligible for up to 90% from the state.

REQUESTED ACTION:

- Support \$12 million GPR for the victim witness appropriation or the equivalent of 90% reimbursement to counties.

TALKING POINTS:

- Every Wisconsin District Attorney's office has or should have a victim witness professional employed.
- In 2021, victim witness professionals aided 98,673 victims and 216,074 witnesses on new cases. The average new case referral per victim witness professional in 2021 was 1,332 on top of the current and ongoing cases these professionals manage.
- The state is supposed to reimburse counties up to 90% of the costs incurred for these services. In fiscal year 2020-21, reimbursement was just 40.3%.
- Three surcharges support the victim witness reimbursement appropriation with one surcharge generating little to no revenue.
- DOJ is responsible for the payments to counties, but they are not allowed to use any of these funds for the agency. DOJ is simply a repository for the funds until the reimbursements are made to the counties.
- \$1.5 million GPR provided in the 2021-23 state budget still leaves a fiscal shortfall in the appropriation.
- Requesting \$12 million GPR to support the victim witness appropriation or the equivalent of 90% reimbursement to counties.

Contact: Marcie Rainbolt, WCA Government Affairs Associate
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CAP TEAM

WCA County Ambassador Program

MENTAL HEALTH – COMMUNITY SUPPORT PROGRAM & CRISIS SERVICES

State law designates counties with the primary responsibility for the well-being, treatment, and care of persons with mental illness. If persons are diagnosed with mental health conditions that require treatment, counties are responsible for serving persons that do not have private insurance coverage. Counties must directly provide or contract with providers to deliver mental health services in the least restrictive environment appropriate for an individual's needs.

The medical assistance program (MA) covers an array of mental health services, ranging from office-based therapy to inpatient hospitalization, and many of these services are delivered by counties. The financing of county-based services differs from most other MA services. That is, with most services, the provider receives a reimbursement payment and the cost of the payment is split between a federal and state share. For county-based mental health services, the county finances the cost of the services up front, and receives a reimbursement payment from the MA program equal to the federal share for that service, meaning that the county is responsible, in effect, for the nonfederal share (as well as any cost that exceeds the reimbursement payment).

In 2013 the state fully funded Comprehensive Community Services (CCS) which led to expansion of community-based services. 2013 Wisconsin Act 20 included a provision that required the Department of Health Services (DHS) to reimburse CCS providers for both the federal and non-federal costs of these services if the services were provided on a regional basis.

Community Support Program

CSP offers intensive community-based care for adults whose mental illness and functional limitations might otherwise require them to need institutionalized care. Counties use CSP services to keep people out of extended hospitalizations and support people in the community following emergency detentions.

Sixty-five counties operate certified programs under DHS Administrative Rule 63. According to the Legislative Fiscal Bureau, based on the average federal payments for CSP services over the past three fiscal years, it is estimated that the state's GPR cost to fully fund CSP would increase by approximately \$14 million per year. Keeping in mind the probability that any increase in CSP services could reduce the utilization of other MA services for which the state is already responsible for the nonfederal share. For instance, if an increase in CSP services results in a decrease in inpatient hospitalization (one of the primary objectives of CSP), any increased state costs in the CSP benefit category could be partially or fully offset by decreases in the cost of hospitalization.

Crisis Services

Another required function of the county is providing an emergency mental health services program to serve persons in crisis situations. At a minimum, emergency programs must offer 24-hour crisis telephone service and 24-hour in-person response on an on-call basis. For persons who are Medicaid eligible, counties can receive Medicaid reimbursement.

For persons who are not Medicaid eligible, in non-certified counties, counties pay the full cost of crisis services. According to DHS, in 2020, counties spent about \$81 million on crisis intervention services, with \$60 million being Medicaid reimbursable services. The county cost for crisis services includes the \$21 million spent on persons who are not Medicaid eligible and in non-certified counties, along with the approximate 41% non-federal share or \$24 million of the \$60 million of Medicaid reimbursable services.

Prior to 2020, counties were responsible for the entirety of the nonfederal share of the crisis intervention cost (41%), similar to the CSP. Beginning in 2020, the state pays a portion of the nonfederal share, provided certified counties participate in shared regional services and meet a maintenance of effort (MOE) requirement, which is equal to 75% of the three-year average of the county's crisis intervention expenditures in calendar years 2016 through 2018.

The 2019 law change is covering a portion of the \$24 million non-federal share leaving the county cost for crisis Medicaid eligible services at \$21 million. While the 2019 law change providing partial state funding for crisis services was a step in the right direction, the additional state funding has yet to have a substantial impact on reducing the disproportionate county share.

State funding sources available to counties that can be used as match for crisis and CSP services include Community Aids Basic County Allocation and Community Mental Health Allocation. The Community Aids funding has not kept pace over the years with increased county costs for services, resulting in counties bearing a disproportionate share of CSP and crisis service costs from county tax levy. Counties are limited in their capacity to use tax levy revenue due to state levy limits, so the lack of Community Aids increases combined with strict property tax controls makes it difficult for counties to maintain crisis and CSP services.

In addition to the costs to county human service departments, counties and municipalities also incur law enforcement costs to transport and provide security for persons in a crisis. The limited state funding for crisis services makes it difficult for counties to implement new evidence-based services, such as mobile crisis workers that could meet law enforcement officers in the field for crisis calls, that would reduce the need for law enforcement involvement and provide a more trauma-informed response to crisis situations.

CURRENT STATUS: The public mental health system in Wisconsin is in need of additional resources to respond appropriately to the needs of individuals with persistent mental illness and those experiencing a mental health crisis. Stagnant state funding results in variations in the extent of services across counties, wait lists for services, and eligible persons receiving limited services.

REQUESTED ACTION: The Wisconsin Counties Association respectfully requests:

- State GPR be provided at \$21 million annually to fund crisis services statewide and elimination of the MOE requirement for Medicaid reimbursable services.
- State GPR be provided at \$14 million annually to cover the current county share of CSP Medicaid expenditures statewide.

TALKING POINTS:

- As of February 2021, 36.4% of adults in Wisconsin reported symptoms of anxiety or depression. This led to 859,000 adults in Wisconsin having a mental health condition with 18.6% unable to get needed treatment.
- Additionally, in Wisconsin, 888 lives were lost to suicide and 231,000 adults had thoughts of suicide in the last year.
- In 2019 counties spent \$786.2 million on mental health and substance abuse services, while DHS distributes approximately \$170 million per year to counties through base community aids program and approximately \$24 million in a separate mental health allocation.

- If the Medicaid reimbursement for CSP is fully state funded, counties will remain responsible for the current \$11 million spent on persons that are not Medicaid reimbursable.

Contact: Chelsea Fibert, Government Affairs Associate
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\$81 Million
Total County Spending on Crisis Services

\$21 Million
County Spending on Non-MA Eligible Expenditures

\$60 Million
County Spending Qualifying for MA Reimbursement

\$36 Million
Federal MA Reimbursement

\$24 Million
Non-Federal Share of MA Spending

\$21 Million
County Share (M.O.E)

\$3 Million
State Share

\$42 Million
Total
Non-Reimbursed
County Crisis
Spending

vs.

\$3 Million
Total
Non-Reimbursed
State Crisis
Spending

Exit interview for 2022 Summary

Exit interviews questionnaires started on 4/1/2022.

90 Questionnaires for 2022 were sent out either by email or snail mail.

A return rate of .09%.

Courthouse	Fair	Highway	HHS	Pine Valley	Symons	Sheriff
3			5	2		

Courthouse is split as follows:
 Land Conservation – 1
 Register of Deeds – 1
 Zoning -1

Tenure with county					What prompted you to leave the county?													Dissatisfied with:										
Less than 1 year	1-3 years.	3-7 years	7-15 years	15 or more years	Better Pay	Better benefits	Retirement	Career advancement	Comparable job elsewhere	Different work	Leaving the area / relocation	Family circumstances	School	Hours of work	Self-employment	Lack of recognition	Personal reasons	Commuting distance	Other	Type of work	Working conditions	Salary	Supervision	Office environment	Work schedule	Other		
x												x						x										
				x	x	x								x								x						
	x																		x									x
	x				x									x														x
x						x			x																			x
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4	2	1	1	2	5	4	2	2	1	2		1		2													5	
40%	20%	10%	10%	20%	50%	40%	20%	20%	10%	20%	0%	10%	0%	20%	0%	0%	0%	10%	0%	20%	0%	0%	30%	30%	0%	0%	50%	

Richland County Finance and Personnel Committee

FUND TRANSFER REQUEST

Agenda Item Name: Approve the Transfer of Funds from Fund 63 Transportation Program to Fund 18 County Aging Unit – Car Replacement Fund

Department	HHS	Presented By:	Tricia Clements
Date of Meeting:	February 7, 2023	Action Needed:	Co Administrator Vote // Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	January 12, 2023	Referred by:	HHS & Veterans Standing Committee

Recommendation and/or action language: We are requesting approval for 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 (if necessary) for approval.

Background: In roughly 1984, a resolution was approved creating a trust fund for the future purchase of vehicles, transportation equipment, and vehicle repairs according to sec. 85.21 Wisconsin Statutes authorizing an annual grant to counties for specialized transportation services for elderly and disabled persons. Fund 18 Co. Aging Unit – Car Replacement Fund was established as a result of this resolution and permits a county to hold sec. 85.21 aids in trust until such a time as they are needed for vehicle purchases or maintenance of transportation equipment.

Historically, this transfer of remaining 85.21 transportation grant funding was accomplished during the county audit process. The last journal entry transfer completed in this fashion was in 2016. Moving forward, the auditors recommend transferring the funds through the resolution process and not through the county audit process.

Attachments and References:

Richland County Board Rule #14 (p) Budget Matters – fund transfer.	County Board Resolution 84-??
--	-------------------------------

Financial Review: As a requirement of holding these funds in trust, an annual Trust Fund Status Form is submitted to the Department of Transportation. The Trust Fund Status Form reported a December 31, 2021 closing balance of \$57,522.46. The Fund 18 Co. Aging Unit – Car Replacement Fund cash balance on that date was \$11,443.50. Therefore, this transfer request of \$46,078.96 is being made to match the Trust Fund Status Form to remain in compliance with the requirements of the Department of Transportation and the original resolution.

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23-_____

A Resolution Approving A Transfer of Funds In The Health and Human Services Department.

WHEREAS the HHS & Veterans Standing Committee, the Director of the Health and Human Services Department, Tricia Clements, and County Administrator, Clint Langreck, have recommended to the Finance and Personnel Committee that the following transfer of funds be approved, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the following transfer of funds in the Health and Human Services Department be approved:

Transfer \$46,078.96 from the Transportation Program Fund (Fund #63) to the County Aging Unit – Car Replacement Fund (Fund #18), and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION	RESOLUTION OFFERED BY THE COUNTY SUPERVISOR MEMBERS OF THE HEALTH AND HUMAN SERVICES BOARD
AYES _____ NOES _____	
RESOLUTION _____	<u>FOR</u> <u>AGAINST</u>
_____	_____
COUNTY CLERK	_____
_____	_____
DATED _____	_____
_____	_____

Richland County Committee

Agenda Item Cover

Agenda Item Name: Transfer of from Fund 93 ARPA to Fund 10 General 2023 Operation

Department	Administration	Presented By:	Administrator
Date of Meeting:	7 February 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure K
Date submitted:	06 February 2023	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u>

Recommendation and/or action language:

Motion to... \$524,088.07 from Fund 93 ARPA to Fund 10 General 2023 Operation

Background: *(preferred one page or less with focus on options and decision points)*

As per the adopted Financial Plan and the 2023 budget, \$524,088.07 in American Rescue Plan Act funds are appropriated to cover general operation expenses in 2023. This transfer moves funds from the segregated ARPA fund (93) to the General Fund (10) for expenditure through department budgets.

Attachments and References:

County Board Packet – 03 Jan 2023 (80/133)	https://co.richland.wi.us/pdfs/2023/countyBoard/packets/20230117packet.pdf
County Board Packet – 25 Oct 2023 (49/171)	https://co.richland.wi.us/pdfs/2022-ReOrg/countyBoard/packets/20221025packet.pdf

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

This action authorizes a 2023 journal entry to move funds in the finance system to allow for dispersal.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *Transfer funds from fund 37 to fund 36*

Department	Symons Rec. Complex	Presented By:	Tracy Gobin
Date of Meeting:		Action Needed:	
Disclosure:	Open	Authority:	Committee Structure E +O
Date submitted:	2/2/2023	Referred by:	Tracy Gobin, Director

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Director Gobin is looking for \$900.00 be transferred from account 37.4500.0000.4627 Partnership with Youth to 36.4500.0000.4619 Class fees in the 2022 budget year.

Background: *(preferred one page or less with focus on options and decision points)*

Symons Recreation Complex receives donations from the public for the Every Child a Swimmer Program (formally called Partnership with Youth). This allows parents to help ensure that cost is not a reason a child doesn't learn how to swim. All money for this program goes into a fund to support the program. At the end of the year a transfer is made to move the money from donations to the budget category of class. Which is where the money for those who can pay the full amount of lessons go.

Attachments and References:

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
x	Other funding Source	Donations for the Every Child A Swimmer Program	
	No financial impact		

(summary of current and future impacts)

Action results in some reduction s in expenditures:

Approval:

Tracy Gobin

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: ARPA Grant funds

Department:		Presented By:	Cheryl Dull
Date of Meeting:	7-Feb-23	Action Needed:	02/7/2023
Disclosure:	Approval	Authority:	Finance and Personnel
Date submitted:	6-Feb-23	Referred by:	
Action needed by no later than (date)	02/06/2023	Resolution	Approval

Recommendation and/or action language:

Recommend to... approve the extension request from Ithaca School District until June 30, 2023 to complete their project due to supply chain delays.

Background: *(preferred one page or less with focus on options and decision points)*

Ithaca School applied for and was approved to receive ARPS funds to "Build a building that will bring the building to state regulations and licensing requirements and allow Grantee to open the facility for childcare."

Due to supply chain issues, the Ithaca School District is behind on construction.

Discovery Playschool has published a Thank you in the paper for funding their expansion in the last year.

Attachments and References:

Email request for extension	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Clinton Langreck

Department Head

Review:

Clinton Langreck

Administrator, or Elected Office (if applicable)

Discovery Playschool

Grant Total

\$75,000.00

Date	Amount	Running Total	Use	
2/4/2022	760.00	\$74,240.00	advertisement for open Director position with Shopping News	
3/25/2022	615.03	\$73,624.97	supplies for Director office set up (printer, surge protector, chair mat)	
3/28/2022	1,069.76	\$72,555.21	Computer doctors--laptop and office suite	
3/29/2022	171.56	\$72,383.65	additional items for office setup (paper etc)	
3/30/2022	417.70	\$71,965.95	additional items for office setup (desk etc)	
3/31/2022	59.98	\$71,905.97	additional items for office setup (microwave-reimburse Tara)	
4/1/2022	63.24	\$71,842.73	additional items for office setup (Walmart-reimburse Tara)	
4/5/2022	460.00	\$71,382.73	set of 12 nap-mats from Urban Infant (reimburse Chelsea)	
4/11/2022	997.50	\$70,385.23	payroll Tara wks end 4/1 & 4/8	next payroll
4/11/2022	74.70	\$70,310.53	Fingerprinting and mileage reimbursement for Tara	
4/11/2022	100.00	\$70,210.53	Walmart gift card for students daily snacks	
4/13/2022	330.38	\$69,880.15	toys replacement (walmart-reimburse Chelsea)	
4/14/2022	620.00	\$69,260.15	Town & Country full sized refrigerator	
4/14/2022	345.27	\$68,914.88	US Treasury, Q1 payroll taxes	
4/20/2022	421.64	\$68,493.24	Discount School Supply (debit card)	
4/25/2022	985.82	\$67,507.42	payroll Tara wks end 4/15 & 4/22	next payroll
4/26/2022	195.78	\$67,311.64	Membership to Care.com marketing platform (debit card)	
5/2/2022	50.00	\$67,261.64	Teacher appreciation gifts (2 gift cards from Kwik Trip \$25 each)	
5/9/2022	1,056.98	\$66,204.66	payroll Tara wks end 4/29 & 5/6	next payroll
5/10/2022	52.74	\$66,151.92	malware bytes computer software	
5/9/2022	12.50	\$66,139.42	supplies Dollar Tree--debit card	
5/17/2022	452.60	\$65,686.82	Amazon--bench-reimburse Chelsea	
5/12/2022	1,237.67	\$64,449.15	Wayfair--summer supplies, changing table	
5/18/2022	862.21	\$63,586.94	Amazon--summer toys, air filter, potty seat-reimburse Chelsea	
5/20/2022	127.50	\$63,459.44	substitute pay to Abbigail Carmody	

5/20/2022	53.71	\$63,405.73	Tara reimburse supplies	
5/19/2022	300.00	\$63,105.73	transfer to pay-pal for minor supplies (snacks, craft supplies)	
5/20/2022	1,056.98	\$62,048.75	payroll Tara wks end 5/3 & 5/20	next payroll
5/23/2022	904.00	\$61,144.75	AAA State of Play for the 10x10 foot sandbox	
5/26/2022	220.22	\$60,924.53	DCF licensing fee for capacity increase	
6/6/2022	1,100.57	\$59,823.96	payroll Tara wks end 5/27 & 6/3	next payroll
6/8/2022	300.00	\$59,523.96	transfer to pay-pal for minor supplies (snacks, craft supplies)	
6/10/2022	167.49	\$59,356.47	Personnel concepts--labor law posters (required)	
6/17/2022	1,176.54	\$58,179.93	payroll Tara wks end 6/10 & 6/17	next payroll
7/1/2022	1,214.45	\$56,965.48	payroll Tara wks end 6/24 & 7/1	next payroll
7/5/2022	308.90	\$56,656.58	Wisconsin state payroll taxes year-to-date (Patriot software debit)	
7/5/2022	456.32	\$56,200.26	federal, FICA, and Medicare tax debit 6/24 & 7/1 payroll(employer & employee)	
7/13/2022	481.00	\$55,719.26	Shopping News bill for summer ads	
7/13/2022	6,179.65	\$49,539.61	ARPA portion of new fenced area (Ryan Fencing LLC)	
7/18/2022	2,394.18	\$47,145.43	US Treasury, Q2 payroll taxes	
7/18/2022	1,132.88	\$46,012.55	payroll Tara wks end 7/8 & 7/15	next payroll
7/18/2022	378.99	\$45,633.56	Payroll taxes wks end 7/8 & 7/15-auto deduct from Patriot software	
7/21/2022	149.79	\$45,483.77	Wayfair-additional shade sail for outside	
7/18/2022	180.00	\$45,303.77	John Weitzel-IT services	
7/26/2022	112.50	\$45,191.27	John Weitzel-IT and outdoor services	
8/1/2022	1,261.13	\$43,930.14	payroll Tara wks end 7/22 & 7/29	next payroll
8/1/2022	20.92	\$43,909.22	care.com marketing platform	
8/1/2022	76.30	\$43,832.92	Walmart supplies (debit card Tara)	
8/1/2022	42.09	\$43,790.83	Patriot payroll software monthly fee	
8/1/2022	402.42	\$43,388.41	federal, FICA, and Medicare tax debit 7/22 & 7/29 payroll(employer & employee)	
8/8/2022	368.51	\$43,019.90	Menards (debit card Tara) sand for sandbox	
8/9/2022	149.38	\$42,870.52	John Weitzel (outdoor help and mileage to deliver sand)	
8/10/2022	31.06	\$42,839.46	supplies-Walmart	
8/15/2022	27.42	\$42,812.04	supplies-Target	
8/18/2022	9.23	\$42,802.81	supplies-Dollar Tree	
8/18/2022	13.37	\$42,789.44	supplies-Walmart	
8/19/2022	52.81	\$42,736.63	supplies-Walmart	
8/23/2022	75.16	\$42,661.47	supplies-Walmart	
8/29/2022	38.64	\$42,622.83	supplies-Walmart	

8/29/2022	41.25	\$42,581.58	supplies-Dollar Tree	
8/12/2022	606.00	\$41,975.58	West Bend annual insurance	
8/12/2022	1,421.27	\$40,554.31	payroll Tara wks end 8/5 & 8/12	next payroll
8/15/2022	518.44	\$40,035.87	Payroll taxes wks end 8/5 & 8/12-auto deduct from Patriot software	
8/29/2022	1,235.48	\$38,800.39	payroll Tara wks end 8/19 & 8/26	next payroll
8/29/2022	456.32	\$38,344.07	payroll taxes wks end 8/19 & 8/26-auto deduct from Patriot software	
8/30/2022	545.58	\$37,798.49	supplies purchased 8/10-8/30 from Walmart, Dollar Tree, Target	
9/6/2022	45.00	\$37,753.49	monthly fee to payroll company	
9/9/2022	1,235.48	\$36,518.01	payroll Tara wks end 9/2 & 9/9	next payroll
9/12/2022	365.30	\$36,152.71	payroll taxes wks end 9/2 & 9/9	
9/12/2022	139.75	\$36,012.96	supplies Walmart	
9/15/2022	12.94	\$36,000.02	website fee	
9/19/2022	26.25	\$35,973.77	supplies Dollar Tree--debit card	
9/23/2022	1,286.78	\$34,686.99	payroll Tara wks end 9/16 & 9/23	
9/23/2022	460.37	\$34,226.62	payroll taxes wks end 9/16 & 9/23	
9/27/2022	296.00	\$33,930.62	Workman's comp insurance balance (Employers Insurance)	
9/27/2022	232.00	\$33,698.62	BL Signs for metal sign on fence	
9/27/2022	205.02	\$33,493.60	Walmart supplies (debit card Tara)	
9/28/2022	36.89	\$33,456.71	Walmart supplies (debit card Tara)	
10/3/2022	45.00	\$33,411.71	Patriot payroll software monthly fee	
10/5/2022	12.49	\$33,399.22	website fee	
10/7/2022	12.50	\$33,386.72	Dollar Tree supplies	
10/10/2022	1,384.22	\$32,002.50	payroll Tara wks end 9/30 & 10/7	
10/11/2022	7.00	\$31,995.50	Oakwood Fruit Farm supplies	
10/11/2022	46.05	\$31,949.45	Dollar Tree supplies	
10/11/2022	503.31	\$31,446.14	payroll taxes wks end 9/30 & 10/7	
10/12/2022	10.00	\$31,436.14	WI ECE Registry (college transcript)	
10/13/2022	10.80	\$31,425.34	Walmart supplies (debit card Tara)	
10/14/2022	209.23	\$31,216.11	Menards (debit card Tara) replace window fixtures	
10/11/2022	500.00	\$30,716.11	annual rent to Schmitt Woodland Hills	
10/20/2022	23.91	\$30,692.20	Walmart supplies (debit card Tara)	
10/21/2022	1,256.76	\$29,435.44	payroll Tara wks end 10/14 & 10/21 (subtracted CCC bonus payment of \$125)	
10/21/2022	60.00	\$29,375.44	mileage reimbursement to Tara	
10/24/2022	539.03	\$28,836.41	payroll taxes wks end 10/14 & 10/21	

10/27/2022	130.75	\$28,705.66	Walmart supplies (debit card Tara)
11/4/2022	1,193.46	\$27,512.20	payroll Tara wks end 10/28 & 11/4 (subtracted CCC bonus payment of \$175)
11/4/2022	541.96	\$26,970.24	payroll taxes wks end 10/28 & 11/4
11/4/2022	277.00	\$26,693.24	Employer's workmans comp insurance
11/4/2022	84.00	\$26,609.24	mileage check Jessica Doudna to get fingerprinting
11/3/2022	45.00	\$26,564.24	Patriot payroll software monthly fee
11/1/2022	68.54	\$26,495.70	Walmart supplies (debit card Tara)
11/7/2022	12.94	\$26,482.76	Homestead website fee
11/9/2022	34.26	\$26,448.50	care.com marketing platform fee
11/9/2022	5.14	\$26,443.36	Kwik trip supplies
11/14/2022	10.27	\$26,433.09	Kwik trip supplies
11/14/2022	122.50	\$26,310.59	Dollar Tree supplies
11/15/2022	89.90	\$26,220.69	Amazon supplies
11/17/2022	20.00	\$26,200.69	background checks DCF for Glen and Erin
11/18/2022	1,204.60	\$24,996.09	payroll Tara wks end 11/11 & 11/18 (subtracted \$150 for CCC bonus)
11/18/2022	408.48	\$24,587.61	payroll Glen wks end 11/11 & 11/18 (subtracted \$75 for CCC bonus)
11/18/2022	460.86	\$24,126.75	payroll Jessica wks end 11/11 & 11/18
11/21/2022	570.74	\$23,556.01	payroll taxes wks end 11/11 & 11/18
11/18/2022	181.51	\$23,374.50	Walmart supplies (debit card Tara)
11/18/2022	21.99	\$23,352.51	Walmart supplies (debit card Tara)
11/21/2022	41.52	\$23,310.99	Amazon supplies (debit card Tara)
11/21/2022	428.27	\$22,882.72	Staples color laser printer
11/23/2022	12	\$22,870.72	US Post Office stamps
11/23/2022	73.02	\$22,797.70	Walmart
11/23/2022	306.77	\$22,490.93	Staples toner, printer stand, paper
11/25/2022	23.19	\$22,467.74	Walmart
11/25/2022	26.35	\$22,441.39	Walmart supplies (debit card Tara)
11/25/2022	27.95	\$22,413.44	Schwan (fruit for snack)
11/25/2022	37.96	\$22,375.48	Walmart supplies (debit card Tara)
11/28/2022	29.64	\$22,345.84	Walmart supplies (debit card Tara)
11/28/2022	37.97	\$22,307.87	Heartland Christmas tree for classroom
11/28/2022	39.5	\$22,268.37	Walmart supplies (debit card Tara)
11/29/2022	6.5	\$22,261.87	check order charge
11/30/2022	62.22	\$22,199.65	Michaels supplies (debit card Tara)

12/1/2022	138.38	\$22,061.27	Michaels supplies (debit card Tara)
12/1/2022	18.97	\$22,042.30	peronalization
12/1/2022	23.72	\$22,018.58	Walmart supplies (debit card Tara)
12/1/2022	34.84	\$21,983.74	care.com
12/1/2022	100.21	\$21,883.53	Tractor supply
12/1/2022	394.67	\$21,488.86	Staples toner, envelopes
12/2/2022	1235.48	\$20,253.38	payroll Tara wks end 11/25 & 12/02
12/2/2022	424.38	\$19,829.00	payroll Glen wks end 11/25 & 12/02
12/2/2022	355.49	\$19,473.51	payroll Jessica wks end 11/25 & 12/02
12/2/2022	475.67	\$18,997.84	payroll taxes wks end 11/25 & 12/02
12/5/2022	49	\$18,948.84	Patriot payroll software monthly fee
12/5/2022	38.82	\$18,910.02	Walmart
12/5/2022	1.84	\$18,908.18	Homestead website fee
12/7/2022	120	\$18,788.18	John Weitzel IT services
12/7/2022	13.62	\$18,774.56	Walmart supplies (debit card Tara)
12/16/2022	1612.36	\$17,162.20	payroll Tara wks end 12/9 & 12/16 +\$500 holiday bonus
12/16/2022	2611.82	\$14,550.38	payroll Glen wks end 12/9 & 12/16 +\$3200 retirement bonus
12/16/2022	545.59	\$14,004.79	payroll Jessica wks end 12/9 & 12/16 + \$100 holiday bonus
12/19/2022	1884.62	\$12,120.17	payroll taxes wks end 12/9 & 12/16
12/19/2022	7200	\$4,920.17	2 years Rent at Schmitt
12/30/2022	1249.24	\$3,670.93	payroll Tara wks end 12/23 & 12/30
12/30/2022	279.65	\$3,391.28	payroll Glen wks end 12/23 & 12/30
12/30/2022	355.48	\$3,035.80	payroll Jessica wks end 12/23 & 12/30
12/30/2022	422.58	\$2,613.22	payroll taxes wks end 12/23 & 12/30
12/20/2022	17.83	\$2,595.39	Walmart supplies (debit card Tara)
12/20/2022	22.50	\$2,572.89	Dollar Tree supplies
12/23/2022	100.00	\$2,472.89	check order charge
12/27/2022	242.64	\$2,230.25	Amazon hex climber outside toy
12/30/2022	113.43	\$2,116.82	Thank you ad Richland Observer
12/27/2022	284.84	\$1,831.98	Amazon catepillar tunnel outside toy
12/28/2022	167.50	\$1,664.48	Walmart supplies (debit card Tara)
12/28/2022	297.87	\$1,366.61	Walmart supplies (debit card Tara)
12/28/2022	133.75	\$1,232.86	Dollar Tree supplies
12/29/2022	431.40	\$801.46	Discount School supply light tables & light table toys

12/30/2022	273.60	\$527.86	advertisement in Observer prepay for 2 ads \$136.80 each
12/29/2022	397.20	\$130.66	advertisements Shopping News 2 column (3.375") x 4" color prepay for 3 ads
12/30/2022	182.71	-\$52.05	relicensing fee to DCF state of WI
		-\$52.05	
		-\$52.05	

Balance Remaining

-52.05

14/25

15/9

15/23

16/6

16/21

17/1

17/18

765.22

ee portions)

18/1

18/15

ee portions)

18/26

9-Sep

19/23

thank you

DISCOVERY PLAYSCHOOL

In gratitude for the generous support from the Joan Woodman Orton McCollum Foundation and the Richland County American Rescue Plan Act, funding the expansion of Discovery Playschool this year!

With their support Discovery Playschool hired 2 new staff people and increased our enrollment from 5 to 15 children, with more room to grow.

Discovery Playschool is a nonprofit preschool located at Schmitt Woodland Hills in Richland Center. We serve children from ages 2.5 to 6 years old with full and half day programs.

Please contact us to learn more about enrolling a child and schedule a visit our classroom. **We'd love to meet your child in 2023!**
www.discoveryplayschool.com or 608-604-8593

Ad ran in Richland Observer
 Dec 29, 2022

Cheryl Dull

From: Cheryl Dull
Sent: Monday, January 9, 2023 3:17 PM
To: 'Julie Prouty'
Subject: RE: Expenditures

Thank you. I will consider this your formal request to take to the February Finance & Personnel Committee Meeting.

From: Julie Prouty [mailto:julie.prouty@ithaca.k12.wi.us]
Sent: Monday, January 9, 2023 3:11 PM
To: Cheryl Dull <cheryl.dull@co.richland.wi.us>
Subject: Re: Expenditures

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, please.

I would formally like to extend the deadline to use up the ARRA monies due to the delay in the supply chain. It has pushed the use of funds back because we had to wait until the item arrived before installation. It has taken more time than originally specified.

thank you
Julie R. Prouty

On Mon, Jan 9, 2023 at 3:07 PM Cheryl Dull <cheryl.dull@co.richland.wi.us> wrote:

12/31/2022 Was the deadline. Do you need to request an extension?

From: Julie Prouty [mailto:julie.prouty@ithaca.k12.wi.us]
Sent: Monday, January 9, 2023 2:44 PM
To: Cheryl Dull <cheryl.dull@co.richland.wi.us>
Subject: Re: Expenditures

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cheryl,

Thanks for the reminder; we will complete that ASAP.

Was there a deadline for using all the money? We are close but have a few more outstanding bills to pay.

julie

On Mon, Jan 9, 2023 at 2:32 PM Cheryl Dull <cheryl.dull@co.richland.wi.us> wrote:

Please submit you ARPA Child Care expenditures.

Cheryl Dull

Assistant to the County Administrator

cheryl.dull@co.richland.wi.us

Ph: 608-647-2197

Richland County Committee

Agenda Item Cover

Agenda Item Name: Classification Request – Assistant Zoning Administrator/Sanitarian

Department:	Zoning	Presented By:	Mike Bindl
Date of Meeting:	7-Feb-23	Action Needed:	2/7/2023
Disclosure:	Approval	Authority:	Finance and Personnel
Date submitted:	1-Feb-22	Referred by:	
Action needed by no later than (date)	2/7/2023	Resolution	Approval

Recommendation and/or action language:

Recommend to... approve the classification request for the Assistant Zoning Administrator/Sanitarian and send to County Board for approval.

Background: *(preferred one page or less with focus on options and decision points)*

The Geographical Information System (GIS) Technician/Assistant Zoning Administrator/Sanitarian resigned their position in September. Zoning has not received any application from a qualified candidate that meets both the GIS and Sanitarian/Zoning position. In the interim, MSA was been contracted to complete the GIS tasks as needed with the contracted extended multiple times. With no resolve to the GIS job flow and job description in the foreseeable future, we anticipate the contract will continue to be extended.

In January the Zoning Office System Technician resigned their position leaving only the Zoning Administrator to complete all office tasks.

With the GIS position job flow and job description in question and the immediate need for a Sanitarian/Zoning position, it was decided that is was best at this time to split the Sanitarian/Zoning and GIS task apart to best find a qualified candidate for either position separately.

Attachments and References:

Resolution	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Mike Bindl

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



January 26, 2023

MEMORANDUM

TO: Cheryl Dull, Richland County

FR: Ashley McCluskey, Compensation Analyst

RE: Classification Request – Assistant Zoning Administrator/Sanitarian

The scope and duties of the Assistant Zoning Administrator/Sanitarian position have changed substantially, and as a result, the County is having the position evaluated for grade placement.

The previous GIS responsibilities of the position have been removed, and essential functions of the position were expanded in the areas of leadership/budget administration and Private On-site Treatment Systems (POWTS).

The position was evaluated in a number of areas including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience. As a result of the evaluation, it is our recommendation that this position be placed in **Grade I** of the County's salary plan.

Please feel free to contact me with questions on this review.

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: <i>ZONING</i>	2. Number of employees: <i>1</i>	3. Full-time/Part-time <i>Full-time</i>
4. Current Position Title: <i>GS Tech / ASSTNT ZONING ADMIN / Sanitarian</i>		5. Pay Grade: <i>G</i>
6. Proposed Position Title: <i>Assistant Zoning Administrator / Sanitarian</i>		7. Proposed Pay Grade: <i>I</i>
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:

Required Supporting Documentation:

- Current job description
- Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements
- Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.
- Supporting documentation (i.e. study data); including consultant review
- Total financial impact to implement reclassification: \$ _____ Budget year: _____
- Plan of how financial impact will be absorbed

Department Head Signature: <i>Michael Bond</i>	Date: <i>2/6/2023</i>
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Compensation Plan Consultant: <input checked="" type="checkbox"/> Endorsement <input type="checkbox"/> Denied	Date: <i>1/26/2023</i>

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:	Effective Date:
Pay Grade:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Administrator:	Date: Approve // Disapprove
Administrator Comments:	

Richland County Position Description

Position Title: Assistant Zoning Administrator/Sanitarian

Exempt form FLSA

Department: Zoning

Category: Full-time

Reports to: Zoning Administrator

Pay Grade: I

Date:

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to assist in administering and enforcing Richland County's Zoning, Sanitary, Shoreland Zoning, Floodplain Zoning, Subdivision Ordinances and other land use ordinances to enhance and maintain the quality of life in Richland County. The Assistant Zoning Administrator provides supervision and direction to assigned staff, works in conjunction with the Zoning Administrator, County Board Supervisors, committee members, and Zoning Board of Adjustment to meet the responsibilities of their positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in administration, implementation, and enforcement of the county's comprehensive Zoning, Sanitary, Shoreland, Floodplain, Subdivision, and Address Ordinances as well as other land use ordinances.
- Accept and review zoning permit applications to determine their compliance with the provisions of the zoning ordinance and the completeness of the application.
- Provide direction and supervision of staff assigned to department, as needed.
- Ensure zoning decisions are consistent with applicable case law.
- Responsible for the administration and interpretation of the county sanitary ordinances pertaining to private onsite wastewater treatment systems for compliance with Wisconsin Administrative Code SPS 380-391, WI Statutes and Richland County Sanitary Ordinance.
- Conduct on-site inspections relating to construction, private on-site wastewater treatment system (POWTS) installations, soil suitability for private onsite wastewater treatment systems and other land and structural uses. Review site topography, flood plain conditions, and groundwater status for proposed system sites.
- Review and approve plans and applications for private waste disposal systems submitted by licensed plumbers.
- Attend, review and approve soil test reports submitted by soil testers.
- Responsible for countywide septic system maintenance program and maintaining all associated records.
- Provide information relating to county ordinances to property owners, prospective buyers of real estate, realtors, contractors, municipalities, Certified Soil Testers, plumbers and surveyors.
- Conduct research, investigate complaints and violations, review plans, and assess compliance with applicable ordinances and land use regulations. Issue cease and desist orders and citations for noncompliance. Assist the Richland County Corporation Counsel with enforcement actions.
- Administer the Uniform Address Ordinance and issue Address numbers. Provide interdepartmental notification as needed.
- Provide assistance and answer questions from the general public and applicants.
- Draft resolutions, develop ordinances and amendments for presentation and approval of Board of Supervisors including the scheduling of public hearings and requirements of publication.

Richland County Position Description

- Provide necessary documents to the appropriate UDC Inspector for new dwellings and additions.
- Prepare minutes of committee meetings and Board of Adjustment hearings.
- Assist in the development of the annual budget; monitor revenues, expenditures, and progress reports; and assist in preparation and presentation of annual report to Board of Supervisors.
- Administer inventory of Survey Plats including scanning and indexing for the County Surveyor as submitted.
- Administer Road Right of Way plats including scanning, indexing and mapping as submitted.
- Attend professional schools, seminars and or conferences to stay up to date on zoning & sanitary changes.
- Assist the Department of Safety and Professional Services with operational audits.
- Administer the Wisconsin Fund Grant Program for replacement of failing POWTS.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- A minimum of two (2) years' experience required in natural resource management, environmental health, land use planning or other related field of progressively responsible administrative and supervisory duties within zoning administration or land use planning.
- Current State of WI Certified Soil Tester (CST) and Private On-site Wastewater Treatment System (POWTS) Certification or the ability to obtain within 6 months from hire.
- Thorough knowledge of the basic principles of environmental sanitation, state and county laws, rules and regulations.
- Knowledge and understanding of zoning regulations including county zoning laws with the ability to interpret them for others.
- Ability to read and locate land descriptions and convert a land description to a plot.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Skills in dealing effectively and ethically with public which includes private land owners, plumbing professionals, etc, in various situations that are sometimes difficult, with tact, understanding, consistency, and clarity.
- Ability and skill to obtain facts through investigations, inspections; and interpret information effectively.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to convert measurements to determine proper elevations.

Judgment and Situational Reasoning Ability

- Position requires travel from the office to the field sites. At field sites may encounter people that may be under emotional stress.

Physical Requirements

- Ability to withstand long periods of sitting.
- Ability to withstand extended periods of writing and/or computer entry, including repetitive finger movement.

Richland County Position Description

- Ability to withstand infrequent lifting of +10 pounds to gain access to information in boxed storage.
- Ability to exert moderate physical effort in light to sedentary work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to perform on-site inspection of soil borings that involves climbing in and out of soil borings which are several feet deep and several feet wide.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Field time could be spent in somewhat disagreeable conditions due to dust, temperature variations, wetness, odor, mud, insects and such.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) TECHNICIAN/ ASSISTANT ZONING ADMINISTRATOR/SANITARIAN

Department: Zoning and Land Information

Reports to: Zoning Administrator

Purpose of Position

The purpose of this position is to create and maintain digital maps and associated data for the development of the Richland County Geographical Information System (GIS) and to act as assistant county sanitarian/zoning administrator in the absence of the administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the efficient operation of the GIS software and activities; prepares GIS related documents which may include but are not limited to 911 GIS database support, Emergency Government databases, the tax parcel database to support the Treasurer, Real Property Lister and Register of Deeds needs. County Surveyor Public Land Survey System (PLSS) through the creation of maps, charts, graphics, tabulated information and management reports; assist in the development and implementation of GIS goals and objectives.
- Responsible for updating GIS information and files to provide the most up-to-date information for use of County staff and public; updates and modifies, as necessary, various graphics and maps utilizing technical drafting techniques; digitize maps, plans and other documents for inclusion in the GIS data base files.
- Responsible for developing user friendly, accessible, standardized and organized maps, reports and data that can be shared by County staff, County Board and the public via computer network.

- Applications may include but are not limited to: parcel, wetland, soils, zoning, political boundaries, addresses, school districts, utilities, forestry, highway, and emergency services or any other pertinent inclusions.
- Provide guidance, coordination and technical assistance to users of GIS data within Richland County for the implementation, development and assurance of GIS data.
- Attend conferences, meetings, and/or workshops pertaining to GIS for the upkeep of techniques and new beneficial services.
- Develop methods to present various data both electronically and in hard copy form to County staff and the public.
- Act as the assistant zoning administrator in the absence of the Administrator with the ability to answer questions from the public concerning general zoning questions concerning ordinances and regulations and to approve land use permits.
- Act as the assistant county sanitarian. Performs field inspections, conducts on-site soil verification and background research as required. Reviews applications, compiles test data, inspects plumbing plans and issues permits.
- Update Zoning & Sanitation Department website.
- Investigates alleged violations and prepares complaint reports and participates in legal actions, as needed.
- Testifies at court proceedings as needed.
- Visits construction sites for sanitary and land use regulation compliance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in Geography, Cartography, or related field; or three years experience in a related field.

Thorough knowledge and understanding of GIS principles, applications and operating practices; considerable knowledge and skills in utilizing CAD and ARC View software systems. Additional knowledge of cartographic principles, drafting, drawing, mapping practices and data conversion, etc.

An understanding of deed and descriptions and PLSS. Ability to identify, evaluate and plan for long and short term GIS activities.

Must possess licenses from the Department of Commerce for soil testing (CST) and plumbing inspector (POWTS INSPECTOR) or be able to acquire these certifications within one year of employment.

General knowledge of federal, state, and local laws relating to land use issues.

General computer skills with knowledge in word processing and database structure currently being used in the zoning office.

Possess a valid Wisconsin driver's license.

Ability to work with limited daily supervision and make accurate, rapid, independent decisions regarding specific duties. Excellent organizational skills, high level of maturity and a strong degree of self-direction and motivation is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternative.
- Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures and standards to a variety of situations.
- Ability to utilize design data and information such as high tech manuals, soil surveys, county zoning ordinances, state statues, blue prints, permit reports, private septic plans, soil evaluations and road plans.
- Ability to read and interpret a variety of maps.

- Ability to communicate effectively with the general public, land owners, state agencies, local municipalities and other county office personnel.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing lightly skilled movements.
- Ability to operate office and survey equipment, GPS and machinery requiring periodic adjustments.
- Ability to exert moderate physical stress in light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects and materials.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally uncomfortable conditions.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals.
- Ability to calculate volume, ratios and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situation reasoning by exercising judgment, decisiveness and creativity in situations involving the administration and planning of an entire program or set of programs.

Richland County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable

accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

RESOLUTION NO. 23 -

A Resolution Classifying a Position in the Zoning Department.

WHEREAS it is necessary from time to time for the County Board to review positions, change job descriptions and position title in order to better meet the needs of the department and meet the ever-changing needs of County government, and

WHEREAS County Administrator Clinton Langreck and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

WHEREAS Carlson-Dettman recommends the following position be placed in the Grade as follows of the County’s plan, and

WHEREAS additional consideration was given by Finance & Personnel Standing Committee to recommend the following position be placed in the Grade as follows of the County’s plan:

Zoning	Assistant Zoning Administrator/Sanitarian	Grade I
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NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the above listed position, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon passage.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(07 FEBRUARY 2023)

AYES NOES

RESOLUTION _____
DEREK S. KALISH
COUNTY CLERK

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK	X	
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

DATED: FEBRUARY 21, 2023

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval to progress wage schedule for Administrative Assistant to step 8.

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	07 February 2023	Action Needed:	Vote
Disclosure:	Open Session???	Authority:	Committee Structure (D)
Date submitted:	01/09/2023	Referred by:	LEJC

Recommendation and/or action language:

Motion to approve a wage adjustment for the Secretary/Clerical Assistant II to a step 8.

Background: Susan Curtis has started her 32nd year as an employee of the Sheriff’s Office. She is currently at step 4 in the wage schedule. Step 8 is market value. We have made 3 attempts now to work with Carlson Dettman to give her a grade increase because her job description is very similar to RES 20-109 Register in Probate/Probate Registrar/Juvenile Clerk. Carlson Dettman has denied these requests and responded, “This type of issue is related to the pay policies of the County, and is not a job evaluation issue. We would recommend the County review this piece independently to confirm that the current employee has progressed through the pay plan appropriately.”

If the original intent of the wage study had been followed she should be at a step 8 (Market Value). Instead she is at a step 4 which means that someone could start new and after a year be making as much as somebody who has completed their 31st year of employment. The board has done much to address the issue of recruitment but this brings to light what is a retention problem.

Attachments and References:

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Clay Porter, Sheriff

Department Head

Review:

Clinton Langreck

Administrator, or Elected Office (if applicable)