

Richland County

Finance & Personnel Standing Committee

December 4, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Standing Committee will convene on Tuesday, December 5th, 2023 at 5:15 p.m. in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<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).

Amended Agenda

1. Call To Order
2. Roll Call
3. Proof Of Notification
4. Approval Of Agenda
5. Approval Of November 7th Minutes
6. Public Comment

Personnel

7. 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
8. Return To Open Session
9. Discussion & Possible Action On Items From Closed Session
10. Discussion & Possible Action: Resolution Amending Resolution 14-149 (amended) Relating To Making Changes In How Ambulance Service Is Provided By The County
11. Discussion & Possible Action: Resolution Approving Three New Members To The Nutrition Advisory Committee Effective August 1, 2023
12. Discussion & Possible Action: Approve County Position Reclassifications, New Positions, Job Descriptions, Premium Pay, And Updates To Addendums Of The County Employee Handbook
13. Discussion & Possible Action: Legal Review Of Board Rules, Personnel Policy, And Committee Structure

Financial

14. 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
15. Discussion & Possible Action: Employee Uniform Allowance
16. Discussion & Possible Action: Approve Contract For Richland County Extension Services

Closing

17. Future Agenda Items
18. Adjournment

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

November 7, 2023

The Richland County Finance and Personnel Standing Committee convened on Tuesday, November 7, 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 p.m.

Roll Call: Clerk Kalish conducted roll call. Committee members present: County Board Supervisors Steve Carrow, Marty Brewer, Melissa Luck, Gary Manning, Timothy Gottschall (arrived at 5:21 PM), David Turk (arrived at 5:17 PM), Steve Williamson, and Marc Couey. Committee members absent: County Board Supervisor Julie Fleming.

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

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

Approval Of October 3rd Minutes: Hearing no additions or corrections, Committee Chair Brewer declared the October 3, 2023 minutes approved as presented.

Public Comment: None present for Public Comment.

Discussion & Possible Action – Approval To Purchase Mobile AVL & Mapping Module For Spillman Flex: Motion by Luck second by Turk to approve the purchase of the Spillman automatic vehicle locator (AVL) module. Motion carried and item forwarded to County Board for final approval.

Discussion & Possible Action – Approval Of Funds Transfer For The Health & Human Services Department: Motion by Couey second by Luck to approve the transfer of funds in the amount of \$199.90 from Fund 40 to Fund 56 for the purchase of a Zoom business account license. Motion carried and item forwarded to County Board for final approval.

Discussion & Possible Action – Symon’s Deficiency Appropriation & Economic Development Payment: Clerk Kalish and Administrator Pesch explained the circumstances and reviewed the associated documents regarding the Symon’s deficiencies and the payment for economic development made to Richland County. A proposal received from City of Richland Center Administrator Ashley Oliphant comparing the County’s payment request (Option #1) and the City’s payment request (Option #2) was reviewed by the committee. Discussion continued regarding the payment options presented. Motion by Manning second by Luck to proceed with Option #1. Motion to proceed with Option #1 carried. Administrator Pesch will inform City of committee’s option selection and facilitate payment process.

Discussion & Possible Action – Wage & Compensation Plan: Administrator Pesch reviewed the proposals received for the wage and compensation study. Administrator Pesch noted positive past experience in working with DDA Human Resources, Inc. and stated the firm was her preferred vendor. Discussion regarding the process and components of the study continued. Motion by Manning to move forward with wage and compensation plan died as no second was received. Discussion continued. Motion by Couey second by Williamson to accept proposal received from DDA Human Resources, Inc. for a wage and compensation study. Motion carried with Luck opposed and item forwarded to County Board for final approval.

Supervisor Gottschall leaves meeting at 6:10 PM.

Discussion & Possible Action – Employee Uniform Allowance: Administrator Pesch expressed concerns

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Finance & Personnel Standing Committee

regarding the employee uniform allowance for administrative, non-uniformed staff in the Sheriff's Department. Administrator Pesch noted that items reimbursed as part of a uniform allowance for non-uniformed staff may need to be treated as taxable income per IRS guidelines. Pesch also noted that a review of the current Sheriff's Department Addendum to the Richland County Handbook of Personnel Policies and Work Rules should be reviewed for clarity regarding the employee uniform allowance and how it is administered. Committee Chair Brewer directed item back to the Public Safety Standing Committee for further review.

Discussion & Possible Action – Employee Compensation For Duties Performed Outside Of Job Description:

Administrator Pesch reviewed circumstances involving employees performing duties outside of their job description and noted that, depending on the situation, policy changes may be necessary to address compensation concerns. Supervisor Luck stated that there are times when compensation for duties performed outside of an employee's job description may be warranted. Supervisor Manning stated that the wage and compensation study may resolve some of these concerns. Committee Chair Brewer stated he would like the County Administrator to handle these situations. Administrator Pesch stated she is hesitant to change the practice of providing additional compensation for duties performed outside of one's job description at this point in time. Supervisor Couey stressed the importance of being fair and consistent in practice and stated that extra pay should be given to an employee if formally placed within a position outside of the current job description. No formal action was taken at meeting.

Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(F) Considering Financial, Medical, Social Or Personal Histories Or Disciplinary Data Of Specific Persons, Preliminary Consideration Of Specific Personnel Problems Or The Investigation Of Charges Against Specific Persons Except Where Par. (B) Applies Which, If Discussed In Public, Would Be Likely To Have A Substantial Adverse Effect Upon The Reputation Of Any Person Referred To In Such Histories Or Data, Or Involved In Such Problems Or Investigations - Update On Dismissal Of County Employee: Motion by Manning second by Couey to convene in to Closed Session. Motion unanimously carried at 6:33 PM.

CLOSED SESSION

Open Session reconvened at 6:55 PM.

Possible Action On Items Discussed In Closed Session: No items presented for action.

Future Agenda Items: None

Adjournment: Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 6:59 PM.



Derek S. Kalish
Richland County Clerk

RESOLUTION NO. 23 - __

A Resolution Amending Resolution 14-149 (amended) Relating To Making Changes In How Ambulance Service Is Provided By The County.

WHEREAS, allowing for the hiring of emergency medical technicians will bolster staffing capability and have a positive impact on wages and overtime budgets, and,

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

NOW THEREFORE BE IT RESOLVED that Resolution No. 14-149 (Amended) is hereby further amended by adding the following paragraph before the last BE IT FURTHER RESOLVED paragraph of that Resolution:

BE IT FURTHER RESOLVED that the Policy on Personnel Classification, Compensation and Staff Authorization of Richland County be amended allowing for the hiring of EMTs as approved by the Joint Ambulance Committee in consideration of the budget and staffing needs, 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 FINANCE &
PERSONNEL STANDING COMMITTEE
(05 DECEMBER 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
STEVE CARROW
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
JULIE FLEMING

DATED: DECEMBER 12, 2023

Approved at Joint Ambulance Committee on 15 November 2023

Richland County Finance and Personnel Standing Committee

Agenda Item Cover

Agenda Item Name: Approve three Nutrition Advisory Committee Members

Department:	HHS	Presented By:	Tricia Clements
Date of Meeting:	December 5, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	November 30, 2023	Referred by:	Commission on Aging and Disability (COAD Board), Nutrition Advisory Council

Recommendation and/or action language: Appoint Roseann Knowler to the Nutrition Advisory Council as the Volunteer Drivers representative replacing Christine Storer. Appoint Linda Symons to the Advocate/Older Americans Act representative (formerly the vacant Community/HDM representative). Appoint Lee Van Landuyt as the Germantown Representative replacing Janet Jasper. All appointments are effective August 1, 2023. Please forward the recommendations onto the County Administrator for review and submission to the County Board for approval.

Background: The Nutrition Advisory Council is a required advisory committee of the Richland County Aging and Disability Resource Center representing citizens over the age of 60 and those 19-59 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.

The Committee consists of an appointed county board member, meal site representatives, home delivered meal representative and a volunteer driver representative. The Nutrition Advisory Council is a required committee that represents and speaks on behalf of the program’s participants, makes recommendations to the nutrition director about food preferences of participants, makes recommendations to the aging unit about locations including days and hours of dining center operations and home delivered meals. The council further gives support and assistance to the ongoing development of the nutrition program and creation of nutrition goals for the county’s required Three-Year Aging Plan.

Terms for this appointment are two years in length with a maximum of three terms/six years, not including partial terms. The Nutrition Advisory Committee approved the appointment of the fore mentioned three new members at their June meeting.

Attachments and References:

Richland County Board Rule #6	
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Financial Review:

Members receive a \$30 per diem/meeting plus mileage of .51/mile.

(please check one)

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

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23- _____

A Resolution Approving Three New Members To The Nutrition Advisory Committee Effective August 1, 2023.

WHEREAS the Nutrition Advisory Council is a required advisory committee of the Richland County Aging and Disability Resource Center which is a part of Richland County Health and Human Services, and

WHEREAS the Council consists of an appointed county board member, meal site representatives, home delivered meal representative and a volunteer driver representative. The Nutrition Advisory Council is a required committee that represents and speaks on behalf of the programs participants, makes recommendations to the nutrition director about food preferences of participants, makes recommendations to the aging unit about locations including days and hours of dining center operations and home delivered meals. The council further gives support and assistance to the ongoing development of the nutrition program and creation of nutrition goals for the county's required Three Year Aging Plan, and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tricia Clements, are presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the appointment of Roseann Knower replacing Christine Storer, Linda Symons as the Advocate/Older Americans Act representative (formerly the Community/HDM position) and Lee Van Landuyt replacing Janet Jasper as the Germantown representative, and

BE IT FURTHER RESOLVED that terms for these appointments are two years in length with a maximum of three terms/six years not including partial terms.

BE IT FURTHER RESOLVED that these appointments were approved at the June Nutrition Advisory Council meeting and shall be effective August 1, 2023 with members receiving a \$30 per diem and mileage reimbursement of .51/mile, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(05 DECEMBER 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
STEVE CARROW
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
JULIE FLEMING

DATED: DECEMBER 12, 2023

Approved by members of the Nutrition Advisory Council on 07 June 2023.

Finance and Personnel 12-5-23:

For consideration:

Approve the following reclassifications and new positions as budgeted:

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

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

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.



July 21, 2023

MEMORANDUM

TO: Candace Pesch, County Administrator, Richland County

FR: Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

RE: Classification and Market Review: Management Information Services Director

The county provided job documentation and requested a market review for the Management Information Services (MIS) Director. The position was evaluated, and the recommendations follow below.

Classification Review: The MIS Director is responsible for information technology planning and management and has operational responsibility for all technology services county-wide. This is a supervisory role that requires a bachelors degree and relevant experience. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade N**.

Market Review: To provide this analysis, we are relying on similar survey sources and computation methodology used in the most recent compensation review. The data results for Information Systems Manager reflect a median rate of \$105,000 annually.

Please feel free to contact me with questions on these reviews.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: adoption of job description

Department	Pine Valley	Presented By:	Candace Pesch
Date of Meeting:	December 5, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	November 30, 2023	Referred by:	PV/CS Standing Committee

Recommend a motion: to present a resolution to the County Board to adopt the job description for the position of Assisted Living Nurse Supervisor at Pine Valley

Background: During a review of Pine Valley’s Pay Plan and job titles on wage grades, it was noted by Tami Hendrickson, that the county did not have on file a job description for Pine Valley’s nurse supervisor for its Assisted Living. It was noted that adoption of the job description is necessary to support the position title being on the pay plan (at Grade K, where the person has been being paid). The position has been in existence since 2016 when the Assisted Living facility opened.

Attachments and References:

Job description	

Financial Review: there is no financial impact

In adopted budget	Fund Number	
Apportionment needed	Requested Fund Number	
No financial impact		

Funding Sources:

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

Pine Valley Community Village

Position Description

Name:	Department: Administration/Nursing
Position Title: Assisted Living Nurse Supervisor	Pay Grade: K
FLSA Status: Exempt	Reports to: Administrator

Purpose of Position

Responsible for the daily operation of the CBRF and accountable for adherence of facility policies and procedures, and state regulations.

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 or assigned.

Management

- Responsible for fostering and maintaining a cohesive team environment
- Oversees daily staff scheduling.
- Establish work schedules and staff assignments.
- Assists in selection of staff, training and supervision of CBRF staff.
- Supervise Personal Care Workers on the unit. Maintains visibility to assist staff or address concerns.
- Directs care being given to residents in accordance with resident's plan of care.
- Routinely works alternate shifts to actively supervise all members of the team and communicate expectations.
- Assures compliance with state regulations in order to maintain CBRF license.
- Performs employee performance evaluations and initiates corrective action process in collaboration with the Administrator as necessary.
- Conducts employee competency testing.
- Conducts regular team meetings with staff. Functions in a collaborative role with all members of interdisciplinary team.
- Maintains a customer focus philosophy when communicating with staff, resident, and visitors.
- Maintains basic knowledge of budget and makes decisions in light of fiscal constraints.
- Maintains reliable attendance in accordance with the Pine Valley Healthcare attendance policy.
- Train and supervise staff in accordance with federal and state mandated training.
- Maintains CBRF staffing job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.
- Participates in the development, implementation, and updating of the departmental Quality Assurance Program.
- Participates with the D.O.N. in developing, maintaining and updating written policies and

procedures that govern the day-to-day functions of the CBRF. Ensures CBRF Procedure Manuals contain all revisions and updates. Ensures that the staff assigned has been trained on any revisions or updates.

- Reviews staffing notes for completeness; makes sure they are descriptive of the provided care and reflect the resident's response to the care.
- Performs administrative duties directed by the administrator
- Serves and participates in, and attends various committees as assigned. Assist the administrator in evaluating and implementing recommendations from established committees.
- Follow Leading Age and WCCEAL recommendations and utilize tools; completing quarterly assessments.
- Participates in surveys and inspections made by authorized government agencies.
- Provides on-call support for community.
- Collaborates with D.O.N. and nursing department to assist with daily tasks, and assignments.

Resident Care/Customer Service

- Conducts resident admission process.
- Conducts tours, provides printed and verbal information about the CBRF.
- Oversee/Conducts inquiry and assessment of prospective residents.
- Updates resident care plans/ISPs as needed.
- Conducts regular meetings with residents and their families to review plan of care.
- Evaluates services rendered and maintains appropriate contact with residents to assure quality of services.
- Plans and initiates new programs for enhancing services
- Oversees monthly activity schedule and activity programming.
- Collaborates and responds promptly to resident and family concerns. Investigates issues and attempts to resolve problems in a timely manner.
- Conducts timely assessments as indicated by care level, etc.
- Audits nursing practices and documentation to ensure compliance with state and federal regulations.
- Identifies and addresses resident medical needs with prompt assessment, intervention and follow through.
- Contacts resident family members and physician as warranted. Collaborates and partners with physicians, pharmacy and other medical professionals to promote quality care and independence for our residents.
- Documentation is thorough, timely and professional.
- Communicates with business office when changes are made to level of care.
- Works with HR to ensure staff has required annual training and certification is current.

Safety/Confidentiality

- Assures resident safety.
- Responsible for knowledge and safe use of equipment used to perform essential job functions and must request further orientation, instruction, or training if needed.
- Reports any inappropriate or unsafe activity noted by coworkers, residents, clients, and/or visitors.
- Maintains strict code of confidentiality regarding residents/clients, resident families and private employee matters.
- Participates in routine emergency drills.
- Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Qualifications: Education/Licensure. Current license as a Registered Nurse with the State of Wisconsin. Well-developed interpersonal skills. Sound knowledge of quality assurance programs.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to communicate effectively with Pine Valley employees, residents and resident families, DON and Administrator.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disability 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

Supervisors Signature

Date

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: **Reclassification request**

Department	Pine Valley	Presented By:	Candace Pesch
Date of Meeting:	December 5, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	August 3, 2023	Referred by:	PV/CS Standing Committee

Recommend a motion: to present a resolution to the County Board for reclassification of Administrative assistant – from Pine Valley wage grade H to wage grade J – and a title change from Administrative assistant to PV Business & Financial Service Manager

Background: This reclassification request was submitted August 3, as part of Pine Valley’s overall budget proposal for 2024. The increased wage was accounted for in the budget that was approved by the county board on 10/24/2023.

Attachments and References:

Reclassification request	Narrative in support of request
Current job description/and revised job description	Supporting documentation from Carlson Dettmann

Financial Review:

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

Funding Sources:

Approval:




Department Head

Review:

Administrator, or Elected Office (if applicable)

gave to
Candace B
Tom
on 8-3-23

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: Pine Valley	2. Number of employees: 1	3. Full-time/Part-time Full time
4. Current Position Title: Administrative assistant		5. Pay grade: H
6. Proposed Position Title: PV Business & Financial Service Manager		7. Proposed Pay Grade: J
8. Date materials effectively received by Administrator: 8/3/23		9. Proposed Effective Date: First day of the first pay period of the '24 budget year
Required Supporting Documentation:		
<input type="checkbox"/> Current job description (attached)		
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements (attached)		
<input type="checkbox"/> 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. (attached)		
<input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review (attached)		
<input type="checkbox"/> Total financial impact to implement reclassification: \$11,170 Budget year: 2024		
<input type="checkbox"/> Plan of how financial impact will be absorbed by operational revenues		
Department Head Signature: 		Date: 7/31/23
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date: approved 5/15/23
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date: plan to submit as part of '24 budget proposal for PV
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date: endorsed 6/5/23

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:			

APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time; <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
Required Supporting Documentation:			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements			
<input type="checkbox"/> Proposed pay grade			
<input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
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 type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:	Effective Date:
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Richland County
Position Description

Old
job
description

Name: Therese Deckert Department: Administration

Position Title: Administrative Assistant Pay Grade: H

Date: 9/18/17 Reports to: Administrator

Purpose of Position

The position allocated to this classification serves as office manager, supervising the work of a clerical staff and performing specialized difficult accounting/clerical functions. This requires efficient organization of work flow. This employee is also responsible for maintaining all the fiscal reports and procedures of the agency. Work is performed under the directed supervision 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-exclusive. Other duties may be required and assigned.

- Prepares data cost report, submissions, appeals and ITP applications.
- Supervises, coordinates, maintains and summarizes fiscal and statistical data and related reports for monthly Trustee meeting.
- Plans and establishes methods and procedures relating to business practices and the efficiency of the business office.
- Supervises business office staff, serves as office manager and is responsible for business office employee job performance and reviews, discipline, hiring and terminations.
- Plans, assigns and reviews flow of work.
- Instructs the staff in proper office procedures.
- Prepares data, assists in determining spending levels and assists Administrator in preparing annual report and the annual agency budget.
- Prepares statistical reports and any other reports required by law.
- Maintains contact with State and Federal agencies in order to be informed of changing regulations, rate and formula changes and state funding policies and procedures.
- Manages and trains subordinate staff.
- Oversees daily accounting, record keeping, inventory and all related reporting.
- Oversees payroll preparation and ultimately responsible for all fiscal accounting and output.
- Works cooperatively with auditors.
- Establishes and monitors targets for the department and basically for the facility.
- Performs monthly analysis of fiscal report, ongoing analysis of expenses and revenues.
- Does related work as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

- Knowledge of the functions, procedures, rules and regulations governing the administration of the agency.
- Knowledge of business administration and bookkeeping procedures and practices and office management.
- Skill in establishing and maintaining effective working relationships with public and staff.
- Skill in supervision and delegating work of others.
- Skill in initiating and installing administrative procedures effectively..

- Skill in computer data entry, typing, bookkeeping and fiscal data analysis.
- Skill in obtaining a Notary Public license.
- Graduation from high school, with additional training in accounting and office experience of an advance nature. Or;
- Any combination of training and experience which provides the required knowledge and skills.

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

Employees' Signature

Supervisor's Signature

Date

Date

Pine Valley Community Village

Position Description

Name: _____ **Department:** Administration
Position Title: PV Business & Financial Service Manager **Pay Grade:** H J
FLSA Status: Exempt **Reports to:** Administrator

Purpose of Position

This position serves as Business and Financial Service Manager and is responsible for direct oversight of the general operations of the finance department, to include accounts payables, accounts receivables, payroll functions, data entry and general accounting duties.

Essential Duties and Responsibilities

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

CASH FLOW MANAGEMENT

- * Develops annual budget of revenues and expenditures with assistance from the administrator.
- * Performs monthly analysis of fiscal reports, monitoring actual performance to budget of revenues and expenses.
- Prepares, summarizes and presents fiscal and statistical data and related reports for monthly Trustee meeting.
- * Responsible for achieving cash collections and accounts receivable targets for the Facility with the goal of maintaining a positive cash flow.
- * Oversees revenue flow and responsible for collections efforts with problem accounts, filing claims with Tax Refund Interception Program (TRIP); performs property searches when needed and initiate liens with Corporate Council as appropriate.
- Reconciles PV's cash monthly with the cash activity reports provided by the Clerk's Office.

SUPERVISORY

- Serves as business office manager supervising the work of Billing Specialist and Account Payable/Payroll Clerk. Responsible for business office employee training, job performance and reviews, discipline, hiring and terminations.
- Plans, assigns and reviews flow of work to provide an efficient organization in the business office. Instructs the staff in proper office procedures.
- Oversees payroll preparation and ultimately responsible for all fiscal accounting and output.
- Serves as back up biller, accounts payable clerk and payroll clerk.
- Ensures Resident Trust Account is kept up to date and accurate.
- Plans and establishes methods and procedures relating to business practices and the efficiency of the business office.
- Oversees daily accounting, record keeping, inventory and all related reporting. Ensures accuracy of financial reports.

COMPLIANCE/REGULATORY

- Performs all accounting functions of the facility in accordance with current generally accepted accounting principles and cost reimbursement principles related to long term care.
- Ensures appropriate and timely filing of reports to State and Federal agencies as required by law including preparing data for cost reporting to Medicaid, Medicare, and Intergovernmental Transfer Program (ITP) applications.
- Responsible for getting requested information and documents for annual standard audit and other special audits that arise including Federal audits on the use of COVID funds.
- Responsible for Payroll Based Journal entries to CMS Medicare for direct care staff including contracted staff.
- Prepares statistical reports and any other reports required by law.
- Maintains contact with State and Federal agencies in order to be informed of changing regulations, rate and formula changes for Medicare and Medicaid reimbursement; changes in state funding policies and procedures. Initiate necessary software changes if necessary to implement changes in payment modules.
- Works with other department heads to ensure compliance with all financial, regulatory and other requirements.

OTHER RESPONSIBILITIES

- Interacts with residents, family members, staff, visitors, government agencies/personnel under various conditions and circumstances some of which may be challenging and stressful.
- Verify new hire paperwork for call-in staff; verify citizenship with I-9 form
- Notify employees of open enrollments, ensure applications are accurately completed. Assist employees as needed with decisions related to choosing health insurance plans.
- Serves as back up Family Medical Leave coordinator.
- Does related work as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in Accounting or Business.
- Minimum of four years' experience in accounting, business, or a related field with at least two years of experience in healthcare finance, preferably in a Skilled Nursing Facility with experience in accounting and collections.
- Any combination of training and experience which provides the required knowledge and skills.
- Skill in establishing and maintaining effective working relationships with public and staff.
- Skill in supervision and delegating work of others.
- Skill in initiating and installing administrative procedures effectively.
- Skill in fiscal data analysis.
- Skill in use of Excel, accounting, billing and payroll software.
- Strong problem-solving skills and ability to make timely decisions.
- Knowledge of business administration and bookkeeping procedures and practices and office management.
- Maintain a current Notary Public license

Physical and Mental Abilities Required to Perform Essential Job Functions
Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to provide first line supervision. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, recipes, technical operating manuals, procedures, state health and safety guidelines, non-routine correspondence and laws.
- Ability to communicate with nursing home professional, clerical and maintenance personnel, state regulatory personnel, residents, resident's families, dietitians, physician and subordinates.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability 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

Supervisors Signature

Date

Date

~~To: Candace Pesch, County Administrator~~

From: Tom Rislow, PV Administrator

Date: August 3, 2023

Subject: **Narrative to support reclassification request** for PV employee from
'administrative assistant' to 'PV Business & Financial Service Manager'

Has higher skilled subordinates: The two positions that are supervised by this position, saw their job responsibilities, minimum qualifications, and pay, upgraded a grade in 2021.

Heightened Responsibility for positive cash flow: Is responsible for achieving cash collections and account receivable targets for the facility. Oversees cash flow and is responsible for collection efforts with problem accounts, filing claims with Tax Refund Interception Program (TRIP), performing property searches when needed, and initiating liens with corporate counsel as appropriate. Reconciles facility's cash monthly with the cash activity reports provided by the County Clerk's office.

New Responsibility: Has taken on responsibility for detailed reporting on the use of Provider Relief Funds totaling over 1.2 million, included in this figure is \$489,421 received as employee had researched and applied for specific distributions. Employee must comply with any auditing that may result from receiving these funds and is going through a federal audit on funds received in 2020.

New Responsibility: Has taken on the responsibility of meeting 1:1 with employees to assist with selecting health insurance plan and assists with submitting documentation as needed.

Minimum qualifications raised: As responsibilities have grown and responsibilities increased, experience and post high school degree have been added to the list of qualifications.

CARLSON
DETTMANN
CONSULTING

June 5, 2023

MEMORANDUM

TO: Cheryl Dull, Richland County

FR: Ashley McCluskey, Compensation Analyst

RE: Classification & Market Review: Pine Valley Business & Financial Service Manager

The county provided job documentation and requested a market review for the Pine Valley Business & Financial Service Manager (Previously PV Administrative Assistant). The position was evaluated, and the recommendations follow below.

Classification Review: The Business and Financial Services Manager is responsible for the direct oversight of the general operations of the Pine Valley Finance Department, to include accounts payables, accounts receivables, payroll functions, data entry and general accounting duties. This is a supervisory role that requires an associates degree and four years of relevant experience. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade J**.

Market Review: To provide this analysis, we are relying on similar survey sources and computation methodology used in the most recent compensation review. The data results for Accounting Supervisor reflect a median rate of \$72,000 annually. This would place the role in **grade(s) J or K**, respectively.

Please feel free to contact me with questions on these reviews.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Updates to Pine Valley’s addendum to personnel policies

Department	Pine Valley	Presented By:	Candace Pesch
Date of Meeting:	December 5, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	August 3, 2023	Referred by:	PV/CS Standing Committee

Recommend a motion: to present a resolution to the County Board authorize the following updates to Pine Valley’s addendum to personnel policies:

- 1) page 5, position title update for administrative assistant (covered in previous agenda item)
- 2) page 7, to pay maintenance workers whose shift begins at 2:00pm or after, a shift differential of \$1.50/hour instead of the current \$.25/hour, which would make them consistent with other Pine Valley PM shift employees; and to eliminate the language that states maintenance workers whose “shift begins at or after 10:00pm receive a \$.30/hour premium added to the base rate”
- 3) page 12, position title update for administrative assistant (covered in previous agenda item)
- 4) page 14, add to vacation policy language to be consistent with rest of county, “Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by the 18 months”

Background: These requested updates were submitted on August 3, as part of Pine Valley’s overall budget proposal for 2024.

Attachments and References:

Addendum pages 5, 7, 12 & 14 with updates	

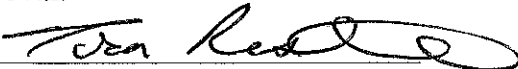
Financial Review:

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

Funding Sources:

The cost to these updates is estimated to be less than \$12,000 annually, and was already included in the budget as passed by the county board on 10/24/2023.

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)

**RICHLAND COUNTY
PINE VALLEY COMMUNITY VILLAGE
ADDENDUM TO PERSONNEL POLICIES
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

1. Definitions

Refer to County Handbook

2. Extent of the Handbook

The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney and supervising committee may be made. Reclassification or changes in salary levels will be recommended to the supervising committee, County Personnel Committee and County Board.

3. Management Rights:

Refer to County Handbook

4. Equal Opportunity Policy:

Refer to County Handbook

5. Terms and Conditions of Employment

a. Office Hours:

• **Normal work hours:**

Shall be 8:00 A.M. to 4:15 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:15 P.M., 2:00 P.M. to 10:15 P.M., 10:00 P.M. to 6:15 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

• **Work Day:**

The normal work day shall consist of one (1) consecutive eight and one-quarter (8:15) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one-quarter (8:15) hours shall receive meal and break periods pursuant of the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Administrative Assistant **PV Business & Financial Service Manager**

Social Services Supervisor

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the Pine Valley Administrator, indicating such.

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ninety (90) calendar days, after which he/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, Nursing Assistants, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", CNA's who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of ~~25¢~~ **\$1.50** 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.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed in Section F 8 under the heading "Compensatory Time", CNA's who receive hourly premium pay, whose shifts begin on or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one-weekend a month and the on-call pay is \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a holiday that falls on a weekend.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

- e. **Accident and Injuries:**

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the Business Office. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

- f. **Health Examinations:**

Each new employee shall be required to have a physician, licensed to practice medicine in the

hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions.

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Nursing Supervisor

Nursing Administrator Assistant

Nurse Managers

Director of Activities

Social Workers

Food Service Supervisor

Assistant Food Service Supervisor

Maintenance Supervisor

~~Administrative Assistant~~ **PV Business & Financial Service Manager**

Human Resource Director

Medical Records Supervisor/Manager of Information Systems

Clerical Assistants

Billing Specialist

Accounts Payable & Payroll Clerk

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

9. Overtime:

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

10. Sick Leave:

The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete of month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to and including termination. (See County Handbook/Policy)

16. Vacation:

Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.

Years	Full-time	Part-time	OR (whichever is greater)
6 mo	5 days	2.5 days	1 day/403 hrs compensated
1 Yr.	5 days	2.5 days	1 day/403 hrs. compensated
2 Yrs.	10 days	5.0 days	1 day/201.5 hrs. compensated
6 Yrs.	15 days	7.5 days	1 day/134 hrs. compensated
12 Yrs.	20 days	10.0 days	1 day/101 hrs. compensated
23 Yrs.	25 days	12.5 days	1 day/81 hrs. compensated

Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.

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. **Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by the 18 months.** Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.

17. Resignation/Retirement Notice:

SEE COUNTY HANDBOOK FOR.

18. Family and Medical Leave:

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

19. Symons Complex Employee Privileges:

refer to Handbook of Personnel Policies.

20. Military Leave:

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff 3/20/18, Res 18-35 Sick Donation; Eff 5/15/18, Res 18-55, Compensatory Time; Eff 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised;

Rules of Conduct

1. Department Heads’ Responsibility:

refer to Handbook of Personnel Policies.

Richland County Finance and Personnel Committee Agenda Item Cover

Agenda Item Name: *Family Preservation Worker*

Unit	HHS	Presented By:	Tricia Clements
Date of Meeting:	November 9, 2023	Action Needed:	Vote//Resolution
Disclosure:	Open Session	Authority:	Full County Board
Date submitted:	November 9, 2023	Referred by:	HHS & Veterans Standing Committee

Recommendation and/or action language:

Recommend a motion, "approve the creation of a Family Preservation Worker.

Background:

Richland County Health and Human Services, Child and Youth Services unit, has a family preservation worker that is leased through Southwest Wisconsin Workforce Development Board. This position is responsible for assisting parents in obtaining the education and skills needed to raise physically, psychologically and emotionally healthy children and to ensure child’s safety while interacting with their parents.

We are requesting that this become a county position. We have had a Family Preservation Worker in the Child and Youth Services Unit in some capacity since 2011. Without this position, we would need to contract out this service as the case managers do not have the bandwidth to complete these tasks.

For each position that is with SWWDB, they receive a 7% fee. We would like to have this be a county position to save the 7% fee.

Attachments and References:

Carlson Dettman Classification Review	Family Preservation Worker Job Description
Reclassification Request	

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"/>	No financial impact		

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 23-_____

A Resolution Creating A Family Preservation Worker Position in the Department of Health & Human Services.

WHEREAS, the Child & Youth Services Unit of the Health and Human Services Department has leased through Southwest Workforce Development Board, a Family Preservation Worker since 2011, and

WHEREAS, the Health and Human Services & Veterans Standing Committee and the Director of the Health and Human Services Department, Ms. Tricia Clements, have recommended the creation a Family Preservation Worker position to save the 7% fee that is paid to Southwest Workforce Development Board, and

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

WHEREAS, Carlson Dettmann recommends the Family Preservation Worker position be placed in Grade F of the County’s plan.

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 immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD
MEMBERS OF THE HEALTH AND HUMAN SERVICES
& VETERANS STANDING COMMITTEE
(12 OCTOBER 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

INGRID GLASBRENNER	X
DONALD SEEP	
KEN RYNES	X
TIMOTHY GOTTSCHALL	X
KERRY SEVERSON	X

DATED: DECEMBER 12, 2023

XXXXX By Finance & Personnel Standing Committee on 05 December 2023



October 17, 2023

MEMORANDUM

TO: Candace Pesch, County Administrator, Richland County

FR: Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

RE: Classification Reviews: Family Preservation Worker; Jail and Dispatch Administrator

The County provided job documentation for two positions. The positions have been evaluated, and the recommendations follow below.

Family Preservation Worker:

Classification Review: The Family Preservation Worker is a new position for the County that helps parents obtain the education and skills needed to raise physically, psychologically, and emotionally healthy children and ensures child safety while providing interactions between children and their parents. This position requires and associates degree, or equivalent, and prior positive experience working with children. The position was evaluated using our points-factor job evaluation system, and it is recommended that this position be placed in **Grade F**.

Jail and Dispatch Administrator:

Classification Review: The Jail and Dispatch Administrator is responsible to the Sheriff for all jail operations in and about the Richland County Jail and Dispatch. The position is expected to use independent judgment in performing departmental activities, including, but not limited to county jail policy, routine procedures, inmate management, transportation requests, and staffing matters. This is a supervisory position in which an associates degree in police science is preferred plus a minimum of five years' experience in law enforcement. The position was evaluated using our points-factor job evaluation system, and it is recommended that this position be placed in **Grade L**.

Please contact me with questions on these reviews.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Family Preservation Worker **Department:** Health and Human Services

Reports to: Child & Youth Services **Pay Grade:** F
 Manager

Date: January 1, 2023 **Hours Per Week:** 40

PURPOSE OF POSITION

The purpose of the position is twofold. One is to help parents obtain the education and skills needed to raise physically, psychologically, and emotionally healthy children. The second is to ensure child safety while providing interactions between children and their parents.

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.

- Provides individual training to parents in the area of child health, mental health and child development.
- Coordinates services for children and families.
- Assists in carrying out voluntary child welfare services, including making referrals to outside agencies.
- Advocates appropriately for the children and families being served.
- Facilitates safe and appropriate interaction between parents and their children through supervised visitation.
- Participates in family team meetings, permanency discussions, court hearings, and CANS assessments as part of the multi-disciplinary treatment team surrounding a child.
- Provides almost daily transportation for children and families where it is appropriate in order to facilitate engagement in services.
- May participate in the daily on-call rotation to gather information when reports of abuse and/or neglect are made according to State Standards.
- Maintains clear, written case notes that document family needs and goals, and resources provided to address those needs/goals and family progress towards meeting their goals.
- Able to adjust schedule to include evening and weekend work, where reasonable, to the needs of individual families.
- Understands mandated child reporting laws and communicates suspected child abuse/neglect information at the earliest opportunity to on-call services and/or supervisors.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associate degree in human service or related field or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Prior positive experience working with children.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license, proof of insurance and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability to work in a comfortable and occasionally unsafe environment.

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

APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<u>Required Supporting Documentation:</u>			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements			
<input type="checkbox"/> Proposed pay grade			
<input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
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 type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

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 Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Pine Valley’s wage scale 2024

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	December 5, 2023	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	December 4, 2023	Referred by:	Candace Pesch

Recommend a motion: to present a resolution to the County Board to approve Pine Valley’s wage scale as updated for 2024. This wage scale replaces the one referenced in resolution 22-125.

Background: As has been the practice for the past several years, since call-in rates are based on actual wage rates, when wage increases are implemented, the call-in rates for C.N.A.s, LPNs and RNs must be updated. The wage scale as attached includes the updated call-in rates.

Attachments and References:

Pine Valley’s wage scale for 2024	

Financial Review:

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

Funding Sources:

Funding was included in budget already adopted

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22 - 125

A Resolution Amending The Policy Of Personnel Classification, Compensation And Staffing Authorization.

WHEREAS, amendments to the Policy of Personnel Classification, Compensation and Staffing Authorization are recommended by the Finance and Personnel Standing Committee to change several elements of the policy to reflect decisions made through the 2023 budgeting process; and

WHEREAS, these changes include several position reclassifications, a five percent increase to the wage schedules effective 2023, amended language to allow for specified departments to advance an additional step on the wage schedules, amendments to the authorization table, etc. and

WHEREAS, the Finance and Personnel Standing Committee shall have final authority over all matters set forth in the policy, except that the Finance and Personnel Standing Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or elimination of positions, the final decision on which shall be made by the County Board.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors, the Policy of Personnel Classification, Compensation and Staffing Authorization is hereby amended as recommended by the Finance and Personnel Standing Committee, and

BE IT FURTHER RESOLVED the policy reflecting these changes shall be made available in the Richland County Administrator’s Office and on the Richland County website, and notification of these changes shall be distributed to the organization by the policy custodian; and

BE IT FURTHER RESOLVED that this Resolution shall be effective December 18, 2022 which is the beginning of the first pay period in 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE
AND PERSONNEL STANDING COMMITTEE
(14 NOVEMBER & 6 DECEMBER 2022)

AYES _____ NOES _____

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: DECEMBER 13, 2022

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

From: [Tom Rislow](#)
To: [Derek S. Kalish](#)
Cc: [Tami Hendrickson](#); [Therese Deckert](#); [Chris Carlin](#); [Candace Pesch](#)
Subject: finance agenda item - PV wage scale
Date: Monday, December 4, 2023 2:07:29 PM
Attachments: [Finance PV wage scale 2024.docx](#)

Derek,

Per the request of yourself, Candace, and Tami,

See attached face sheet for another agenda item for Dec. 5 Finance & Personnel meeting.

The attachment references the updated PV wage scale which will be provided by Tami

Let me know if you have any questions.

Thanks.

Tom

From: Tom Rislow
Sent: Monday, December 4, 2023 1:27 PM
To: Tami Hendrickson <tami.hendrickson@co.richland.wi.us>
Cc: Therese Deckert <therese.deckert@co.richland.wi.us>; Derek S. Kalish <derek.kalish@co.richland.wi.us>
Subject: RE: 2024 wage scale draft

Tami,

Thank you for the quick response!

Activities – I understand what you are saying, so will just live with the department label as is and make no changes

Charge nurse pay – you will remove the language from the pay plan. Thank you!

Call-in pay – I will immediately get to working on a finance agenda face sheet, and get over to Derek asap. **In the face sheet I will reference Pine Valley's pay plan (as revised by you with the charge nurse pay language removed, and with the updated call-in wages for C.N.A., LPNs, and RNs.)

Tom

From: Therese Deckert
Sent: Monday, December 4, 2023 1:22 PM
To: Tom Rislow <tom.rislow@co.richland.wi.us>
Subject: FW: 2024 wage scale draft
Importance: High

From: Tami Hendrickson <tami.hendrickson@co.richland.wi.us>
Sent: Monday, December 4, 2023 1:08 PM
To: Therese Deckert <therese.deckert@co.richland.wi.us>
Cc: Candace Pesch <candace.pesch@co.richland.wi.us>
Subject: RE: 2024 wage scale draft

Importance: High

Tami Hendrickson

Payroll & Benefits Specialist
Office of Richland County Administrator
181 W Seminary St 3rd Floor
Richland Center, WI 53581
☎ 608-647-2197 Fax: 608-647-6134
Email: tami.hendrickson@co.richland.wi.us
web address: <http://co.richland.wi.us/>

From: Therese Deckert
Sent: Monday, December 4, 2023 11:45 AM
To: Tami Hendrickson <tami.hendrickson@co.richland.wi.us>
Subject: 2024 wage scale draft

Tami,

There are a few thing on the wage scale that we would like to get cleaned up.

- The Activity Director Job Title at Grade H, the Activity Aide Job Title at Grade C and the Activity Aide Call-in all have the Department listed as Occupational Therapy. It has been this way forever and we don't know why but would like to get the Department to be Activities as Activities is not tied into Occupational Therapy at all. **These are how all your departments are set up. There is no Department for just Activity. Activity is melded into Occupational Therapy. You would need to create a whole new department which impacts everything in both the Financial and Payroll software system and I assume your Kronos system as well. Plus budget...**

61	5420	PINE VALLEY FUND	DIRECTOR
61	5421	PINE VALLEY FUND	REGISTERED NURSES
61	5422	PINE VALLEY FUND	LICENSED PRAC NURSES

<u>Fund Dept</u>	<u>Fund Description</u>	<u>Department Description</u>
61 5423	PINE VALLEY FUND	NURSING ASSISTANTS
61 5424	PINE VALLEY FUND	OCCUPATIONAL THERAPY
61 5425	PINE VALLEY FUND	SOCIAL SERVICES
61 5426	PINE VALLEY FUND	REHAB/THERAPY
61 5427	PINE VALLEY FUND	DIETARY
61 5428	PINE VALLEY FUND	MAINTENANCE
61 5429	PINE VALLEY FUND	CBRF
61 5430	PINE VALLEY FUND	HOUSEKEEPING
61 5431	PINE VALLEY FUND	LAUNDRY
61 5432	PINE VALLEY FUND	ACCOUNTING
61 5433	PINE VALLEY FUND	MEDICAL RECORDS
61 5434	PINE VALLEY FUND	ADMINISTRATION
61 5435	PINE VALLEY FUND	PER DIEM

- RN Position Grade J, please remove the language “RN position doing charge Nurses Duties- Paid at Step 8 Rs 19-37” as last year we had the PV addendum changed.
It reads as follows from page 7 of the Pine Valley Addendum
“ Charge Nurse Pay: Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses servicing as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.” **This I can remove**
- Call-in Wages for C.N.A.’s; RN’s & LPN’s; the wages should be updated to reflect the additional \$3.00; \$4.00 & \$5.00 from the top step. This is consistent with the past several years. Res. # 22-125 continued with the consistent practice of every year there was a raise increase, the on call rates were updated \$3.00, \$4.00, & \$5.00. Tom adds the following note... saying such increases were included in the budget already passed, and when the raises were approved, there was not any exception stated for the call-in staff.
2024 call in rates s/b C.N.A.’ \$22.16;
LPN \$31.80
RN \$41.46

Candace, Derek and I discussed this. Because there has been a resolution done in the past we need to have a resolution done for the new budget year regardless if it was approved during the budget. Derek would need the Resolution asap as he is working on the Finance Agenda now.

Thanks,

Therese Deckert
Office Manager
Pine Valley Community Village
Skilled Nursing Center, Assisted Living Center, Rehabilitation Center
25951 Circle View Lane
Richland Center WI 53581
Phone: (608)649-1726
Fax: (608)647-8955

RESOLUTION NO. 23 - ____

A 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.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Finance Committee that there is a need for Endpoint and Network Monitoring for Richland County, and

WHEREAS the Finance Committee has carefully considered this matter 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 approval is hereby granted for the Richland County MIS Department 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 and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from 2023 short term borrowing for MIS Expenses and approval is hereby granted for the MIS Director to sign the purchase agreement for these services, and

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

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(05 DECEMBER 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
STEVE CARROW
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
JULIE FLEMING

DATED: DECEMBER 12, 2023

**Contract Between Richland County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between **Richland County (County)**, State of Wisconsin, and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2024 through December 31, 2024, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is canceled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$96,369 for the period of January 1, 2024 through December 31, 2024 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Educator	\$46,247	1.0	\$46,247
Regional Agriculture Educator - Livestock	\$46,247	.5	\$23,124
Human Development & Relationships Educator	\$46,247	.8	\$36,998
First Educator Discount			(\$10,000)
Subtotal			\$96,369
Final Total			\$96,369

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
 - 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through

the county may also be discussed.

4. **Delegation of Financial Budget Authority.** The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension.

5. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2024 through December 31, 2024, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period,

the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.

- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative


Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: 
Area Extension Director
UW-Madison, Division of Extension

Date: 11-3-2023

By: _____
County Representative

Date:

By: _____
Director of Financial Services
UW-Madison, Division of Extension

Date:

By: _____
On Behalf of Board of Regents of
The University of Wisconsin System

Date:

Exhibit A

Delegation of Financial Budget Authority Form

Area Extension Directors play an important part in county Extension offices as they manage the faculty and staff within that county, and many times, that includes the county support staff. Area Directors also work with county partners to develop a departmental budget and provide oversight to that budget on an annual basis in cooperation with corresponding county financial departments and county board committees. The Delegation of Financial Budget Authority allows Area Directors, hired, and managed by Extension as state employees, to manage county fiscal resources in service to the people of those counties.

To be completed by the county administrator or county official delegating signature/budget authority.

County hereby delegates to the Area Extension Director for Richland County and _____ (no other person, if blank) authority to approve/authorize the following financial budget matters on behalf of County, provided, however, that such delegation is limited to the extent that such matters are directly related to County's authority under section 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes and subject to any conditions/limitations indicated by County below.

Invoices	Travel Reimbursements	Supply & Expense Reimbursements
Time/Leave Approvals	Purchase Requisitions	Internal Budget Transfers
Inter- departmental transfers	County specific space agreements for educational programs	Bank account signatory
Other items:		
Conditions:		

This authorization is effective until either party (UW-Madison Extension or Richland County) requests a change to the document.

Budget Authority signature: I am aware this constitutes a delegation of budget authority allowing the Extension Area Director, and any other position mentioned above, to manage county fiscal resources in service to the Extension office and residents of Richland County. I understand that delegating authority does not release Richland County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: _____

Title: _____

Signature: _____

Date: _____