

# Richland County Executive & Finance Standing Committee

September 10, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, September 10, 2024 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 5:00 PM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: Carrow, Manning, Gill, Glasbrenner, Turk, Williamson, and Couey. Committee member(s) absent: Frank.

**Verification Of Open Meetings Law Compliance:** Clerk Kalish confirmed the meeting had been properly noticed.

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

**Approval Of Minutes From August 13, 2024 Meeting:** Committee Chair Williamson asked if any member desired the minutes of the August 13, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the August 13, 2024 meeting, Committee Chair Williamson approved as published.

**Public Comment:** Alayne Hendricks addressed the committee with concerns regarding the role of Corporation Counsel and Corporation Counsel's role in human resources matters.

**Administrator's Report: 2025 Preliminary Budget – Heath Insurance Update:** Administrator Pesch reviewed various staffing statistics regarding Pine Valley Community Village. Angela Wall, Pine Valley Community Village HR Generalist, reviewed federal staffing regulations and current staffing statistics at Pine Valley Community Village. Administrator Pesch noted that Pine Valley Community Village is adequately staffed and is exceeding staffing requirements. Administrator Pesch noted that no reference was given to cutting staff but rather the right-sizing of staffing at the Pine Valley facility. Administrator Pesch reviewed the data-driven labor cost analysis of the Pine Valley facility which included historical census, employee count, and various cost comparisons between agency and non-agency staff costs. A brief discussion regarding staffing levels and type followed. Administrator Pesch again noted that staffing is not being reduced and a resizing with county staff to create efficiencies is being explored. Administrator Pesch noted the healthy fund balance of Pine Valley Community Village and Finance Director Erbs reviewed Pine Valley Community Village's current financial assets. Administrator Pesch reviewed Pine Valley Community Village's debt service and the county's historical funding of Pine Valley Community Village operations.

Administrator Pesch presented and reviewed the preliminary 2025 budget. Supervisor Carrow asked how the bank will be selected for the short-term borrowing issuance for 2025 capital improvement projects. Finance Director Erbs noted that if the borrowing is approved, he will contact a number of local lenders. Administrator Pesch and Sheriff Porter reviewed the Sheriff Departments proposed 2025 budget. Discussion continued regarding the inclusion of a position within the Sheriff's Department to assist with court security efforts. Motion by Manning second by Couey to present Sheriff's Department with and without the additional position to full County Board for review. Motion carried and item forwarded to full County Board for review during 2025 preliminary budget presentation.

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Administrator Pesch briefly reviewed the ICRA healthcare insurance plan and noted that focus groups will be held to explore employee health insurance options in more detail.

**Discussion & Possible Action - Designation Of The Executive & Finance Standing Committee As The Plan Commission:** Motion by Couey second by Manning to approve the designation of the Executive & Finance Standing Committee as the Plan Commission. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action - Recommend Approval of the Public Participation Plan For The Richland County Comprehensive Plan:** Motion by Couey second by Glasbrenner to approve the Public Participation Plan for the Richland County Comprehensive Plan. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Contract With Abt Swayne Law For Corporation Counsel Services:** Administrator Pesch reviewed Corporation Counsel services utilized by Richland County. Motion by Couey second by Carrow to approve contract with Abt Swayne Law for Corporation Counsel services for no more than one year. Brief discussion followed regarding the use of Corporation Counsel services. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Change Order For Radio Tower Project:** MIS Director Scott reviewed the change order and provided brief background information. Motion by Couey second by Williamson to approve change order as presented. Brief discussion regarding vendors followed. Supervisor Carrow noted he had not seen the scope of work contract with the project vendor. Motion carried with Carrow opposed and item forward to full County Board for approval.

**Discussion & Possible Action - Revision Of Ethics Ordinance And Code Of Conduct:** Corporation Counsel Windle provided background on the current ethics ordinance. Corporation Counsel Windle noted that the code of ethics ordinance mentions standards but doesn't define standards of conduct and questioned whether or not the Board would like a code of conduct and ethics or a code of conduct that contains ethics. Corporation Counsel Windle also noted that the composition of the Ethics Board needs to be determined, the current formatting of the hearing process conforms with due process, and that there is a lack of a clear enforcement method. Supervisor Couey stated he felt the code of conduct should be established first and Supervisor Glasbrenner noted that that the county already has an ethics ordinance. Administrator Pesch shared communications from Andy Phillips regarding citizen committee members serving on an ethics board. County Board Chair Turk noted the need for something to be in place in the interim should the need arise. Motion by Glasbrenner second by Gill to approve the designation of the Executive & Finance Standing Committee as the interim Ethics Board. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action - Resolution Authorizing The Borrowing Of An Amount Not To Exceed \$601,200 For 2025 Capital Improvement Projects:** Finance Director Erbs reviewed resolution and short-term borrowing needs for 2025 Capital Improvement projects. Motion by Couey second by Glasbrenner to approve resolution authorizing the borrowing of an amount not to exceed \$601,200 for 2025 Capital Improvement projects. Motion carried and resolution forwarded to full County Board for approval.

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**Discussion & Possible Action - Purchase Of Laptops For County Board Supervisors:** MIS Director Scott reviewed the pros and cons of using laptops versus iPads. Brief discussion followed regarding use of laptops instead of iPads. MIS Director will gather information regarding laptops and return to committee to present her findings. No action taken on this item at the meeting.

**Discussion & Possible Action – Approval Of Contract With Matrix Electronic Medical Record System:** Angela Wall, HR Generalist for Pine Valley Community Village, noted that the facility will be losing its current EMR system at the end of the year and will need one to replace it. Motion by Couey second by Gill to approve contract with Matrix for Pine Valley Community Village’s electronic medical record. Motion carried and item forwarded to County Board for full approval.

**Discussion & Possible Action – Shared Cost / Shared Vehicle Replacement With Emergency Management And Emergency Medical Services:** Emergency Services Director Jessen provided background on proposed purchase of an administrative response vehicle and reviewed proposed lease agreement for new vehicle. Jessen noted that the cost would be split 50/50 between Fund 10 (General Fund) and Fund 51 (Ambulance Service). Motion by Manning second by Couey to support sharing cost of lease agreement split 50/50 between Fund 10 and Fund 51. Supervisor Carrow asked if a bid process was used and Director Jessen said no, but that he did consult several dealers. Supervisor Carrow noted the need for a procurement policy. Motion carried and item forwarded to full County Board for approval.

Committee Chair Williamson called for a recess at 7:19 PM.

Committee Chair Williamson reconvened the meeting at 7:26 PM.

**Closed Session – The Chair May Enter 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 - Former Employee Grievances:** Motion by Manning second by Couey to convene into Closed Session pursuant to Wis. Stat, Sec 19.85(1)F. Motion to convene into Closed Session carried unanimously at 7:27 PM.

Closed Session

**Return To Open Session:** Meeting reconvened into Open Session at 8:43 PM with a motion from Gill and second by Glasbrenner.

**Possible Action On Items From Closed Session:** Motion by Couey second by Gill to deny the grievance discussed in Closed Session. Motion carried.

**Correspondence:** None.

**Future Agenda Items:**

Discussion & Possible Action: Increase Executive & Finance Standing Committee meeting frequency

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Discussion & Possible Action: Purchase of laptops for County Board Supervisors  
Discussion & Possible Action: Approval of Code of Conduct

**Adjourn:** Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 8:47 PM.



Derek S. Kalish  
County Clerk