

Richland County Executive & Finance Standing Committee

October 8, 2024

The Richland County Executive & Finance Standing Committee convened on Tuesday, October 8, 2024 in person and virtually at 5:02 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 5:02 PM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Manning, Gill, Glasbrenner, Turk, Williamson, and Couey. Carrow arrived at 5:07 PM. Committee member(s) absent: Frank.

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

Approval Of Agenda: Chair Williamson requested the agenda order be modified to address agenda item #16 with agenda item #7B. Motion by Manning second by Couey to approve agenda as amended. Motion carried and amended agenda declared approved.

Approval Of Minutes From September 10, 2024 Meeting: Committee Chair Williamson asked if any member desired the minutes of the September 10, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the September 10, 2024 meeting, Committee Chair Williamson approved as published.

Public Comment: Supervisor Alayne Hendricks asked if she would be allowed to be present for the Closed Session items for this meeting and Committee Chair Williamson responded by saying no. County Board Chair Turk noted that the rules of the governing body address exclusions from Closed Session and Committee Chair Williamson also referenced section 4.05 of the Richland County Board Rules.

Reports – Veterans Service Office Quarterly Report: County Veteran Services Officer Knock provided brief overview of quarterly report and noted that the office would be closed on the week of October 14th due to staff attendance at the fall conference.

Reports – Administrator’s Report – Human Resources Update: Administrator Pesch reviewed the reorganization of office spaces on the third floor and noted the new locations of the mailing machine and mailboxes. Administrator Pesch reported an email was sent to Department Heads per direction of the Campus Reconfiguration Committee regarding items at the campus, the HR Generalist has been relocated to the Pine Valley Community Village facility, and Angela Wall will continue as Interim Pine Valley Community Village Administrator. Administrator Pesch also noted that the HR Generalist will continue to assist with countywide recruitment, data tracking, and assisting Interim Pine Valley Administrator Wall at Pine Valley Community Village.

Discussion & Possible Action – Increasing 35 Hour/Week Schedules To 40/Hour Week Schedules For Various County Departments: Administrator Pesch provided brief background on the 35 hours/week schedules for various departments and noted a staggered approach would be utilized to transition 35 hours/week schedules to 40 hours/week. Administrator Pesch proposed the 35 hours/week positions in Land Conservation and the Register of Deeds offices be increased to 40 hours/week in the 2025 budget with a budgetary impact of approximately \$33,000. Administrator Pesch also noted that 35 hours/week position in the Register of Probate office and Veterans Service office would be reviewed for

Richland County Executive & Finance Standing Committee

the 2026 budget and that the current staffing levels for Extension were adequate for their operational purposes.

Reports – Administrator’s Report – 2025 Budget Review: Administrator Pesch reviewed the 2025 preliminary budget and noted updates since the last Executive & Finance Standing Committee meeting. Administrator Pesch also reported that the prohibitive language has been removed from the UW Redevelopment Grant. Supervisor Couey asked what caused the variance from 2024 to 2025 in the Zoning Department’s levy and Finance Director Erbs stated there was a reduction in staffing costs and an increase in grant revenues. Administrator Pesch provided brief review of the Zoning Department’s budgets for 2024 and 2025. Supervisor Couey questioned the difference in general revenues and Finance Director Erbs provided explanation. Supervisor Carrow asked if GIS services would continue to be contracted or completed by a county staff member and Administrator Pesch replied noting that costs for GIS work are grant funded and will review once the wage study has been completed. Supervisor Couey asked if institutional placement costs are staying flat and Supervisor Glasbrenner briefly reviewed current institutional placement costs. County Clerk Kalish reviewed 2025 budget adoption resolution. Motion by Gill second by Carrow to approve resolution adopting the Richland County Budget for 2025. Motion carried and resolution forwarded to County Board for approval.

Discussion & Possible Action – Ordinance Adopting And Enacting A New Code Of Ordinances For Richland County: County Clerk Kalish and Corporation Counsel Windle provided brief background and overview of the codification of the county’s ordinances. Motion by Carrow second by Glasbrenner to approve ordinance adopting and enacting a new Code of Ordinances for Richland County. Motion carried and ordinance forwarded to County Board for approval.

Discussion & Possible Action – Approval Of Public Comment Form: County Clerk Kalish reviewed proposed Public Comment form and gave reasons why use of form is advantageous. Supervisor Gill asked why a form may be needed and County Clerk Kalish replied by stating that the use of a form would assist in the overall handling and streamlining of the process to receive public comment at meetings. Supervisor Glasbrenner noted there are times when there is a large volume of public comment with no set standard on how to address/handle it. Discussion followed regarding the use and parameters of a public comment form. Corporation Counsel Windle noted that use of the form does not have to be required and that there are procedural advantages with using a public comment form. Supervisor Gill proposed the use of a sign-in sheet. Discussion regarding the format of a public comment form followed. Consensus was reached for County Clerk Kalish and Corporation Counsel Windle to work with one another to revise the form, incorporate ideas suggested at the meeting, and review at the November meeting. No further action taken on this item at the meeting.

Discussion & Possible Action – Resolution Approving The Purchase And Implementation Of Microsoft Office 365: MIS Director Scott reviewed resolution and provided brief background on the purchase and implementation of Microsoft Office 365. Supervisor Carrow asked if the program would interface with County Board Supervisors’ iPads and/or laptops and MIS Director Scott noted that the program would interface. Motion by Turk second by Manning to approve resolution approving the purchase and implementation of Microsoft Office 365. Motion carried and resolution forwarded to County Board for approval.

Discussion & Possible Action – Purchase Of Laptops For County Board Supervisors: MIS Director Scott reviewed resolution and provided background. MIS Director Scott noted Supervisors would be able

Richland County Executive & Finance Standing Committee

to do more on laptops with the Microsoft Office 365 and that security must be considered. County Board Chair Turk questioned whether the use of both iPads and laptops would present problems for the MIS Department and MIS Director Scott replied by stating they have a solution to handle a mixture of devices and have found a way to mirror the way the documents appear on iPads and laptops. Supervisor Glasbrenner asked if the way files appear on laptops will appear differently than they do on iPads and MIS Director Scott replied by stating that opening the entire server to allow for a different display presents challenges. Supervisor Carrow noted the difficulty he experiences when searching for documents in the iPad. MIS Director Scott noted that the new website may address some of Carrow's concerns and noted that file organization is personalized to the user. Discussion regarding the file structure and organization on laptops and iPads followed. MIS Director Scott suggested the use of laptops for a trial period for those interested. Consensus was reached for MIS Director Scott to provide laptops to those interested for a trial period. No further action taken on this item at the meeting.

Discussion & Possible Action – Termination Of EMS Medical Billing Contract: Emergency Services Director Jessen provided brief background on the current ambulance service billing provider and billing history. Director Jessen stated that a large decrease in reimbursements as a result of calls not being billed was noticed. Director Jessen also noted that the credentialing period to enter into contract with a new biller will take time and that several weeks will be spent reviewing billing history by new biller. Supervisor Gill asked if missed calls could be reimbursed and Director Jessen stated that reimbursement may be possible. Supervisor Gill also asked if there was recourse for current biller's actions and Director Jessen stated he believes a breach of contract has occurred and noted that the contract with current biller is almost up. Supervisor Carrow stated he would like to review new agreement (if new biller is chosen) for recourse and Corporation Counsel stated he would work with Director Jessen on following up with any lost revenues. Motion by Gill second by Manning to approve a 60-day notice of non-renewal with EMSMC prior to 11/19/2024. Motion carried and item forwarded to County Board for approval.

Discussion & Possible Action – Adoption Of EMS Billing And Software Contract: Emergency Services Director Jessen reviewed contract highlights and features from Unified Solutions for ambulance billing services. Corporation Counsel Windle noted that Unified Solutions ties themselves to the standard of reasonable collection efforts set by CSM. Supervisor Manning asked if Director Jessen had consulted with other counties and Director Jessen noted that he heard only positive remarks about the service provided by Unified Solutions. Discussion regarding credentialing process and timeline followed. Corporation Counsel noted that Administrator Pesch has the authority to sign contract as it has no budgetary impact and signage of contract does not require County Board approval. Administrator Pesch stated she approved contract and moving forward with Unified Solutions. Motion by Gill second by Glasbrenner to approve contract with Unified Solutions for ambulance billing services. Motion carried and contract declared approved.

Discussion & Possible Action – Performance Review Process For County Administrator: County Board Chair Turk provided brief background on performance review process for previous County Administrator. Supervisor Glasbrenner stated she felt the process used for the last County Administrator performance review went well. County Board Chair Turk noted the same process used last time will be used for Administrator Pesch's performance review. Supervisor Couey stated he would like the review form to be shorter to get more input and that both business and personnel perspectives should be considered when completing the review. No further action taken on this item at the meeting.

Richland County Executive & Finance Standing Committee

Discussion & Possible Action – Approval Of Richland County Farm Lease Agreement: Administrator Pesch and County Clerk Kalish provided known background on lease agreement land at the campus. Corporation Counsel briefly reviewed proposed agreement. Supervisor Couey questioned why the proposed lease did not mirror the lease that is utilized for the land rented by Pine Valley Community Village. Supervisor Carrow stated he would like lease to be reviewed by the Land Conservation Department. Supervisors Glasbrenner and Carrow both stated they felt that the lease for the rented land by Pine Valley and the proposed lease should be forwarded to the Natural Resources Standing Committee for further. Consensus was reached for the both leases to be forwarded to the Natural Resources Standing Committee for further review. No further action taken on this item at the meeting.

Discussion & Possible Action – Development Of A Code Of Conduct: Corporation Counsel reviewed the various components of a Code of Conduct and referenced the County of Langlade's Code of Conduct citing sections 1 – 6. Corporation Counsel Windle noted that a Code of Conduct allows for the County Board to decide that certain conduct is or may be contrary to community values. Supervisor Carrow questioned the enforcement of a Code of Conduct and Corporation Counsel reviewed enforcement opportunities. Discussion followed regarding the enforcement of a code and Corporation Counsel Windle noted that enforcement is reflective of how the County Board wishes to police itself. Corporation Counsel Windle also noted that the governing body could make the Code of Conduct part of the Rules of the Board. Discussion followed regarding the inclusion of the Code of Conduct in the Rules of the Board. Supervisor Glasbrenner stated she felt that more discussion was needed on this topic and Supervisor Couey noted that the discussion should be conducted with the entire County Board. No further action taken at this meeting.

Discussion & Possible Action – Meeting Frequency Of Executive & Finance Standing Committee: Motion by Glasbrenner second by Couey to approve the Executive & Finance Standing Committee to meet on the 2nd Tuesday at 5 PM (regularly scheduled meeting) and 4th Monday (if necessary) at 5 PM going forward. Motion carried and amended meeting scheduled declared approved.

Committee Chair Williamson called for a recess at 7:14 PM. Committee Chair Williamson reconvened the meeting at 7:21 PM.

Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 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: Ancillary County Clerk Duties & 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: Allegations Regarding Improper Conduct Of County Personnel: Motion by Couey second by Carrow to convene into Closed Session pursuant to 19.85 (1)(C) and 19.85 (1)(F). Motion to convene into Closed Session carried. Committee Chair Williamson asked if anyone present should be excluded and stated that Supervisor Hendricks was to be removed from the Closed Session. Supervisor Hendricks stated that she did not need to be removed and that the issue could be taken up with the District Attorney. Discussion

Richland County Executive & Finance Standing Committee

between those present regarding exclusions to Closed Session meetings and the use of personal electronic devices at a meeting followed. County Board Chair Turk noted that the committee voted to convene into Closed Session, but the committee could not enter into Closed Session with an unauthorized person in the room. County Board Chair Turk asked Corporation Counsel Windle the appropriate actions to take to proceed. Corporation Counsel Windle stated that members of the committee and those authorized to remain in Closed Session could physically move elsewhere, the Sheriff could be contacted to remove the unauthorized party, or the motion to enter into Closed Session could be tabled to a later date or postponed to a later date. Supervisor Carrow stated he was unaware of the urgency and content of the Closed Sessions. Supervisor Glasbrenner noted that the committee would be having a second meeting. Supervisor Carrow noted that not addressing the issue does not solve the problem. Supervisor Glasbrenner asked Supervisor Hendricks if having discussions with the District Attorney is how she would like to proceed. Supervisor Hendricks stated she didn't understand why she was being excluded from Closed Session if everyone is to be working together. Supervisor Manning asked Supervisor Hendricks what she thinks she will gain from attending the Closed Session. Supervisor Hendricks answered by stating to be informed about what's going on so she could serve the county. County Chair Turk reiterated the fact that a vote was made to go into Closed Session and the committee was trying to determine what route to be taken to go into Closed Session and the committee would no longer debate the reasons for exclusions as the decision has already been made. Supervisor Manning suggested the Sheriff be contacted. Committee Chair Williamson agreed and contacted Sheriff's Department for removal assistance.

Motion by Manning second by Gill to recess. Committee entered into recess at 7:28 PM. Committee Chair Williamson reconvened the meeting at 7:37 PM.

Motion by Manning second by Carrow to postpone Closed Session motion on table until next meeting. Motion carried.

Correspondence: None.

Future Agenda Items: Discussion & Possible Action: Clarification on procedure for items to be placed on agendas.

Adjourn: Motion by Manning second by Couey to adjourn. Motion carried and meeting adjourned at 7:39 PM.



Derek S. Kalish
County Clerk