

Richland County Executive & Finance Standing Committee

October 28, 2024

The Richland County Executive & Finance Standing Committee convened on Monday, October 28, 2024 in person and virtually at 5:01 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Supervisor Turk called the meeting to order at 5:02 PM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Mark Gill, Ingrid Glasbrenner, David Turk, Bob Frank (virtual), and Marc Couey. Committee member(s) absent: Gary Manning and Steve Williamson.

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

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

Approval Of Minutes From The October 8, 2024 Meeting: Supervisor Turk asked if any member desired the minutes of the October 8, 2024 meeting be read or amended. Hearing no motion to read or amend the minutes of the October 8, 2024 meeting, Supervisor Turk approved as published.

Public Comment: None.

Reports: Dr. Tessia Melvin – Wage Study Update: Dr. Tessia Melvin from David Drown Associates provided a progress update on the county's wage study currently underway. Administrator Pesch noted that most job descriptions are complete, four review sessions were held with Department Heads, and that guidance is needed from the committee to move forward. Dr. Melvin reviewed the preliminary findings of the study, factors that influence the market, the market analysis, and pay philosophy. Dr. Melvin noted that pay philosophy is a Board decision, addresses the question of where they county wants to be in terms of actual pay to market rate, and that the county has room to grow. Discussion followed regarding the spread of steps within the pay scale and benchmarks. Dr. Melvin noted that 5% of payroll expenses, approximately \$800,400, has been budgeted for implementation and reviewed the preliminary findings of the study. Dr. Melvin noted that the current rate of pay for entry level positions is below the market rate of \$20 per/hour and that 58 employees are currently paid at that rate. Dr. Melvin noted the following for next steps:

- 1.) Finish job classifications
- 2.) Board Decision: adjust pay grid for jobs under \$20 per/hour
- 3.) Board Decision: apply a 2% COLA raise for 2025
- 4.) Board Decision: should the amount between steps on the wage scale be equal
- 5.) Board Decision: expand wage scale by adding three additional steps

Supervisor Gill stated he would like to see the information presented in various scenarios and Dr. Melvin stated that various parameters could be presented. Supervisor Gill inquired about larger increases and Administrator Pesch noted that the county does not have paper performance processes in place and that a policy for merit should be established. Supervisor Couey asked how an employee's year of service are incorporated into the wage scale and Dr. Melvin noted a cost analysis considering this could be done.

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Administrator Pesch noted that the preliminary findings show that many employees are already at the top of the wage scale and Supervisor Turk questioned the inclusion of longevity pay. Consensus was reached by the committee to move forward with the board decisions posed by Dr. Melvin. No action taken on this item at meeting.

Reports: Administrator's Report – Human Resources & Short-Term Borrowing Updates: Administrator Pesch noted that the Zoning Administrator has resigned and will be leaving at the end of November. Administrator Pesch reviewed the lending proposals received and noted the following: Richland County Bank: interest rate 5.50% with \$500 loan fees, Royal Bank: interest rate 5.45% with no loan fees, and Community First Bank: interest rate of 4.49% with no loan fees. Administrator Pesch noted the lender selected was Community First Bank and contact would be made with lender once the 2025 budget was approved.

Discussion & Possible Action – Revisions To The Richland County Rules Of The Board: Attorney Andrew Phillips of Attolles Law presented and reviewed the proposed changes to the Richland County Rules of the Board:

- 1.) Section 2.11 – Board Relationship with Administrator, Department Heads, and Employees
- 2.) Section 2.14 – Board Member Rules of Conduct
- 3.) Section 4.10 – Exclusion from Closed Session at Committee, Other Board or Commission Meetings
- 4.) Section 5.01 – Procedure for Enforcement

Discussion followed regarding contact between County Board Supervisors, staff, and the general public when conducting county business. Attorney Phillips noted that Rules of Conduct are important for establishing a baseline behavior and are different than ethics. Supervisor Kerry Severson asked how good conduct is defined noting its subjectivity and Attorney Phillips noted that the county determines the definition. Supervisor Glasbrenner questioned section 2.14 (D) and Attorney Phillips noted that this section helps to ensure that County Board members are not taking on roles they do not need to. Supervisor Kerry Severson asked how community values are defined and Attorney Phillips noted that they can change over time, are hard to determine, and noted the reasonable person concept. Attorney Phillips noted that the enforcement procedures already exist. Supervisor Kerry Severson asked how inefficiency and neglect of duty are defined. Attorney Phillips noted that there is a statutory definition, with a bit of discretion, and that it is hard to define. Supervisor Kerry Severson asked if removal of a member happens and Attorney Phillips noted it is incredibly rare. Supervisor Kerry Severson questioned first right amendments and Attorney Phillips cited Supreme Court cases and noted that a governing body can determine the Rules of Decorum. Motion by Gill second by Couey to approve the proposed revisions to the Richland County Rules of the Board. Motion carried and item forwarded to full County Board.

Discussion & Possible Action – Approval Of Contract With The Lou Everett Group For Countywide Training: Administrator Pesch reviewed the training plan created by the Lou Everett Group to build a unified, resilient, and positive workplace culture for Richland County. Supervisor Carrow noted his bias towards remote training of this type and stated that he felt in-person was better. Supervisor Glasbrenner also noted she felt an in-person format was more beneficial. Supervisor Turk asked if a mix of in-person and virtual was possible and Administrator Pesch stated she could follow up with vendor. No action taken at meeting and item will be reviewed again at the next meeting.

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Discussion & Possible Action – Acceptance Of Donations To Symons Recreation Complex From The Symons Foundation: Symons Recreation Complex Director Hardy reviewed the proposed donations from the Symons Foundation. Motion by Carrow second by Glasbrenner to accept donations from the Symons Foundation. Motion carried and item forwarded to full County Board.

Discussion & Possible Action – Approval Of Switch & License Purchases For Pine Valley Community Village: Interim Administrator Wall reviewed the requested switch and license purchases. Motion by Couey second by Glasbrenner to approve the switch and license purchase. Motion carried and item forwarded to full County Board.

Correspondence: Supervisor Turk noted that County Administrator evaluations were sent to county staff to complete.


Future Agenda Items:

Discussion: Review County Administrator Performance Feedback

Discussion: Review Of Revised Richland County Rules Of The Board

Discussion & Possible Action: Ethics Ordinance

Adjourn: Motion by Glasbrenner second by Gill to adjourn. Motion carried and meeting adjourned at 6:34 PM.


Derek S. Kalish
County Clerk