



Date Posted: October 21, 2024

Notice of Meeting
Richland County Joint Ambulance Committee

Please be advised that the Richland County Joint Ambulance Committee will convene on Monday, October 28, 2024 at 7 PM in the Richland County Board Room of the Courthouse located at 181 W Seminary Street, Richland Center, Wisconsin 53581.

This meeting can also be attended via Webex with information available at

<https://ems.co.richland.wi.us/about/agendas-minutes/>

Amended Agenda

1. Call meeting to order
2. Proof of notification and posting
3. Roll call
4. Approval of agenda
5. Appointment of a Secretary
6. Discussion & Possible Action: Approval Of Donation From Richland County Ambulance Association
7. Discussion & Possible Action – Informational Presentation: Roles, Responsibilities, and Limitations of the Joint Ambulance Committee
8. Adjourn

October 24, 2024

The Ambulance Association met on August 29, 2024 at the end of the posted EMS general meeting. We discussed the problems with the ByLaws being outdated and not allowing most of EMS members and employees being able to be voting members of the current Association. In addition, Dean Winchell discussed how the 501.3c accidentally became a private foundation, when a wrong box was checked on an IRS tax return. The Association is not technically a foundation, but it is very difficult to change this status. This makes the filing of a tax return much more difficult.

At the time of this meeting, we were under the impression that a new 501.3c non-profit would be started, and the funds on hand would be simply moved into that organization.

Jerry Crotsenberg made a motion to dissolve the current Association. Motion seconded by Kim Clark, and there were no objections. Members present: Dean Winchell, Kim Clark, Jerry Crotsenberg, Mike Marshall, Jason Marshall.

It was later discovered, after consulting with Wegner CPAs that when the Association was dissolved, the assets must be distributed to either a government agency or to a c3 public charity that has been in existence for at least 5 years. This information was shared with the members, and the choice was presented to either: 1) transfer the funds to Richland County with the stipulation that these funds were donated for EMS equipment so they must be set aside for this use, or 2) keep the Association alive by appointing new officers, etc.

Dean sent notice of these choices by email to the members, and received notice of their decision to go ahead with Option 1 on October 24th. Members voting on this: Jerry Crotsenberg, Kim Clark, Kaili Klatt, Jason Marshall, Mike Marshall, Barb Scott.

Based on this unanimous decision, Dean will file the Articles of Dissolution with the state, and a final 990-PF tax return will need to be filed with the IRS.

The funds on hand are \$30,866.64 The only upcoming expense is \$20 fee for filing the articles of dissolution with the state, and the costs of filing a tax return, which will not be available until January 15, 2025.

Respectfully submitted,

Dean Winchell, acting Treasurer

Understanding Roles and Responsibilities in Richland County Government

*Adapted from an original presentation
by Andy Phillips at the WCA Annual Conference*

ATTOLLES
LAW, S.C.

WCA
Wisconsin Counties Association





County Structure

County authority comes from Chapter 59

- Municipal authority comes from the Constitution

Counties are a body corporate that can sue and be sued

- This means they enjoy status separate and distinct from the state or any political subdivision... but?

Powers are limited by state statute

- Administrative Home Rule

Counties are governed by a board of supervisors

- Board size ranges from 7 - 38



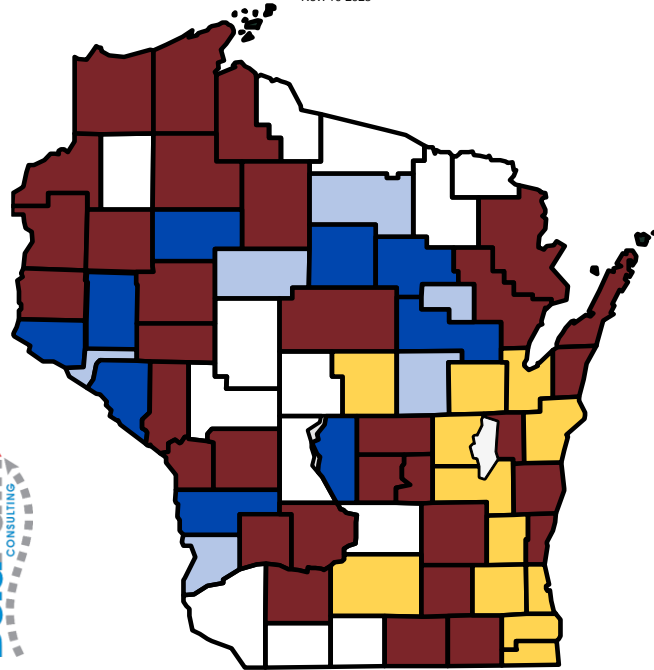
Forms of County Government

Three types

- County Executive
- County Administrator
- County Administrative Coordinator

County Form of Government

Rev. 10-2023



- County Administrator
- Administrative Coordinator (Sole Job)
- Administrative Coordinator (Dual Staff Role)
- County Executive
- Administrative Coordinator (Elected Official)

Full Time Dedicated Positions: 53 Counties
12 Elected County Executives (CE)
33 Appointed County Administrators (CA)
8 Appointed Administrative Coordinators (AC)

Dual Role Positions: 19 Counties
8 AC/County Clerks
4 AC/Board Chairs
4 AC/Human Resources
1 AC/Finance Director
1 AC/Human Services
1 AC/Highway Commissioner

Note: As many counties are currently considering modifications to their structure, this chart may not be entirely accurate but is being used for illustrative purposes.

County Administrator Wis. Stat. 59.18

- An option for counties having a population of 750,000 or less
- Position created by resolution of the board or by petition and referendum
- Appointed by majority vote of the county board
- Richland County Board voted in 2019 to move from an Administrative Coordinator to County Administrator
- Serves as the chief administrative officer of the county
 - Shall take care that every county ordinance and state or federal law is observed, enforced and administered within the county

County Administrator Wis. Stat. 59.18

- Duties and powers:
 - Coordinates and directs all administrative and management functions of the county government not vested by law with other officers, boards or commissions
 - Appoints/removes and supervises department heads subject to board confirmation (unless waived)
 - Department head supervises the administration of the department
 - Board performs advisory or policy-making functions authorized by statute
 - Appoints members to boards and commissions (board confirmation)
 - May appoint an administrative secretary and additional staff assistants, as necessary
 - Submits annual budget



County Board

- Supervisors serve primarily a legislative function
- The legislative function is largely limited to policy making, law making, budgetary approval and cooperative decision making on matters within their statutory authority (recall the limitations based upon statute)
- No operational control resides with individual supervisors
- Supervisors authority is **collective** versus individual
- So do “supervisors” actually “supervise” anything? NO
 - Remember, policy making (board) v. operations (administration)

An aerial photograph of a city with various buildings and greenery. A semi-transparent white banner is overlaid across the middle of the image, containing the title text.

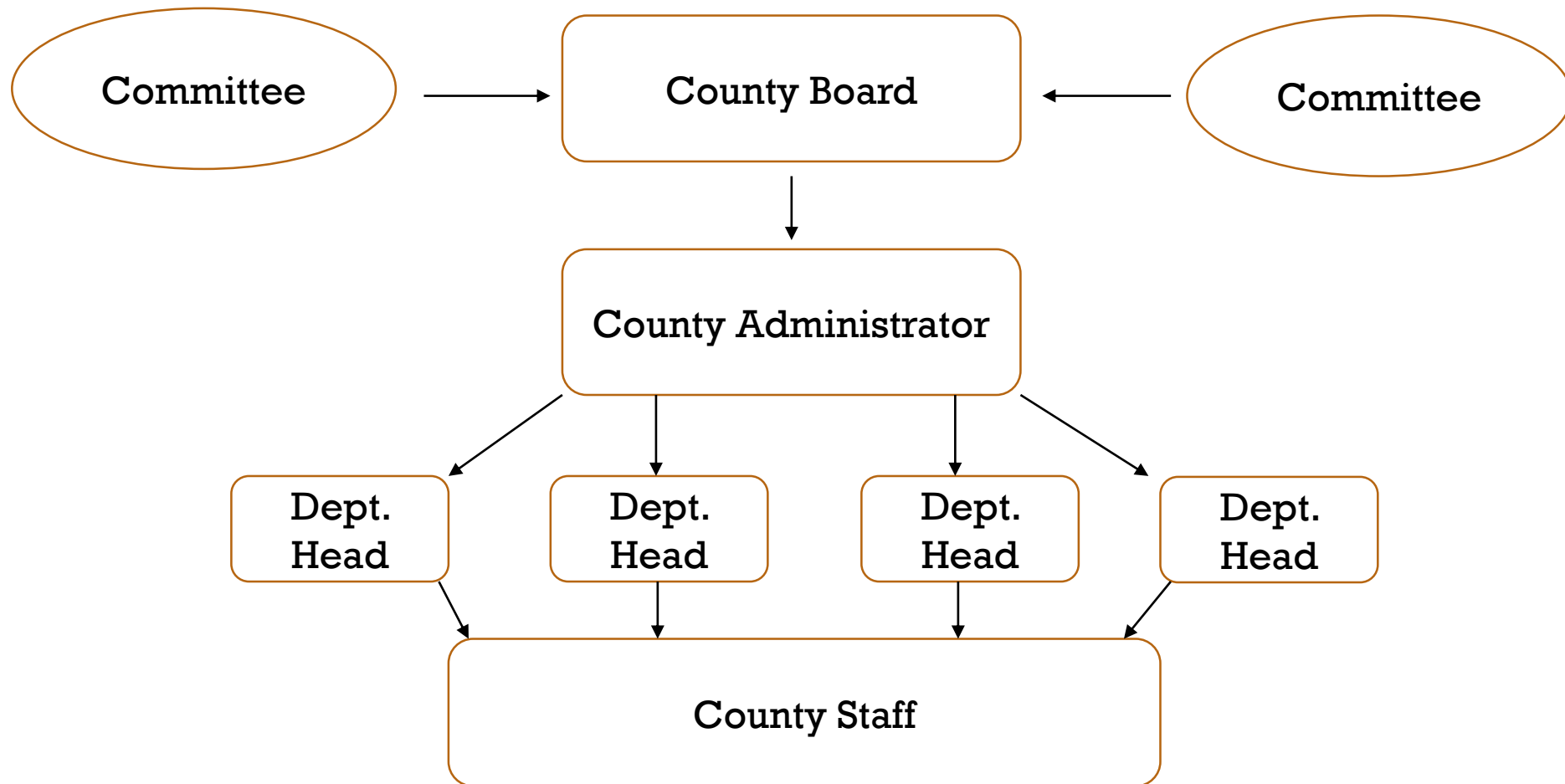
Board Roles & Responsibilities

County Board – Two Roles

- Adopts policy
- Holds staff accountable for implementing policy
 - Through county administration

Role is that of “visionary”

Wisconsin County Organizational Chart (Administrator)



Richland County Committees

- Standing Committees (5):
 - Executive and Finance
 - Community and Health Services
 - Natural Resources
 - Public Works
 - Public Safety
- Other Boards and Commissions:
 - Includes Pine Valley Committee, Symons Natatorium Board and Joint Ambulance Committee (among others)





Standing Committee Functions

- Policy oversight for departments, offices and other entities
- Monitor performance
- Review and make budget recommendations
- Consider/advance ordinances and resolutions
- In other words, assist in POLICY DEVELOPMENT
- Committees do not operate departments, supervise department heads/staff, hire/fire staff nor set budgets

An aerial photograph of a city with various buildings and greenery. A semi-transparent white banner is overlaid across the middle of the image, containing the title text.

Key Points to Remember

- Counties are a creature of the State. Counties can only do what the Statutes and Constitution allow
- County Boards are to serve as a legislative body which sets policy, approves annual budgets and makes cooperative decisions.
- Individual county supervisors have no management or leadership role outside of county committees or commissions.
- County administration and department heads are to implement the policies and procedures of the Board.
- The Administrator supervises Department Heads, and Department Heads supervise County Staff



THANK YOU!

**Candace Pesch, County
Administrator**

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