

Richland County

Finance & Personnel Standing Committee

January 2, 2024

The Richland County Finance and Personnel Standing Committee convened on Tuesday, January 2, 2024 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 PM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Marty Brewer, Gary Manning, Timothy Gottschall (joined after roll taken), David Turk, Steve Williamson, Marc Couey, Julie Fleming, and Melissa Luck. Committee members absent: None.

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

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

Approval Of December 5th Minutes: Supervisor Carrow requested clarification be made in the December 5, 2023 minutes regarding the termination of the employee uniform allowance in 2025. Clerk Kalish stated that the following sentence in the minutes could be amended (amendments in bold) to read as follows: "Motion by Turk second by Couey to approve \$250 taxable payouts on 6/1/24 and 12/1/2024 and sunset current employee uniform allowance on 1/1/2025 **for office secretarial staff in the Sheriff's Department.**" Motion by Carrow second by Luck to approve amendment. Motion carried and amendment declared approved. Motion by Williamson second by Fleming to approve amended December 5, 2023 minutes. Motion carried amended minutes declared approved.

Public Comment: None present for Public Comment.

Discussion & Possible Action: Resolution Authorizing The Joint Ambulance Committee To Purchase A Used Ambulance To Replace Its Oldest Ambulance: Amber Burch provided background on proposed purchase and resolution. Motion by Manning second by Williamson to approve the ambulance purchase and resolution authorizing the Joint Ambulance Committee to purchase a used ambulance to replace its oldest ambulance. Motion carried and resolution forwarded to County Board for full approval.

Discussion & Possible Action: Approve Letter Of Engagement From Johnson Block For 2023 County Audit Services: Clerk Kalish reviewed the engagement letter and noted that Johnson Block has conducted auditing services for Richland County for many years. Motion by Carrow second by Fleming to accept letter of engagement from Johnson Block to complete the 2023 county audit. Motion carried.

Discussion & Possible Action: Approval Of Parks, Trails, & Maintenance Technician Position: Administrator Pesch reviewed the proposed job description and noted the desire to utilize a greater amount of shared services of county staff between county departments. Discussion continued regarding the logistical elements of the position. Committee Chair Brewer asked if shared services included PVCV and Commissioner Elder replied by stating that PVCV would not be included as there is already staff in place on location. Supervisor Gottschall asked how overflow tasks would be completed and Commissioner Elder replied by stating that the current staff would be utilized as needed. Supervisor Luck questioned the billing process and Commissioner Elder replied by stating that the billing process

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utilized by the county would remain the same and that rates charged by the county's Highway Department are typically less than those of external contractors. Administrator Pesch noted that she has gathered information on contractor costs and will share with committee. For clarification purposes, Supervisor Gottschall noted that if no action was taken on this item, contracted services would need to be secured to ensure that the duties outlined in the proposed job description will be completed. Motion by Gottschall second by Manning to approve job description for the Parks, Trails, and Maintenance Technician. Motion carried. Motion by Manning second by Fleming to approve hire of Parks, Trails, and Maintenance Technician. Motion carried. Approval of job description and hiring of position forwarded to County Board for full approval.

Discussion & Possible Action: Approval Of MIS Assistant Position And Job Description: MIS Director Scott reviewed the proposed MIS Assistant job description. MIS Director Scott noted that the position is now being contracted but would become a part-time county non-benefit eligible position if approved. Motion by Turk second by Fleming to approve job description and creation non-contracted county MIS Assistant position as presented. Motion carried and the forwarded to County Board for full approval.

Discussion & Possible Action: Establishment Of The Salary For The County Clerk, County Treasurer And Register Of Deeds For The 2025 - 2028 Term: Clerk Kalish noted that salaries for the 2025-2028 term for the offices of County Clerk, County Treasurer, and the Register of Deeds will need to be set before the nomination paper circulation period begins on April 15, 2024. Clerk Kalish reviewed the salaries of locally elected officials in other counties of similar populations and noted he would provide the summary to the committee for further review. County Treasurer Even noted that an attractive salary assists in retention efforts and Register of Deeds Triggs agreed. No action taken on this item.

Future Agenda Items:

Brewer: Establishment of 2025-2028 term salaries for the County Clerk, County Treasurer, and Register of Deeds.

Chair Brewer introduced Shaponda Jimerson as the new Pine Valley Community Village Administrator.

Adjournment: Motion by Manning second by Fleming to adjourn. Motion carried and meeting adjourned at 6:12 PM.



Derek S. Kalish
Richland County Clerk