

Richland County Executive & Finance Standing Committee

April 8, 2025

The Richland County Executive & Finance Standing Committee convened on April 8, 2025 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: Deputy Clerk Hege conducted roll call. Committee member(s) present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, Craig Woodhouse, David Turk, Melvin “Bob” Frank, and Steve Williamson. Committee member(s) absent: Marc Couey.

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

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

Approval Of Minutes From The March 24, 2025 Meeting: Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the March 24, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the March 24, 2025 meeting approved as published.

Public Comment: None

Reports:

A. Tyler Implementation Update: Interim County Administrator, Derek Kalish, Health and Human Services Director, Tricia Clements, and Payroll and Benefits Administrator, Tami Hendrickson gave a brief update on the progress made on the implementation of the Human Resources and Payroll portion of the Tyler financial system. Brief discussion ensued.

B. County Veterans Service Officer Quarterly Report: Richland County Veterans Service Officer, Karen Knock, presented the Richland County Veterans Service Office Monthly Calls/Walk-ins report and the 2025 Forms Filed report to the committee. VSO Knock reported that the Veterans Service Office would be closed May 4 through May 9 for a conference, the VSO state grant dollars were late, but still coming, and that she had collaborated with the County Clerk’s Office in regards to the annual veterans grave and grave flag notice letter. Brief discussion on the veterans parking lot sign ensued.

Discussion & Possible Action: Finalizing Appeal Process For Services Delays: County Corporation Counsel, Attorney Michael Windle gave a brief explanation on the situation involving the need to define the process for tax appeal for service delays request to be sent to the county board. Extensive discussion ensued. Consensus was gained from the committee to set the Executive and Finance committee as the body with the authority to make a determination on appeals and to have Attorney Windle draft a resolution to take before the full county board for approval.

Discussion & Possible Action: Approval Of Proposal From Public Administration Associates For Finance Director Recruitment Services: Interim County Administrator Kalish reported that the Finance Director was still vacant that it is a position that is difficult to fill. Interim Administrator Kalish presented

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a proposal for recruitment services from Public Administration Associates. Discussion ensued. Motion by Frank, second by Carrow to approve the proposal from Public Administration Associates for Finance Director recruitment services.

Discussion & Possible Action: Approval Of Agreement With Ayres Associates, Inc For Geospatial Services: County Conservationist, Cathy Cooper gave a brief explanation of the need for the agreement. Discussion ensued. Motion by Manning, second by Gill to approve the agreement with Ayres Associates, Inc for geospatial services. Motion carried and the agreement was approved and was taken forward to county board for final approval.

Discussion & Possible Action: Approval Of Resolution Recognizing The Retirement Of A County Employee: Interim Administrator Kalish briefly spoke on the resolution recognizing Barbara Scott for her many years of service to Richland County in various positions. Motion by Glasbrenner, second by Gill to approve the resolution recognizing the retirement of a county employee. Motion carried and the resolution was taken forward to county board for final approval.

Correspondence: Interim Administrator Kalish handed out copies of the Richland County Comprehensive Plan 2024-2034 to the members of the committee.

Future Agenda Items:

Report: MIS Department Tech Update

Adjourn: Committee Chair Williamson entertained a motion to adjourn to April 28, 2025 at 5:00 PM. Motion by Manning, second by Carrow to adjourn. Motion carried and meeting adjourned at 6:01 p.m.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk