

# County Clerk's Office

Richland County, Wisconsin

Victor V. Vlasak  
County Clerk  
Administrative Coordinator

Courthouse – P.O. Box 310  
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January 16, 2012

## AMENDED NOTICE OF MEETING

The Finance/Personnel Committee will be meeting on Monday, January 23, 2012, at 1:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin, for the following purposes:

1. Call to Order
2. Proof of Notification
3. Approve Agenda
4. Management Information Systems Department
  - a. Request to Purchase
    - i. Barracuda Web Filter
    - ii. Symantic Back-up Software
    - iii. Exchange Server Licensing
  - b. Request for Credit Card
  - c. Policies and Procedures
    - i. Workweek, Overtime, Comp Time, etc.
    - ii. Purchasing Guidelines
  - d. Help Desk Policy
  - e. Web Site Maintenance
5. Pine Valley Manor Employees' Union Local 3363 Grievance
6. Community Services Building Generator Purchase
7. 2013 Budget Identification of County Department's Information Systems Expenditures
8. Adjourn

Sincerely,

Victor V. Vlasak  
Richland County Clerk

Copies to: Finance/Personnel Committee Members

- Jeanetta Kirkpatrick, Chairman
- Fred Clary, Vice Chairman
- Gaylord Deets
- Ann Greenheck
- Walter Gust
- Betty Havlik
- Robert Holets

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