

# County Clerk's Office

Richland County, Wisconsin

Victor V. Vlasak  
County Clerk  
Administrative Coordinator

Courthouse – P.O. Box 310  
Richland Center, Wisconsin 53581

(608) 647-2197  
(fax) (608) 647-6134  
victor. [vlasak@co.richland.wi.us](mailto:vlasak@co.richland.wi.us)

October 2, 2017

## NOTICE OF MEETING

The Richland County Finance and Personnel Committee will be meeting on Tuesday, October 3, 2017, at 9:00 a.m., in the County Board room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin, to discuss and/or take action on the following:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
5. Server Controller – Management Information Systems
6. Extension Position Changes
  - a. Administrative Secretary – Change in Hours Worked per Week
  - b. Clerical Assistant II – Change in Hours Worked per Week or Elimination of the Position
7. District Attorney Position Changes
  - a. Legal Assistant – Increase Hours Worked per Week from 35 Hours Worked per Week to 40 Hours Worked per Week
  - b. Victim Witness Coordinator/Legal Secretary – Increase Hours Worked per Week from 35 Hours Per Week to 40 Hours per Week
  - c. Clerical Assistant – Elimination of Position
8. Child Support Clerical Assistant II Position – Change in Hours Worked per Week
9. Formulate (put together) and Finalize (put the finishing touches to) 2018 Budget –  
Note: All budgets may be reconsidered.)
  - a. Pine Valley Levy Reduction
  - b. Sheriff's Department Levy Reduction
10. Sheriff's Department Vacation Carryover Approvals
11. Adjourn

Sincerely,

Victor V. Vlasak  
Richland County Clerk

Note: Agenda item # 10 added.

cc: Committee Members, Richland Observer, WRCO, Bulletin Board, Our Files