

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

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November 4, 2020

NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 1:00 p.m., Friday, November 6th, 2020, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/f8c995ace55c4bdf817deb4641170287?siteurl=richlandcounty.my&MTID=m85d9615e42b5a62fb2f03b8baca0fcc0>

Friday, Nov 6th, 2020 1:00 pm

Meeting number: 126 076 7679

Password: change

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 076 7679

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Nominate and vote on a chair, vice-chair and secretary
5. Review County Administrator job description to evaluate staffing needs
6. Review County Clerk duties to evaluate staffing needs
7. Review information on County Clerk staffing levels state wide
8. Review job descriptions for current staff in Clerk's office
9. Proposed future agenda items
10. Adjourn

Sincerely,

Clinton Langreck
Richland County Administrator

CC: Committee Members, Richland Observer, WRCO, Bulletin Board and Our Files