

Richland County Committee

Agenda Item Cover

Agenda Item Name: Creation of Temporary Committee For Administrative Transition

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|-------------------------|------------------|-----------------------|-----------------------|
| Department | Administration | Presented By: | Chair Murphey-Lopez |
| Date of Meeting: | October 27, 2020 | Action Needed: | Vote on a Motion |
| Disclosure: | Open | Authority: | Committee Structure E |
| Date submitted: | October 19, 2020 | Referred by: | |

Recommendation and/or action language:

Motion to recommend to the County Board the formation of a temporary committee to create a plan for transition of staff from other county departments to the County Administrator, including the final office space the Administrator will occupy with his staff and revision of remaining documents (manuals, Rules of the Board, Committee Structure etc) to complete the County’s transition in administration.

Background:

On March 9, 2020 Richland County hired a County Administrator. In order to perform the duties assigned to this position, the Administrator requires staff. It has been the vision of the County Board that instead of hiring new positions, staff will be shifted from other departments and assigned to the Administrator. A temporary committee is needed to evaluate the staffing levels in existing departments and identify what staff can be moved to the Administrator’s office. This committee will need to identify where the Administrator and his staff will have office space. The final duty of the committee will be to identify, and recommend changes for, remaining County documents that need to be updated with the new form of administration.

The committee will consist of 3 County Board Supervisors, as appointed by the County Board through recommendation from the Committee on Committees, and will request input from the County Administrator and Department Heads as needed.

Attachments and References:

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|------------|--|
| Resolution | |
|------------|--|

Financial Review:

(please check one)

| | | | |
|-------------------------------------|----------------------|-----------------------|------------|
| <input type="checkbox"/> | In adopted budget | Fund Number | |
| <input checked="" type="checkbox"/> | Apportionment needed | Requested Fund Number | Contingent |
| <input type="checkbox"/> | Other funding Source | | |
| <input type="checkbox"/> | No financial impact | | |

(summary of current and future impacts)

\$30.00 per supervisor/ per meeting; plus potential mileage.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)