

RESOLUTION NO. 21 - ____

A Resolution Amending Rule 17 Of The Rules Of The Board

WHEREAS the proposed amendments align with the County Clerk’s vision and efforts to streamline interoffice processes and functions within the Office of the County Clerk, and

WHEREAS, the proposed amendments to Rule 17 regarding payments to County Board Supervisors for per diems and mileage have been made by the County Clerk’s office to create efficiencies and expedite the administrative and payroll processes for the reimbursement of said payments, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Rule 17 of the Rules of the Board is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

(B): The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the ~~forms~~claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.

(D): Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors ~~Supervisors are urged to have all per diem and mileage claims for any calendar year submitted to the County Clerk’s Office by not later than the last business day of December of the following year.~~no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

(E): ~~The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of the County Board and a summary of this list shall be published as part of the minutes of each February’s County Board meeting.~~

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE	
AYES _____	NOES _____		FOR AGAINST
RESOLUTION _____			
		SHAUN MURPHY-LOPEZ	X
		CHAD COSGROVE	X
DEREK S. KALISH		KERRY SEVERSON	X
COUNTY CLERK		MELISSA LUCK	X
DATED: AUGUST 17, 2021		DONALD SEEP	X