

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Regarding Items 6,7 and 8**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 Dec 2020	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Resolution
<b>Date submitted:</b>	25 Nov 2020	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to... recommend the Transition Plan and Directives to the Finance and Personnel Committee with amendments reflecting the decisions made.

(Possible) Motion to ... recommend the creation of a new Deputy Clerk position, with position description and necessary amendments to the Employee Handbook and Authorization Table.

(Possible) Motion to ... recommend the transfer of the Accounts Payable Specialist position to the County Administrator with amended position description and necessary amendments to the Employee Handbook and Authorization Table.

(Possible) Motion to ... (pending decision) amend/ repeal Ordinance No. 20-26...

---

**Background:** *(preferred one page or less with focus on options and decision points)*

In efforts to address timelines, functions, and establishment of employees a “Transition Plan and Directives” is proposed to the Committee to review, amend and recommend as seen appropriate. The plan is intended to: 1) establish County Board intensions, 2) give directives to staff, and 3) establish the decision and communication process through committees. Through the review of this plan, decisions and possible motions regarding the Deputy Clerk Position, the Accounts Payable Specialist, Ordinance No. 20-26 and directives to staff is intended. [Reference attached plan]

(Possible) Decisions regarding the statutory requirements of a Deputy Clerk and the disposition of the Accounts Payable Specialist are needed. Pending discussion with staff and recommendations from the committee, position descriptions can be amended/created to recommend to Finance and Personnel.

**Attachments and References:**

Transition Plan and Directives	

**Financial Review:**

(please check one)

	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

*(summary of current and future impacts)*

Possible additional expenses if position is added = (Grade F/Step2) \$17.31 x 2080 x (32%beni) = \$47,526.34

---

## Richland County Committee

### Agenda Item Cover

Additional expenses for unforeseen changes = ?

Additional expenses for Computer Room reconfiguration = ?

---

**Approval:**

**Review:**

*Clinton Langreck*

---

Department Head

---

Administrator, or Elected Office (if applicable)

---