

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Further Review of Statewide County Clerk Staffing Levels, Discussion and Possible Action on County Clerk Deputy Position.

Department	County Clerk	Presented By:	Melissa Luck
Date of Meeting:	October 27, 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure
Date submitted:	March 17, 2021	Referred by:	

Recommendation and/or action language:

Motion to recommend to Finance & Personnel Committee that the position of Accounts Payable Specialist currently under the supervision of the County Clerk and filled by Ms. Amy Louis, remain in that office indefinitely. This is the position allocated to the County Clerk that can be deputized if he desires. The County Administrator should work with the County Clerk to re-write the job description to include all accounts payable specialist duties as well as any additional deputy clerk duties and title desired by the Clerk.

Attachments and References: Spreadsheet “WI County Clerk Deputy Data”

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)
