

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Administrator Transition Committee Recommendations

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator Langreck
<b>Date of Meeting:</b>	02 Feb 2021	<b>Action Needed:</b>	Resolution and Ordinance
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure E and H
<b>Date submitted:</b>	29 Jan 2021	<b>Referred by:</b>	Administrator Transition Com.

#### Recommendation and/or action language:

Motion to ... recommend amend of Ordinance 20-26 by striking section 3(b). [27 Jan]

Motion to ... to recommend resolution the Transition Plan and Directives with removal of sections regarding function found in pages 6 -11. The County administrator will rework the plan to reflect these changes. [01 Feb]

Motion to ... include resolution language to affirm there is no current changes in the Accounts Payable position with expectations that all functions stay in place and that the position remains as a direct report to the County Clerk, and the committee intends to further review. [01 Feb]

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

The Administrator Transition Committee met on Wednesday, January 27<sup>th</sup>, 2021. The committee engaged in discussion regarding the timeline and transition of functions and the establishment of the number of positions of positions in the County Clerk's Office and County Administrator's Office. The Committee was presented with a Transition Plan and Directives which was reviewed. One action came from the Committee:

Motion Glasbrenner, seconded Frank to recommend amend of Ordinance 20-26 by striking section 3(b). This action is an amendment to previous Ordinance tasking the County Clerk with daily financial and insurance management. [The proposed changes are seen below].

The committee met on Monday 01 Feb 2021. Additional recommendations included the second two found above. The committee intends to meet again on February 23<sup>rd</sup>, 2021 to investigate the following: 1) Review report from Chair Luck provided to the County Board on January 19<sup>th</sup>, 2021; 2) Discussion on how much support the added position can off to administrative functions; 3) Position Description for the Deputy Clerk; 4) Discussion with departments on available hours they may have in financial and administrative staff support

#### Attachments and References:

Ordinance with highlighted section to strike (below)	Amended Transition Plan (Attached)
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#### 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 type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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### Agenda Item Cover

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**Approval:****Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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#### ORDINANCE NO. 20 - 26

An Ordinance Amending Ordinances # 86-6 and # 88-3 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Sections 1, 2, 5, and 6 of Ordinance # 86-6, which was adopted on September 16, 1986, as amended by Ordinance No. 88-3, which was adopted on June 21, 1988, relating to designating the County Clerk Victor V. Vlasak as the Administrative Coordinator of the County, are repealed.

2. Section 3 and 4 are amended by repealing the following crossed-out words and adopting the following underlined words.

3. Section 3: The ~~Administrative Coordinator~~ County Clerk shall ~~also~~, exercise the following duties:

(a) Administer the various insurance programs of the County. Work with the ~~Insurance~~ Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.

(b) Assist the ~~Finance Committee~~ County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.

(c) ~~Serve as Courthouse building Manager.~~

(d) ~~Provide general leadership to County Departments and assure that County Board policies are implemented.~~

(d) ~~Act as liaison to the public to resolve problems and answer citizens questions about county services.~~

4. ~~Section 4: The administrative coordinator County Clerk shall at all times be fully accountable to the County Board in the management of his or her responsibilities under this Ordinance.~~

## **Richland County Committee**

### **Agenda Item Cover**

5. This Ordinance shall be effective retroactive to March 9, 2020, the day on which County Administrator Clinton Langreck started work.

Dated: August 18, 2020 ORDINANCE OFFERED BY THE FINANCE AND

Passed: August 18, 2020 PERSONNEL COMMITTEE

Published: August 27, 2020

FOR AGAINST

Marty Brewer, Chair

Richland County Board of Supervisors Shaun Murphy-Lopez X

Linda Gentes X

ATTEST: Marc Couey X

Victor V. Vlasak Donald Seep X

Richland County Clerk Marty Brewer X

Melissa L. Luck X