

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** County Clerk Deputy Position

<b>Department</b>	County Board	<b>Presented By:</b>	Melissa Luck
<b>Date of Meeting:</b>	March 25, 2021	<b>Action Needed:</b>	Vote on a Motion
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure E
<b>Date submitted:</b>	March 23, 2021	<b>Referred by:</b>	Administration Transition Committee

#### Recommendation and/or action language:

Motion to recommend 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 they desire. 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. The County Administrator will review this position with the County Clerk in 6 months to evaluate how well the arrangement is working and report to Finance & Personnel Committee.

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#### 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:

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Department Head

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Administrator, or Elected Office (if applicable)

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