

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

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December 14, 2020

NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 1:00 p.m., Wednesday, December 16th, 2020, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/85cb8779fba044c78c3d9a741876390c?siteurl=richlandcounty.my&MTID=m9df96f9932b07ceed871cd9d46da2fc3>

Wednesday, Dec 16th, 2020 1:00 pm

Meeting number: 126 905 6850

Password: richland

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 905 6850

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Minutes from the December 4th, 2020 Meeting
5. Discussion and possible actions regarding the timeline and transition of functions from the County Clerk's Office to the County Administrator's Office
6. Discussion and possible actions regarding establishment of the number of employees in the County Clerk's Office and County Administrator's Office
7. Proposed future agenda items
8. Adjourn

A quorum may be present from the Finance and Personnel Committee and the Rules and Resolutions Committee. No committee, board or commission will exercise any responsibilities, authority or duties except for the Administrative Transition Committee.

Sincerely,

Clinton Langreck
Richland County Administrator

CC: Committee Members, Richland Observer, WRCO, Bulletin Board and Our Files

ADMINISTRATOR TRANSITION COMMITTEE

December 4th, 2020

The Administrator Transition Meeting Committee met on Thursday, December 4th, 2020, at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, David Turk, Ingrid Glasbrenner

Others in attendance: Clinton Langreck, Victor Vlasak, Ben Southwick, Staff, supervisors and members of the public

Committee Member Luck called the meeting to order.

The Administrator verified that the meeting was properly noticed. Copies of the agenda were emailed to all Rules and Resolutions Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to Fruit Broadcasting, LLC.

Agenda Approval: Motion by Turk, seconded by Glasbrenner to approve the agenda. All Ayes. Motion Carried.

Minute from November 6th, 2020: Motion by Glasbrenner Turk, second by Turk for approval of the agenda with amendments. All Ayes. Motion carried. Amendment to Evaluating Staffing needs item — to include “All Ayes. Motion Carried.”

Discussion and possible action on authority of county personnel and functions

Discussion — Chair Luck discussed research into other county configurations regarding Finance and Human Resources and their relationships to the County Clerk’s Office. Chair Luck discussed research with the Wisconsin Counties association regarding WI Stat. 59.22.(2)(c)(1) and understanding that the Clerk’s Office statutorily remains the repository for financial records.

No action taken

Job Positions in County Administrator’s and County Clerk’s Offices—

Discussion — Chair Luck discussed research into the existing position descriptions and evaluating the functions. The committee discussed needs to develop a future timeline and plan to transition functions.

Motion Glasbrenner, second Turk to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk. No vote, motion dies.

Motion Turk, seconded by Luck to postpone item until the following meeting. All Ayes. Motion Carried.

Future Agenda Items—

Committee offered: 1) reviewing office space and location, and 2) transition timeline

Motion by Turk, seconded by Glasbrenner to adjourn until December 16th at 1:00 p.m. All Ayes. Motion Carried.

Clinton Langreck, County Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Item #5: regarding the timeline and transition of functions from the County Clerk's Office to the County Administrator's Office and #6 establishment of the number of employees in the County Clerk's Office and County Administrator's Office

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 Dec 2020	Action Needed:	Vote / Recommendation to F+P and R+R
Disclosure:	Open Session	Authority:	Resolution 20-126
Date submitted:	15 Dec 2020	Referred by:	

Recommendation and/or action language:

Pending discussion, committee may take action to make recommendations to the Finance and Personnel for consideration and advancement to the County Board.

Multiple recommendation options are presented in attachment C.

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

In the November 6th Committee meeting, the Administrator Transition Committee took action to acknowledge the need for staff support for the Administrator.

In the December 4th Committee meeting, the Administrator Transition Committee discussed authorization of positions and amendments to position descriptions. Motion was made to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk. No vote was called on the motion and the motion died. The committee requested that a plan be developed including office space and location and a transition timeline.

As such the attached documents are presented in efforts to inform the committee on functions, offer options for transition and recommendations for space.

Attachments and References:

A. Position Transition (Position Functions)	B. Time-line options
C. Possible recommendations	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Additional expenses if clerical Assistant is added = (Grade F/Step2) \$17.31 x 2080 x (32%beni) = \$47,526.34

Additional expenses for unforeseen changes = ?

Additional expenses for Computer Room reconfiguration = ?

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Current Configuration:

Moving Functions to Administrator:

			<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	Accounts Payable Specialist Position		X		
1	Receive and Verify invoices before vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Foo Services, UW Outlay, Sheriff's Department, County Fair, Land Conservation, Symons Recreation, and MIS Departments.	59.23(c)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
2	Make all vendor payment for all County Departments	59.23(e)	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
3	Maintain all Richland County Vendor files		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
4	Countywide IRS Reporting, Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS.. Issue Real Estate 1099's Issue tax exempt forms and letters.		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
5	Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.	59.23(di)	X		
6	Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.	59.23(f)	X		
7	DNR Licenses sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.	59.23(di)	X		
8	Type County Board minutes for permanent record, Supervisor perdiems, County Board Resolutions and Ordinances and weekly calendar of meetings.	59.23(2)(a)(b)	X		
9	Maintain County personnel policies, Board rules and committee structure.		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
10	Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).				
11	Enter vote information into the SVRS system after an election including new voter applications	59.23(2)(i)	X		
12	Take minutes at elections canvass meetings	59.23(2)(i)	X		
13	Compile and maintain information for the Richland County Directory	59.23(2)(i)	X		
14	Record all elections results information for the Richland County Directory.	59.23(2)(s)	X		
15	Type and mail Tri-County Airport agenda to that committee's members		X		
16	Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.				
			<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	Payroll & Benefits Specialist			X	
1	Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.			X	
2	New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.			X	

3	Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.			X	
4	Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law			X	
5	Verify new hires social security numbers with the Social Security Business Services Online system			X	
6	Maintains all County personnel files.			X	
7	Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.			X	
8	Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.			X	
9	Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.			X	
10	Generate required reports and remit deductions and withholdings to vendors and taxing authorities.			X	
11	Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.			X	
12	Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions			X	
13	Reconciles and distributes W2's.			X	
14	Process Unemployment compensation billings and eligibility forms.			X	
15	Prepares and files monthly Labor statistics employment reports.			X	
16	Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports			X	
17	Prepares annual payroll reports for auditors including workman's comp.			X	
18	Completes salary and benefit surveys as requested.			X	
19	Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.			X	
20	Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.			X	
21	Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.			X	
22	Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.			X	
23	Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.				
24	Enter voter information into the SVRS system after an election including new voter applications.	59.23(2)(i)	X		Reassigned to Deputy Clerk
25	Create lists of voter information based on customer request through the SVRS system.	59.23(2)(i)	X		Reassigned to Deputy Clerk

		<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK		X	
1	Manages the computerized Government Financial and Payroll Systems.		X	
2	Maintains Chart of Accounts for all County Funds. Responsible for coding g, data entry, and posting of receipts, disbursements, and journal entries.	39.23(2)(d)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
3	Monthly closing of General Ledgers and distribution of account activity reports to all departments.		X	
4	Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.	59.23(2)(e)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
5	Monitors accuracy of monthly coRe report for child Support agency and reconciles through DWD CORE website.		X	
6	Monitors various Government Grants and reconciles with departments to assure compliance.		X	

7	Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.			X	
8	Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.			X	
9	Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues.			X	
10	compiles financial data for State and Federal surveys, and statistical reports.			X	
11	Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin.			X	
12	Participates in employees interviews and trains new employees.				
13	Processes payroll in the absence of the Fiscal clerk.			X	
14	Submits weekly EFTps payment for payroll tax withholdings.			X	
15	Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.			X	
16	Monitors and assists with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.			X	
17	Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin.			X	
18	Serves as County Clerk in Clerk's absence.	59.23(1)(a)	X		Reassigned to Deputy Clerk
19	Performs reception duties as needed.				

		<u>Stays with Clerk</u> <u>Moves to Administrator</u> <u>Notes:</u>		
County Clerk Duties by (Ordinance 20-26)			X	
1	Administer the various insurance programs of the County. Work with the Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.		X	Task would need to be reassigned
2	Assist the 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.		X	Task would need to be reassigned
(By Wisconsin Statute 59.23(2))				
1	(a) Board proceedings. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.	By Statute		
2	(b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board.	By Statute		

3	(c) Orders for payment. Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).		By Statute		
4	(cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).		By Statute		
5	(d) Accounts. File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.		By Statute		
6	(de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).		By Statute		
7	(dg) Dogs. Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.		By Statute		
8	(di) Marriage licenses, domestic partnerships. Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.		By Statute		
9	(e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.		By Statute		
10	(f) Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.		By Statute		
11	(g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.		By Statute		
12	(h) Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.		By Statute		
13	(i) Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.		By Statute		
14	(l) Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.		By Statute		
15	(m) Certified copies; oaths and bonds; signatures. 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence. 2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.		By Statute		
16	n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.		By Statute		
17	(nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.		By Statute		

18	(o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.		By Statute		
19	(p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.		By Statute		
20	(q) County highway commissioner; notify of election. Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.		By Statute		
21	(r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.		By Statute		
22	(s) <i>List of local officials.</i> Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.		By Statute		
23	t) General. Perform all other duties required of the clerk by law.		By Statute		

Transition Planning - Major Functions Cycle (2021):

		Jan + Feb	Mar + Apr	May + June	July + Aug	Sept + Oct	Nov + Dec
Proposed Transition Options:		"Sooner": Opt#1			"Later" : Opt#2		"End of Cycle": Opt#3
		February 1st, 2021		July 5th, 2021		January 1st 2022	
Transition Functions	Fianace Functions:						
	*Hiring an Accounting Supervisor	W-2s	Audit		Budget		Year-End
		1095s		Maximus Audit			
		1099s		EOC Report (every 2 yrs.)			
		NEED! - Who is hiring?					
	HR Functions						
		W-2		Maximus Audit	Health Ins. Planning	Open Enrollment	Premium Adjustments
		1095s		CMS Report	Worker's Comp Audit	Flex Renewal	
		COLA/Wage Increases				Anti-discrim. test	
		Dental Open Enroll	Dental Renew				
	Insurance						
		Renewal					
	Elections						
		Primary - Feb 16	General- April 6		Primary- Aug		General- Nov

Options:	The following items are listed recommendations to be considered in transitioning authorities and responsibilities: Possible action language: "...Motion to make the following recommendations to the Finance and Personnel Committee for consideration and advancement to the County Board for resolution (with possible ordinance amendment)"	<u>Sooner...</u>	<u>Later...</u>	<u>End of cycle...</u>
Functions	The Richland County Administrator Assumes Authority and Responsibility for Human Resources Functions....	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	The Richland County Administrator Assumes Authority and Responsibility for Financial Functionseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	*Recommendation for _____ to recruit a replacing accounting supervisor ...	Immediately	Immediately	Immediately
Functions	The Richland County Administrator Assumes Authority and Responsibility of managing the County's Insurance Programseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	Richland County Ordinance No. 20-26 "An ordinance Amending Ordinance #86-6 and #88-3 Relating To Designating The County Clerk As the Administrative Coordinator Of The County" is repealed and the additional functions once associated with assignment of Administrative Coordinator be removed from the County Clerk and assigned to the County Administrator...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Personnel	The Accounts Payable Specialist is retitled to Deputy County Clerkeffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	<div>The retitled Deputy County Clerk Position will relinquish the HR and Financial duties identified in the Position Transition Document to the Administrator's Office for reassignment...</div> <div>The retitled Deputy County Clerk Position will assume additional County Clerk duties, from the Accounting Supervisor and Payroll & Benefits Specialist positions, as identified in the Position Function Transition Document as assigned by the County Clerk...</div> <div>The retitled Deputy County Clerk Position will be assigned to the pay grade G (matching the Clerk of Court Deputy)...</div> <div>Added budget expenses will be placed on the Administrator's budget with anticipation of utilizing undesignated general funds to cover over expenditure</div>			
Personnel	By authority of State Statute 59.22(2)(c)1.b the Accounting Supervisor position is reduced in the County Clerk's Office and added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	<div>Duties associated with functions of the County Clerk's Office will be removed or amended in accordance with the Position Transition Document...</div> <div>The Accounting Supervisor Position will be assigned to the pay grade J...</div>			
Personnel	By authority of State Statute 59.22(2)(c)1.b the Payroll & Benefits Specialist position is reduced in the County Clerk's Office and added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022

	Duties associated with functions of the County Clerk's Office will be reassigned to the Deputy Clerk in accordance with the Position Transition Document...			
	The Payroll & Benefits Specialist Position will be assigned to the pay grade H...			
Personnel	By authority of State Statute 59.22(2)(c)1.b a position of County Administrator's Office Clerical Assistant is added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	This position is proposed to handle Financial and HR Duties of the former "Accounts Payable Specialist" and additional administrative support duties.			
	The County Administrator's Office Clerical Assistant Position will be assigned to the pay grade F...			
Office Space	Recommend the "Computer Room" currently assigned to the County Clerk's Office be reassigned as the "Administrator's Office"	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommend that the main office area in the County Clerk's Office be shared to accommodate the Deputy County Clerk, Accounts Payable Specialist, Payroll & Benefit Specialist and Clerical Assistant			
	Recommend that MIS be consulted with finding an alternative location/solutions for the existing AS400 computer system, that allows staff access for trouble shooting and solution for data backup			
Transition	Recommendation that the County Clerk continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator.	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommendation that the County Administrator work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information			
	Recommendation that the County Administrator work with the County Clerk to provide staffing support for the elections and supporting efforts			
	Recommendation that the County Administrator work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions			