

County Clerk's Office

Richland County, Wisconsin

*Victor V. Vlasak
County Clerk*

Courthouse – P.O. Box 310

*(608) 647-2197
(fax) (608) 647-6134*

October 24, 2020

NOTICE

OF

MEETING

Please be advised that the Richland County Rules and Resolutions Committee will convene at 5:30 p.m., Tuesday, October 27, 2020, in the Banquet Room of The Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mbb2d0eb89b20c930b05f847972d11364>

Tuesday, Oct 27, 2020 5:30 pm | 0.5 hours | (UTC-05:00) Central Time (US & Canada)

Meeting number: 126 220 9184

Password: Richland

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 220 9184

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Creation of a temporary Administrative Transition Committee
5. Adjourn

Sincerely,

Victor V. Vlasak
Richland County Clerk

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Creation of Temporary Committee For Administrative Transition

Department	Administration	Presented By:	
Date of Meeting:	October 27, 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure E
Date submitted:	October 19, 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend to the County Board the formation of a temporary committee to create a plan for transition of staff from other county departments to the County Administrator, including the final office space the Administrator will occupy with his staff and revision of remaining documents (manuals, Rules of the Board, Committee Structure etc) to complete the County's transition in administration.

Background:

On March 9, 2020 Richland County hired a County Administrator. In order to perform the duties assigned to this position, the Administrator requires staff. It has been the vision of the County Board that instead of hiring new positions, staff will be shifted from other departments and assigned to the Administrator. A temporary committee is needed to evaluate the staffing levels in existing departments and identify what staff can be moved to the Administrator's office. This committee will need to identify where the Administrator and his staff will have office space. The final duty of the committee will be to identify, and recommend changes for, remaining County documents that need to be updated with the new form of administration.

The committee will consist of 3 County Board Supervisors, as appointed by the County Board through recommendation from the Committee on Committees, and will request input from the County Administrator and Department Heads as needed.

Attachments and References:

Resolution	
------------	--

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)

RESOLUTION NO.20- _____

A Resolution Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government.

WHEREAS the creation of the County Administrator position has resulted in needs for permanent office space for the County Administrator and his staff and a need for a comprehensive review of the Handbook of Personnel Policies and Work Rules and the departments' addendums, and

WHEREAS County Administrator Clinton Langreck has proposed to the Rules and Resolutions Committee and to the Finance and Personnel Committee that a Temporary County Administrator Transition Committee be created, and

WHEREAS these two Committees have carefully considered this proposal and are now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Temporary County Administrator Transition Committee is hereby created to complete the transition to the County Administrator form of County government, with the composition and duties of the Committee being as follows:

1. 3 Supervisors appointed by the County Board after receiving nominations from the Committee on Committees;
2. The Committee shall: identify the staffing needs of the County Administrator; evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office; identify what office space the County Administrator and his staff will occupy;
3. The Committee shall present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators, and

BE IT FURTHER RESOLVED that a Administrator Transition Account is hereby created and \$500 is appropriated from the Contingency Fund to that Account, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication and shall expire on February 1, 2021.

VOTE FOR FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED JOINTLY BY THE FINANCE
AND PERSONNEL COMMITTEE AND THE RULES
AND RESOLUTIONS COMMITTEE:

FOR AGAINST

RESOLUTION

COUNTY CLERK

DATED