

January 23, 2021

**NOTICE
OF
MEETING**

Please be advised that the Richland County Administrator Transition Committee will convene at 1:00 p.m., Wednesday, January 27th, 2021, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/0d6ba1cbddba4c1288e81ed937289d36?siteurl=richlandcounty.my&MTID=m6bdd90be978e9b5ac883833c00521755>

Meeting number: 126 125 2665

Password: richland

Join by phone: +1-408-418-9388 United States Toll

Access code: 126 125 2665

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Minutes from the December 16th, 2020 Meeting
5. Discussion with Todd Romenesko – Calumet County Administrator
6. Current position duties of the Accounts Payable Specialist
7. Timeline and transition of functions from the County Clerk’s Office to the County Administrator’s Office
8. Establishment of the number of employees in the County Clerk’s Office and County Administrator’s Office
9. Proposed future agenda items
10. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. 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, Valley Sentinel, Bulletin Board and Our Files