

Richland County Rules & Resolutions Committee

Agenda Item Cover

Agenda Item Name: Administrator Transition Committee Resolution Amendment

Department	County Board	Presented By:	Melissa Luck
Date of Meeting:	January 7, 2021	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 14E
Date submitted:	January 6, 2021	Referred by:	Finance & Personnel Committee

Recommendation and/or action language:

Recommend a motion, to present a resolution to the County Board to amend the Administrator Transition Committee Resolution No. 20-126, adopted on October 27, 2020.

Background:

At the January 5, 2021 meeting of the Finance & Personnel Committee, a motion was passed to amend Resolution No. 20-126 to extend the expiration date of the Administrator Transition Committee from February 1st to June 1st. The committee met four times in November and December, recommending that two staff positions be reduced in the County Clerk’s office and two staff positions be added in the County Administrator’s office. The committee also recommended office space for the Administrator. Tasks that remain are to identify additional staffing needs of the Administrator, further investigate what staff can be moved from other departments, as well as recommend changes to the Employee Handbook, Administrative Manual, ordinances, Rules of the County Board, Committee Structure document, and resolutions.

Also recommended is a change to #3 in Resolution No. 20-126, to clarify the scope of work of the committee:

3. The Committee shall present its recommendations to the Finance and Personnel Committee and/or Rules and Resolutions Committee as to staff and office space matters, Employee Handbook, Administrative Manual, ordinances, Rules of the County Board, Committee Structure document, and resolutions, 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

Attachments and References:

Attachment A: Resolution No. 20-126

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	County Board
<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)

Approval:

Review:

Richland County Rules & Resolutions Committee

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Department Head

Administrator, or Elected Office (if applicable)
