

Richland County Committee

Agenda Item Cover

Agenda Item Name: MOU with Clerk

| | | | |
|--|-----------------------------|-----------------------|---------------------------------|
| Department | Administration | Presented By: | Administrator |
| Date of Meeting: | June 1 st , 2021 | Action Needed: | Vote |
| Disclosure: | Open Session | Authority: | Rule 19, Res 21-57 |
| Date submitted: | May 29 th , 2021 | Referred by: | |
| Action needed by no later than (date) | N/A | Resolution | <u>N/A</u> , prepared, reviewed |

Recommendation and/or action language:

Motion to ... approve the memorandum of understanding (MOU) for additional Clerk duties through the 2021-2024 term, and to recommend the MOU to the Richland County Board for adoption.

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

The attached MOU and Finance Officer job description are brought forward in meeting the following requirements of the Resolution 21-57.

(Resolution 21-57)

...WHEREAS the additional ~\$15,000 in annual County Clerk salary for the remainder of the 2021-24 term may be allocated toward non-statutory duties and to fulfill certain strategic plan and administrative priorities adopted through Resolution 20-107,...

...BE IT FURTHER RESOLVED that a memorandum of understanding be developed between the Administrator and incoming Clerk to detail the extra duties assigned to the Clerk for the remainder of the 2021-24 term, and...

...BE IT FURTHER RESOLVED that this memorandum of understanding be approved by the County Board with first review by the Finance & Personnel Committee, ...

These items were prepared in collaboration with Clerk Kalish how is willing to accept with recognition that statutory duties take precedence.

Attachments and References:

| | |
|-----------------------------------|--|
| MOU | |
| Finance Officer – Job Description | |

Financial Review:

(please check one)

| | | | |
|-------------------------------------|----------------------|-----------------------|--|
| <input checked="" type="checkbox"/> | In adopted budget | Fund Number | |
| <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)

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)
