

## **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 6<sup>th</sup>, 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