

## ADMINISTRATOR TRANSITION COMMITTEE

December 16th, 2020

The Administrator Transition Meeting Committee met on Thursday, December 16th, 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 Administrator Transition Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was emailed to The Richland Observer, WRCO and Valley Sentinel;

**Agenda Approval:** Motion by Turk, seconded by Glasbrenner to approve the agenda. All Ayes. Motion Carried.

**Minute from December 4<sup>th</sup>, 2020:** Motion by Glasbrenner, second by Luck for approval of the Minutes. All Ayes. Motion carried.

### **5. Discussion and possible action the timeline and transition of functions from the County Clerk's Office to the County Administrator's Office and 6. Discussion and possible actions regarding establishment of the number of employees in the County Clerk's Office and County Administrator's Office**

Discussion — Administrator Langreck presented several documents identifying transition of functions, a timeline of financial and HR annual functions and proposed recommendations.

Motion Glasbrenner, second Turk to make position description amendments to the accounting supervisory / Deputy position. Discussion. Withdraw Glasbrenner, withdraw Turk.

Motion Glasbrenner, seconded Luck to recommend to the Finance and Personnel the reduction of the Accounting Supervisor and Payroll Benefits Specialist positions in the County Clerk's Office and addition of the same positions to the Administrator's Office with necessary position function adjustments, effective February 1<sup>st</sup>. Discussion followed. All Ayes. Motion Carried.

Motion Glasbrenner, seconded Turk to recommend to Property Committee the reassignment of the County Clerk's computer room to the Administrator, with joint use of the main office space for both department staff. Discussion followed. All Ayes. Motion Carried.

### **Future Agenda Items:**

Committee offered: 1) request for a position description for proposed clerical assistant position

Motion by Turk, seconded by Glasbrenner to adjourn All Ayes. Motion Carried.

Clinton Langreck, County Administrator