

ADMINISTRATOR TRANSITION COMMITTEE

February 23rd, 2021

The Administrator Transition Meeting Committee met on Tuesday, February 23rd, 2021 at 12:30pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, David Turk, Marty Brewer, Bob Frank, Ingrid Glasbrenner

Absent: none

Others in attendance: Clinton Langreck, Tami Hendrickson, Amy Louis, supervisors, employees and members of the public

Committee Member Luck called the meeting to order.

The Administrator verified 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 Brewer, seconded by Turk to approve the agenda. All Ayes. Motion Carried.

Minute from February 1st, 2021: Motion by Glasbrenner second by Frank for approval of the Minutes, as amended. All Ayes. Motion carried.

5. Transition Plan Updates — Report delivered by Administrator Langreck showing actions on items from the adopted transition plan. The report will go on to Finance and Personnel in March. No action taken.

6. County Clerk Deputy Position — Motion Brewer, second Luck to add a Deputy Clerk position (at 40 hours per week) and recommend accepting the position description. Discussion was had on status of a full-time position or less. Motion Turk, seconded by Frank to postpone consideration on this item. All Ayes. Motion Carried.

7. Administrative Support Position — No action taken.

8. Discussion with Departments on Financial and Administrative Support and Staffing — Departments and departments asked to describe duties and functions, allotment of hours and pros and cons of a consolidated efforts. HHS discussed financial positions with tasks and funding sources. Pine Valley discussed financial and HR positions. Discussion was had on the payroll process from department timecards to entering into the AS400. Highway discussed projects tracking. Departments were asked to work with the Administrator on exploring solutions for support.

9. Review Report Provided to the County Board on January 19th — Motion by Turk, second by Glasbrenner to accept the report. All Ayes. Motion Carried.

10. Future Agenda Items: Request to continue investigation regarding the Accounts Payable Position and Deputy Clerk Position

11. Motion Frank, seconded by Glasbrenner: to **adjourn** to Monday, March 8th at 12:00pm.

Clinton Langreck, County Administrator