

## ADMINISTRATOR TRANSITION COMMITTEE

April 9<sup>th</sup>, 2021

The Administrator Transition Meeting Committee met on Friday, April 9<sup>th</sup>, 2021 at 1:00pm on video teleconferencing platform webex.com

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

Absent: David Turk

Others in attendance: Supervisor Shaun Murphey-Lopez, with several department heads, employees and members of the community

Committee Chair 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 Frank, seconded by Brewer to approve the agenda. All Ayes. Motion Carried.

**Minute from March 19<sup>th</sup>, 2021:** Motion by Brewer second by Frank for approval of the Minutes, as presented. All Ayes. Motion carried.

**5. Review/approve changes to Employee Handbook and addenda** — Discussion regarding amendments to section 8 of the Handbook regarding concerns. Discussion regarding the Administrator's authority over County Personnel. Discussion of departments reviewing the drafted amendments for feedback on the document prior to action with the Finance and Personnel Committee. Discussion on having departments review proposed changes. Motion by Frank, seconded by Glasbrenner to release the draft revisions to the handbook to departments for review. All Ayes. Motion Carried.

**6. Review/approve changes to Committee Structure document** — postponed, no action

**7. Discussion with Administrator Langreck on Administrative Support Staff.** — Report delivered to the committee from Administrator with identified concerns and proposed solutions. No action taken.

**9. Future Agenda Items:** Position description for administrative support position. Review addendums.

11. Motion Glasbrenner, seconded by Frank: to **adjourn**

Clinton Langreck, County Administrator