

ADMINISTRATOR TRANSITION COMMITTEE

April 19th, 2021

The Administrator Transition Meeting Committee met on Monday, April 19th, 2021 at 11:00am on video teleconferencing platform webex.com

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

Absent:

Others in attendance: Administrator Langreck, 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 Brewer, seconded by Glasbrenner to approve the agenda. All Ayes. Motion Carried.

Minute from April 19th, 2021: Motion by Glasbrenner second by Brewer for approval of the Minutes, as presented. All Ayes. Motion carried.

5. Review/approve changes to Employee Handbook and addenda — Discussion regarding amendments to Richland County Handbook Addendums for Health and Human Services, Highway, Sheriff, and Pine Valley were discussed and consensus on proposed changes was reached by the committee. Motion by Frank, seconded by Glasbrenner to release the draft revisions to the handbook addendum to departments for review. All Ayes. Motion Carried.

6. Review/approve changes to Committee Structure document — Discussion regarding changes in context of change to an Administrator was had and consensus on proposed changes was reached. Motion Turk, seconded by Brewer to send proposed Committee Structure revisions on to the Rules and Resolutions Committee.

7. Discussion with Administrator Langreck on Administrative Support Staff. —No action taken.

9. Future Agenda Items: Funding availability for a new position. Administrative Support Position.

11. Motion Frank, seconded by Glasbrenner: to adjourn to May 7th 2021 at 1:00pm

Clinton Langreck, County Administrator