

ADMINISTRATOR TRANSITION COMMITTEE

May 7th, 2021

The Administrator Transition Meeting Committee met on Friday, May 7th, 2021 at 1:00pm on video teleconferencing platform webex.com

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

Absent: none

Others in attendance: 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 Frank to approve the agenda. All Ayes. Motion Carried.

Minute from April 16th, 2021: Motion by Glasbrenner second by Turk for approval of the Minutes, as presented. All Ayes. Motion carried.

5. Discussion with Administrator Langreck on Administrative Support Staff:

Motion by Frank, seconded by Glasbrenner to recommend the MOU and Finance Officer position description to the Finance and Personnel Committee for consideration and forward to the County Board, with assessment of the effectiveness of the MOU and position given to the Finance and Personnel Committee after 6 months. Discussion had regarding capacity of the incoming Clerk with current workload, staff shortages and training needs. Discussion regarding this initiative's impacts on long-term goals. All Ayes. Motion Carried.

Motion Luck, and seconded by Brewer to recommend allocation of a 20-hour Assistant Administrator position to the County Administrator, with funding gained by reduction in the Highway Clerk position to half-time, pending agreeableness with the Highway Commissioner. Discussion had on capacity of Assistant to County Administrator and credential levels. Discussion regarding the reduction of Highway Clerk position and the Commissioner's and committee's agreeableness. All Ayes. Motion Carried

6. Future Agenda Items: The following items were proposed: Clerk/Administrator office floor space allocation, review of Handbook with changes to most recent issue, recommendations to extend the committee by 3 months.

7. Adjournment - Motion Brewer, seconded by Glasbrenner to adjourn to May 18th at 6:30pm in the Phoenix Center for a special meeting prior to County Board

Clinton Langreck, County Administrator