

ADMINISTRATOR TRANSITION COMMITTEE

June 24th, 2021

The Administrator Transition Meeting Committee met on Thursday, June 24th, 2021 at 1:00pm via WebEx

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

Absent: none

Others in attendance: Several department heads, employees and members of the community

Committee Chair Luck called the meeting to order.

Chair Luck 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.

4. Minute from May 18th, 2021: Not presented. No action taken.

5. Discussion with Administrator Langreck on status of recommendations made for Administrative Support Staff

Discussion and review on talking points from the June 18th Finance and Personnel Committee. Discussion was had on ensuring cost estimates and identified funding sources were made available prior to resolution being brought before the County Board.

6. Discussion with Administrator Langreck/Clerk Kalish on office space

Discussion and review of goal to transition office spaces in the Clerk/Administrator Office. Several committee members expressed interest in the Administrator occupying the large office currently housing the County Clerk and record storage. The County Administrator will be working with the County Clerk to reach this goal in an appropriate timeframe with consideration for actions to properly, review, scan, codify, and purge stored records. The Administrator will report on progress. No actions taken.

7. Review and Make Changes to Rules of the Board document

The Committee reviewed proposed changes including rules six, fourteen, and sixteen. Motion Brewer, seconded by Frank to recommend to Rules and Resolutions the proposed changes to the Richland County Rules of the Board Document.

8. Proposed Future Agenda Items

Handbook Changes review.

9. Adjournment - Motion Glasbrenner, seconded by Frank to adjourn

Clinton Langreck, County Administrator