

ADMINISTRATOR TRANSITION COMMITTEE

January 27th, 2021

The Administrator Transition Meeting Committee met on Wednesday, January 27th, 2021, at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, David Turk (Left at 2:54pm), Ingrid Glasbrenner, Marty Brewer (Left at 2:30pm), Bob Frank

Others in attendance: Clinton Langreck, Victor Vlasak, Ben Southwick, Staff, supervisors 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 Turk, seconded by Glasbrenner to approve the agenda. All Ayes. Motion Carried.

Minute from December 16th, 2020: Motion by Glasbrenner, second by Turk for approval of the Minutes. All Ayes. Motion carried.

5. Discussion with Todd Romenesko – Calumet County Administrator

Administrator Todd Romenesko spoke on topics of County Organization. Todd began by noting the Clerk's responsibilities vary from county to county, but statutory duties are the same. The current duties of the Calumet County Clerk include: record keeping, secretary for the County Board, identifying committee secretaries, handling licensing, etc. Some functions that have been reduced or transferred from the Clerk in Calumet County include: apportionments, TIF reports, Veterans Graves, Book Keeping / Accounting. The Calumet Clerk currently has a 0.8 FTE deputy.

Regarding appointment of a Deputy – Statute 59.23 states the Clerk shall appoint a Deputy. In a previous situation regarding Calumet County Deputy Clerk, the County took the position of providing a tenured employee in the Deputy position and informing the incoming Clerk they had the right to deputize whomever they wanted, but the county was not obligated to pay a different deputy.

In addressing a question regarding the financial role of the Clerk, Todd expressed the Calumet Clerk is the record keeper for the county, the only financial functions are related to the Clerk's Office budget and financials. Calumet's changes in organization are based on an Attorney General's Opinion (June5, 1974).

In addressing a question regarding shared deputies, Todd expressed that Calumet county currently has one shared position between the Treasurer and Register of Deeds, but that in general shared positions can be challenging.

Todd will be sending Administrator Langreck the Calumet HR policy referenced in discussion.

6. Current position duties of the Accounts Payable Specialist

Accounts Payable Specialist, Amy Louis, explained her current duties, functions and tasks as related to her job description. Some of the duties she mentioned included: vouchers, invoice processing, vendor lists, identifying 1099 information. Amy stated that the office no longer handles DNR licenses, but does handle perpetual care of veterans graves. Amy described the election process as consuming and requiring support from all staff especially with the vacant position.

7. Timeline and transition of functions from the County Clerk's Office to the County Administrator's Office

8. Establishment of the number of employees in the County Clerk's Office and County Administrator's Office

Administrator Langreck presented a drafted transition plan with directives for consideration. Administrator Langreck expressed that the plan was designed as a package but that elements of the plan could be piecemealed for individual action. Discussion followed on the Board's intentions statement, the decision process through committees, assignment of office space, assignment of functions, assignment of staff, monitoring and reporting. Discussion focused on the disposition of the Accounts Payable Specialist and establishment of a Deputy position.

Motion Glasbrenner, seconded Frank to recommend amend of Ordinance 20-26 by striking section 3(b).

Future Agenda Items:

Committee offered: 1) request for more information regarding hours dedicated towards position description functions; 2) Review report from Chair Luck provided to the County Board on January 19th, 2021.

Adjournment: Motion by Frank, seconded by Glasbrenner to adjourn All Ayes. Motion Carried.

Clinton Langreck, County Administrator