

ADMINISTRATOR TRANSITION COMMITTEE

February 1st, 2021

The Administrator Transition Meeting Committee met on Monday, February 1st, 2021 at 7:30pm on video teleconferencing platform webex.com

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

Absent:

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

Minute from January 27th, 2021: Motion by Luck, second by Turk for approval of the Minutes, as amended. All Ayes. Motion carried. Amendments: strike Victor Vlasak and Ben Southwick from attendance

5. Current proposed transition plan

Motion to Glasbrenner seconded by Frank, to recommend the Transition Plan and Directives with removal of sections regarding function found in pages 6 -11. The County administrator will rework the plan to reflect these changes. All Ayes, Motion Carried.

Motion to Luck, seconded by Frank to affirm there is no current changes in the Accounts Payable position with expectations that all functions stay in place and that the position remains as a direct report to the County Clerk, and the committee intends to further review. All Ayes, Motion Carried.

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

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

Discussion on office functions with Tami Hendrickson.

Future Agenda Items:

Committee offered: 1) Review report from Chair Luck provided to the County Board on January 19th, 2021; 2) Discussion on how much support the added position can off to administrative functions; 3) Position Description for the Deputy Clerk; 4) Discussion with departments on available hours they may have in financial and administrative staff support

Adjournment: Motion by Brewer, seconded by Glasbrenner to adjourn to February 23rd @12:30pm All Ayes. Motion Carried.

Clinton Langreck, County Administrator