

## ADMINISTRATOR TRANSITION COMMITTEE

March 19<sup>th</sup>, 2021

The Administrator Transition Meeting Committee met on Friday, March 19<sup>th</sup>, 2021 at 9:00am on video teleconferencing platform webex.com

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

Absent: Ingrid Glasbrenner

Others in attendance: Supervisor Shaun Murphey-Lopez, with 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 Frank, seconded by Brewer to approve the agenda. All Ayes. Motion Carried.

**Minute from February 23<sup>rd</sup>, 2021:** Motion by Frank second by Luck for approval of the Minutes, as presented. All Ayes. Motion carried.

**5. Discussion with Iowa County Finance Director**— Discussion with Iowa County Finance Director, Jamie Gould. Jamie described Iowa County Financial Office functions and staff support with the Iowa County Clerk's Office. Jamie described her staff authorization and oversight. Jamie spoke on several financial initiatives and supporting technologies programs. No action taken.

**6. Discussion with Departments on Administrative Support Staff** — Departments were asked about capacity in supporting the County Administrator position. The Administrator will be reaching out to the Highway Commissioner and Register of Deeds to further explore opportunities. Discussion was had regarding capacity. No action taken.

**8. Further Review of Statewide County Clerk Staffing Levels, Discussion and Possible Action on County Clerk Deputy Position.** — Motion to recommend to Finance & Personnel Committee that the position of Accounts Payable Specialist currently under the supervision of the County Clerk and filled by Ms. Amy Louis, remain in that office indefinitely. This is the position allocated to the County Clerk that can be deputized if they desire. The County Administrator should work with the County Clerk to re-write the job description to include all accounts payable specialist duties as well as any additional deputy clerk duties and title desired by the Clerk. The County Administrator will review this position with the County Clerk in 6-month and report on the effectiveness of this arrangement.

**9. Future Agenda Items:** Review of Committee Structure, Rules of the Board, and Policies transitioned to the new model. Investigate Tech solutions. Corporation Counsel Funds directed Admin Support.

11. Motion Frank, seconded by Brewer: to **adjourn**

Clinton Langreck, County Administrator