

## **ADMINISTRATOR TRANSITION COMMITTEE**

November 6th, 2020

The Administrator Transition Meeting Committee met on Thursday, November 6<sup>th</sup>, 2020, at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, David Turk, Ingrid Glasbrenner

Others in attendance: Clinton Langreck, Julie Keller, Ben Southwick, Staff, supervisors and members of the public

Committee Member Luck called the meeting to order.

The Administrator verified that the meeting was properly noticed. Copies of the agenda were emailed to all Rules and Resolutions Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to Fruit Broadcasting, LLC.

Motion by Turk, seconded by Glasbrenner to appoint Melissa Luck as Chair. All Ayes. Motion Carried.

Motion by Turk, second by Glasbrenner for approval of the agenda. All Ayes. Motion carried.

Motion by Luck, seconded by Glasbrenner to appoint Turk as Vice Chair. All Ayes. Motion Carried.

Motion by Luck, seconded by Turk to appoint Glasbrenner as Secretary. All Ayes. Motion Carried

### **Administrator Position Description – Discussion**

Comments by Corporation Counsel: Wisconsin Statutes, section 59.18 (3) entitled “Administrative Secretary to County Administrator Staff”: “The county administrator may appoint an administrative secretary, and additional staff assistance as necessary.” It is also provided in section 59.18 (5) that “the county administrator shall be responsible for the submission of the annual budget to the [county] board.”

On the other hand, the duties of the County Clerk are set forth in section 59.23. The County Board does not have authority to transfer the Clerk’s statutory duties out of the Clerk’s office. Nor does the County Board have authority deprive the Clerk of sufficient staff to enable him to perform his statutory duties. “Necessary” would be determined by the County Clerk. Ben will be issuing an opinion regarding employee handbook and relationship between employees and the Administrator.

### **Evaluating staffing needs —**

Motion by Turk, seconded by Glasbrenner that the County Administrator needs staff.

**Future Agenda Items—**

Committee discussed reviewing job descriptions, drafting administrator staff positions and preparing to discuss staffing needs with the Administrator and Clerk at the next meeting.

Motion by Luck, seconded by Turk to adjourn until November 20th at 1:00 p.m. All Ayes. Motion Carried.

Clinton Langreck, County Administrator