



MEETING MINUTES

Committee: Ad Hoc Administration Study Committee
Date: Tuesday, February 6, 2018
Time: 9:30 AM
Location: Sheriff's Department Conference Room

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 9:35 AM
2. Please silence all cell phones.
3. Pledge of Allegiance.

COMMITTEE			
Name	Role	Status	
David J. Solin	Member	Present	
Ron Nye	Member	Present	
Don Scupien	Member/Vice-Chairman	Present	
Chet Haatvedt	Member/Chairman/Clerk	Present	
John Schunke	Member	Present	
Erik Rantala	Member	Present	
Judy Nagel	Member/Clerk	Absent	
Non-Committee			
Name	Interest	Name	Interest
Pete Pennington	Supervisor		

4. **Approve/amend Minutes of January 23, 2018:** Motion by Nye, second by Scupien to approve the January 23, 2018 Ad Hoc Administration Study Committee minutes. All ayes, motion carried.
5. **Discussion in relation to email sent by Corporation Counsel regarding Administrative Structure/Implementation to alleviate discomfort with transitioning to new structure:** The Committee agreed that the current Administration has several weaknesses:
 - No real current administrative structure
 - Implied and inconsistent HR/ADMIN structure
 - Statutory structures and interpretations
 - Inconsistency
 - Priorities and lack of adherence to said priorities

Meeting Minutes (Continued)

- 6. Review proposed position description drafts regarding the Administrative Coordinator Position:** Chairman Haatvedt indicated that, in his opinion, this Committee had been instructed to make a recommendation to the Executive Committee as to whether or not the County should move toward an "Administrative Coordinator" style of governance and in doing so, had identified some reasoning as to why and had developed a very rough draft position description. Discussion as to how the position description could be developed and refined, with a consensus of the Committee being that it would be best left to the Executive Committee and ultimately the Board.

There was discussion as to how Department Heads and interested parties could be included and have input in the Administrative Coordinator's role and position description. It was agreed that was not the purview of the Committee; rather the mission was to make a recommendation to the Executive Committee about what direction the County should move toward in terms of governance.

A rough review of a proposed position description was presented and reviewed by the Committee. The Committee determined that the proposed position description could be presented to the Executive Committee in draft form, and that ultimately it would be up to the Executive Committee to establish and define the position description. Members of the Committee offered to assist in that process should the Executive Committee and ultimately the County Board agree to move forward. The Committee did not want to get too "bogged down with the details of the position" rather than focusing on our mission, which was to make a recommendation in terms of the style of governance.

Motion by Schunke, second by Solin, to recommend to the Executive Committee, that the County adopt and move toward an Administrative Coordinator governance format and the authority; and to present the proposed description for the Administrative Coordinator position. All ayes, motion carried.

- 7. Public comment on agenda items and consideration of requests for items to be added to future meeting agendas:** None
- 8. Set date for next meeting:** No future date set, as the Committee is making the recommendation to the Executive Committee.
- 9. Adjourn the Meeting.** Motion by Scupien, second by Solin to adjourn the meeting at 10:40 a.m. All ayes, motion carried.

Draft minutes submitted by: Chairman Haatvedt

Minutes transcribed by: Judy Nagel