

Administration Committee Meeting Report
Tuesday, March 14, 2023, 5:00 p.m., 303C – Third Floor

Members present: Jill Darin, Marshall Jones, Joe Garrity, Jeanna Moore and Dan Crippen
Members absent: Ex-Officio members present: Kippy Breeden Others present: Erin Knackstedt, Rosemary Rathjen, Scott Evans

Chair Darin called the meeting to order at 5:05 p.m.

Member Jones moved to approve the agenda, Member Moore seconded, all were in favor and motion carried

Member Jones moved to approve the February 14, 2023 minutes, Member Garrity seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Scott Evans updated the committee on activities for the month which included, but was not limited to, demo cooling lines, wiring underway, staff busy assisting contractors, and regular maintenance activities.

The electricity, gas, and water usage charts were discussed.

Rosemary Rathjen updated the committee on IS activities for the month which include but was not limited to, courthouse cabling update, moving LEADS system, wireless access points installed, money received from court grant, emergency speaker system training, and E-Waste recycling.

There was no old business.

The claims report for the month of February were reviewed.

Under New Business, the medical claims and fund balance for the month of February claims were reviewed. Administrator Knackstedt discussed the concerns and options before the county regarding the health care plan account.

Member Moore motioned to approve the Personnel Policy updates, Member Jones seconded, and after discussion Member Moore withdrew her original motion. Member Crippen moved to table to discussion until the next meeting, Member Garrity seconded, all were in favor and the motion carried. The committee discussed the changes to the policy which included updates to bereavement and VESSA. The committee wished to add language regarding a dress code which will be added for discussion at the next meeting.

The next regular Administration Committee meeting was set for Tuesday, April 11, 2023 at 5:00 p.m.

With no further business to discuss, Member Crippen moved to adjourn, Member Moore seconded, all were in favor and motion carried.

Respectfully submitted, Erin Knackstedt, County Administrator