

Administration Committee Meeting Report

Tuesday, April 11, 2023, 5:00 p.m., 303C – Third Floor \*\*Location changed to Cambridge Park Bandshell due to Courthouse incident\*\*\*\*

Members present: Jill Darin, Marshall Jones, Joe Garrity, Jeanna Moore and Dan Crippen

Members absent: Ex-Officio members present: Others present: Erin Knackstedt, Rosemary Rathjen

Chair Darin called the meeting to order at 5:10 p.m.

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

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

There were no presentations.

There was no public comment.

Administrator Knackstedt gave a brief update on behalf of Scott Evans on activities for the month which included, but was not limited to, demo cooling lines, HVAC and roof projects, and courthouse heating to be shut off April 15.

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

Administrator Knackstedt gave a brief update on behalf of Rosemary Rathjen on IS activities for the month which include but was not limited to, courthouse cabling update, emergency speaker system use, and E-Waste recycling. Member Crippen inquired about the status of the E-Waste and the committee was updated that the courthouse has been cleared of outdated IS equipment. There was enough E-Waste to fill a medium size U-Haul type truck.

Under old business,

Member Moore motioned to approve the Personnel Policy updates, Member Jones seconded, all were in favor and the motion carried. Administrator Knackstedt gave a brief recap of the changes, including additional dress code language.

The claims report for the month of March were reviewed.

Under New Business, the medical claims and fund balance for the month of March claims were reviewed. Administrator Knackstedt discussed the status of the fund and the re-insurance payments that are coming in which helped to offset cost this month. The committee discussed the possible healthcare options and the processes in place.

The next regular Administration Committee meeting was set for Tuesday, May 9, 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