

Administration Committee Meeting Report

Tuesday, July 12, 2022, 5:00 p.m., HC Courthouse, First Floor Small Courtroom

Members present: Jill Darin, Kippy Breeden, Marshall Jones, Jim Thompson, Kathy Nelson, Joe Garrity and Jim Padilla Members absent: Ex-Officio members present: Others present: Erin Knackstedt, Rosemary Rathjen, Scott Evans

Chairman Darin called the meeting to order at 5:00 p.m.

Member Padilla moved to approve the agenda, Member Garrity seconded, all were in favor and motion carried

Member Jones moved to approve the June 14, 2022 minutes, Member Padilla 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 of June which included, but was not limited to, annual sprinkler inspection, sink hole, new FT custodian hired, and the hot water piping fix.

The electricity, gas, and water usage charts were discussed. Administrator Knackstedt will follow up with the committee on the gas usage chart.

Rosemary Rathjen updated the committee on IS activities for the month of June which include but was not limited to, courthouse cabling update, new world accounting update, budget meetings, knowbe4 training, server security, and computer licensing.

There was no old business.

The claims report for the month of June were reviewed.

Under New Business, the medical claims and fund balance for the month of June claims were reviewed.

Member Jones moved to approve the vaccine resolution, Member Nelson seconded, all were in favor and the original motion carried. Administrator Knackstedt explained that this blanket resolution will make it so the committee does not have to annually approve the vaccines be added to the healthcare plan.

Member Nelson moved to approve the personnel policy handbook changes, Member Thompson seconded, all were in favor and the motion carried. Administrator Knackstedt will send the revisions out to the full board so there is plenty of time to review and ask questions prior to the full CB meeting.

Member Jones moved to enter closed session, Member Darin seconded, there was a roll call vote, all were in favor and the committee entered closed session

Member Nelson moved to re-enter open session, Member Padilla seconded, there was a roll call vote, all were in favor and the committee entered open session

Member Darin moved to approve payment of the healthcare second appeal in the amount of \$189, Member Padilla seconded, all were in favor and the original motion carried.

The next regular Administration Committee meeting was set for Tuesday, August 9, 2022 at 5:00 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator