

Administration Committee Meeting Report  
Tuesday, October 10, 2023, 5:00 p.m., 303C – Third Floor

Members present: Jill Darin, Marshall Jones (arrived 5:07), Joe Garrity, Jeanna Moore, and Kippy Breeden  
Members absent: Dan Crippen. Others present: Erin Knackstedt, Kyle Free and Rosemary Rathjen

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

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

Member Moore moved to approve the August 8, 2023, Member Garrity seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Kyle Free gave a brief update on activities for the month which included, but was not limited to, regular maintenance, HVAC and roof projects, Schebler outside air system update, training, replaced toilet, and winter prep.

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

Rosemary Rathjen gave a brief update on the activities for the month which included but was not limited to, door entry system, courtroom updates, online demos for different system upgrades, multi-factor authentication software, and the New World update.

There was no old business.

The claims report for the month of September were reviewed.

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

Member Moore moved to approve the low bid for the jail hot water heater replacement, Member Jones seconded, all were in favor and the motion carried. The committee reviewed the bids and requested that the low bid specifically state how many hot water heaters would be installed prior to the full board meeting.

Member Moore moved to approve the 2024 Holiday schedule, Member Garrity seconded, all were in favor and the motion carried.

Administrator Knackstedt gave an overview of the paid leave policy that takes effect January 1, 2024. OKGC is working on providing language for the county to update the policy. The HVAC maintenance quotes for the next meeting and upcoming capital project planning.

The next regular Administration Committee meeting was set for Tuesday, November 7, 2023 at 5:00 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator