

## ADHOC COMMITTEE FOR COUNTY ADMINISTRATOR

April 22, 2021

9 a.m.

The Adhoc Committee for County Administrator met on Thursday, April 22, 2021 at 9:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT:     Bob Adrian, Chairman  
   Marty Thomson  
   Kevin Osbourne  
   Don Gilmet  
   Bill Peterson, guest

OTHERS PRESENT:             Bonnie Friedrichs, County Clerk  
   Tammy Sumerix-Bates, Executive Manager

INFORMATION ITEM:         The Committee reviewed copies the job description for County Administrator which was revised by the Committee from their last meeting.

Discussion was held on pros and cons of either an administrator versus a coordinator.

Administrator	Coordinator
<b><u>Pro</u></b> Administrative oversight to look over operations and make changes (rather than 8 people in charge of)	
<b><u>Con</u></b> Additional wages/benefits to be budgeted	<b><u>Con</u></b> You have to pay additional wages/benefits
<b><u>Pro</u></b> Long term planning for negotiations	<b><u>Pro</u></b> Long term planning for negotiations
<b><u>Con</u></b> Commissioners lose accountability of what is going on	<b><u>Con</u></b> Commissioners lose accountability of what is going on

<p><b><u>Pro</u></b> Change of County governance with administrator running operation and board stepping back and being a policy board</p>	
<p><b><u>Pro</u></b> All commissioners give committee reports to the administrator so synopsis can be given to the entire board</p>	
<p><b><u>Pro</u></b> Financial planning (strategic planning), help transient commissioners figure out finances. Better look to the community and the employees. Commissioners are taken out of the hands-on stuff. Administrator position will assist chairman of the board. Budgeting and planning financially.</p>	
<p><b><u>Con</u></b> Human resources could be cleaned up between the following offices: Clerk's, Commissioners, elected officials</p>	
<p><b><u>Pro/Con</u></b> Hiring a person who has basic knowledge of operations and not familiar with the county</p>	
<p><b><u>Con</u></b> Administrator could handle oversight of Public defender's office, courts/child care fund/jail etc.</p>	
<p><b><u>Con</u></b> Administrator is in the loop where things connect.</p>	<p><b><u>Con</u></b> Coordinator is in the loop where things connect.</p>
<p><b><u>Con</u></b> authority to do things</p>	<p><b><u>Con</u></b> authority to do things</p>

Discussion on how much to pay the Administrator position and what the benefits would be for the position. Discussion on advertising and hiring an administrator.

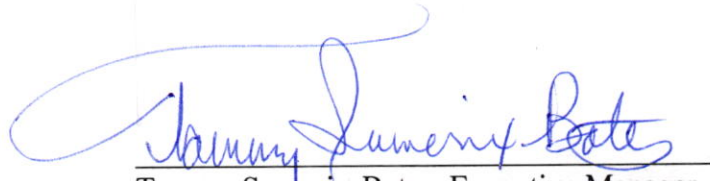
Job description for administrator should include fixed assets which includes BS&A, monitoring - acquiring and disposal, balance out with auditors, needs to include insurance.

Base wages for county commissioner were discussed. Discussion was held on the disparity between commissioners pay and those eligible for in lieu of pay. The in lieu of pay is \$400 per month or \$4,800. Bonnie informed the Committee that Commissioners fell under the category of work for 30 hours or more a week.

Discussion was held on a presentation for the entire Board of Commissioners. John Amrhein will be asked to speak at the special full board meeting that will be held in May for the 911 election.

Meeting adjourned at 11:10 a.m.

  
Bob Adrian, Adhoc Chairman

  
Tammy Sumerix-Bates, Executive Manager