

ADMINISTRATIVE COMMITTEE MEETING
February 21, 2017

The special meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:15 PM on Tuesday, February 21, 2017 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
 Nick Toney
 David Richter
 Mike Starshak
 Paul Schwandt
 Bob Lyon

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; and Cathy Schmit, County Administrator

AGENDA

Motion/second (Schwandt/Lyon) to approve the amended agenda. Motion carried.

JOB DESCRIPTION/FILL VACANT POSITION

County Administrator Cathy Schmit informed the committee of her need for an HR Coordinator in her department. The position is in the 2017 budget. Schmit presented a job description for review along with wage figures. Discussion held.

Motion/second (Richter/Lyon) to approve the position of HR Coordinator and to amend the job description to “Handles routine policy manual interpretation inquiries from staff”. All ayes. Motion carried.

RESOLUTIONS

Motion/second (Richter/Toney) to approve a resolution Relating to Creating a HR Coordinator Position in the County Administrator Office and to send to Personnel Committee for approval and County Board for final approval. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – May 1, 2017 at 6:00 PM. Chairman Reabe also advised the committee he will be calling a special meeting within the next month.

Future Agenda Items:

ADJOURNMENT

Motion/second (Schwandt/Richter) to adjourn the meeting at 5:29 PM.

Submitted by,

Liz Otto
County Clerk