



# Board of County Commissioners Agenda Request

## 4B

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Interim Administrator Appointment

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 3-5 minutes
<b>Summary of Issue:</b> <p>We are recommending a team approach for the Interim County Administrator appointment as follows, effective April 4, 2025 until the position is refilled.</p> <p>John Welle - supervision and direction to department heads</p> <p>John Welle - official interim designation for signatures (resolutions and contracts) and 3rd step grievance designation (this signature designation requires Board action)</p> <p>Kathleen Ryan - facilitate department head meetings and sign department head timesheets</p> <p>Kathleen Ryan - management of county finances/budget</p> <p>Bobbie Danielson - supervision of the Administrative Assistant, union negotiations (labor negotiations is already included in the HR Director's job description, so no action is needed on this item)</p> <p>Mark Jeffers - communications (e.g. public complaints, legislators, etc.) and manage central service functions (board agenda review, Commissioner and newspaper point of contact), lead revitalization team efforts</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to approve the Interim County Administrator team approach as proposed.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> There is no budget impact, as staff are willing to perform these additional duties without added compensation.		

Legally binding agreements must have County Attorney approval prior to submission.