RANSOM COUNTY BOARD OF COMMISSIONERS

Special Meeting – February 6, 2025

The meeting was called to order at 1:00pm by Chair Greg Schwab. The Pledge of Allegiance was recited. Members present: Todd Anderson, Neil Olerud, Kevin Bishop, and Greg Schwab were present. Along with Auditor Nicole Gentzkow, Sheriff Darren Benneweis, Emergency Manager Kirsten Gilbert, Recorder Shelly Schwab, Treasurer Kathie Erickson, Tax Director Teresa Haecherl, and Deputy Auditor Maria Langland.

Department heads appeared before the board to ask who or what the protocol was for the time being while the janitor position was open? Employees are willing to vacuum their own offices and take the trash out, however they would like to see someone hired for the common areas. Discussion was had. Olerud will talk to Jeff Mangin to see if he is interested in helping out, or taking over the common areas in the courthouse. Schwab will talk to public health about vacuuming their building and taking the trash out. It was also mentioned to contact local contract cleaning services to see if anyone is interested.

The board and department heads discussed having something in the handbook so everyone knows the protocol for filling a department head vacancy in the future. Anderson moved, seconded by Bishop in the future the portfolio holder with get a job description and the auditors office will get a job listing posted on the website and Gazette. All aye. Motion carried.

Holidays were reviewed in the handbook. Discussion was had. Anderson moved, seconded by Olerud effective immediately holiday pay for ALL full-time employees will be capped at 8 hours. It is up to the employee to use vacation, comp, or work with department head to make up hours within that week. All aye. Motion carried.

Job descriptions were discussed. Bishop moved, seconded by Anderson that each department head is responsible for maintaining and updating job descriptions for all positions within their offices. All aye. Motion carried.

Yearly evaluations were discussed. Bishop moved, seconded by Anderson that year evaluations would be required and looked at before budget time to determine if individuals would move a step. Evaluations should be performed more often if an employee improvement plan is needed. All aye. Motion carried.

K&S Cleaning, Brianna Gibson, and Cheryl Gregor were all names mentioned to see if they would be interested in doing contract cleaning for the courthouse common areas.

Out of state travel was discussed. Bishop moved, seconded by Olerud that all out of state travel must be approved by the board if there is any financial responsibility to the county before travel occurs. If prior approval is not given for out of state, it will be at the discretion of the board if it is reimbursed. Policy will be added to the travel section in the handbook. All aye. Motion carried.

Anderson moved, seconded by Bishop to adjourn the special meeting. All aye. Meeting was adjourned.