

**TUESDAY, MARCH 10, 2009**

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2009-05 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole March 10, 2009, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. David Hanson opened the meeting at 9:00 a.m. CDT. [Meeting Convened](#)

The Chair acknowledged those present:

[Those Present](#)

Members present:	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Klaus Alberts	District #1
Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk

Finance Director Lisa Kramer provided the Board with a fourth quarter 2008 banking and investment summary.

[Fourth Quarter 2008  
Banking & Investment  
Summary](#)

Past and present interest rates were discussed.

This item was for informational purposes only, no action was needed.

County Attorney Paul Kiltinen met with the Board to request that he be allowed to fill a position that was recently vacated in his office.

[Legal Secretary  
Replacement  
Request Discussed](#)

Mr. Kiltinen requested authorization to replace part-time Legal Secretary Tabatha Durand who resigned her position effective Wednesday, March 4, 2009. Although Ms. Durand indicated in an exit interview that there was enough work in the office to warrant a full-time position, the County Attorney was only asking to fill this position with a part-time person at this time.

It was the consensus of the Board that the County Attorney be allowed to work with the Employee Relations Director to start the process of posting for a part-time Legal Secretary to fill the vacant position. It was noted that a personnel action for this position will be brought forward on the next agenda.

The County Attorney brought it to the Board's attention that in 1991 William Snell gave some land to the Fairview Care Center in his will. The property was then sold. Since Fairview Care Center is not their own entity the commissioners need to approve the sale and the original deed needs to be fixed and clear title issues need to be resolved. It was the consensus of the Board that Commissioner David Hanson and County Administrator David McKnight be allowed to sign the necessary paperwork to approve the sale of the property willed to the county by William Snell back in 1991.

[1991 Land Donation  
to Fairview Care  
Center Discussed](#)

Mr. McKnight informed the Board that two additions will be made to the personnel agenda under Public Health, D.3 to accept Teresa Prond's resignation and D.4 asking for authorization to fill that position at a .65 FTE.

Personnel Agenda Updates Discussed

Public Health Director Peggy Espey received notice on March 9, 2009 that Teresa Prond would be resigning effective April 3, 2009. This Public Health Nurse position is a .6 FTE position. Ms. Prond is the lead for disease prevention in the Public Health department, some of her duties include: routing immunization clinics, flu clinics, tuberculosis contact investigation, medication monitoring, case management, investigation of all disease outbreaks and public health preparedness to name a few in this area. Ms. Prond coordinates and is certified to place infant and toddler car seats. In addition, she is the lead in the Maternal Child Health program and serves in other program areas as needed. These responsibilities require education and training and are core programs of the Public Health Department. Because of the program areas that Ms. Prond is serving, Public Health needs to fill this position as soon as possible.

The County Administrator reported that the Sheriff's Office is now down from four Transport Officers to two Transport Officers and that A.2 on the Personnel Agenda is asking for authorization to fill a vacant position.

Mr. McKnight provided the Board with a County Administrator update.

County Administrator Update

The Board briefly discussed their desire to meet with a commissioner from each of the counties that participates in SEMMCHRA to discuss Dodge County's concerns with the organization.

SEMMCHRA Discussion

The Chair adjourned the meeting at 9:25 a.m. CDT.

Meeting Adjourned

**ATTEST:**

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DAVID HANSON  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY CLERK

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DATED: