

## Buffalo County Minutes

**Committee/Board:** Executive Committee

**Date of Meeting:** Monday, July 26, 2021

Chair Dennis Bork called the meeting to order at 12:19 p.m.

**Executive Committee Members Present:** Mr. Dennis Bork and Mr. Larry Grisen were present. Mr. Max Weiss was excused.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, and Ms. Roselle Schlosser.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Minutes from the Previous Meeting:** Mr. Grisen made a motion to approve the minutes, seconded by Mr. Bork. Carried.

**Review/Discussion regarding the Deputy Clerk of Court Position Description:** Ms. Schlosser explained there are no updates needed to the description. This description was used to hire the last employee. She currently has two full-time employees and one part-time employee, who is shared with the Judge's Office.

**Review/Discussion regarding the Vacant Deputy Clerk of Court Position:** A discussion was held on some temporary help in her office. There is one person that is used for temporary office help, and they are currently helping the Highway Department. It was suggested to work with the Judge's Office to have a few more hours of the current shared staff. Mr. Grisen made a motion to approve filling the vacancy, seconded by Mr. Bork. Carried.

**Review/Discussion/Action regarding the Chairperson Report:** None.

**Public Comments:** None.

**Adjournment:** Mr. Grisen made a motion to adjourn at 12:30 p.m., seconded by Mr. Bork. Carried.

Respectfully Submitted,

Roxann Halverson  
County Clerk