

**PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA**

**January 26, 2021**

The County Board of Jackson County, Minnesota met in special session, in the Jackson County Government Resource Center, Cafeteria Room (Door 7), 402 White Street, City of Jackson, Minnesota, on January 19, 2021. The following members of the Jackson County Board of Commissioners were present: Catherine Hohenstein, James Eigenberg, Scott McClure, Philip Nasby and Don Wachal. County Coordinator Steven Duncan and Trish Schulz, Deputy County Coordinator, were also in attendance.

**CALL TO ORDER**

Chair Eigenberg called the meeting to order at approximately 10:30 a.m. and led the Pledge of Allegiance.

**Motion was made by Commissioner Hohenstein and seconded by Commissioner McClure to adopt the agenda. The motion carried unanimously.**

**DDA HUMAN RESOURCES, INC./COUNTY ORGANIZATIONAL STRUCTURE**

Gary Weiers, DDA Human Resources, Inc., appeared before the Board and presented information regarding County Organizational structure, timing of process, and succession planning for a County Coordinator or Administrator.

**Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adopt Board Action 21-039: Authorize DDA Human Resources, Inc., to prepare a County Administrator job description and authorize the County Coordinator to have the job description graded for establishment of job classification and placement on the County's compensation schedule. The motion carried unanimously.**

**ADJOURN**

**Motion was made by Commissioner Nasby and seconded by Commissioner Hohenstein to adjourn the meeting at 11:24 a.m. The motion carried unanimously.**

JACKSON COUNTY BOARD OF COMMISSIONERS

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James Eigenberg, Chair

ATTEST: 

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Steven Duncan, County Coordinator