



**Committee Charter:** Management Team

**Overview:** Formed to serve in an advisory capacity to the County Board of Commissioners.

**Purpose:** To research, review, and make recommendations to the County Board on organization-wide management issues as developed by the Team, or, as assigned by the County Board.

**Composition:**

Name	Role	Agency/Represent
Lee Brekke	Voting Member	Assessor
Heather Olson	Voting Member	Auditor/Treasurer
Sean Uselman	Voting Member	Building Services
Kathy Langer	Voting Member	Corrections
Kathy Ouren	Non-voting Member	Court Administration
Kyra Ladd	Voting Member	County Attorney
CJ Holl	Voting Member	County Administrator
Darin Fellbaum	Voting Member	Highway
Randy Jahnke	Voting Member	Transit
Jennifer Westrum	Voting Member	Human Services
David Hotchkiss	Voting Member	IT
Erica Keppers	Voting Member – Chair	Public Health
Tracy Borchert	Voting Member - Vice Chair	Recorder
Mike Carr, Jr.	Voting Member	Sheriff
Wade Miller	Voting Member - Recorder	Solid Waste
David Anderson	Voting Member	Veteran’s Service
Deana Malone	Voting Member	Zoning/Parks/Passports & GIS
Bill Stearns	Voting Member	Vice Chair - County Board
Murlyn Kreklau	Voting Member	Chair – County Board

**Membership:**

- Comprised of the Head of each County Department, the Chair of the Wadena County Board of Commissioners, and the Vice-Chair of the Wadena County Board of Commissioners
- Offices held include a Chair, Chair-elect, and a Recorder. Offices are rotated by alphabetical listing of departments on an annual basis.
- Exempt from the officer rotation are the County Commissioners and the non-voting members of the Team.

**Responsibilities:**

- Encourage and promote a team approach to the operation of County government
- Provide a forum for communications between departments and the County Board
- Provide organized facts, mutually accepted by vote of the Team, to the County board, thereby allowing the Board an opportunity to make a supported and informed decision
- Provide a forum wherein the Team members may seek solutions to department problems through consultative advice

**Meeting schedule:** Second Wednesday of each month unless a conflict with the set date facilitates a change or there is need to have an emergency meeting

**Decision making:** Recommendations to County Board

**Reporting:** Reports to the County Board of Commissioners

**Annual review:**

**Charter:** Review and update annually

**Goals:**

- Involve Department Heads in management issues and decisions of common interest to departments
- Involve Department Heads in county-wide strategic planning
- Understand and accept opinions and decisions through improved communications between a) Department Heads on the Management Team; and b) Management Team and the County Board of Commissioners
- Increase management capability resulting from understanding of issues and problems, from consideration of alternative approaches and from participation in decisions
- Further develop working relationship among department heads by identifying differences, exploring alternatives, and mutually arriving at solutions
- Make decisions on issues considered through sharing of information