



Administrative Sub-Committee

AGENDA

March 12, 2021
2:00 – 3:00 PM

[Join Zoom Meeting](#)

Meeting ID: 856 6213 2611
Passcode: 360374

Committee Members

Audrey Kilpatrick (Chair)
Brad Tooker
Scott Lay
Joe Landon
Raenel Toste

SIG Staff

Cindy Wilkerson

Consultants

Public Comments: This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the Agenda.

1. Approve agenda for March 12, 2021 meeting
2. Approve minutes from February 26, 2021 meeting
3. Vendor contract discussion: Adhoc Evaluation Committee recommendation
4. Outsourced services/Internal staff modeling
 - a. Proposed new staff job description: Risk/Safety Coordinator
 - b. Proposed revised staff job description: Administrative/Office Asst
5. Action: Develop recommendations to the Executive Committee

Next meeting: TBD