

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 9/25/2026 Weekly Agenda Date: 10/6/2026

Elected Official / Department Head / Citizen: Michelle Skaff - Auditor/Recorder

Wording for Agenda Item:

Request approval to overlap Elections Clerk III position through Dec 31, 2026 due to job responsibilities and pending retirement

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☐

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Our Elections Clerk III has submitted a retirement date of 12-31-26. Due to her responsibilities, we would like to overlap the position to benefit from her experience and knowledge to train the new employee.

Recommendation:

Approve to overlap position.

Approved by Board of Supervisors on March 17, 2026