

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 10/8/2026 Weekly Agenda Date: 10/13/2026

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

Wording for Agenda Item:

Request to Authorize Overlapping Deputy Recorder/Real Estate Position for Succession Planning and Cross-Training

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☐

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

The Deputy Recorder/Real Estate has shared her retirement date effective June 30, 2027, following 29 years of dedicated service. To preserve institutional knowledge and ensure a seamless transition, I request authorization to appoint a new Deputy Recorder/Real Estate effective November 9, 2026. An early appointment allows the new deputy to participate from the start of the Auditor real estate annual cycle and integrate into ongoing Recorder/Vitals cross-training initiatives. The position is proposed at the 75% deputy salary level, to be re-evaluated for FY28. The deputy will be appointed by Auditor Recorder Michelle Skaff. Financial Impact: Maximum projected cost for FY27 is \$81,082.01, which includes full benefits under a maximum case scenario

Recommendation:

Motion by second by to approve overlapping the Deputy Recorder/Real Estate position, authorizing Auditor Michelle Skaff to appoint a new deputy effective on or after November 9,

2026.

Approved by Board of Supervisors on March 17, 2026