

**Meeting Minutes of
Lincoln County Administrative & Legislative Committee
Monday, November 7, 2011 at 9:00 a.m.
Lincoln County Service Center – Room 248**

MEMBERS PRESENT: Robert Lussow, Robert Lee, Patricia Woller, Arlene Meyer, Dan Caylor, Greta Rusch, and Ron Krueger

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Sheila Pudelko, Nancy Bergstrom, and Don Schlising

1. **Call Meeting to Order:** Chair Lussow called the meeting to order at 9:00 a.m.
2. **Approval of Minutes from Previous Meetings:** Motion by Krueger, second by Woller to approve the minutes from the October 3rd and October 12th meetings. All ayes.
3. **Departmental Reports**
 - a. **Information Technology Activity and Financial Reports:** Don gave a brief update stating they are updating the email server. Currently they are posting for the new position until November 23rd.
 - b. **Corporation Counsel Activity and Financial Reports:** Nancy pointed out there has been a lot of activity with mental commitments. There is a jury trial for one of them. The report was placed on file.
 - c. **Administrative Coordinator Activity and Financial Reports:** Randy indicated the employee benefit meetings went well. The report was place on file.

The Committee moved to item 6.

6. **IT Department Structure:** Don informed the committee of the structure change he is looking for. His goal would be to have three separate classifications for the department. Desktop Support Specialist, Network Administrator, Network Engineer. They would be pay grades 4, 9, and 13 respectively. The purpose of this is to cut down on outside consultants. This would be budget neutral and Don has set criteria and job descriptions for each position. The job descriptions would need to be approved by the Personnel Committee. Don would have to communicate with the employees as what the expectations to attain each level and maintain each level. Employees could move up and down based on their skill level, need for the County for that particular position and budget restraints would be the criteria. Motion by Lussow, second by Meyer to support the restructuring and move to the Personnel Committee. All ayes.
7. **IT Mobile Phone Addendum:** Don informed that committee that currently the employees do not receive anything for their cell phones they use them a lot for being on call and when they are out in the County. They also need data plans for internet and texts and his recommendation is to approve \$25.00 per month to go to each employee in the IT Department for that purpose. Motion by Woller, second by Rusch to approve. All ayes.

The Committee returned to item 4.

4. **County Board YTD Budget Report:** Sheila indicated there are no concerns. The report was place on file.
5. **Ordinance Change to have Veterans Services Department answer to Administrative and Legislative Committee:** Randy indicated that Rick Wolf was not able to attend unfortunately due to a family matter. Randy and Rick have talked about what Committee he reports to. Rick has no

concerns as to what Committee he reports to and other County Veterans Services Departments report to several different committees. Rick felt there would be no issue reporting to Administrative & Legislative Committee. Motion by Caylor, second by Krueger to have Veterans Services report to the Administrative & Legislative Committee. All ayes.

8. **Set Next Meeting:** The committee set the next meetings for December 5, 2011 and January 9, 2012 at 8:00 a.m.
9. **Adjourn:** Motion by Caylor, second by Lussow to adjourn. The meeting adjourned at approximately 9:38 a.m.