

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, March 13, 2007 at 8:00 a.m.
Lower Level Conference Room-Health & Human Services Bldg.**

MEMBERS PRESENT: Daniel Caylor, Robert Lussow, Patsy Woller, Frank Saal, and Greta Rusch

MEMBERS ABSENT:

VISITORS: John Mulder

OPEN MEETING

- 1. Call Meeting to Order:** Dan Caylor called the meeting to order at 8:00 a.m.
- 2. Approve Minutes of Previous Meetings:** Motion by Lussow, second by Rusch to approve the minutes of the last meeting with the correction to show Patsy Woller was present at the meeting. All ayes, motion carried.
- 3. Limited Term Employees in Health Dept:** John Mulder gave an update on the progress of hiring a Limited Term employee in the Health Department.
- 4. Request for Compensation reviews-Information Technology:** The Administrative and Legislative Committee have approved the re-organization of the Computer Services Department along with a new name of Information Technology. A new mission statement along with an organizational chart showing the new responsibilities of the positions was provided to the Committee. This re-organization adds responsibility to the overall responsibility of the Department as well as re-structures the responsibilities of the staff members within the Department. If approved by the Committee, each staff person will be required to complete a job description questionnaire and submit it to the County's compensation consultant. Any recommendations for changes would come back to the Committee for final approval. Motion by Lussow, second by Woller to approve a formal review of the compensation classifications for each position in the IT Department by the County's compensation consultant. All ayes, motion carried.

CLOSED SESSION

- 5. Convene into Closed Session Pursuant to Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.**
 - a. Leave of Absence Request-Highway Department

Motion by Rusch, second by Woller to convene into closed session Pursuant to Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. All ayes, motion carried.

Motion by Lussow, second by Woller to re-convene into open session. All ayes, motion carried.

OPEN SESSION

- 6. Take any necessary action on items discussed in closed session:** Motion by Woller, second by Saal to approve the Leave of Absence request to Les Yanda as outlined in the memorandum of agreement dated March 9, 2007. All ayes, motion carried.
- 7. Administrative Coordinator's Report-Q and A on written report:** John Mulder presented his written report. The report was placed on file.

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- 8. Set next meeting date; Adjourn:** The Committee set the next meeting dates for April 10, 2007 at 8:00 a.m. and tentatively May 8, 2007 at 8:00 a.m. The meeting will be held in the Lower Level Conference Room at the Human Services Building. Motion by Rusch, second by Caylor to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:25 a.m.

Minutes prepared by John Mulder