

**Meeting Minutes of  
Lincoln County Personnel Committee  
Tuesday, September 4, 2007 at 8:00 a.m.  
3<sup>rd</sup> Floor Conference Room-Health & Human Services Bldg.**

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

**MEMBERS ABSENT:**

**VISITORS:** John Mulder, Mike Soucy, Jeff Jaeger, Tom Bahr, John Spiegelhoff, Garrett Dinges, Debbie Rauchle, Kevin Orzech, Becky Byer, Bob Hiemann Mark Gaartman, and Dan Leydet

**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 Woller to approve the minutes of the last meeting. All ayes, motion carried.
- 3. Requests for new staff for 2008 Budget:** John Mulder explained that Departments requested a total of 7 new positions for 2008 for a total cost exceeding \$430,000. There was also one request for additional hours for three positions in the District Attorney's office. A memo with his recommendations along with the staff requisition, fiscal impact form, and supporting information for each request were included in the packet.

For the past several years, the county has eliminated several positions and /or has made some significant re-organizations as positions have become vacant. Given the budget constraints and the desire to limit an increase in the tax levy, departments will have to try to do more with their existing staff. In some cases, this may require a thorough review of the tasks performed by existing staff for priority and efficiency and re-organizing the work within the departments. He recommended that no new positions be included in the 2007 budget.

- a. **Register in Probate – Increased Hours:** Becky Byer explained her request to increase the hours of the Deputy Register in Probate from 36.25 per week to 40 per week.

**RESOLUTION:**

- Motion by Rusch, second by Woller to approve an increase in hours to 40 hours per week. All ayes, motion carried.
- b. **Sheriff department – Corrections:** Sheriff Jaeger and Chief Deputy Mike Soucy explained their request for 4 additional correctional staff. Motion by Saal, second by Caylor to deny the request at this time. All ayes, motion carried.
  - c. **Sheriff Department – Bookkeeper** Sheriff Jaeger and Chief Deputy Mike Soucy explained their request for a bookkeeper in the Sheriff's department. Motion by Lussow, second by Caylor to deny the request at this time. All ayes, motion carried.
  - d. **Information Technology** Bob Hiemann explained his request for an additional Infrastructure Engineer in the IT department. Motion by Lussow, second by Caylor to deny the request at this time. Motion passed 4-1 with Woller voting no.
  - e. **District Attorney – Increased hours:** Don Dunphy explained his request to increase the hours of the three clerical positions in the DA's office from 36.25 per week to 40 hours per week. Motion by Lussow, second by Rusch to deny the request at this time. Motion passed 4-1 with Woller voting no.

4. **Social Services – Lead Worker Positions:** John Mulder explained some the recent changes in the Social Services Department and recommended assigning a lead worker in the Economic Support and Child Support units of Social Services from the existing staff. Motion by Lussow, second by Saal to approve the creation of the Lead worker positions in Child Support and Economic Support units in Social Services. 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.
- Grievances (2) – Sheriff Deputies
  - Grievance – Courthouse
  - Bargaining Update
  - Staffing Levels for 2008

Motion by Saal, second by Lussow 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. John Mulder, Sheriff Jaeger, Chief Deputy Mike Soucy, and the grievants with their respective representatives would be allowed to remain in closed session.

Dan Caylor and Patsy Woller left the meeting during the closed session.

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

#### **OPEN SESSION**

6. **Take any necessary action on items discussed in closed session:**
- Grievances (2) – Sheriff Deputies:** Motion by Lussow, second by Rusch to deny the grievances of the Sheriff Deputies. All ayes, motion carried.
  - Grievance – Courthouse:** Motion by Saal, second by Lussow to deny the grievance of the Courthouse employee. All ayes, motion carried.

No other action was taken.

7. **Administrative Coordinator’s Report-Q and A on written report:** John Mulder explained his report. Motion by Lussow, second by Saal to place report on file. All ayes, motion carried.
8. **Set next meeting date(s); Adjourn:** The Committee set the next two meeting dates for October 2, 2007 at 8:00 a.m. The meetings will be held in the Lower Level Conference Room at the Human Services Building. Motion by Rusch, second by Saal to adjourn. All ayes, motion carried. The meeting adjourned at 10:00 a.m.

Minutes prepared by John Mulder