

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, November 6, 2007 at 8:00 a.m.
Lower Level Conference Room-Human Services Bldg.**

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

MEMBERS ABSENT:

VISITORS: John Mulder, Randy Scholz, Kevin Kleinschmidt, 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. Highway-Finance Department-Financial Manager:** John Mulder explained the job description for a Financial Manager/Accountant in the Highway Department and a departmental agreement between the Highway and Finance Departments were included in the packet. The Finance Department has provided accounting services to the Highway Department and the accountant has been physically located in the Highway Department for several years. This job description does not create a new position, but changes the current accountant's duties and responsibilities. These recommended changes are due in part to the Auditor's recommendations relative to a more centralized approach to the County's financial operations. Motion by Lussow, second by Woller to approve the revised job description and departmental agreement between the Highway and Finance Department. All ayes, motion carried.

CLOSED SESSION

- 4. Convene into closed Session Pursuant to Sec. 19.85(1)(c) Wis Stat. for considering employment, promotion, compensation, or performance evaluation data of any public employee and 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. Start Rate of Pay – Forestry Administrator
 - b. Bargaining Update

Motion by Saal, second by Lussow to convene into closed session pursuant to Sec. 19.85(1)(c) Wis Stat. for considering employment, promotion, compensation, or performance evaluation data of any public employee and 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. Kevin Kleinschmidt and John Mulder would be allowed to remain in closed session.

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

OPEN SESSION

- 5. Take any necessary action on items discussed in closed session:** Motion by Lussow, second by Woller to set the starting salary for Kevin Kleinschmidt as the Forestry Administrator at Grade 16, Step 3. All ayes, motion carried.
- 6. Administrative Coordinator's Report-Q and A on written report:** John Mulder explained his report. The report was placed on file.

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- 7. Set next meeting date(s); Adjourn:** The Committee set the next meeting date for December 4, 2007 at 8:00 a.m. The meeting will be held in the Lower Level Conference Room at the Human Services Building. Motion by Lussow, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:45 a.m.

Minutes prepared by John Mulder