

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, February 5, 2008 at 8:00 a.m.
Third Floor Conference Room-Human Services Bldg.**

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

MEMBERS ABSENT:

VISITORS: John Mulder, Donna Winker, 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 Woller, second by Saal to approve the minutes of the last meeting. All ayes, motion carried.
- 3. Commission on Aging/ADRC Clerical Assistant:** John Mulder and Donna Winker explained the request for a 15 hour/week Clerical Assistant position. As the Commission on Aging is moving into a Aging and Disability Resource Center, additional staff is needed to do the clerical duties, to free up the Information and Assistance Specialist to assist clients and to do Community Options Program assessments. Duties will include routine clerical work, i.e. data entry, Support Group invitations, assisting with the meal program.

The wages of the clerical assistant will be covered by moving the appropriate amount of the Director's salary from a Commission on Aging expenditure to a Social Services expenditure. The Social Services expenditure will be covered by the Director, in her role as Supervisor of Long Term Support, will do case reviews, for which she can bill the various programs. The Information and Assistance Specialist will also be able to bill the Community Options Program for the assessments she does for Social Services.

RESOLUTION

Motion by Woller, second by Rusch to approve filling the position.

- 4. Commission on Aging/ADRC Reclassification of Information and Assistance Position:** John Mulder explained the recommendation to re-class the current Information and Assistance Specialist from a Clerical Assistant to an Administrative Secretary. The individual recently became certified as a Information and Assistance Specialist (AIRS certified). This is part of the transition to an Aging and Disability Resource Center. Motion by Woller, second by Rusch to approve the reclassification.
- 5. Review of classification-Financial Manager-Highway Department:** The Highway Committee, Finance Committee, and Personnel Committee have approved the re-organization of the Accountant position in the Finance Department and its responsibilities in the Highway Department. Those changes included a change in the job title to Financial Manager/Accounting reporting to the Highway Commissioner with supervision of the Highway Department office staff. It is recommended that the position be formally reviewed by the County's compensation consultant. If approved by the Committee, the individual 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 Caylor to approve a formal review of the compensation classifications for the Financial Manager position shared between the Highway and Finance Departments.
- 6. Administrative Coordinator's Compensation:** The Committee discussed an increase in compensation for the Administrative Coordinator. John Mulder stated he did not have a recommendation, it was up to the Committee.

RESOLUTION

Motion by Lussow, second by Woller to forward a resolution to approve the wage increases for the Administrative Coordinator as follows:

- 2% January 1, 2008
- 1% July 1, 2008
- 1.5% January 1, 2009
- 1.5% July 1, 2009

This will be retroactive to January 1, 2008. All ayes, motion carried.

- 7. Administrative Coordinator's Report-Q and A on written report:** John Mulder reviewed his report and gave a brief overview on the status of negotiations. The report was placed on file.

CLOSED SESSION

- 8. Convene into closed Session Pursuant to Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investigating of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.**
- a. Bargaining Update

OPEN SESSION

- 9. Take any necessary action on items discussed in closed session:** The Committee decided not to convene into closed session. No action was taken.
- 10. Set next meeting date(s); Adjourn:** The Committee set the next meeting date for March 4, 2008 at 8:00 a.m. The meeting will be held in the Third Floor Conference Room at the Human Services Building. Motion by Lussow, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:25 a.m.

Minutes prepared by John Mulder