

**Meeting Minutes of
Lincoln County Personnel Committee
May 4, 2010 8:00 a.m.
Lincoln County Service Center Room 248**

MEMBERS PRESENT: Daniel Caylor, Patricia Woller, Greta Rusch, Richard Eisenman and Frank Saal

MEMBERS ABSENT:

VISITORS: Jeff Jaeger and Tim Meehean

1. **Call Meeting to Order:** Interim Administrative Coordinator Tim Meehean called the meeting to order at 8:00a.m.
2. **Election of Chairman:** Frank Saal stated he felt it was important for the Chairman of any Committee to represent the Committee's action at the County Board. Patsy Woller nominated Frank Saal for Chairman. Frank Saal nominated Dan Caylor for Chairman. Vote was taken. Dan Caylor received 4 votes and Frank Saal received 1 vote. Dan Caylor was elected Chairman.
3. **Election of Vice-Chairman:** Chairman Caylor asked for nominations. Patsy Woller nominated Frank Saal. Motion by Woller, seconded by Caylor to cast a unanimous vote for Frank Saal as Vice-Chairman. All ayes, motion carried.
4. **Election of Secretary:** Frank Saal nominated Greta Rusch. Motion by Eisenman, second by Saal to cast a unanimous vote for Greta Rusch as Secretary. All ayes, motion carried.
5. **Approve Minutes of Previous Meeting:** Motion by Eisenman, second by Woller to approve the minutes of the previous meeting. All ayes, motion carried.
6. **Update on Family Care:** Tim Meehean gave an update on the issues related to the implementation of Family Care in Lincoln County. He stated the organizational chart for the Developmental Disabilities Center is complete and that the organizational chart for the Social Services Department is nearing completion.
7. **Sick Leave Conversion for ADRC & CCCW Transitioning Employees:** Tim Meehean presented a proposal for the transfer of sick leave for employees transitioning to ADRC-CW or CCCW as a result of Family Care. He explained that all of the other Counties that transitioned or are going to transition have made some accommodation for transitioning employees' sick leave balances. The proposal calls for a conversion of a percentage of the sick leave based on years of service, the minimum percentage is 10% and the maximum is 50%. Motion by Eisenman, second by Woller to approve the conversion schedule as presented. All ayes, motion carried.
8. **Report on Reorganization of Maintenance Department:** Tim Meehean gave an update.
9. **Starting pay for Personnel Specialist:** Tim Meehean reported that he had hired an individual for the Personnel Specialist Position. She has a great deal of Human Resources and Personnel Benefits experience. Based on her experience and knowledge he is requesting that her starting salary be placed at the mid-point on the pay scale. Discussion followed. Motion by Eisenman, second by Woller that after six months the pay be moved to the 3 year step of the salary scale. Discussion followed. Eisenman withdrew his motion and Woller withdrew her second. Motion by Saal, second by Woller to have the Administrative Coordinator evaluate the job performance, job responsibilities and job description of the position and report back to the Committee in 5 months. All ayes, motion carried.

10. **Elected Officials Salaries for 2011-2014 term; Sheriff, Clerk of Courts and Coroner:** Tim Meehan presented a proposal for the elected officials' salaries for 2011-2014. The pay scale represents a 1% COLA on 1/1/11 and a 1% COLA on 7/1/11 which is consistent with the Union contracts settled for 2011. The remaining years of their term the COLA increases will be the same as the non-represented employees. The Sheriff's Salary was increased to reflect the pay scale that was in force in the term previous to his. Motion by Woller, second Rusch to approve the Elected Officials' Salaries as presented. 3 ayes and 2 nays with Caylor and Saal voting no. Motion carried.
11. **Approve 2010-2011 Sheriff's Deputies Union Contract:** The Committee reviewed the tentative agreement. Motion by Eisenman, second by Woller to approve the 2010-2011 Sheriff's Deputies Union contract and to forward to the County Board for approval. All ayes, motion carried.
12. **Administrative Coordinator's Report-Q and A on written report:** Tim presented his report. The report was placed on file.
13. **Set next meeting date(s); Adjourn:** The next meetings are scheduled for June 1, 2010 and July 6, 2010. Motion by Eisenman, second by Caylor to adjourn. All ayes, motion carried. The meeting adjourned at approximately 9:15 a.m.

Minutes prepared by Tim Meehan