

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, February 6, 2012 8:00 a.m.
Lincoln County Service Center – Room 248**

MEMBERS PRESENT: Dan Caylor, Frank Saal, Patsy Woller, Greta Rusch, and Don Nelson

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Jeff Jaeger, Maximus Weikel, Jerry Jagmin, and Sylvia Gramm

1. **Call Meeting to Order:** Chair Caylor called the meeting to order at 8:00 a.m.
2. **Approve Minutes of Previous Meeting:** Motion by Rusch, second by Woller to approve the minutes from the last meeting. All ayes.
3. **Set Wages for County Employees for 2013:** Randy indicated this is just a preliminary number for budgetary purposes of a 1% across the board increase. The Committee had concerns about the time line and why it had to be done now and if it could wait. Randy indicated this is the time line set forth by the Finance committee and needs to be followed in order to get the information to the department heads in a timely manner so they can incorporate the numbers into their budget. He wanted to emphasis this is just a preliminary number and can be changed if the budgets are not able to support the 1% across the board increase. We are looking to receive savings from the insurance plan but that will not be known for some time yet; in order to see if this can be incorporated. Motion by Rusch, second by Woller to approve the 1% pay increase. All ayes.
4. **Victim Witness Coordinator-Hiring Update:** Randy indicated that the Victim Witness Coordinator that previously resigned put in an application and the District Attorney has determined she is the best candidate for the position. Randy's recommendation is to start her at her previous wage and to start over with sick leave and vacation. Motion by Saal, second by Rusch to approve the recommendation of Scholz. All ayes.
5. **Personnel Policy:** Randy went through the changes in the personnel policy. The changes were to the Correctional Officers 911 Communicators. There really isn't any operational changes mostly language changes. The second department affected is the Highway department; by moving them into the pay scale so they are like all the other departments as far as pay and changing when they receive operators pay. The next department is Health. They will continue with the on call process they have always had. The Maintenance department will go with their current on call and will be paid overtime for weekends worked. This is to get employees in when needed to remove snow. The Information Technology department will continue with their on call policy just added it to the personnel policy. Then there is clarification on page 5 and page 11. The word "not" should have been added to sub 3 sub "b" in order to have the policy go along with page 11 that indicates that comp time, vacation, and sick leave is not counted toward the 40 hour calculation of the work week. On page 11, to remove the second part of the first sentence under the "approve" to coincide with the previous paragraph.
6. **Administrative Coordinator's Report- Q and A on written report:** Randy indicated he is looking at doing a countywide safety plan; just adding onto the current plan so everyone is under the same plan and everything is covered. The report was placed on file.
7. **Set Next Meeting Date(s):** The Committee set the next meetings for March 5, 2012 and April 2, 2012 at 8:00 a.m.
8. **Adjourn:** Motion by Woller, second by Caylor to adjourn at 8:20 .am. All ayes, motion carried.