

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, November 5, 2012, 8:00 a.m.
Lincoln County Service Center – Room 156**

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

MEMBERS NOT PRESENT: Don Nelson

VISITORS: Randy Scholz, Debbie Moellendorf and Don Dunphy

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 Woller, second by Rusch to approve the minutes from the last meeting. All ayes.
3. **Public Comment:** None
4. **Request to Replace Authorized Positions**
 - a. **District Attorney's Office-Legal Secretary:** Motion by Woller, second by Rusch to approve filling the legal secretary position and changing the job description to Program Assistant. Don informed the committee the reason to fill the position and the reason for the job description change. Randy also informed the committee he thought it was a good plan to move forward. All ayes.

Motion by Rusch, second by Woller to allow Randy and Debbie to remain in closed session pursuant to sec. 19.85(1) (c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation date of any public employee over which the body has jurisdiction or exercises responsibility. Roll call vote. All ayes.

CLOSED SESSION

5. Convene into closed session pursuant to sec. 19.85(1) (c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation date of any public employee over which the body has jurisdiction or exercises responsibility.
 - a. UW Extension –Clerical Staffing

Motion by Woller, second by Saal to re-convene into open session. Roll call vote. All ayes.

OPEN SESSION

6. **Take any necessary action on item discussed in closed session:** Motion by Saal, second by Rusch to fill the UW Extension Clerical staffing per Administrative Coordinators recommendation in closed session.
7. **Administrative Coordinator's Report-Q and A on written report:** Randy discussed the activities for the month. The committee asked about the insurance as to where we stand and where we are as to moving forward. Randy indicated the changes that have been made are to stabilize the insurance fund so it is viable and affordable to Lincoln County and to the employees.
8. **Set Next Meeting Date(s):** The committee set the next meeting for December 3rd at 8:00 a.m.
7. **Adjourn:** Motion by Woller, second by Caylor to adjourn at 8:23 a.m. All ayes, motion carried.