

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, August 5, 2013, 8:00 a.m.
Lincoln County Service Center – Room 248**

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

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Mike Nelson, Mike Nelson, Kevin Kleinschmidt and Chris Marlowe

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 Fill Authorized Position(s)**
 - a. **Treasurer's Office – Deputy Treasurer:** Randy Scholz informed the committee that the current deputy is retiring and by state statutes the Treasurer may choose the person she wants to fill the position. Motion by Woller, second by Saal to approve filling the position. All ayes.
 - b. **Social Services – Fiscal Information Specialist:** Mike Nelson talked about the current duties this position performs and the reason to increase the position from eighteen hours to twenty four hours. Mike indicated there will be no increase in tax levy. Motion by Woller, second by Rusch to approve filling the position. All ayes.
 - c. **Forestry – Forester:** Kevin Kleinschmidt informed the committee that one forester has resigned and the reason why the position should be refilled. Motion by Saal, second by Nelson to approve filling the position. All ayes.
5. **Annual Review of Personnel Policy:** Randy Scholz went through the personnel policy and indicated the changes would be made if approved on January 1, 2014. All employees will receive the updated policy with their annual benefit folders. Motion by Woller, second by Rusch to approve the personnel policy and have changes take effect on January 1, 2014. All ayes.
6. **Administrative Coordinator's report:** Randy went through his report and it was placed on file
7. **Set next meeting date(s):** September 9, 2013 and October 7, 2013
8. **Adjourn:** Motion by Nelson, second by Caylor to adjourn at approximately 8:23 am. All ayes.