

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, September 9, 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, Jeff Jaeger, Jerry Jagmin, Cindy Kimmons, Kevin Kleinschmidt, Nate Walrath, David Manninen and Mike Nelson

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. Clerk of Courts – Legal Secretary: Cindy Kimmons informed the committee that one of her employees accepted the Deputy Treasurer’s position and why the position should be filled. Motion by Rusch, second by Woller to approve filling the position. All ayes.
 - b. Social Services – Staff Aide: Mike Nelson talked about the current duties this position does and the position needs to be filled to continue to meet a contract obligation. Motion by Woller, second by Rusch to approve filling the position. All ayes.
5. **Forestry Reorganization – Job Descriptions:** Forestry Administrator Kevin Kleinschmidt talked about the changes in the job descriptions. He explained the reasons for the changes and the impact on his department. Overall the changes will be a plus now and moving forward for his department. Randy Scholz talked about the overall cost savings with the changes in Administration and Corporation Counsel Departments. Randy also talked about the continued need for cross training and utilizing employees in other departments. He explained we will continue to look for these opportunities, but it makes changes with those employees and departments more challenging and complex. Motion by Woller, second by Rusch to approve the job descriptions as presented. All ayes.
6. **Recruitment and Retention of Corrections Personnel:** Sheriff Jeff Jaeger explained to the committee the need to increase pay for correction employees in order to recruit and retain them. The jail has been at full staff (21 employees) for two weeks since it has opened. At one point the jail was short 7 employees. The concern is the State stepping in and reducing the amount of inmates the jail is able to accommodate. In the Sheriff office 2014 budget \$600,000 is budget for outside housing revenue. The Sheriff has estimated the total increased cost after the reduction of overtime because of shortage of staff will be approximately \$12,000. Motion by Woller, second by Nelson to approve the pay plan as presented. All ayes.
7. **Recruitment and Retention of Highway Personnel:** Highway Commissioner Jerry Jagmin explained that a highway worker had resigned. Jerry explained the need to have and keep qualified employees. He is proposing increasing the wages of equipment operators (only when they are operating equipment) and mechanics/machinist by \$1.25 per hour. The remaining savings about \$62,000 would be used for the roads. He feels this will allow them to hire qualified operators and mechanics/machinist and not lose them to other employers. Motion by Nelson, second by Rush to approve the pay plan as presented. All ayes.

8. **Request to hire two Limited Time Employee (LTE) Positions – Maintenance Department:** Acting Maintenance Director Randy Scholz explained that one LTE would work for twelve weeks in the summer and the other would work twelve weeks in the winter. They will free up time so the full time maintenance workers can perform all the needed repairs and prevented maintenance. Motion by Woller, second by Saal to approve the two LTE positions. All ayes.
9. **Update on Worker's Compensation Rating:** Randy informed the committee that our current rating is .97. Last year the rating was 1.00 and the year before it was 1.03. A rating of 1.00 is the average for the industry; anything over you will pay higher premiums and anything lower you will pay lower premiums. He also indicated the rating is calculated on a three year running average and the County will have a bad year fall off next year. Randy felt centralizing workers compensation and the safety program in one department has helped reduce the rating.
10. **Administrative Coordinator's report:** Randy went through his report and it was placed on file
11. **Set next meeting date(s):** October 7, 2013 and November 4, 2013
12. **Adjourn:** Motion by Nelson, second by Caylor to adjourn at approximately 9:37 am. All ayes.