

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, October 7, 2013, 8:00 a.m.
Lincoln County Service Center – Room 248**

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

MEMBERS NOT PRESENT: Don Nelson

VISITORS: Randy Scholz, Dan Miller, Don Dunphy and Jeff Jaeger,

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 Saal to approve the minutes from the last meeting. All ayes.
3. **Public Comment:** None
4. **Request to Fill Authorized Position(s)**
 - a. Solid Waste – Program Assistant: Dan Miller informed the committee that his program assistant is retiring and why the position needs to be filled. Motion by Woller, second by Rusch to approve filling the position. All ayes.
 - b. Social Services – Social Worker: Vacancy did not occur as anticipated. No action taken.
 - c. District Attorney – Legal Secretary & Program Assistant: Don Dunphy informed the committee that his legal secretary and program assistant both resigned and explained why the positions need to be filled. Motion by Rusch, second by Woller to approve filling both positions. All ayes.
5. **Update Personnel Policy – 911 Telecommunicator work schedule:** Sheriff Jaeger explained to the committee what the changes would mean in terms of more coverage and less cost. The new schedule will reduce comp time and that will result in a reduction of overtime. Motion by Woller, second by Caylor to approve the new work schedule for 911 Telecommunicators and make the necessary changes in the personnel policy. All ayes.
6. **Recruitment and Retention of County Employees:** Randy Scholz talked to the committee about the concern he has had over the last two years about the inability of the county to recruit and retain employees. He indicated his concerns are coming to light. He talked about wage studies, dealing with request as the committee receives them, or setting criteria to either be hard rules or guidelines when looking at request. After discussion it was decided Randy will bring additional information next month.
7. **Administrative Coordinator's report:** Randy went through his report and it was placed on file
8. **Set next meeting date(s):** November 4, 2013 and December 2, 2013
9. **Adjourn:** Motion by Rusch, second by Saal to adjourn at approximately 8:25 am. All ayes.